

**SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(GOVERNMENT OF INDIA: MINISTRY OF HOME AFFAIRS
HYDERABAD-500052.**

TENDER ENQUIRY NO .8530/HK4/2024-25/HS-RS

**OPEN TENDER ENQUIRY FOR SUPPLY OF HORSE RATION-GREEN
GRASS (LUCERNE-RAJKA) TO SVP NATIONAL POLICE ACADEMY,
HYDERABAD ON RATE CONTRACT FOR TWELVE MONTHS:
REGARDING**

1. Date of Tender Enquiry: 07/02/2025
2. Closing date & time for submitting bids: : 28/02/2025
3. Website: [http; ;///. procure. gow. in](http://procure.gow.in)

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India: Ministry of Home Affairs
Hyderabad – 500 052.

No. 8530/HK4/2024-25/HS-RS

Dated: 06 th Feb 2025

OPEN TENDER ENQUIRY

SVP National Police Academy, Shivarampally, Hyderabad, invites **e-bids** under a two-bid system from interested and experienced firms for the supply of **Horse Ration-Green Grass (Lucerne-Rajka) about 312 Kgs daily between 0800h to 1100h AM Rate Contract for Twelve Months** to the Academy Stables for further feeding to the Horses of Riding Section, SVP National Police Academy.

2. The salient features of the tender inquiry are as follows: -

(a)	Tender No	No8530/HK4/2024-25/HS-RS Dated 06/02/2025
(b)	Description of Contract	Supply of Horse Ration-Green Grass (Lucerne-Rajka) about 312 Kgs Daily between 0800 hrs to 1000 hrs AM on Rate Contract for Twelve Months to Riding Section, Site 'A' Campus, SVP National Police Academy, Hyderabad-500052.
(c)	Specifications/Quantities/of items	As per Annexure-A
(d)	Type of Tender Enquiry	Open Tender Enquiry
(e)	Bid System	Two-Bid System (Two separate covers containing technical and financial offers)
(f)	Earnest Money Deposit.	Earnest Money Deposit for Rs.31,442/- required to submit along with Bid documents as per provisions of Rule 171 of GFR 2017
(g)	Tenure of Contract	The tenure of the contract will be for a period of twelve months and may be extended for a period of six months, if the situation demands, on mutual agreement for one or two years, on the same conditions of in contract.
(h)	Delivery Schedule	Delivery should be completed as per the Rate Contract for Twelve Months on a daily basis.
(i)	Terms of Delivery	FOR-Destination, SVPNPA, Hyderabad.
(j)	Sample of the items	A sample of the quoted item is to be submitted in a sealed cover to the Presiding Officer, Tender Purchase Committee, SVP National Police Academy, Shivarampally, Hyderabad-500052 so as to reach this Academy before the closing date of the tender.
(k)	Bid validity	The bid should be valid for 180 days from the date of opening of the bid
(l)	Address for correspondence	Presiding Officer, Tender Purchase Committee, SVP National Police Academy, Shivarampally, Hyderabad-500 052

3. Important dates related to this tender are furnished below for information:

Ser No	Particulars	Date	Time
(a)	Date of Online Publication of Tender	07/02/2025	1200 Hrs.
(b)	The starting date for downloading the Tender document	07/02/2025	1210 Hrs.
(c)	Bid Submission starting date & time	07/02/2025	1220 Hrs.
(d)	Bid Submission closing date & time	28/02/2025	1600 Hrs.
(e)	Date & time of opening Technical Bids	03/03/2025	1000 Hrs

4. Interested Manufacturers/Authorized Dealers/Suppliers dealing with the subject item can download the Tender document from the Central Public Procurement Portal (<https://eprocure.gov.in>) and bid can be submitted through the same website. Bids submitted other than on the CPP Portal will not be accepted. The eligible bidders should have the digital signature (DSC) issued by any agency authorized by the Controller of Certifying Authorities, Govt. of India.

5. Bidders can access and download the tender documents from the CPP Portal fill them with all relevant information and submit the completed tender document online on the website: <http://www.eprocure.gov.in>. The downloading of tender documents shall be carried out strictly as provided on the website. No editing, addition, or deletion of matter shall be permitted. If such action is observed at any stage, such tenders are liable for outright rejection.

6. All the documents as per tender requirement should be uploaded online and further, no documents will be accepted offline. Bidders who are not submitting any of the required documents online will summarily be rejected. Firms registered with NSIC, who are exempted from furnishing EMD shall attach an attested copy of the requisite certificate along with their bid without fail. Firms registered other than NSIC should submit only EMD declaration certification along with the Bid documents.

7. The TIA (Tender Inviting Authority) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour. For any queries regarding the e-tendering process, the bidders are requested to contact us over the phone: at 04024235999 or send a mail over to cppp-nic@nic.in.

8. The following scanned documents in pdf/excel/rar file format must be enclosed in separate covers duly signed and stamped: -

First Cover PDF: -

(a)	Signed and Stamped of NIT documents.
(b)	Firm Registration Certificate as per the Companies Act of India.
(c)	Banker details.
(d)	Permanent Account Number of the Contractor and GSTIN of the Firm along with the latest returns submission documents.
(e)	Income tax returns and details of the last three years (2021-22,2022-23, and 2023- 24. The cumulative turnover of the last three years should be Rs 28,30,000/-duly supported by the audited financials.
(f)	Copies of earlier contracts/work orders executed in the past and delivery schedule undertaking certificate.
(h)	Copy of Earnest Money Deposit for 31,442/- (Rupees Thirty-one thousand four hundred and forty-two only) to be enclosed
(i)	Offers received without the EMD will be rejected summarily
(j)	LOB (Letter of Bid) duly signed by the vendor.
(k)	Proforma for Technical Bid duly signed by the vendor.
(l)	<u>Taxes and Duties.</u> The vendor shall be entirely responsible for all Taxes/GST, license, fees, etc., incurred until delivery of the contracted item to the Academy. If there is any increase in tax duties (shown separately in the financial bid) during the contract period due to government policy will be borne by the buyer.

Second cover: -

(a). Financial bid (In Excel file like BoQ): - The rates/amount of contract inclusive of all taxes. The Price Bid/BoQ template must not be modified or replaced by the bidder; otherwise, the bid submitted is liable to be rejected for this tender. However, the taxes should be mentioned separately.

(b). Price shall be quoted in Indian Rupees only.

9. As such, parties interested in the proposal may submit their bids in encrypted format, subject to acceptance of the following terms and conditions: -

Terms and Conditions

(a). In this NIT, Contract Operating Officer means 'The Director, Sardar Vallabhbhai Patel National Police Academy or any other officer; authorized by him on his behalf.

(b). The bids are invited online under two cover systems (Technical bid – Cover-1) and price bid/bid of quantity (BOQ) (cover-2) from eligible bidders.

(c). Tenders shall be submitted online only at the CPPP website. Bidders are advised to refer to the Bidders manual kit for e-submission of the bids online through the Central Public procurement portal available at the website: [http:// www.eprocure.gov.in](http://www.eprocure.gov.in). Aspiring Bidders/Suppliers who have not enrolled/ registered in e-procurement should enroll/register before participating through the website. Http The portal enrollment is free of cost.

(d). L1 will be deduced based on the lowest rates quoted by the bidder item-wise.

(e). The Academy reserves the right to increase/decrease the quantity of the items, as per the situation prevailing and also to extend the period of the contract, if the situation demands.

(f). In case of a tie-in lower bid (L1), the latest technologies with Make, Brand, quality, and Model be preferred/accepted.

(g). No request for escalation of rates will be entertained for whatsoever reason during the currency of the contract.

(h). Delivery terms, description of stores and features of stores offered for supply be attached.

(i). Bidders, in the case of dealers, must compulsorily attach an authorized Dealership certificate, guarantee/Warranty period offered for the item, any other standard certification of the item, etc., from the manufacturer of the quoted item.

(j). In case of any deviations in the specifications/features of the offered item with the tender inquiry requirements, the same shall be explicitly mentioned in a separate sheet and enclosed with the bid, failing which the offered item will be treated to be in exact consonance with the tender inquiry requirements.

(k). In the financial bid, the unit rate of the item and total amount including all Taxes/GST, transportation charges, labour charges, etc., are to be quoted duties explicitly both in words and figures. No excess amount beyond the quoted amount will be considered. No figures or words should be overwritten. Overwritten figures or words should be scored out and re-written under the full signature of the authorized signatory. Quotations that do not fulfill this condition will not be considered.

(l). Quoted prices **should be inclusive of freight** and forwarding charges, handling charges, loading and unloading charges, insurance charges, etc.

Delivery of items: -

(m) Delivery is to be completed as per agreement made for twelve months (365 days). If the tenderer fails to supply the Green Grass (Lucerne-Rajka) within the stipulated delivery period/schedule time, then the supply order will stand canceled and the performance security deposit shall be forfeited. In addition, the tenderer may be blacklisted for a definite period to be decided by the Academy, during which no supply order would be given to the blacklisted tenderer.

(n). The tenderer shall be responsible for the proper packing of goods so as to avoid damages under normal conditions of transport by rail, road, or air and for delivery of the material in good conditions to the consignee at the destination. In the event of any loss, damage, breakage, leakage, or shortage, the tenderer shall be liable to make goods such loss or shortage.

(o). During the implementation the item may be increased/decreased (by minus 10% or plus 15%) on the actual requirement. The vendor should be able to supply the item at the unit rate quoted for the items mentioned as per **Annexure A** to this document during the Rate Contract period.

(p). The item supplied should match the sample quality. It should be clear of dirt or pebbles. In case, it is found that there is dirt or pebbles in the supply, the supplier has to get it cleaned in the Riding Section by engaging his own laborers.

(q). The Technical Bid containing the specifications viz. Make, Brand and Model, and other information leaflets/catalogue of the proposed brand which the bidder intends to deliver and the delivery schedule by the bidder, shall be enclosed with the tender.

(r). The prices once accepted by the Purchaser shall remain valid till the successful execution of the complete order to the satisfaction of the purchaser. The Purchaser shall not entertain any increase in the prices during the currency of the contract period for Twelve Months. In the event, there is a reduction or increase in Government levy/duties during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/excise duty.

(s). The Bid / Tender submitted shall necessarily remain valid for **180 days** after the date of bid opening. If any bidder withdraws his tender before the said period, SVP NPA shall without prejudice to any other right or remedy as per provisions exist in the Manual for Procurement Procedures and the Rules in GFRs 2017.

(s). No interest will be paid on the Performance Security Deposit.

(t). The bidding firm should submit an undertaking along with their bid, that they would adhere strictly to the delivery schedule indicated in this tender document.

(u). Delivery should be completed as per the schedule mentioned in the supply order.

(v). The supply order is liable to be canceled, if the quality of item(s) is/are found to be **not satisfactory** or if there is an **inordinate delay** of more than 4 weeks in completing the supply.

right to cancel the order: -

(w). The Director SVP NPA reserves the right to cancel the order without pre-notice, forfeit the security deposit, or recover any damages for any breach of contract.

Currency of Contract: -

(x). The currency of the contract will be for a period of twelve months. In the interest of the state of economy or administrative necessity, the contract will be extendable for a period of six months and the approved firm will be bound to supply. Thereafter, the contract may be extended further (one or two years) on mutual agreement.

Performance Security Clause: -

a). In the event acceptance of the offer and on placing the supply contract, the successful bidder will have to submit performance security as indicated in the supply contract as per GFR 2017, in the form of a Bank Guarantee/FDR from a commercial bank, which should remain valid/fixed for a period of 180 days beyond the date of tenure of contract/completion of all contractual obligations of the supplier.

b). In the event of the contractor's performance security deposit being reduced by means of forfeiture, the contractor within 15 days from the date of intimation of the reduction shall restore the performance security to the ordinal value, failing which, the contract operating officer will recover the amount involved from any amount due to the contractor by the government or from any other assets of the contractor held with the Academy.

11. Penal Action for Non-Compliance of Terms and Conditions of the contract: -

a). If a contractor willfully neglects or fails to perform or observe any condition of the contract or attempts to cheat or indulge in fair practice with the motive of making undue gain, the Director may impose a ban on future contracts by the SVP National Police Academy with that contractor.

b). In case of contractor fails to comply with any demand or indent placed by the Academy or to perform his part of the contract to the entire satisfaction of the department or fails to abide by the terms of the contract, the contractor shall be liable to all following actions or any of the following actions, as may be decided by the Director of this Academy: -

(i). Forfeiture of performance security in whole or part

(ii). To make good the loss caused to the Government

(iii). cancellation of the contract without any prior notice to the contractor

(iv). Debarment from entering into to contract with the Academy for the period specified by the competent authority.

(c). All losses sustained by the government due to failure, omission, or neglect of the contract may be recovered from the performance security or any other amount, /which may be paid to a contractor from the Academy.

(d). In case of rejection of any item by the Academy or in case of ect, failure or delay on the part of the contractor to comply with any demand or indent placed by the Academy, the Academy authority may without prejudice to any other action which the department may take under the terms of the contract, will be at liberty to procure or purchase such items from any other source. Any expenditure (which may include transportation and incidental charges) incurred in excess of the contracted rate shall be borne by the contractor or recovered from his security deposit and/or from any amount which may be due to be paid to the contractor by the Academy.

12. Arbitration Proceedings. Any dispute arising out of the contract at any time between the parties hereto touching or arising out of this contract shall be referred to an arbitrator to be nominated by the Director, SVP National Police Academy and the decision and award of such arbitrator shall be final and binding upon the parties hereto and the provision of the Indian Arbitration Act 1996 shall apply to the Arbitration proceedings.

13. High Court for Settlement of Dispute. If the dispute between the parties is not settled by the Arbitrator, it should be subject to the jurisdiction of the High Court of Judicature at Hyd.

14. Death of Contractor (Sole Proprietor). In case of the death of a contractor or sole proprietor of a firm, his/her legal heir (s) may be permitted to operate the contract already approved in favor of the deceased and are operational or operating the current contract approved in favor of the deceased:

(a). Death certificate of the deceased contractor.

(b). Willingness Certificate on an affidavit that the legal heir (s) and accredited agent (s) are willing to continue the operation of the existing contract (s) at the existing terms and conditions of the contract.

(c). Legal Heir certificate/succession certificate from the Court of Law.

15 Payment of Bills

(a). **No advance payment or payment against the proforma invoice will be made.** Payment will be made only after completion of the supply and acceptance of the item by the competent authority of the Academy.

(b). The Tenderer who fails to deliver the items as per the terms and conditions of the NIT, the Director SVPNPA shall be entitled at his discretion to deduct the LD (Liquidated Damages) to the maximum of 0.5%. to 10%.

16.Opening and Evaluation of Technical Bids: -

(a). The Tender Committee appointed by the Competent Authority of the Academy will open all Technical Bids in the first instance on the appointed date and time at SVP NPA, Hyderabad.

(b). During evaluation of the bids, the Purchase Committee may, at its discretion, ask the Bidder for clarifications of its bid. The clarification of the bidder shall be in writing.

(c). No bidder shall contact the Committee Members on any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the Purchaser it should be done in writing.

(d). Any effort by a bidder to influence the Purchaser in its decision on bid evaluation, bid comparison, or purchase order decision will result in the rejection of the bid.

(e). The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be uploaded in the portal. The Purchase Committee may take an option to choose to open the Financial Bids immediately after the opening and evaluation of the Technical Bids.

17. Opening and Evaluation of Financial Bids: -

(a). The Tender Processing Committee will open the Financial Bids in favor of the bidder who successfully qualified Technical Bid.

(b). Arithmetical errors will be rectified on the following basis: -

If there is a discrepancy between words and figures, the lower of the two shall be taken as the bid rate. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.

18. The Bidder should not have been blacklisted/debarred/suspended from business by any Government Organization/Public Sector Undertaking and should be an entity registered in India.

19. If a contractor willfully neglects or fails to perform or observe any condition of the contract or attempts to cheat or indulge in fair practices with the motive of making undue gain, the Director may impose a ban on future contracts by the SVP National Police Academy with that contractor.

20. The Contractor shall provide a judicial agreement copy duly signed on the above terms and conditions within 15 days to Academy on receipt of contractual order.

21. The Bidder will be blacklisted by the Academy in case of breach/ non-compliance with the terms and conditions of the contract.

22. Sample of offered item: - The Tender Processing Committee of the Academy may require the bidders to provide a physical sample (minimum 500 gms) to be seen during the opening of the technical bid and to test the quality of the item. The bidder is responsible for his own expenditure for showing the sample before the board during the opening of the technical bid. Failure to produce a sample will entail rejection of the bid forthwith.

23. Notwithstanding any of the conditions and clauses indicated above, the Director, SVPNPA has the whole and sole right to waive off any of the above clauses, accept or reject either the lowest or any other valid bid, and or **split up the order** to more than one bidder or to cancel the Tender without assigning any reasons thereto.

S. Bala Koteswara Rao 06/02/2015

**Administrative Officer (Admin)
SVP NPA Hyderabad**

Copy to: - Web Administrator for hosting advertisement on the Academy website.

Annexure-A

**STORE LIST OF HORSE RATION – GREEN GRASS (LUCERNE-RAJKA) SVP
NATIONAL POLICE ACADEMY HYDERABAD**

Se r No	Nomenclature	A/U	Quantity	Remarks
01.	G R E E N GRASS (LUCERNE- RAJKA)	Kgs	113880 Kgs	Daily requirement approx 312 Kgs from 0800h to 1100h AM for Twelve Months on Rate Contract.

PROFORMA FOR TECHNICAL BID

(Please upload the copies of the documents in support of the following information without fail)

Sl No	Particulars	Descriptions
1	Name of the Vendor and Address (Block Letters)	
2	Contact No. (Landline and Mobile)	
3	Permanent Account Number (PAN)	Enclosed /Not Enclosed
4	GST Number/GST Registration	Enclosed /Not Enclosed
5	Firm Registration as per the Companies Act of India	Enclosed /Not Enclosed
6	Banker Details (Bank and Branch, Branch Code, MICR code, IFSC code)	Enclosed /Not Enclosed
7	Bank A/C No	Enclosed /Not Enclosed
8	Have you submitted a copy of the work order/contract executed in the past, in support of your experience herewith?	Enclosed /Not Enclosed

9	Have you submitted a copy of the latest Income Tax return filed by you or details of last year's turnover duly signed by the Auditor Have you submitted a copy of Average?	Enclosed /Not Enclosed
10	Turnover of the last three years should be Rs 28,30,000/- (Rupees twenty-eight Lakhs thirty thousand only) duly supported by the audited financials.	Enclosed /Not Enclosed
11	Whether the validity of the Tender is for 180 days	Yes/No

Place: -

Date: -

Signature of Vendor

Name:

Stamp:

Seal:

(Scan copies of the relevant documents in support of the above information are to be uploaded online, failing which the tender stands rejected forthwith).