सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी
SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(भारत सरकार : गृह मंत्रालय)
(Government of India : Ministry of Home Affairs)
हैदराबाद - 500 052
Hyderabad - 500 052

# TENDER NO : 34011/04/2016-17/ HS. Misc

## SUPPLY OF EXPENDABLE ITEMS TO SARDAR VALLABHBHAI PATEL, NATIONAL POLICE ACADEMY, HYDERABAD

Date of Tender Enquiry : 07/06/2016

Closing date & time of submitting bids : 27/06/2016

Website: http://www.eprocure.gov.in

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## OPEN TENDER
## ( e-Tender)

1. SVP National Police Academy, Shivrampally, Hyderabad, invites **e-bids** under two-bid system from reputed firms for supply of expendable items as per the details given below :-

2. Salient features of the tender enquiry are as follows:-

| | | |
|---|---|---|
| a) | Tender No. | 34011/04/2016-17/ HS.Misc |
| b) | Description of stores | • Dustbin covers small fine quality 20x26 Inch – 600 Kgs<br>• Dustbin covers big fine quality 35 x 45 Inch – 5,500 Kgs<br>• Hand glows in pair fine quality – 2000 pairs. |
| c) | Type of Tender | Open Tender |
| d) | Bid System | Two Bid System<br>(**two cover Technical Bid & financial Bid**) |
| f) | Earnest Money Deposit. | Demand draft for Rs 8,000/- ( Rupees eight thousand) only drawn from any of the Commercial Banks in favour of the 'The Director, S.V.P National Police Academy, Hyderabad. |
| g) | Delivery schedule / completion period | Delivery should be completed within 15 days from the date of receipt of purchase order from the Academy. |
| h) | Terms of Delivery | Free on Rail/ Road (F.O.R) Destination, SVP NPA Hyderabad. |
| i) | Bid validity | Bid should be valid for **180 days** from the date of opening of bid. |
| j) | Address of correspondence | The Administrative Officer (Admn)<br>SVP National Police Academy, Shivarampally, Hyderabad<br>Telangana - 500052 |

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

| | Particulars | Date | Time |
|---|---|---|---|
| 01 | Date of online publication of tender | 7/6/2016 | 1000 hrs |
| 02 | Starting date for downloading tender document | 7/6/2016 | 1000 hrs |
| 03 | Bid submission starting date | 7/6/2016 | 1100 hrs |
| 04 | Bid submission closing date | 27/6/2016 | 1700 hrs |
| 05 | Closing date & time for submission of original copies of EMD | 27/6/2016 | 1700 hrs |
| 06. | Opening of bid | 30/6/2016 | 1100 hrs |

4) Interested manufacturers/ authorised dealers/ stockists/ suppliers dealing with above items can download the tender document from CPP Portal (www.eprocure.gov.in) and bid can only be submitted through the same website. Bid submitted other than on CPP Portal will not be accepted. The Eligible bidders should have the digital signature certificate (DSC) issued from any agency authorised by controller of certifying authority (CCA), Govt. of India.

5) The bids are invited online under two cover system (Technical bid (Cover 1) and price bid/bill of quantity (BOQ) (Cover 2 )) from eligible bidders.

6) Bidders can access and download the tender documents from CPP Portal and can 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, deletion of matter shall be permitted. If such action is observed at any stage, such tenders are liable for outright rejection.

7) Tender shall be submitted online only at CPPP website. Bidders are advised to refer 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. Aspiring Bidders/ Suppliers who have not enrolled/ registered in e-procurement should enrol/register before participating through the website http://www.eprocure.gov.in. The portal enrolment is free of cost.

8) All the documents as per tender requirement should be uploaded online and further, no documents will be accepted offline. However, Demand Draft (EMD – Earnest money deposit) hard copy should be sent to SVP National Police Academy before the due date of opening. Bidders who are not submitting any of the required documents online will summarily be rejected.

9) The details of the Tender document, Tender fee and EMD should be filled and uploaded online. Earnest Money Deposit (EMD) for Rs 8,000/- ( Rupees eight thousand) only should be deposited in form of Demand draft Drawn on any nationalized bank in favour of Director, SVP National Police Academy, payable at SBH, Shivarampally, Hyderabad. **Bids without EMD will not be considered**. Tender Reference Number or details should be mentioned on the backside of the original Demand Draft and the same should be sent to SVP National Policy Academy, Hyderabad before due date of opening of the tender.

**Terms and Conditions**

1. 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 quires regarding e-tendering process, the bidders are requested to contact over phone : 1-800-233-7315 or send a mail over to cppp-nic@nic.in.

2. Following scanned documents in pdf / Excel file format must be enclosed in separate covers duly sealed and stamped.

**First cover ( In pdf ):-**

a) Signed and stamped of NIT documents.

b) Description of stores and features of stores offered for supply.

c) Proof of firm - firm's Registration, TIN of the firm, Pan Card of the firm, income tax clearance certificate, service tax returns for the last three years, list of valued customers if any, copies of earlier supply orders executed in the past three years etc along with the quotation.

d) Details of ISO certifications and specification viz. Make, Brand and Model and other information leaflets of the proposed brand which the bidder intends to deliver and the delivery schedule by the bidder.

e) Delivery schedule , payment terms and warranty period of items :- As per tender terms or otherwise .

f) Banker details of firm.

g) Scanned copy of earnest Money Deposit of Rs 8,000/- ( Rupees eight thousand ) only in the form of Demand Draft drawn in favour of 'The Director, S.V.P. National Police Academy, Hyderabad' submitted in portal followed by original copy before closing of tender date at the address of The Administrative Officer ( Admn), SVP National Police Academy, Shivarampally, Hyderabad. **Offers received without the prescribed EMD, will be rejected summarily.**

h) LOB ( Letter of bid ) duly signed

i) Any other technical documents ( In .rar doc)

**Second cover :-**

a) Financial bid ( In excel file like BoQ ):- The rates i.e. unit rate of each item and total amount including all taxes, transportation charges, labour charges and installation charges, if any, are to be quoted explicitly both in words and figures. The Price Bid/ BOQ template must not be modified or replaced by the bidder; else the bid submitted is liable to be rejected for this tender. No excess amount beyond the

quoted amount will be considered.

b) 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 period. 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. However, the Purchase is not liable to any claim from the supplier on account of fresh imposition and/or increase of Excise duty, Customer duty, sales tax etc. on raw materials and/or components used directly in the manufacture of contracted goods taking place during the pendency of contract.

c) Prices shall be quoted in Indian rupees only.

3 The Bid / Tender submitted shall necessarily remain valid for 180 days after the date of commercial bid opening. If any bidder withdraws his tender before the said period, SVP NPA shall-without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security submitted along with the bid.

4 No interest will be paid on Earnest Money Deposit. EMD of unsuccessful tenderers will be returned in due course of time. If the quotation is accepted and the contracted firm fails to undertake the supply contract, their EMD will be forfeited without any further notice.

5 The Director, SVP National Police Academy reserves the right to order full or part thereof of the items enclosed or accept/reject any or all the bids without assigning any reason.

6 The bidding firm should submit an undertaking along with their technical bid, that they would adhere strictly to the delivery schedule indicated in this tender document failing which they would be penalised with a penalty equal to 0.5% of the supply contract value for every week period's delay. Failure to enclose this undertaking would entail rejection of the submitted offer without any further intimation.

7 **Sample -** The tender processing committee of the Academy may require the bidders to provide **sample of the above items** at NPA Hyderabad to verify the quality at their own cost.

8 Any Government organization/ undertaking should not have blacklisted debarred/ suspended the bidding firm.

9 Liability of the work order getting cancelled, if the quality / progress of the work is found to be not satisfactory or if there is an inordinate delay of more than 4 weeks in completing the supply.

10 The bidder will be blacklisted by the Academy in case of (column-06 & 09) above being invoked.

11 The successful bidder shall have to deposit a performance security of 5% of the contract value of the supply / work order rounded up to the next hundred in the form of account payee demand draft/ bank guarantee from a nationalized/ scheduled commercial bank in favour of the Director, SVP NPA Hyderabad payable at SBH Shivarampally, Hyderabad for due performance as per the provisions contained in GFR – 158. Failure on the part of the firm to deposit the performance security within stipulated time the purchase reserve the right to cancel the supply order. Performance security submitted by the bidder will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. No interest will be payable for "Performance Security".

12 The SVP NPA reserves the right to increase or decrease the quantity of the order.

13 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.

14 Not with standing any of the conditions and clauses indicated in the Tender form, the Director has whole and sole right to accept or reject either the Lowest or any other valid bid and or split up the order for supplying of expendable sanitary articles to more than one bidder or to cancel the Tender without assigning any reasons thereto.

16. No advance amount would be paid and payment will be released on successfully supply of expendable items at Academy.

**Opening and Evaluation of Technical Bids:**

a) The Tender Committee appointed by the Purchaser will open all Technical Bids in the first instance on the appointed date, time and venue.

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

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

d) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be communicated to the qualifying bidders. The purchaser may at its option chose to open the financial bids immediately after the opening and evaluation of the Technical Bids.

**Opening and evaluation of Financial Bids:**

a) The Tender Committee appointed by the Purchaser will open the Financial Bids of the successful qualified of technical bidders.

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 price. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected, and its EMD will stand forfeited

**Eligibility Conditions**

a) The bidding firm should have the capability to supply the ordered equipment in time as per the schedule indicated in the salient features i.e. the supply and installation shall be completed within 15 days from the date of receipt of work order.

b) Any Government organization/undertaking should not have blacklisted debarred/suspended the bidding firm.

c) The Vendor should preferably be an entity registered in India.

**Taxes and duties**

a) Vendor shall be entirely responsible for all taxes, duties, license, fees etc. incurred until delivery of the contracted services to the Institute.

b) No bid will be considered unless and until all the pages / documents comprising the bid are properly numbered, signed and stamped by the person/s authorized to do so.

Admn. Officer (Admn.)

Copy to: Programmer with a request to please get the above requirement posted in NPA Website and provides a link