

TENDER NO. 474/CSA(Q-IV)/DCP-P&L/2018

TERMS & CONDITIONS:

Online e-tenders are invited in two bid system i.e. Technical Bid and Financial Bid on the following terms and conditions by the undersigned from the manufacturers, authorized distributors and traders for the Purchase of various uniform articles in connection with Commemoration Day Parade 2018, as per the details mentioned in the enclosed list (**Annexure-A**) on the following terms and conditions through Central Public Procurement Portal e-tender system website <https://eprocure.gov.in/eprocure/app> by **1130 Hrs. on 03.10.2018. Offline tenders shall not be accepted and no request will be entertained on any ground/reason.**

Bidders are advised to submit the online tender and quote their rates after careful study of the following terms and conditions of the tender:-

1. On line e-Tender shall be in two bid system i.e. **TECHNICAL** BID and FINANCIAL BID for the purchase of various uniform articles. Instructions for submitting on-line e-tender are enclosed at **Annexure-Z**.
2. The person signing the tender documents should be authorized for signing the tender documents and his signature should be attested by owner/partner/director of the tendering company/firm. A scanned copy duly self attested of certificate in this regard, duly issued by the Director/Owner/partner, must be attached along with tender documents.
3. Only authorized representative will be allowed to attend the meeting of the Purchase Committee. The representative, who is deputed to attend the meeting, should be Director or Partner or Owner or an employee of the company bearing an authority letter. He/She should also bring authority letter on company/firm's letter head that any decision/negotiation taken by him/her would be accepted by company/firm.
4. Only GST registered company/firm (s) are eligible to participate in this tender. The self attested & stamped scanned copy of valid GST Registration Certificate shall be attached with technical bid.
5. The self attested & stamped scanned copy of latest GST deposit receipt shall be attached with the technical bid.
6. Manufacturing company/firm or authorized distributors or traders having experience in the field can participate in the tender. The bidder shall attach scanned copy of proof of experience/past performance of the supply/job with the technical bid.
7. The detail of items along with quantity is mentioned in enclosed **Annexure-A**.

8. Online TECHNICAL BIDS will be opened first on **04.10.2018** at **1130 Hrs.** in Committee Hall/P&L, 5 Rajpur Road, Delhi-110054 and the FINANCIAL BIDS of only technically qualified company/firms will be opened after scrutiny of technical bid and selection of samples of Ceremonial Dress Articles/items. The criteria of selection of sample would be on the basis of quality, feel finish, workmanship, pattern and colour shade and conforming our approved sample.
9. The last date & time of online e-tender is by **1130 Hrs.** on **03.10.2018**. **Offline tenders shall not be accepted and no request will be entertained on any ground/reason.**
10. The scanned copy Account Payee demand Draft of **Rs.500/-** as tender fee in favour of "Deputy Commissioner of Police, Prov. & Logistics, 5-Rajpur Road, Delhi", be attached with the technical bid irrespective of registration status etc. of the firm. The application fee is non refundable. The original DD of the same as Application Fee shall be submitted by the bidder at the time of opening of Tender. No tender will be opened/accepted without requisite tender fee and shall be rejected straightway. **However, firms registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC), MSMEs, MSEs start-ups for the requisite item/items are exempted from depositing of Application Fee. But the bidders have to submit the scanned copy of the Registration Certificate with the technical bid of the tender to avail this exemption.**
11. The scanned copy Earnest Money Deposit (EMD) of **Rs.15,000/-** shall be deposited by the bidders with Technical bid, which can be submitted in the form of Account Payee Demand Draft, FDR, Bankers Cheque or Bank from any Nationalized Bank or from Axis Bank, HDFC Bank & ICICI Bank (Banks Authorized for Govt. Business) in an acceptable form in favour of "Deputy Commissioner of Police, Prov. & Logistics, 5-Rajpur Road, Delhi". EMD deposited with the tender shall bear no interest. The EMD should be valid for a period of forty five days beyond the date of the bid validity i.e. 6 months+ 45 days. Earnest money shall be refunded to the unsuccessful bidders, after finalization of tender and award of work, to the successful bidder(s). **The same original EMD shall be submitted by the bidder at the time of opening of Tender.** No tender will be opened/accepted without EMD and shall be rejected straightway.
12. The company/firms registered with NSIC/DGS&D/MSEs/MSME start-ups for the particular item are exempted from depositing of EMD. The participating firm, who are exempted for depositing the EMD, shall submit self attested and stamped scanned copy of valid documents in support of exemption with the Technical bid.
13. All the company/firms participating in the tender must attach a scanned copy of list of their Directors/Owners/Partners/Proprietor etc. on the letter head of firm duly self attested and stamped with the technical bid.
14. All the company/firms participating in the tender must attach a scanned copy of a certificate duly self attested and stamped to the effect that the company/firm is neither blacklisted by any Govt. Deptt. nor any criminal case is registered/pending against the company/firm or its director/owner/partner anywhere in India. The company/firm who is blacklisted by any Govt./Semi Govt. Deptt. or any criminal case is registered/pending against the company/firm or its Director/Owner/Partner/ Proprietor anywhere in India is/are not eligible to participate in this tender

15. The tendering firm shall clearly mention the Guarantee/Warranty of the tendered stores, which shall not be less than one year for each item from the date of acceptance of store.
16. The bidders will have to submit **ONE SAMPLE** of each article mentioned at Sl. No. 1 to 3 and submit the samples of cloths for article mentioned at Sl. No. 4 & 5 of Annexure-A, duly tagged and stamped alongwith the tender. Samples after opening of e-tenders will not be accepted. No tender will be acceptable without samples
17. The rates are to be quoted by the bidders inclusive of all taxes, levies, charges etc. in Indian currency and payment shall also be made to successful bidders (s) in Indian currency. Nothing over and above the quoted/accepted price will be payable by the purchaser.
18. The bid validity shall be for a period of six months from the date of opening of e-tender.
19. The rates will be F.O.R. at 5, Rajpur Road, Delhi – 54.
20. The payment will be made on receipt/acceptance of goods in good condition as per approved sample. No advance payment will be made.
21. The samples of previous tender shall not be considered.
- 22. Approved SAMPLES of the each article may be seen in CSA/CLOTHING STORE/P&L, Delhi at 5, Rajpur Road, Delhi or Clothing Store/DCP/4th Bn. DAP New Police Lines, Kingsway Camp, Delhi on any working day between 10.00 A.M. to 5.00 P.M. The supply of the items should be strictly according to the samples/pattern/colour shade approved by this office.**
23. The company/firm whose rates are accepted shall have to deposit **10% of the total contractual cost as Performance Security (Security Money)** within 10 days, in the shape of an Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee from a Nationalized Commercial Bank in an acceptable form in favour of Deputy Commissioner of Police, Provisioning & Logistics, 5, Rajpur Road, Delhi – 110054 before the supply order is placed to the company/firm. The Performance Security (Security Money) shall bear no interest. The Performance Security should be valid for 60 days beyond the completion of all contractual obligations by the supplier including the warranty/guarantee period i.e. delivery period + Warranty/Guarantee period + 60 days.
24. In case the successful bidder fails to deposit the Performance Security within 10 days from the date of receipt of letter, the EMD of the firm will be forfeited in favour of department and action will be initiated to blacklist the firm.
25. The Purchase Committee, in order to satisfy itself can order an on the spot enquiry to verify the soundness, capability, viability and any other information given by the tendering company/ firms.
26. The quantity of Ceremonial Dress Articles can be increased or decreased upto \pm 25% at any stage till the delivery of consignment is completed/accepted.

27. The company/firm which has been awarded the contract has to complete the supply **before 15.10.2018**. In case of failure of the firm to complete the supply within stipulated period, the Performance Security will be forfeited, besides action will be taken for blacklisting the firm after serving a Show Cause Notice.
28. The supply of stores should be completed by the company/firm within the delivery period failing which liquidated damage charges will be claimed @ 0.5% of total cost of delayed quantity per week, which may be maximum upto the limit of 10% of delayed quantity cost. Besides, action can be taken to blacklist the company/firm and forfeiture of its Performance Security.
29. After evaluation of technical bids of all tendering firms, the Purchase Committee will examine the samples of technically qualified firms and the Financial Bids of those firms whose samples are found as per requirement/approved samples, will be opened by the Purchase Committee. The Purchase Committee will have discretion to award the contract to more than one firm, if their rates are found same.
30. After receipt of supply, the same will be compared/matched by Survey Committee with approved sample keeping in view the parameters like design, feel, finish, workmanship and shade etc. In case, the supply is found inferior to the approved sample, the consignment will be rejected. The supplier will have to take back the consignment at his own cost and replace it with fresh stock within the specified period. In case the supplier fails to give or to replace the supply as per approved sample, the Performance Security will be forfeited, besides cancellation of the supply order and action for blacklisting of the company/firm will be initiated. The un-acceptable stores shall be subject to replacement at the risk and responsibility of the bidder
31. The scanned copy of an undertaking duly signed & stamped by the authorized signatory as a token of acceptance of all the terms & conditions of the tender documents by the bidder shall be attached along with the tender as per enclosed **Annexure-X**.
32. The Competent Authority reserves the right to reject any tender or all tenders without assigning any reasons thereof on the recommendations of the Purchase Committee.
33. The unsuccessful bidders shall be responsible to collect the sample deposited by them with the tender within 15 days after the day of opening of financial bids. Thereafter, no claim to return the sample will be entertained by the Purchaser.
34. The payment will be made on receipt/acceptance of store in good condition as per approved sample. No advance payment will be made. No claim for interest, if the payment is delayed, will be entertained.
35. The payment will be made depending upon the availability/release of funds by the Govt. under appropriate head of accounts and the bidders shall have no claim of interest in case the payment is delayed, due to this or any administrative reasons.
36. Any new government levies/taxes imposed or increase in taxes after the contract date shall be paid as per actual against submission of documentary evidence and in case of decrease thereof, the same shall be adjusted by the contractor as per revised slabs. In case, the tax rates are reduced after release of payment, the

same shall be adjusted against future bills or from the performance security of the contractor.

37. The Competent Authority reserves the right to relax any terms and conditions in the Govt. interest on the recommendation of the Purchase Committee/Purchaser during the tender process.
38. All procedure for the purchase of store laid down in GFRs and DFPRs shall be adhered-to strictly and the bidders are bound to respect the same.
39. In case any adverse report/information/complaint etc. before/after the opening of tender against the bidder(s) about any ring formation/pooling of tender, deceitful act, concealment of fact etc. is received/noticed, the EMD/Security Deposit of the firm(s) will be forfeited and the firm(s) will be blacklisted, besides strict legal action as per law will be taken separately.
40. Conditional/optional tenders will not be accepted.
41. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.
42. In case, the bidder(s) violate/breach any of the terms & conditions of the tender or contract/supply order, an explanation of the company/firm can be called by issuing Show Cause Notice. If the reply of Show Cause Notice is not found satisfactory, strict legal action as per law will be taken, besides forfeiture of EMD/Security Deposit and blacklisting of firm.
43. In case of any differences arises between company/firm and department, the firm can be called for negotiation on table to patch-up the matter amicably prior to approaching court.
44. The Financial Bid shall be filled on-line as per proforma available at Central Public Procurement portal e-tender system website <https://eprocure.gov.in/eprocure/app>. The off-line financial bid shall not be accepted and bid shall be rejected straightway.
45. The bidder shall ensure to attach/submit the requisite document(s) in the prescribed columns. In case any irrelevant/unwarranted/nuisance/Out of contest document found attached with the on-line e-tender, the bid will be rejected. Besides, legal action as per penal sections of Law/Rules/Instructions can be initiated against the firm as well as blacklisting of the firm.

NOTE: -

TECHNICAL BID:- THE SELF ATTESTED & STAMPED SCANNED COPIES OF FOLLOWING DOCUMENTS SHALL BE SUBMITTED WITH THE TECHNICAL BID IN A VALID PDF FORMAT:-

- A) APPLICATION FEE OF **RS.500/-** IN SHAPE OF AN ACCOUNT PAYEE DEMAND DRAFT IN FAVOUR OF DCP/P&L, 5, RAJPUR ROAD, DELHI.
- B) EARNEST MONEY OF **RS.15,000/-** IN SHAPE OF AN ACCOUNT PAYEE DEMAND DRAFT, BANKER'S CHEQUE, FDR OR BANK GUARANTEE FROM ANY COMMERCIAL BANK IN AN ACCEPTABLE FORM IN FAVOUR OF DCP/P&L, 5, RAJPUR ROAD, DELHI.
- C) REGISTRATION CERTIFICATE OF DGS&D/NSIC/MSEs/MSME FOR THE PARTICULAR ITEM, IF REQUESTED FOR APPLICATION FEE/EMD EXEMPTION.

- D) GST REGISTRATION CERTIFICATE.
- E) LATEST GST DEPOSIT RECEIPT.
- F) ONE SAMPLE OF EACH ARTICLE DULY TAGGED AND STAMPED.
- G) LIST OF DIRECTORS/OWNERS/PARTNERS OF THE COMPANY/FIRM WITH THEIR CONTACT NUMBERS.
- H) A CERTIFICATE TO THE EFFECT THAT THE COMPANY FIRM IS NEITHER BLACKLISTED BY ANY GOVT. DEPARTMENT NOR ANY CRIMINAL CASE IS REGISTERED AGAINST THE COMPANY/FIRM OR ITS DIRECTOR/OWNER/PARTNER ANYWHERE IN INDIA.
- I) DOCUMENTS RELATING TO PAST PERFORMANCE IN THE FIELD.
- J) TENDER ACCEPTANCE LETTER DULY FILLED, SIGNED & STAMPED AS MENTIONED AT ENCLOSED **ANNEXURE-X**.

Sd/-
DY COMMISSIONER OF POLICE:
PROV. & LOGISTICS: DELHI

SIGN. OF TENDERER: _____

NAME IN BLOCK LETTERS: _____

FULL ADDRESS: _____

ANNEXURE – A

LIST OF THE REQUIRED UNIFORM ARTICLES

Sl. No.	Name of the Article	Quantity
1.	White Breeches (in different sizes)	20 Nos.
2.	White Gloves	20 pairs
3.	Long Leather Shoes (in different sizes)	20 pairs
4.	Uniform Terricot (Trouser & Shirt) (as per individual measurements)	84 Nos.
5.	Uniform Cotton (Shirt & Trouser) as per individual measurement	147 Nos.

Signature of bidders
with seal & Date

TENDER ACCEPTANCE LETTER
(To be given on Company/firm Letter Head)

Date:

To

The Deputy Commissioner of Police,
Prov. & Logistics,
5-Rajpur Road, Delhi-110054.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click **here to Enroll**" on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) A standard Price Schedule format (BOQ) has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the Price Schedule file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the Price Schedule file is found to be modified by the bidder, the bid will be rejected.

- 6) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.