

OFFICE OF THE DY. COMMISSIONER OF POLICE: PROVISIONING & LOGISTICS
(AN IS/ISO 9001 : 2000 UNIT)
5, RAJPUR ROAD, DELHI-110054 (FAX NO. 011-23993344, 011-23974427)

Tender Notice No.484/CSA (Q-III)/P&L/2018

Digitally signed online short term e-tenders are invited by the undersigned in two bid system i.e. (i) Technical Bid and (ii) Financial Bid from the firms/traders dealing in the trade for supply of refreshment to the officers/staff (approx. 4200 Nos. daily at PTS/Wazirabad, PTS/Jharoda Kalan and New Police Lines) to be deployed in c/w Written test for the post of M.T.S. (Civilian) in Delhi Police-2017 scheduled to be started w.e.f. 27.11.2018 to 19.12.2018 (except Sunday/GH & 2 reserve days) tentatively for a period of 18 working days at 14 (Fourteen) grounds (i.e. 05 at PTS Wazirabad, 05 at PTS Jharoda Kalan and 04 at NPL Sports Ground & Parade Ground). Last date for submission of tender is **14/11/2018 upto 1200 Hrs**, which will be opened on **15/11/2018 at 1200 Hrs**. In case the due date is declared holiday, the tenders will be opened on the next working day at the same time. For more information please log on Central Public Procurement Portal (CPPP): <https://eprocure.gov.in/eprocure/app> or on official website of Delhi Police i.e. www.delhipolice.nic.in.

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DY. COMMISSIONER OF POLICE
PROV. & LOGISTICS: DELHI.

TERMS & CONDITIONS

Digitally signed online short term e-tenders are invited by the undersigned in two bid system i.e. (i) Technical Bid and (ii) Financial Bid from the firms/traders dealing in the trade for supply of refreshment to the officers/staff (approx. 4200 Nos. daily at PTS/Wazirabad, PTS/Jharoda Kalan and New Police Lines) to be deployed in c/w Written test for the post of M.T.S. (Civilian) in Delhi Police-2017 scheduled to be started w.e.f. 27.11.2018 to 19.12.2018 (except Sunday/GH & 2 reserve days) for a period of 18 working days at 14 (Fourteen) grounds (i.e. 05 at PTS Wazirabad, 05 at PTS Jharoda and 04 at NPL Sports Ground & Parade Ground) on the following terms and conditions:-

| Sl. No. | Name of the item | Application Fee | Earnest Money |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------|
| 1. | The refreshment shall contain the following ingredients : a) 02 – Bananas b) 01 – Balushai c) 01 – Bread Pakora d) 01 – Tea e) 01 – Mineral Water (01 Ltr.) Branded. | Rs. 500/- (non-refundable) | Rs. 1,50,000/- |

Instructions for submitting online e-tender are enclosed at Annexure B. Bidders are advised to quote their rate/price after careful study of the tender specifications as well as the following terms and conditions:-

1. The tender document can be downloaded from Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>. Bid submission will be closed on **14/11/2018** at **1200 Hrs.**
2. Online technical bids will be opened on **15/11/2018** at **1200 Hrs** in the Committee Room, at 5, Rajpur Road, Delhi. The bidders or their authorized representatives may remain present, if so desire.
3. Only firms/shopkeepers having their own authorized Restaurant/Eating House in Delhi/NCR are eligible to apply for tender. This is subject to verification, if necessary.
4. Only authorized representative will be allowed to attend the meeting of the Purchase Committee. He/She should also bring authority letter on company/firm's letter head and any decision/negotiation taken by him/her would be accepted by company/firm.
5. Not more than one representative shall be allowed to attend the meeting of the Purchase Committee on behalf of one tendering company/firm. The representative, who is deputed to attend the meeting, should be Director or Partner or Owner or an employee of the company possessing an authority letter, whose specimen signatures should be attested by the company/firm's authorized signatory with seal.
6. As per instructions of the Govt., the tender document has been published on the Central Public Procurement Portal: <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 before the stipulated date & time.
7. The scanned copy of application fee of Rs.500/- (Rupees Five Hundred only) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque drawn in favour of Dy. Commissioner of Police (Prov. & Logistics), 5, Rajpur Road, Delhi-110054 shall be uploaded alongwith the Technical Bid of Tender. The application fee is non-refundable. The original DD/Pay Order/ Bankers Cheque i.e. Application Fee shall be submitted by the bidder either before or at the time of tender opening i.e. latest by **1200 Hrs. on 15/11/2018**.

8. In case the firm fails to upload the scanned copy of Demand Draft / Pay Order / Banker's Cheque of application fee online, the tender shall be rejected straightway.
9. The scanned copy of Earnest Money Deposit (EMD) of Rs.1,50,000/- shall be deposited by the bidders with the Technical bid. No tender will be accepted without requisite E.M.D., as mentioned in tender notice. The E.M.D. shall be in the shape of A/C Payee Demand Draft in favour of Dy. Commissioner of Police, Prov. & Logistics, 5, Rajpur Road, Delhi payable at Delhi. The EMD can also be submitted either in the shape of FDR, Banker's cheque or Bank Guarantee. No interest will be given on E.M.D. The EMD should be valid for Forty Five days beyond bid validity. The original DD/Bankers Cheque/FDR/BG i.e. EMD shall be submitted by the bidder either before or at the time of tender opening i.e. latest by **1200 Hrs. on 15/11/2018.**
10. In case the firm fails to submit the Original Demand Draft / Pay Order / Banker's Cheque of Application Fee as well as EMD either before or at the time of opening of tender i.e. latest by **1200 Hrs. on 15/11/2018**, failing which the tender shall be rejected straightway
11. Submission/uploading of unwarranted/irrelevant/out of context documents online with the bid with an intension to disturb/misuse online procurement system will be taken seriously and stringent action against such bidders besides action for rejection of bid and blacklisting of firm initiated.
12. The firms registered with NSIC/MSME/Startups for this particular item shall be exempted from Application Fee as well as EMD. They have to upload the scanned copy of valid registration document/exemption certificate with the technical bid showing their registration for the said item.
13. The price must be quoted as per proforma price schedule **Annexure "A"**. Nothing over and above the quoted price would be payable to the successful bidder. The Tenderer must quote the price in clear terms. Any option or condition in the rates will not be entertained and the tender will be rejected straightway.
14. The firm whose rates are accepted will have to deposit 10% of the total cost of the store as Performance Security in the shape of an Account Payee Demand Draft/ Bank Guarantee/FDR from any of the Commercial Bank in an acceptable form in favour of Deputy Commissioner of Police, Provisioning & Logistics, 5, Rajpur Road, Delhi-54 before the supply order placed to the firm. Performance Security shall bear no interest. Performance Security should be valid for a period of 60 days beyond the completion of all contractual obligations by the supplier including Warranty/ Guarantee period etc. from the date of acceptance of the store by the department.
15. In case successful bidder fails to deposit the Performance Security within 07 days from the date of receipt of demand letter, the E.M.D. of the firm will be forfeited in favour of department and action will be initiated to blacklist the firm.
16. Only GST payee agencies are eligible to participate in this tender. Interested agencies shall quote their GST number in their quotation and also upload scanned documentary proof of having registered with GST department for such store/items etc. with the technical bid.
17. Scanned copy of latest/current receipt for depositing GST to the concerned department in the language of English/Hindi must be uploaded with technical bid.
18. A copy of tender documents terms & conditions duly signed (each page) by the bidder (s) alongwith tender format be attached with the technical bid.
19. All the firms participating in the Tender must upload a list of their owners/ partners etc. and a Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India, be uploaded with technical bid.

20. The scanned copy of proper filled "Tender Acceptance Letter" (**Annexure-C**) duly signed & stamped by the bidder should be uploaded with the technical bid.
21. The tender will be rejected straightway without assigning any reasons if the firm founds to be involved in any criminal cases, declared black listed by any Govt./Semi govt. department/agencies etc. at any stage of procurement process of the tender.
22. No enquiry shall be made by the tenderer(s) during the course of examination of tender, after the opening till final decision conveyed to the successful bidder (s).
23. The firm shall be liable to supply the fresh refreshment/food packets at the place of commencement of Written Test (i.e. PTS Wazirabad, PTS Jharoda Kalan, Parade Ground and Sports Ground NPL) daily well in time, otherwise, strict legal action, as deemed fit, will be taken against the firm.
24. The quantity of the refreshment can be increased or decreased. Rates are to be quoted per packet quantity.
25. The rates are to be quoted by the tenderers in Indian currency and payment shall also be made to successful bidder (s) in Indian currency. The bid shall remain valid for 06 (six) calendar months from the date of bid opening.
26. The price shall be for delivery of refreshment at the venue for the commencement of Written Test. No extra charges for delivery shall be given. Delivery shall be given as per schedule date and time and as per the requirement of Delhi Police.
27. The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document.
28. Foreign Companies shall participate in the tender, only through their Distributors/Agent in India. No foreign company shall be entertained directly. In case any Indian Agent/Supplier desired to quote directly on behalf of their foreign principal, the supplier/agent should get them enlisted with DGS&D and copy of the same be attached with technical bid. The enlistment of such firm with DGS&D will not entitle the firm for exemption of EMD as well as Application Fee.
29. In case the successful tenderer (s) found in breach of any condition (s) at any stage during the contract, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money and Security deposits can be forfeited and outstanding payments can be considered as null and void. Besides debarring/blacklisting the firm concerned for atleast 3 years, for further dealing in this Department.
30. In case, it was found that the firm has supplied sub-standard/stale/unhygienic food packets to Delhi Police, necessary legal action would be initiated against the firm and its director/partner/owner. Besides, the security money will be forfeited and the firm will be blacklisted. The bill submitted by the firm will also be considered as null and void.
31. Before opening of price bid, the committee through its members or any responsible officer can inspect and verify the genuineness of the Bidders Company and availability of infrastructure.
32. The awarding firm shall be responsible for cost of treatment/compensation, etc. for any mishap or casualty occurring due to supply of sub-standard or contaminated food, besides resorting to legal recourse as applicable and disallowing payment thereof.
33. Successful bidder (s) if shown inability/incapability to supply the food packets etc. after acceptance of the tender, besides legal action as enumerated above, difference of higher cost, if the contract is awarded to other tenderer(s)/any agency or purchased from open market, would be recovered from the security deposits/outstanding dues of the contractual firm(s).

34. The Purchase Committee without assigning any further reason shall reject any tender (s) in which any prescribed condition(s) is/are fund incomplete in any respect.
35. The Purchase Committee also reserves the right to relax any of the condition (s) and reject any or all tenderers altogether without assigning any reason with the approval of competent authority.
36. The competent authority reserves the right to recall the tender at any stage due to administrative reasons.
37. The committee also reserves the right to award works/supply order on quality basis, which depends on quality of Food Packets/refreshment with the approval of competent authority. Tenderers should not have any objection in this regard.
38. In case of violation of any clause of the instructions and conditions, the explanation of the firm can be called by issuing show cause notice.
39. All procedure for the purchase of store laid down in GFRs shall be adhered to strictly by the undersigned and the subordinates and tenderers are bound to respect the same.
40. All disputes are subject to the jurisdiction of the Court in the National Capital Territory of Delhi.
41. The participating firms/companies are requested to upload self attested/scanned legible documentary proof of the following documents with their technical bids:-
 1. Application Fee as prescribed.
 2. E.M.D. as prescribed.
 3. Certificate regarding registration with NSIC/MSME/Startups, if claim Application Fee/EMD exemption.
 4. GST Registration Certificate.
 5. Copy of latest GST deposit receipt/Challan.
 6. Tender Acceptance Letter (Annexure-C).
 7. List of owners/partners/directors etc.
 8. Certificate for non-blacklisting of firm and non-registration of criminal case against the firm or its directors/partners.
 9. All Other supporting documents as required in the tender shall be uploaded.

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DY. COMMISSIONER OF POLICE:
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SIGN OF TENDERER- _____
NAME IN BLOCK LETTERS _____
FULL ADDRESS: _____

PROFORMA FOR PRICE SCHEDULE
(Upload with Price Bid)

| Name of the item | Rate per Food Packet/Refreshment | GST (As Applicable) | Extended Price (Inclusive of al Taxes) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|------------------------------------------------|
| The refreshment shall contain the following ingredients : 1. 02 – Bananas 2. 01 – Balushai 3. 01 – Bread Pakora 4. 01 – Tea 5. 01 – Mineral Water (01 Ltr.) Branded. | | | |

(Signatures and seal of bidder)

Dated _____

It is hereby certified that we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions.

We hereby offer to carry out the job and (or) supply the goods/items detailed above or such portion(s) thereof as you specify in the notification of award.

A Standard EXCEL Sheet of Price Schedule format 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 EXCEL Sheet of Price Schedule file, open it and complete the white 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 Standard EXCEL Sheet of Price Schedule format file is found to be modified by the bidder, the bid will be rejected.

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

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link "Click here to Enroll" on the CPP Portal which is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) 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.
- iv) 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.
- v) 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.
- vi) 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

- i) 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.
- ii) 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.
- iii) 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

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) 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 take note of 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.
- iii) 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.
- iv) 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

- i) 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.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. 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.
- v) A standard Price Schedule provided with tender document (excel sheet) format 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 provided with tender document (excel sheet) 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 provided with tender document (excel sheet) file is found to be modified by the bidder, the bid will be rejected.
- vi) 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.
- vii) 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.
- viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix) 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.
- x) 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

- i) 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.
- ii) 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.

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

(Enclose with Technical Bid)

Date: _____

To,

The Deputy Commissioner of Police,
Prov. & Logistics, 5, Rajpur Road,
Delhi-110 054

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

TENDER FOR SUPPLY OF REFRESHMENT FOR THE STAFF OF DELHI POLICE.

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/ organization 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/ organization 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)