

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

(AN IS/ISO 9001: 2008 UNIT)

5, RAJPUR ROAD, DELHI-110054

acpcsa@yahoo.com**TENDER NOTICE NO. 505/CSA (Q-1A)/DCP/P&L/2019****TERMS & CONDITIONS**

Online e-tenders are invited in Two Bid System i.e. Technical Bid and Price Bid by the undersigned only from the firms dealing in the trade for the purchase of **800 Nos. Emergency Wound Care Police Kit for the MPVs of PCR unit having the following items** through Central Public Procurement Portal e-Tender system website: <https://eprocure.gov.in/eprocure/app> by **1100 Hrs. on 28-01-2019**. Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason:-

S. No.	Name of the items	Qty.	Delivery Period	Application Fee	Earnest Money
1.	Triangular Bandage - Cloth Disposable- one time (one Dozens packet each)	800 Nos.	30 Days	Rs. 500/- (Non-refundable)	Rs.60,000/-
2.	Plastic Handle Scissor (Medium size with flat surface on one side, able to cut cloths)	800 Nos.			
3.	Bandage 4" & 6" (one Dozen in each type) and their length is 11 ft.	800 Nos.			
4.	Betadine Solution (100 ml) & Ointment (125 Mg.) -Multi Use	800 Nos.			
5.	Pain Relief Spray (60 mg)-Multi Use	800 Nos.			
6.	Adhesive Tape (4' micropore) Multi Use	800 Nos.			
7.	Gloves non-sterile (100 Gloves pack size large made from natural latex lightly powered ambidextrous -Multi Use	800 Nos.			
8.	Apron Front Open-Washable-PVC-Multi Use	800 Nos.			
9.	Band-Aid (05 pcs packet)	800 Nos.			
10.	Fatti for Arm -3 Nos. each for kit and Fatti for Leg- 3 Nos. each for kit (Disposable)	800 Nos.			
11.	Safety Pins (Medium size 05 pcs packet)- Single Use	800 Nos.			
12.	Cervical Collor adjustable for all age- single use	800 Nos.			
13.	Cotton Roll (200 Gms.) with width 4.5 Inches	800 Nos.			
14.	Sanitizer -200 Ml.	800 Nos.			
15.	Crepe Bandage Medium	800 Nos.			
16.	Ice Pack-One Time use	800 Nos.			
17.	Plastic Bag (Each Packet contain 10 Nos. Polythene to carry Body Parts)	800 Nos.			
18.	Tourniquettes- Reusable	800 Nos.			
19.	Savlon/Dettol/Equivalent (100 ml.)	800 Nos.			
20.	Eye Shade-One time use	800 Nos.			
21.	Water Sterile- Multiple use (500 ml)	800 Nos.			
22.	Kit Bag (for keeping all 21 items)	800 Nos.			

Instructions for submitting online e-tender are enclosed at **Annexure-C**. Interested bidders are advised to quote their rate/price after careful inspection/study of above items available in CSA Genl. Store/P&L any working day as well as the following terms and conditions:-

GENERAL CONDITIONS:

1. 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.
2. The tender document can be downloaded from Central Public Procurement Portal website <http://eprocure.gov.in/eprocure/app>. **Bid submission** will be tentatively started from **07.01.2019** and will be **closed** on **28.01.2019** at **1100 Hours**.
3. **Online technical bids** will be opened at **1130 Hrs.** on **29.01.2019** in the Committee Room at 5, Rajpur Road, Delhi. The bidders or their authorized representatives may be present, if they so desire.
4. The firms dealing in the trade for the purchase of **Emergency Wound Care Police Kit having the above items** can participate in the tender.
5. Only authorized representatives will be allowed to attend the meeting of the Purchase Committee. They should also bring Letter-Head of the firm with an undertaking that any decision taken by them would be accepted by firm.
6. No representative shall be allowed to attend the meeting of the Purchase Committee on behalf of more than one tendering firm. The representative, who is deputed to attend the meeting, should be Director or Partner or Owner or an employee of firm bearing an authority letter, whose specimen signatures should be attested by the firm's authorized signatory having seal of the firm.
7. **Conditional tender will not be accepted.**
8. **Optional tender will not be accepted.**
9. If the supply is found inferior to the samples approved by the Purchase/Technical Committee, the consignment will be rejected. The supplier will have to take back the consignment at his own cost and replace it within fresh stock as per approved samples within 10 days. In case the supplier fails to give the supply or to replace as per approved samples, the Security Money will be forfeited, besides cancellation of supply order and action for blacklisting of the firm will be initiated. The un-acceptable stores shall be subject to replacement at the risk and responsibility of the bidder.
10. The purchase committee, in order to satisfy itself can order on the spot enquiry to verify the soundness, capability, viability and any other information given by the tendering firms.
11. The Bid shall remain valid for **six calendar months** from the date of opening of the tender.
12. In case the firm fails to supply the item within stipulated delivery period, the item will be procured from the open market and the difference of cost, if any, will be recovered from the Security Money and pending bills of the defaulting firm, by calling explanation after issuing notice.

13. The quantity of the items mentioned in the tender notice can be increased or decreased, at any stage till the delivery of consignment is completed.
14. The Purchase Committee reserves the right to relax any terms and condition in the govt. interest with the approval of Competent Authority.
15. The purchase committee reserves the right to reject any tender or all tenders without assigning any reasons thereof.
16. The Competent Authority can terminate/recall the tender due to administrative reasons.
17. All the participating firms have to upload scanned copy of Tender Acceptance Letter on their letter head as mentioned at **Annexure-B** duly signed & stamped by the bidder with the technical bid.
18. All the firms participating in the tender must submit/upload a list of their owners/partners/directors 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 or directors anywhere in India.
19. The tender will be rejected straight way without assigning any reasons if the participating firm is found involved in any criminal case, declared black listed by any Govt./Semi Govt. Department/Agencies etc.
20. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.
21. In case of violation of any terms & conditions of tender or any clause of contract/agreement deed, a Show Cause Notice of the firm can be called for. If the reply of Show Cause Notice is not found satisfactory, action against the firm like forfeiture of Earnest Money/Security Money and blacklisting etc. can be taken.
22. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.
23. The tendering firm will submit a certificate that the product offered by them is as per the requirement of the tender.
24. All the firms participating in the Tender must have to submit **two similar samples of each item** duly tagged and stamped before opening the tender. Sample will not be accepted after opening of tenders. **No Tender will be acceptable without samples.**
25. The total project cost including Taxes (cost of all items and equipment including taxes) will be considered for deciding the L-1 bidder. Accordingly contact will be awarded to the single successful bidder (L-1 firm) in consolidated manner for all items.
26. All 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 Price Bid. Thereafter, no claim to return the sample will be entertained by purchaser.

FINANCIAL CONDITIONS:

27. Only Sales Tax/VAT payee firms are eligible to fill this tender. Interested bidders must quote their Sales Tax/VAT TIN No. in their quotation and also attach

documentary proof of having registered with Sales Tax/VAT Deptt. for sale of items etc. with technical bid.

28. The current Sales Tax/VAT clearance certificate or latest copy of Sales Tax Return/VAT deposit receipt must be attached with the technical bid.
29. The legible scanned copy of **Application Fee** of **Rs.500/-** 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 with the technical bid of tender. The Application Fee is non-refundable. The original DD/Pay Order/Banker's Cheque of Application Fee shall be submitted by the bidder at the time of tender opening.
30. The legible scanned copy of **Earnest Money Deposit** (Bid Security) of **Rs.60,000/-** shall be uploaded 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 issued by any of Commercial Bank in acceptable form. No interest will be given on E.M.D. The EMD should be valid for Forty Five days beyond bid validity. The original DD/Banker's Cheque/FDR/BG of Earnest Money (Bid Security) shall be submitted by the bidder at the time of tender opening.
31. In case, the firm fails to upload scanned copy of Demand Draft/Pay Order/Banker's Cheque of **Application Fee** and scanned copy of DD/Banker's Cheque/FDR/BG of **Earnest Money** (Bid Security) online, the tender shall be rejected straightway.
32. In case, the firm fails to submit the original Demand Draft/Pay Order/Banker's Cheque of **Application Fee** and the original Demand Draft/Banker's Cheque/FDR/BG of **Earnest Money** (Bid Security) before Purchase Committee at the time of opening of tender, the tender shall be rejected straightway.
33. The firms registered with NSIC/DGS&D for specific tender items are exempted from deposition of Application Fee and EMD as well. They have to upload the legible scanned copy of valid registration document/exemption certificate duly issued by DGS&D/NSIC with the technical bid.
34. The price must be quoted on Proforma of Price Schedule at **Annexure "A"**. Nothing over and above the quoted price would be payable to the successful bidder. The Tenderers must quote the price both in words as well as in figures. Any over writing/cutting etc. render the tender invalid. The option in the rates will not be entertained and the tender will be rejected straightway.
35. The rates will be F.O.R. at 5, Rajpur Road, Delhi-110054.
36. After examination of the technical bid and price bid, the purchase committee will have discretion to award the contract to more than one firm, if their L-1 rates are same.
37. The firm whose rates are accepted will have to deposit **10%** of the total cost of the item as **Security Money** 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 Dy. Commissioner of Police, Prov. & Logistics, 5, Rajpur Road, Delhi before the supply order is placed to the firm. Security Money shall bear no interest. The Security Money should be valid for a period of 60 days, beyond the

completion of all contractual obligations by the supplier including Warranty/Guarantee period etc.

38. In case, successful bidder fails to deposit the Security Money within 07 days from the date of receipt of letter, the E.M.D. of the firm will be forfeited in favour of department and action will be initiated to blacklist the firm.
39. The security deposits shall be released only after the expiry of warranty/guarantee of the store. However, payment of the agency shall be released after the supply is received with complete satisfaction.
40. In case, the firm does not complete the supply within the delivery period, liquidated damage charges will be charged @ 0.5% (half percent) of total cost per week (07 days) of the item(s), which may be charged maximum upto the limit of 10%. Delay of single/one (01) day in delivery will be treated/counted as delay of one week in delivery. Besides, action will be initiated to blacklist the firm and forfeiture of its Performance Security Money.
41. The payment will be made only after receipt/acceptance of goods in good condition. No advance payment will be made. Under no circumstances, sub-standard material will be accepted.
42. The payment will be made depending upon the availability/release of funds by the Govt. and the agencies/contractors shall have no claim in case of delayed payment and no interest will be paid for the delayed payment.
43. All the participating firms/companies are requested to upload self attested scanned legible documentary proof of the following documents with their **TECHNICAL BID**. In the absence of any of the following documents, the bid will be disqualified/rejected straightway without any further clarification: -
- i. The Demand Draft of **Rs.500/-** as **Application Fee** in favour of DCP/P&L, 5, Rajpur Road, Delhi.
 - ii. **Earnest Money** amounting to **Rs.60,000/-** in favour of DCP/P&L, 5, Rajpur Road, Delhi.
 - iii. Certificate regarding registration with DGS&D/NSIC, if claim for exemption of Application Fee and Earnest Money.
 - iv. GST Registration Certificate.
 - v. Latest/current GST deposit receipt.
 - vi. Proof of the firms dealing in trade of tender items.
 - vii. List of owners/partners/directors etc.
 - viii. Certificate for non-blacklisting of firm and non-registration of criminal case against firm & its owner/partners/directors etc. anywhere in India
 - ix. Certificate to the effect that the product(s) offered by the firm is as per the requirement of the tender.
 - x. Tender Acceptance Letter (Annexure-C).
 - xi. **Two similar samples of each item** duly tagged and stamped.
 - xii. Any other relevant documents required in the tender.
44. All the participating firms/companies are requested to upload self attested scanned legible documentary proof of the following documents with their PRICE BID:
PRICE BID shall contain price only and no other documents shall be attached with the Price bid.

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

SING. OF TENDERER _____
NAME IN BLOCK LETTERS: _____
FULL ADDRESS: _____

PROFORMA FOR PRICE SCHEDULE

(Enclose with price bid)

TENDER FOR PURCHASE OF 800 NOS. EMERGENCY WOUND CARE POLICE KIT FOR THE MPVs OF PCR UNIT

Date of opening..... TimeHrs.

We _____ hereby certify that we are established manufacturers/authorized representatives of M/s_____with factories at _____which are fitted with modern equipment and where production methods, quality control and testing of all materials manufactured or used by us are open to inspection by the representative of the purchaser. We hereby offer to supply the following items at the prices indicated below: -

S. No.	Description of items	Qty.	Unit Price In Indian Rupees	Sales Tax/Service Tax on unit price In Indian Rupees	Total unit Price FOR Destination in Indian Rupees	Total extended Price FOR Destination including all taxes, levies, duties and other charges in Indian Rupees
1	2	3	4	5	8	9
1.	Triangular Bandage – Cloth Disposable- one time (one Dozens packet each)	800 Nos.				
2.	Plastic Handle Scissor (Medium size with flat surface on one side, able to cut cloths)	800 Nos.				
3.	Bandage 4" & 6" (one Dozen in each type) and their length is 11 ft.	800 Nos.				
4.	Betadine Solution (100 ml) & Ointment (125 Mg.) –Multi Use	800 Nos.				
5.	Pain Relief Spray (60 mg)-Multi Use	800 Nos.				
6.	Adhesive Tape (4' micropore) Multi Use	800 Nos.				
7.	Gloves non-sterile (100 Gloves pack size large made from natural latex lightly powdered ambidextrous -Multi Use	800 Nos.				
8.	Apron Front Open-Washable-PVC-Multi Use	800 Nos.				
9.	Band-Aid (05 pcs packet)	800 Nos.				
10.	Fatti for Arm -3 Nos. each for kit Fatti for Leg- 3 Nos. each for kit (Disposable)	800 Nos.				
11.	Safety Pins (Medium size 05 pcs packet)- Single Use	800 Nos.				
12.	Cervical Collor adjustable for all age- single use	800 Nos.				
13.	Cotton Roll (200 Gms.) with width 4.5 Inches	800 Nos.				

14.	Sanitizer -200 Ml.	800 Nos.				
15.	Crepe Bandage Medium	800 Nos.				
16.	Ice Pack-One Time use	800 Nos.				
17.	Plastic Bag (Each Packet contain 10 Nos. Polythene to carry Body Parts)	800 Nos.				
18.	Tourniquettes- Reusable	800 Nos.				
19.	Savlon/Dettol/Equivalent (100 ml.)	800 Nos.				
20.	Eye Shade-One time use	800 Nos.				
21.	Water Sterile- Multiple use (500 ml)	800 Nos.				
22.	Kit Bag (for keeping all 21 items)	800 Nos.				

- NOTE: -**
- 1. RATE SHOULD BE OFFERED ONLY FOR ONE MODEL.**
 - 2. OPTIONAL BID WILL NOT BE ENTERTAINED AS CLARIFIED IN CLAUSE NO. 8 OF TERMS & CONDITIONS.**
 - 3. NO CONDITIONS SHOULD BE INSERTED IN THE PRICE BID**
 - 4. THE TOTAL PROJECT COST INCLUDING TAXES (COST OF ALL ITEMS AND EQUIPMENT INCLUDING TAXES) WILL BE CONSIDERED FOR DECIDING THE L-1 BIDDER. ACCORDINGLY CONTACT WILL BE AWARDED TO THE SINGLE SUCCESSFUL BIDDER (L-1 FIRM) IN CONSOLIDATED MANNER FOR ALL ITEMS.**

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.
(Signature and seal of Bidder)

Dated: _____

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

Subject: - Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work: Purchase of 800 Nos. Emergency Wound Care Police Kit for MPVs of PCR unit.

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)

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 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 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.
- 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.
