

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 NOTICE NO : 24011/01/2018-19/HS.HR

**SUPPLY OF 1700 QUINTALS OF HAY (DRY GRASS) FOR THE YEAR
2018-19 TO SARDAR VALLABHBHAI PATEL NATIONAL POLICE
ACADEMY, HYDERABAD**

Date of Tender Enquiry : 30 January, 2018

Closing date & time of submitting bids : 20 February, 2018



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



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NOTICE INVITING TENDER
(e-Tender)(Open Tender)

1. SVP National Police Academy, Shivrampally, Hyderabad, invites **e-bids** under Single bid system (Techno-Financial Bid) in **e-Open Tender** enquiry from interested suppliers, fulfilling the following minimum eligibility criteria and as per the terms & conditions for supply of 1700 Quintals Hay (Dry Grass) (1550 Quintals Loose Hay and 150 Quintals Bundles Hay) for the year 2018-19 to the Riding Section of SVP National Police Academy Hyderabad.
2. Salient features of the tender enquiry are as follows:-

a)	Tender No.	24011/01/2018-19/HS.HR
b)	Description of items	Supply of 1700 Quintals of Hay (Dry Grass) (1550 Quintals Loose Hay and 150 Quintals of Bundles Hay) for the year 2018-19 for Riding Section of SVP National Police Academy, Hyderabad.
c)	Type of Tender	Open Tender
d)	Bid System	Single Bid System (Techno-Commercial Bid)
e)	Earnest Money Deposit.	Demand draft of Rs 45,500/- drawn in favour of 'The Director, S.V.P. National Police Academy, Hyderabad'.
f)	Delivery schedule / completion period	Prescribed by the Riding Section of the Academy.
g)	Terms of Delivery	Free on Rail / Road (F.O.R.) Destination, SVP, NPA, Hyderabad.
h)	Bid validity	Bid should be valid for 180 days from the date of opening of bid.
i)	Address of correspondence	The Administrative Officer (Admn) SVP National Police Academy, Shivarampally, Hyderabad, Andhra Pradesh – 500 052

3. Important dates related to this e-Tender are furnished below for information :-

Srl No	Particular	Date	Time
a)	Date of online publication of tender	30-01-2018	1700 hrs
b)	Starting date for downloading tender documents	31-01-2018	1000 hrs
c)	Bid submission starting date	31-01-2018	1000 hrs
d)	Bid submission closing date	20-02-2018	1700 hrs
e)	Closing date & time for submission of original copies of EMD	20-02-2018	1700 hrs
f)	Opening of bid	21-02-2018	1700 hrs

4. Interested manufacturers/ authorised dealers/ stockists/ suppliers dealing with Dry Hay (Grass) 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 CPP Portal will not be accepted.** The Eligible bidders should have the valid 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 single cover system (Techno-price bid/ bill of quantity (BOQ) 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 and EMD should be filled and uploaded online. Earnest Money Deposit (EMD) for **Rs. 45,500/- (Rupees Forty Five Thousand Five Hundred only)** (Refundable) should be deposited in form of Demand draft Drawn on any nationalized bank in favour of Director, SVP National Police Academy, payable at SBI, Shivarampally, Hyderabad. **Bids without EMD will not be considered.** Tender Reference Number or details should be mentioned on the backside of the original crossed 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

10. The Hay offered for supply, should be of good quality and should be acceptable to the Academy.
11. The supplier should be able to effect supplies in 3 or 4 instalments as per the delivery schedule decided by the Academy, depending on the needs of the Equitation Section. Further in case of inordinate delay of supply/ time schedule as mentioned in the Purchase Order, this purchase order stands cancelled without any further notice and you will also be liable to be blacklisted.
12. The supplier shall deliver the ordered quantities of Hay at the Equitation Section and **shall arrange to stack the same properly in SVP NPA Hay Godown at his own expense and Hay Bundle quantity as per Riding Master instructions at no extra cost.** This condition shall be strictly complied with and no deviation from this condition shall be entertained at a later stage.

13. 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 e-tendering process, the bidders are requested to contact over phone : 08826246593, 07799289911 or send a mail over to cppp-nic@nic.in.

14. Technical bid should include information related to all specifications sought. It should also contain company brochures of all equipments and should be accompanied by relevant technical documents issued by the manufacturer in support of specifications asked for.

15. No interest will be allowed on the Earnest Money Deposit or security deposits so remitted and no claim shall be entertained in respect of the same. It may specifically be noted that ordinarily payment will be made only after supplies are completed as per orders and that no advance payment can be arranged.

16. **Bid Validity.** The Bid/ Tender submitted shall necessarily remain valid for 180 days. 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 alongwith the bid.

17. 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.

18. Prices shall be quoted in Indian rupees only.

19. The prices once accepted by the Purchaser shall remain valid till the successful execution of the complete order to the satisfaction of the Academy. The Academy 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 Purchaser is not liable to any claim from the Supplier on account of fresh imposition and/ or increase of Excise Duty, Customs 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.

20. Vendor shall ensure the dry hay is not wet. If the dry hay is wet due to rain or green hay is supplied, then 15% weight of the Hay would be deducted from the total weight for paying the bill.

21. Vendor has to strictly abide by delivery schedule. If not complied with, the vendor will be levied delay charges as per the rules in vogue.

22. Following scanned documents in **pdf file** format must be enclosed duly sealed and stamped.

- (a) Firm/Supplier Registration Certificate.
- (b) GSTIN of the Firm.
- (c) PAN Card of the Firm
- (d) Copy of earlier supply order relating to Dry Hay
- (e) Bank details
- (f) Letter of Bid (LOB)
- (g) Scanned copy of EMD 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.

(h) Firms should be submitting only required documents in technical bid. All these documents are to be attached only with Technical Bid.

(i) Financial bid (In excel file like BoQ): - The rates i.e. unit rate of Dry Hay and total amount including all taxes, labour 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.

23. **SAMPLE** The Tender Processing Committee of the Academy may require the bidders to provide physical samples of the Dry Hay to be seen during the opening of bids and to test quality of Dry Hay. Bidder is self responsible on his own expenditure for showing the sample before TPC at SVP NPA Hyderabad. Failure to produce sample will entail rejection of the said bidder forthwith.

24. **Performance Security Clause** :- The successful bidder on receipt of supply order should submit a Bank Guarantee (5% of the order value) issued by any Nationalized Bank in favour of the Director, SVP National Police Academy, Hyderabad payable at SBI Shivrampally, Hyderabad within 15 days of the placement of supply order for due performance as per the provisions contained in Rule 171 of GFR-2017. Failure on the part of the firm to deposit the performance security within stipulated time the purchaser reserves 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 if any. No interest will be payable for "Performance Security".

25. **Penalty Clause**: Firm is to be supplied the ordered Hay (Dry Grass) within time failing which, penalty @0.5% of the contract order value will be recovered for per day subject to a maximum of 5% (Five percent) from the final payment unless extension is obtained in writing from this office on valid ground before expiry of delivery period. Further in case of inordinate delay of 04 weeks from the stipulated date of supply, this lease contract order may be cancelled without any further notice and your firm may also be blacklisted.

26. **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 Academy.

(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.

27. **Right to cancel the order.** The Director, SVP National Police Academy reserves the right to cancel the purchase order without any financial repercussion on either side and without seeking the consent of the supplier at any stage of purchase process. No further correspondence in this matter will be entertained.

Yours faithfully,



(R. Jayanthi)

Administrative Officer (Admn.)
SVP NPA Hyderabad

Copy to: Programmer with request to uploaded in NPA Website.