

I/1089/2018

DRAFT TENDER NOTICE FOR VETTING

**SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India : Ministry of Home Affairs)
Hyderabad – 500 052**

e-OPEN TENDER

1. SVP National Police Academy, Shivrampally, Hyderabad, invites **e-bids** under two-bid system from authorised contractors for Annual Maintenance Contract (AMC) of Gym Equipments – 93 Nos of various model and makes mentioned against each at Annexure-'A' for 15 months as per the details given below :-
2. Salient features of the tender enquiry are as follows:-

a)	Tender No.	1101/2018-19/HS. S&G.
b)	Description of Contract	i) Rower - 10 Nos ii) Vibrator Belt – 02 Nos iii) Strength Machine - 40 Nos iv) Trade Mill - 18 Nos v) Cross Trainer - 13 Nos vi) Recumbent Bike – 04 Nos vii) Up Right Bike – 06 Nos Annual Maintenance Contract of above 93 Nos Gym Equipments of various model and makes mentioned as per annexure 'A'.
c)	Type of Tender	Open Tender
d)	Bid System	Two Bid System (two cover Technical Bid & financial Bid)
e)	Earnest Money Deposit.	Demand draft for Rs 18,500/- (Rupees Eighteen Thousand Five Hundred) only drawn from any of the Commercial Banks in favour of the 'The Director, S.V.P National Police Academy, Hyderabad.
f)	Type of maintenance Contract	Comprehensive type
g)	Period of Contract	15 months from the date of receipt of maintenance contract.
h)	Address of correspondence	The Administrative Officer (Admn) SVP National Police Academy, Shivarampally, Hyderabad, Telangana - 500052

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

S/No	Particulars	Date	Time
01	Date of online publication of tender	15-10-2018	1800 hrs

I/1089/2018

02	Starting date for downloading tender document	15-10-2018	1830 hrs
03	Bid submission starting date	15-10-2018	1830 hrs
04	Bid submission closing date	01-11-2018	1400 hrs
05	Closing date & time for submission of original copies of EMD	01-11-2018	1400 hrs
06.	Opening of bid	02-11-2018	1500 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 systems (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 for Rs 18,500/- (Rupees eighteen thousand five hundred) only drawn 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

I/1089/2018

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 : 04024014667 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. Firm Registration Certificate as per the Companies Act of India.
- c. Banker details.
- d. Pan Card of the Contractor
- e. Income tax returns and details of last year turnover.
- f. Copies of earlier contract of Gym equipments maintenance executed in the past three years or list of valued customers if any.
- g. Scanned copy of Earnest Money Deposit for 18,500/- (Rupees eighteen thousand five hundred) only 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.

Second cover :-

- a. Financial bid (In excel file like BoQ):- The base rate of AMC and taxes shall be shown separately. The final value of AMC shall be inclusive of all taxes, duties, Charges etc. 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.
- b. Prices shall be quoted in Indian rupees only.
3. **Taxes and duties.** Vendor shall be entirely responsible for all taxes, duties, license fees etc. Incurred until delivery of the contracted services to the Academy.
4. The vendors should inspect the Gym equipments before quoting for the AMC after taking prior permission from the Sports Officer of SVP NPA Hyderabad.
5. The bidders should have at least three years of experience in the field.

I/1089/2018

6. The annual maintenance contract shall be comprehensive type.
7. Contract will be valid for the period of 15 months from the date of work order issued by the Academy. During the currency of contract, no demand for revision in the rates on any account whatsoever shall be entertained.
8. Day to Day complaints should be attended within 3 hours of the receipt barring unforeseen conditions and shall not have any limit on the number of emergency breakdown calls during the period of AMC. The attended calls should be closed within 48 hrs, which includes change of spares/components.
9. The terms of maintenance shall include any type of repair and any number of services of the machine including oiling, cleaning, greasing, servicing, replacement or repair of any or all the parts needed to keep the unit in working condition, such as MOTOR AND ELECTRICAL COMPONENTS LIKE START CAPACITOR, RUN CAPACITOR, PCB CIRCUIT, OVERLOAD, RELAY, BODY OR PART OF BODY etc. during the entire contract period. It also includes dismantling and or re-installation thereof for some equipment whenever necessary.
10. In case of repairs / replacement of working parts in the equipments, only genuine spare parts with ISI marking should be used and signature of Sports Officer should be obtained in the job cards/slips.
11. Contractor's service engineer should visit each location at least once in a month without being called for to check the equipments to carry out preventive maintenance so that breakdown of equipment is reduced. A preventive maintenance schedule should be drawn up in mutual consultation and adhered to strictly.
12. Minimum three periodical servicing visits shall have to be made during the period of contract for thorough checking, cleaning etc.
13. While handing over the Gym equipments at the end of the contract, these should be in perfect working condition.
14. In case of equipments required to be taken to contractor's workshop for repairs, no separate transportation charges will be paid and contractor will have to arrange his own conveyance.
15. No equipments should be removed from the building without the gate pass issued by the Sports Officer of the Academy.
16. In case any Gym equipments is shifted from one location to another or is to be removed from any location, the contractor shall be liable to provide all infra- structures / services etc. for which no additional charges will be paid by the office. However, no equipment will be shifted without the knowledge of the Sports Officer of SVP NPA.
17. The prospective tenderer shall quote for comprehensive maintenance including replacement of all the required parts & materials of machines so that

I/1089/2018

all the units shall always be in good working condition. As such no materials / spares whatsoever will be issued by the Department.

18. The prospective tenderer should visit the site and acquaint himself of the conditions existing, restrictions in movement / working hours, security aspects, conditions of the machines being operated before quoting for the job. No complaints of loss of labour, item of work not included in the scope of work, variation etc, will be entertained at a later date, or any extra claim for payment on any account whatsoever shall be entertained.

19. The contractor shall clearly state the details and periodicity or routine periodical maintenance proposed to be carried out by him and shall execute the same in the presence of the Sports Officer and his certificate be obtained.

20. The contractor shall maintain record of consumable items used on the equipments and obtain signature of the Sports officer.

21. No advance payment shall be made. The payment will be made every quarter and will be released after ending of that Quarter subject to satisfactory maintenance as detailed above.

22. Preventive maintenance is the responsibility of the contractor. He is responsible for intimating the anticipated fault in time to the Sports Officer and also for taking appropriate corrective action in time after obtaining concurrence from the department.

23 In case of any accident during the maintenance of the Gym equipments leading to injuries/diseases to human beings/equipments and/or loss of life. The contractor shall be fully responsible for settling all claims and indemnify the department against any claims arising out of such accidents.

24 The department reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor. No claim for any compensation will be entertained to such termination prior to the expiry of stipulated period of contract.

25. The work should be carried out to the full satisfaction of the Sports Officer and equipments should be kept in clean and good condition.

26. **Penalty** – Abnormal delay in closing the calls will attract a penalty of 5% of the total amount per quarter to be paid. Call not closed for more than 10 days due to any reason will attract 10% on the quarter amount.

27. **Penal Action for Non-Compliance of Terms and Condition of the Contract.**

a) EMD of a tenderer is liable to be forfeited if he withdraws his bid (any time after deposition of tender or before accepting the contract.

b) EMD of a tenderer may also be forfeited if the tenderer derogates any terms/conditions of the tenders, raises conditions with malafide

I/1089/2018

intention to delay/scuttle tender procedure or quotes fictitious/unrealistic rates.

c) If a contractor wilfully neglects or fails to perform or observe any condition of the contract or attempts to cheat or indulge in fair practices with the motive of making undue gain, the Director may impose a ban on future contracts by the SVP National Police Academy with that contractor.

d) In case a contractor fails to comply with any demand or indent place by the Academy Sports Section or to perform his part of the contract to the entire satisfaction of the department or fails to abide by the terms of the contract, the contractor shall be liable to all following actions or any of the following actions, as may decided by the Director to this Academy :-

- i. Forfeiture of Performance Security in whole or in part.
- ii. To make good the loss caused to the Government.
- iii. Cancellation of the contract without any prior notice to the contractor.
- iv. Debarment from entering into contract with the Academy for period specified by the competent authority.

e) In event of contractors performance security deposit being reduced by means of forfeiture, the contractor within 15 days from the date of intimation of the reduction shall restore the performance security to the original value, failing which, the Contract Operating Officer will recover the amount involved from any amount due to the contractor by the government or from any other assets of the contractor held with the Academy.

f) All losses sustained by the government due to failure, omission or neglect of the contractor may be realised from the performance security or any other amount , which may be due to be paid to contractor from the Academy.

g) In case of rejection of any item by the Academy or in case of neglect, failure or delay on the part of the contractor to comply with any demand or indent placed by the Academy, the Academy Sports Section authority may without prejudice to any other action which the department may take under the terms of the contract, will be at liberty to procure or purchase such service from any other source. Any expenditure (which may include transportation and their incidental charges) incurred in excess of the contracted rate shall be borne by the contractor or recovered from his security deposit and/or from any amount which may be due to be paid to the contractor by the Academy.

h) The bidder will be blacklisted by the Academy in case of breach/non-compliance of terms and condition of contract.

j) 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.

I/1089/2018

28. The contractor shall submit a list of persons to be employed on the job along with relevant certificate of trade and experience and also arrange to issue identity cards to such persons engaged on the job. The staff should invariably display the identity card while on duty in NPA.
29. Further on accepting your offer and on placing Work order, you will submit Security Deposit for amount equivalent to 5% of the Work Order value within 15 days as indicated in the Work order, in the form of a Bank Guarantee/FDR drawn in favour of **'The Director, S.V.P National Police Academy, Hyderabad'**.
30. No interest will be allowed on the earnest money so remitted and no claim shall be entertained in respect of the same.
31. The Academy reserves the right to accept or reject the tenders without assigning any reason thereof.
32. Contractor shall provide judicial agreement copy duly signed on the above terms and condition within 20 days to Academy on receipt of contractual order of Photocopies Machines maintenance.
33. Any Government organization/undertaking should not have blacklisted debarred/suspended the bidding firm.

Signature valid

Digitally signed by R. JAYANTHI
RANGACHARI
Date: 2018.10.15 10:22:46 IST
Reason: Approved

(R. Jayanthi)
Administrative Officer (Admn)

I/1089/2018

Annexure – 'A'

SL No.	Name of the equipment	Qty	Date of Purchase	Period of AMC required	
<u>Rower</u>					
1.	Indoor Rowing	2 Nos	23.03.2001	15 Months from the date of Work Order.	
2.	Natural Water Rower	1 No	12.05.2003		
3.	Pro Club Water Rower	5 Nos	03.03.2010		
4.	Crawling LD – 518 UL	2 Nos	05.03.2013		
<u>Vibrator Belt</u>					
1.	Vibrator Belt	1 No	24.10.1989		
2.	Vibrator Belt	1 No	15.12.2004		
<u>Strength Machine</u>					
1.	Body Solid	7 Nos	26.06.2000		
2.	Body Solid Shoulder Press	1 No	28.05.2001		
3.	Body Solid	4 Nos	28.03.2005		
4.	Regal Fitness	4 Nos	28.03.2005		
4.	Star Tac Multi Press	3 Nos	22.05.2008		
5.	Body Solid	21 Nos	28.03.2008		
<u>Trade Mill</u>					
1.	Sports Art T 650	8 Nos	28.03.2008		
2.	Excite Jog Now 700	2 Nos	23.09.2011		
3.	Excite Jog Now 700	3 Nos	10.10.2012		
4.	Precor 932i	05 Nos	09.01.2015		
<u>Cross Trainer</u>					
1.	Jep 5100 Jonson	1 No	28.05.2001		
2.	Sports Art Extreme	6 Nos	28.03.2011		
3.	Synchro Excite 700	2 Nos	23.09.2011		
4.	Precor –AMT	02 Nos	09.01.2015		
5.	Precor – FEX	02 Nos	09.01.2015		
<u>Recumbent Bike</u>					

I/1089/2018

1.	Sport Art C531 (R)	4 Nos	28.03.2008	
<u>Up Right Bike</u>				
1.	MK – US Matrix	1 No	12.05.2003	
2.	Sport Art C 531 – U	4 Nos	28.03.2008	
3.	Exicte top 700 (HB)	1 No	23.09.2011	