



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

**OPEN TENDER  
( SHORT NOTICE TENDER)**

**SUPPLY OF MEMENTO TO SARDAR VALLABHBHAI PATEL, NATIONAL  
POLICE ACADEMY, HYDERABAD**

Date of Tender Enquiry : 05/11/2016

Closing date & time of submitting bids : 12/11/2016



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

**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

**OPEN TENDER**  
**( e-Tender)**

1. SVP National Police Academy, Shivrampally, Hyderabad, invites **e-bids** under two-bid system on short notice tender from reputed firms for supply of Memento as per the details given below :-
2. Salient features of the tender enquiry are as follows:-

a)	Tender No.	27011/6/2016-17/HS-Stay
b)	Description of Memento	<p>➤ Brass moulded crest of NPA with gold plating and black colour filling fixed on a wooden plate ( Laminated mdf board with deco paint ) of size 6" x 8". Total weight - 525 GMs without box.</p> <p>Note :- The sample may be verified from QM Section of the Academy for quality assessment. Memento should be as per our sample ( Image attached ).</p> <p><b><u>Quantity - 200 Nos.</u></b></p>
c)	Type of Tender	Open Tender ( Short tender enquiry )
d)	Bid System	Two Bid System <b>(two cover Technical Bid &amp; financial Bid)</b>
f)	Earnest Money Deposit.	Demand draft for <b>Rs 10,000/- ( Rupees Ten thousand) only</b> drawn from any of the Commercial Banks in favour of the 'The Director, S.V.P National Police Academy, Hyderabad.
g)	Delivery schedule	01 week from the date of receipt of purchase order.
h)	Terms of Delivery	Free on Rail/ Road (F.O.R) Destination, SVP NPA Hyderabad.
i)	Bid validity	Bid should be valid for <b>180 days</b> from the date of opening of bid.
j)	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 :-

	Particulars	Date	Time
01	Date of online publication of tender	05/11/2016	1100 hrs
02	Starting date for downloading tender document	05/11/2016	1100 hrs
03	Bid submission starting date	05/11/2016	1100 hrs
04	Bid submission closing date	12/11/2016	1100 hrs
05	Closing date & time for submission of original copies of EMD	12/11/2016	1100 hrs
06.	Opening of bid	12/11/2016	1200 hrs

- 4) Interested manufacturers/ authorised dealers/ stockists/ suppliers dealing with above items can download the tender document from CPP Portal ([www.eprocure.gov.in](http://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 system (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 (EMD) for **Rs 10,000/- ( Rupees ten thousand) only** 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 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 : 1-800-233-7315 or send a mail over to [cppp-nic@nic.in](mailto: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) Description of stores and features of stores offered for supply.
- c) Proof of firm - firm's Registration, TIN of the firm, Pan Card of the firm, income tax clearance certificate, service tax returns for the last three years, list of valued customers if any, copies of earlier supply orders executed in the past three years etc along with the quotation.
- d) Details of specification of the proposed goods which the bidder intends to deliver and the delivery schedule by the bidder.
- e) Warranty period and payment terms:- As per tender terms.
- f) Banker details of firm.
- g) Scanned copy of earnest Money Deposit of **Rs 10,000/- ( Rupees ten thousand ) only** in the form of 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. **Offers received without the prescribed EMD, will be rejected summarily.**
- h) Warranty period – 01 year.
- i) LOB ( Letter of bid ) duly signed
- j) Any other technical documents ( In .rar doc)

### **Second cover :-**

- a) Financial bid ( In excel file like BoQ ):- **The rates i.e. unit rate of each item and total amount including all taxes, making charges, block moulding, and transportation 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. No excess amount beyond the quoted amount will be considered.**

b) The prices once accepted by the purchaser shall remain valid till the successful execution of the complete order to the satisfaction of the purchaser. The Purchaser 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 Purchase is not liable to any claim from the supplier on account of fresh imposition and/or increase of Excise duty, Customer 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.

c) Prices shall be quoted in Indian rupees only.

- 3 The Bid / Tender submitted shall necessarily remain valid for 180 days after the date of commercial bid opening. 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 along with the bid.
- 4 No interest will be paid on Earnest Money Deposit. EMD of unsuccessful tenderers will be returned in due course of time. If the quotation is accepted and the contracted firm fails to undertake the supply contract, their EMD will be forfeited without any further notice.
- 5 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.
- 6 The bidding firm strictly adhere to the delivery schedule indicated in this tender document. Only those bidders who have the capacity to supply the goods within the delivery schedule shall apply.
- 7 **Sample -** Sample should be produced by the vendors on or before 12/11/2016 at 1100 Hrs.
- 8 Any Government organization/ undertaking should not have blacklisted debarred/ suspended the bidding firm.
- 9 Liability of the work order getting cancelled, if the quality / progress of the work is found to be not satisfactory or if there is an inordinate delay of more than **one week** in completing the supply.
- 10 The bidder will be blacklisted by the Academy in case of (column-06 & 09) above being invoked.
- 11 The successful bidder shall have to deposit a performance security of 5% of the contract value of the supply / work order rounded up to the next hundred in the form of account payee demand draft/ bank guarantee from a nationalized/ scheduled commercial bank in favour of the Director, SVP NPA Hyderabad payable at SBH Shivarampally, Hyderabad for due performance

as per the provisions contained in GFR – 158. Failure on the part of the firm to deposit the performance security within stipulated time the purchase reserve 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. No interest will be payable for “Performance Security”.

- 12 The SVP NPA reserves the right to increase or decrease the quantity of the order.
- 13 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.
- 14 Not with standing any of the conditions and clauses indicated in the Tender form, the Director has whole and sole right to accept or reject either the Lowest or any other valid bid and or split up the order for supplying of **Memento** to more than one bidder or to cancel the Tender without assigning any reasons thereto.
16. No advance amount would be paid and payment will be released on successfully supply of **Memento** at Academy.

**Opening and Evaluation of Technical Bids:**

- a) The Tender Committee appointed by the Purchaser will open all Technical Bids in the first instance on the appointed date, time and venue.
- b) No bidder shall contact the purchaser on any matter relating to its bid from the time of the bid opening to the time the work order is placed. If the Bidder wishes to bring additional information to the notice of the Purchaser it should be done in writing.
- c) Any effort by a bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or work order decision will result in rejection of the bid.
- d) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be communicated to the qualifying bidders. The purchaser may at its option chose to open the financial bids immediately after the opening and evaluation of the Technical Bids.

**Opening and evaluation of Financial Bids:**

- a) The Tender Committee appointed by the Purchaser will open the Financial Bids of the successful qualified of technical bidders.
- b) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, the lower of the two shall be taken as the bid price. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected, and its EMD will stand


forfeited

**Eligibility Conditions**

- a) The bidding firm should have the capability to supply the ordered in time as per the schedule indicated.
- b) Any Government organization/undertaking should not have blacklisted debarred/suspended the bidding firm.
- c) The Vendor should preferably be an entity registered in India.

**Taxes and duties**

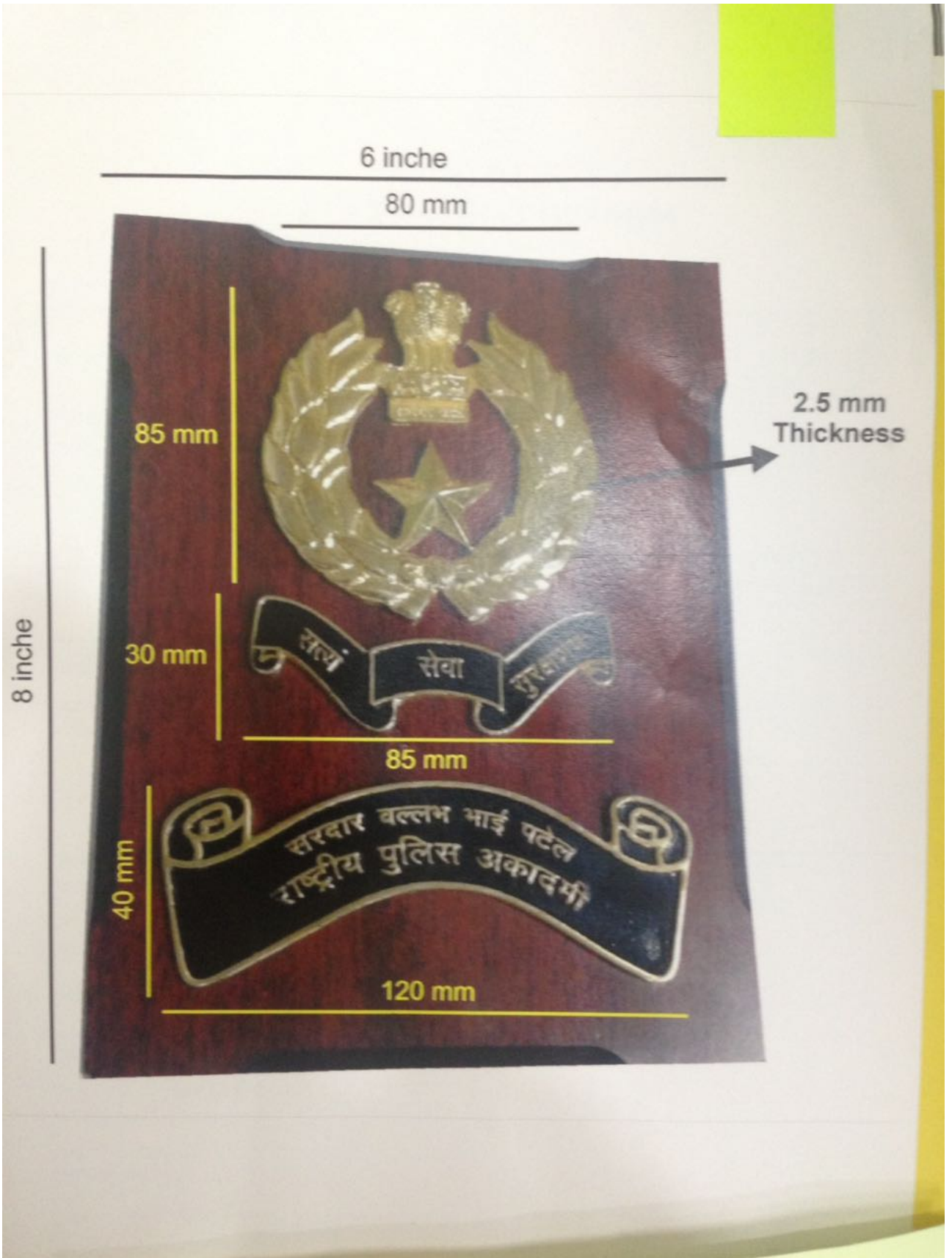
- a) Vendor shall be entirely responsible for all taxes, duties, license, fees etc. incurred until delivery of the contracted services to the Institute.
- b) No bid will be considered unless and until all the pages / documents comprising the bid are properly numbered, signed and stamped by the person/s authorized to do so.



Admn. Officer (Admn.)

Copy to: Programmer with a request to please get the above requirement posted in NPA Website and provides a link

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**FORM OF PARTICULARS**  
(Should be furnished compulsorily)

1. Name of the firm and full Address :
2. Telephone No./ Telex No./Telegraphic address :
3. Full addresses of Branch Offices / Depots,  
Indicating whether their Branches / Depots are  
registered with the local Sales Tax Authorities :
4. Constitution of firm whether a limited company  
Partnership or proprietary concern, registered  
Small scale industry etc. :
5. Firms registration No. with concerned authority :
6. Whether registered under the Municipal Act and /  
or State Government Shops & Establishment Act :
7. Year of constitution / Incorporation :
8. Nature of business registered for :
9. Standing in business :
10. Names of Govt. Department / Undertakings with  
Whom registered (State nature of business for  
which Registered and year of registration) :
11. Names of other major companies with whom  
Registered (State nature of business for which  
Registered and year of registration) :
12. Name of Bankers (Attach Bankers Certificate) :
13. Sales Tax Registration Nos. and Date  
(Copies of same to be submitted)  
State Sales Tax :  
Central Sales Tax :  
VAT Registration No. :  
TIN Number :
14. Total assets value :
15. Total working capital :
16. Total Annual sales turn over for the tendered  
items of the latest accounts year :
17. Details of the plant / machinery equipment  
owned by the concerned (furnish full details  
of the Working premises indicating the area,  
details of machinery/ equipment's indicating  
capacity total authorized power supply etc. :
18. Details of the plant machinery with the sub-  
Contractors / other working arrangements :
19. Total annual production capacity of the  
Tendered items ( as applicable) :
20. Details of major supplies awarded in the  
Past in terms of volume and financial outlay  
indicating the name of the firms for whom  
such supplies undertaken (attach photo stat  
Copies of invoices / challans , copies of  
Contract.) :
21. Name of Managing Director / Manager/  
Partners :
22. No. of permanent Managerial staff ( attach

Statement indicating Names, position held, Qualification, total experience, No. of years Engaged in present position) :

23. No. of other permanent staff including skilled and Unskilled workmen ( Furnish full Details) :
24. If any members of your company has any relation employed in this corporation, if so, give full details. :
25. Whether your firm has been disqualified by any Govt organisation including corporation at any time in the past for supply of materials /
26. Any other information :

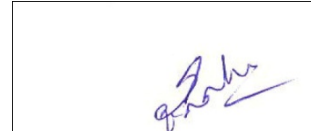
I / We hereby certify that the details furnished as above are true to the best of my /our knowledge.

I / We further declare that my / our firm has not been disqualified by any office / department/ undertaking of Government of India or other State Governments. We also acknowledge that failure to supply the information or submission of incorrect information can lead to summary rejection / cancellation of the tender / contract.

Place:

Date:

Signature of Managing Director / Manager/  
Partner with Rubber Stamp of the Firm.



Administrative Officer (Admn.)  
SVP National Police Academy  
Shivrampally,  
Hyderabad-500 052

