

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

NOTICE INVITING TENDER
(e-Tender)

1. SVP National Police Academy, Shivrampally, Hyderabad, invites **e-bids** under Two- bid system (Technical Bid & Financial Bid) in **open tender** enquiry from National level reputed manufacturers/suppliers or their authorized dealers, fulfilling the following minimum eligibility criteria and as per the terms & conditions for under taking of printing works on Rate Contract for the period of one year from the date of issue of work order to SVP National Police Academy, Hyderabad.

2. Salient features of the tender enquiry are as follows:-

a)	Tender No.	8231/HK2/2019-20/PW
b)	Description of items	Mentioned as per Appendix 'A' .
c)	Type of Tender	Open Tender
d)	Bid System	Two Bid System (two cover Technical Bid & Commercial Bid)
e)	Earnest Money Deposit.	Demand draft of Rs 46,000/- drawn in favour of 'The Director, S.V.P. National Police Academy, Hyderabad'.
f)	Delivery schedule / completion period	Delivery should be completed within 15 th days from the date of receipt of Supply order from the Academy. Payable at SBI Shivarampally.
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
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a)	Date of online publication of tender	21/11/2019	1600 hrs
b)	Starting date for downloading tender documents	21/11/2019	1700 hrs
c)	Bid submission starting date	21/11/2019	1800 hrs
d)	Bid submission closing date	09/12/2019	1000 hrs
e)	Closing date & time for submission of original copies of EMD	09/12/2019	1000 hrs
f)	Opening of bid	10/12/2019	1000 hrs

4. Interested manufacturers/ authorized dealers/stockiest/suppliers dealing with above services/works 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 authorized by controller of certifying authority (CCA), Govt. Of India.

5. **Terms and Conditions.** In this NIT, Contract Operating Officer means The Director, Sardar Vallabhbhai Patel National Police Academy or any other officer authorised by him on his behalf :-

a) The bids are invited online under two cover system (Technical bid – Cover-1) and price bid/bid of quantity (BOQ) (Cover-2) from eligible bidders.

b) 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.

c) **The Lowest rate quoted for each item will be considered for deducing the L1 tender.**

d) Conditional tenders/bid will not be accepted. Bidder should clearly indicate additional charges involved in operation of contract, if any. Offers with stipulation like “if applicable” will be treated as vague and shall be ignored.

e) The department may ask for production of original document submitted by the bidder for verification to confirm the correctness. If the document submitted by bidder at any stage found to be fake/not legitimate, penal action will be initiated as per the terms of contract including forfeiture of EMD/Performance Security.

f) Purchaser reserves the right to get the manufacturing capacity

of all the companies verified irrespective of their registration status (if applicable).

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 documents 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. All the documents as per tender requirement should be uploaded online and further, no documents will be accepted offline unless called for specifically. 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.

8. The details of the Tender documents and EMD should be filled and uploaded online. Earnest Money Deposit (EMD) for **Rs.46,000/- (forty six thousand)** only should be deposited in form of Demand draft drawn on any nationalized bank in favour of 'The Director, S.V.P. National Police Academy, payable at SBI, Shivarampally, Hyderabad. **Bids without EMD will not be considered.** Tender Reference Number of details should be mentioned on the backside of the original Demand Draft and the same should be sent to SVP National Police Academy, Hyderabad before due date of opening of the tender.

9. 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 to SVP NPA in any working days between 0900hrs to 1800 hrs.

10. **Sample** – The bidders should submit samples of the each offered printing works on the closing date of tender bid to publication section of the Academy without fail for verification by the purchase committee. Samples received after 03 days of closing date of bid will not be accepted.

11. **Period of Contract** - Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order. However contract may be renewed for further period upon mutual consent of both the parties on existing terms and conditions. It will be entirely at the discretion of The Director, SVP National Police Academy to extend it or not.

12 Following scanned documents in PDF/Excel/.rar file format must be uploaded in respective covers duly signed and stamped.

Documents to Accompany First Cover (In PDF)

(a) 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.

(b) The firm must upload attested and scanned copy of following documents :-

- (i) **Firm's Registration documents.**
- (ii) **GSTIN of the Firm.**
- (iii) **PAN Card of the firm.**
- (iv) **Income Tax Return – Last three year.**
- (v) Desirable Turnover-Rs. 37 Lakhs cumulative in the last (3) financial year.
- (vi) Copies of earlier supply orders.
- (vii) Duly signed and stamp of Tender Document.
- (viii) Filled in Commercial Information of firm in .xls format (Available in website alongwith NIT) to include Banker's and firms details.
- (ix) LOB (Letter of bid) with the tender.
- (x) Details of undertaking printing work i.e specification viz. Make, brand and other information which the bidder intends to undertake work.
- (xi) Scanned copy of EMD for Rs.46,000/- (Rupees forty six thousand only) in the form of Demand draft drawn on any nationalized bank in favour of 'The Director, S.V.P. National Police Academy, payable at SBI, Shivrampally, Hyderabad be submitted in portal followed by original copy before closing of tender date at the address of The Administrative Officer (Admn), SVP National Police Academy, Shivrampally, Hyderabad. **Offers received without the prescribed EMD, will be rejected summarily.**
- (xii) Any other documents.

Second Cover :-

c) The Financial bid (In excel file like BoQ) :- The rates i.e. unit/per page rate of item quoted, the Price Bid/BOQ template may not be modified or replaced by the bidder; else the bid submitted is liable to be rejected for this tender. No increase in accepted/approved rate will be considered through the currency of contract (including extendable period).

d) The Financial Bid shall comprise the price component indicating the rate offered the entire work/supply price including all taxes/levy/duties. The rate thereof shall not be overwritten.

- e) The quoted price **shall be exclusive of all the Taxes/duties** and taxes & duties should be shown separately as applicable. No excess amount beyond the quoted amount will be considered.
- f) Quoted prices **should be inclusive of freight** and forwarding charges, handling charges, loading and unloading charges, insurance charges, etc.
- g) Prices shall be quoted in Indian rupees only.

13. The Bid / Tender submitted shall necessarily remain valid for 180 days after the date of financial bid opening and the accepted rate of item shall remain fixed for the currency of contract (including extendable period). 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/EMD/Performance Security submitted by them.

14. No interest will be paid on Earnest Money Deposit. EMD of unsuccessful tenderers will be returned in due course of time. If the bid is accepted and the contracted firm fails to undertake the supply contract, their EMD will be forfeited without any further notice.

15. The tenderer should offer the lowest rate of works/items which should not exceed MRP inclusive of all taxes printed on the item at any stage of contract. The Academy the right to increase/decrease the number of pages of the publications.

16. **Delivery should be completed within 15 days from the date of receipt of purchase orders from the Academy.** The bidding firm would adhere strictly to the delivery period indicated in this tender document or supply order failing which they would be penalised with a penalty of 0.5% of the supply contract value per day subject to a maximum of 5% (five percent) from the payment. Further in case of inordinate delay of 30 days from the stipulated time, purchase order stands cancelled without any further notice and you will also be liable to be blacklisted and as well as performance guaranty will be forfeited.

17. The SVP NPA reserves the right to increase or decrease the quantity of supply / items.

18. The Academy has the right to entrust the supply of items to one or more firms/agency/wholesalers, in case of equal rate offered.

19. Liability of the supply order getting cancelled, if the quality of items/progress of the works/services is found to be not satisfactory or if there is an inordinate delay of more than 30 days in completing the supply/work, than the prescribed delivery period.

20. Notwithstanding any of the conditions and clauses indicated in the Tender form, the Director has whole sole right to accept or reject either the lowest or any other valid bid and or **split up the order** for supplying of above items to more than one bidder or to cancel the Tender without assigning any reasons thereto.

21. The quantities contracted and amended from time to time shall be strictly adhered to.

22. The makes/brands of the items offered and accepted by the Academy shall not be subjected to change, until and unless agreed to by the Competent Authority of the Academy.

23. The supplies are liable for test/quality check if the competent authority required.

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

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 placed by the Academy 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 or breach of 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 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 items 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.

25. **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 GFR-171. 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 and forfeit EMD. 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".

26. **Arbitration Proceedings**. Any dispute arising out of the contract at any time between the parties hereto touching or arising out of this contract shall be referred to an arbitrator to be nominated by the Director, SVP National Police Academy and the decision and award of such arbitrator shall be final and binding upon the parties hereto and the provision of the Indian Arbitration Act 1996 shall apply to the Arbitration proceedings.

27. **High Court for Settlement of Dispute**. If the dispute

between the parties not settled by the Arbitrator, it should be subject to the jurisdiction of the High Court of Judicature at Hyderabad.

28. **Death of Contractor (Sole Proprietor)**. In case of death of a contractor or sole proprietor of a firm, his/her legal heir (s) may be permitted to operate the contract already approved in favour of the deceased and are operational or operating the current contract approved in favour of the deceased :-

(a) Death Certificate of the deceased contractor.

(b) Willingness certificate on an affidavit that the legal heir (s) and accredited agent (s) is/are willing to continue the operation of existing contract (s) at the existing terms and condition of the contract.

(c) Legal Heir Certificate/Succession Certificate from the Court of Law.

29. **Payment of Bills.**

(a) The contractor should submit bill to the indenter immediately after supply of items.

(b) Bills submitted by the contractor will have GSTIN printed on it. Any bill received without GSTIN printed on it will be liable to be rejected.

(c) Payment of bill will be generally cleared within 45 days of receipt of bill/s. All payment would be made through e-payment. Hence, organization details in specified format must be submitted alongwith the bills.

30. **Opening and Evaluation of Technical Bids:**

(a) The Tender Committee appointed by the Competent Authority of Academy will open all Technical Bids in the first instance on the appointed date and time at SVP NPA Hyderabad.

(b) During evaluation of the bids, the purchase committee may, at its discretion, ask the Bidder for clarifications of its bid. The clarification of the bidder shall be in writing.

(c) No bidder shall contact the committee member on any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional

information to the notice of the Purchaser it should be done in writing.

(d) Any effort by a bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.

e) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be uploaded in the portal. The purchase committee may at its option to choose to open the financial bids immediately after the opening and evaluation of the Technical Bids.

31. **Opening and evaluation of Financial Bids:-**

(a) The Tender Processing Committee will open the financial bids in favour of bidder who successfully qualified technical bid.

(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 rate. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected, and its EMD will stand forfeited.

32. **Eligibility Conditions:-**

(a) The bidding firm should have the capability to supply the ordered item in time as and when supply order placed and supply/works should be completed after 15 days from the date of receipt of purchase order.

(b) Any Government organization/undertaking should not have blacklisted debarred/suspended the bidding firm last three years. A letter of undertaking on the letter head of the bidder should be submitted separately stating that they have not been black listed by the state/central/PSU government.

(c) The Vendor should preferably be an entity registered in India.

33. **Taxes and Duties.** Vendor shall be entirely responsible for all taxes, duties, license, fees etc. incurred until delivery of the contracted items to the Academy. If there is any increase in taxes duties (shown in separately in financial bid) during the contract period due to Govt Policy will be borne by the buyer.

Administrative Officer (Admn.)
SVP National Police
Academy

TECHNICAL SPECIFICATIONS OF PUBLICATIONS

S/ No	Particular	Specification	Approx quantity required for 12 months
1.	SVP National Police Academy Certificate Folder	<ul style="list-style-type: none"> • Paper quality shade– Multicolour printing on Dali Blumarino 285 GSM, Gold foiling, Creasing punching and pasting. • Size – 18.5" x 12" 	3000 Folder
2.	NPA Dikshant Parade 2020 – Booklet	<ul style="list-style-type: none"> • Paper quality shade – Inner 130 GSM art paper white. • Size – 1/8th demmy • No. of pages – 80 (+4 title pages) • Printing/Binding: All pages multi colour printing, folding and centre pinning. • Lamination – Title 300 GSM Art Card and gloss lamination • Quantity -800 nos • Note: The number of pages may alter in an edition and hence the cost per page in excess/short. • The rate quoted should be page wise including title page. 	800 No's
3.	SVP National Police Academy Batch Book	<ul style="list-style-type: none"> • Paper – Inner 130 GSM Art paper white. • Size- A4 • No of pages : 144 (+4 title pages) and required designing and page setup etc. • Printing/binding:All pages multicolour printing and hard case binding • Lamination: Title 170 GSM matt paper and matt lamination. • Quantity 170 Nos • Designing charges may also be 	170 No's

		<p>included in rate contract</p> <ul style="list-style-type: none"> • Note: The number of pages may alter in an edition and hence the cost per page in excess/short. • The rate quoted should be page wise including title page. 	
4.	SVP National Police Academy Criminal Law Review	<ul style="list-style-type: none"> • Paper quality shade : Title paper 300 GSM Art Card with Matt lamination • Size-A4 • Nos of pages – 04 (Title pages) • Printing : Multicolour printing. 	500 No's
5.	SVP National Police Academy Wall calendar-2020.	<ul style="list-style-type: none"> • Paper quality shade : Paper on 170 GSM Art Paper • Paper size – 13" x 36" • Printing/Binding : One side multicolour printing on 170 GSM Art paper and wiro binding. • Note – The number of pages may alter in an edition and hence the cost per page in excess/short. • The rate quoted should be page wise. 	915 No's
6.	SVP NPA Table Top Calendar – 2020.	<ul style="list-style-type: none"> • Paper – Multicolour printing with 250 GSM art card. • Printing/Binding: All pages matt lamination and black wiro binding with stand. • Note – The number of pages may alter in an edition and hence the cost per page in excess/short. • The rate quoted should be page wise. 	1,600 No's
7.	SVP National Police Academy News letter	<ul style="list-style-type: none"> • Paper – Inner 130 GSM Art paper • Title 300 GSM Art card and gloss lamination. • Printing/Binding :All pages multicolour printing, folding, gathering and perfect binding. 	2,000 No's

		<ul style="list-style-type: none"> • Paper size – A4 • No. of pages – 35-50 pages Approx. • Lamination : Title 300 GSM Art Card and gloss lamination. • Quantity : 2000 Nos (4 quarter x 500 Nos) • Note: The number of pages may alter in an edition and hence the cost per page in excess/short. • The rate quoted should be page wise including title page. 	
8.	SVP National Police Academy Diary – 2020	<ul style="list-style-type: none"> • Paper quality shade – Inner pages on 80 GSM maplitho two colour printing plus 30 pages inner on 130 GSM art paper • Size – 18 cm x 24 cm • Printing/Binding:Multi colour printing inside of 12 pages & 4 title pages in multicolour with Matt lamination section and case binding. • No of Pages – Approx 535 • Note: The number of pages may alter in an edition and hence the cost per page in excess/short. • The rate quoted should be page wise including title page. 	500 No's
9.	SVP NPA Journal	<ul style="list-style-type: none"> • Paper quality shade- Title page multicolour printing on 300 GSM Art Card with gloss lamination. • Size-A4 • No of Pages-04 (Title pages) • Quantity-2000 Nos (1000 Nos + 1000 Nos) 	2000 Nos
10.	One Minute Drills	<ul style="list-style-type: none"> • Paper quality shade : Inner pages Art paper 130 GSM • Size : 1/8 dummy • No. of Pages : 128 pages in multicolour. • Printing / Binding : Title page: 300 	1000 Nos

		<p>GSM Art Card with multicolour printing, stitching and binding</p> <ul style="list-style-type: none"> • Quantity : 1000 Nos. • Note: The number of pages may alter in an edition and hence the cost per page in excess/short. • The rate quoted should be page wise including title pages. 	
11.	SOP for Scence of Crime Investigation	<ul style="list-style-type: none"> • Paper quality shade : Inner pages-Multicolour printing in 80 GSM Maplitho paper • No. Of pages : 40 • Size:1/8 demmy • Printing/Binding: Title pages 300 GSM Art Card with gloss lamination in multicolour printing. • Quantity -1000 Nos. • Note: The number of pages may alter in an edition and hence the cost per page in excess/short. • The rate quoted should be page wise including title pages 	1000 Nos
12.	Handbook on Etiquette	<ul style="list-style-type: none"> • No of Pages : 04 (Title page) • Size: 1/8 Demmy • Printing / Binding : Title pages in 300 GSM Art Card with gloss lamination in multicolour Printing • Quantity: 1000 Nos 	1000 Nos

Note: Bidders can be verify samples of printing material from publication section of the Academy before submitting their bids.