



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 NO : 001/03/2017-18/Souvenir shop**

**SUPPLY OF MEMENTOS ITEMS TO SOUVENIR SHOP OF SARDAR  
VALLABHBHAI PATEL, NATIONAL POLICE ACADEMY, HYDERABAD**

Date of Tender Enquiry : 03<sup>th</sup> March' 2017

Closing date & time of submitting bids : 21<sup>st</sup> March' 2017



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

**सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी**  
**SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY**  
**(भारत सरकार : गृह मंत्रालय)**  
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 हैदराबाद - 500 052 Hyderabad - 500 052

**OPEN TENDER**

1. Souvenir shop of SVP National Police Academy, Shivrampally, Hyderabad, invites sealed bids under One - bid system to supply Mementoe items on rate contract basis for the period upto 31/3/2018 as per the details given below :-
2. Salient features of the tender enquiry are as follows:-

a)	Tender Enquires No.	001/03/2017-18/Souvenir shop
b)	Description of stores	As per Annexure - 'A'
c)	Type of Tender	Open Tender
d)	Bid System	One Bid System
e)	Pre-bid conference	A pre-bid conference is scheduled to be held on 15.03.17 at 1800 hrs at Souvenir shop of SVP NPA Hyderabad. Interested bidders may attend the pre bid conference at SVP NPA Hyderabad for seeking clarification on the specifications / materials to be supplied on Rate contract.
f)	Closing date & time of submitting bids.	21.03.17 at 1700 Hrs
g)	Date & time of opening of technical bids received.	21.03.17 at 1700 Hrs
h)	Earnest Money Deposit.	Demand draft favouring 'The Director, SVP National Police Academy, Hyderabad' of value equal to the sum of EMDs of items offered by the vendor. The EMD prescribed for each item respectively has been specified in Annexure 'A' in this regard.
i)	Delivery schedule / completion period	Delivery should be completed within 20 days from the date of receipt of purchase order from the Academy.
j)	Terms of Delivery	Free on Rail/ Road (F.O.R) Destination, SVP NPA Hyderabad.
k)	Bid validity	Bid should be valid for 365 days from the date of opening of bid.
l)	Place of submission bid & address for correspondence	Souvenir shop, SVP National Police Academy, Shivrampally, Hyderabad-500052

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

	Particulars	Date	Time
01	Date of online publication of tender	03/03/2017	1100 hrs
02	Starting date for downloading tender document	03/03/2017	1100 hrs
03	Bid submission starting date	03/03/2017	1200 hrs
04	Bid submission closing date	21/03/2017	1700 hrs
05	Closing date & time for submission of original copies of EMD	21/03/2017	1700 hrs
06.	Opening of bid	22/03/2017	1100 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.



## Terms and Conditions

- 1) The bid should be strictly as per the format prescribed in Annexure 'B' of NIT. In case of deviation the offer will be rejected
- 2) **Documents required to be submitted** :- The firm must enclose the following documents with technical bid :-
  - a) Duly signed and stamped tender documents.
  - b) Proof of firm –
    - i) firm's Registration, TIN of the firm & Pan Card of the firm
    - ii) copies of earlier supply orders etc along with the quotation.
  - c) Details of stores and feature of stores i.e specification viz. Make, Brand and Model and other information leaflets of the proposed brand which the bidder intends to deliver and the delivery schedule by the bidder.
  - d) Delivery and payment terms of items :- As per tender terms
  - e) LOB ( Letter of bid ).
  - f) Banker details of firm.
  - g) Any other documents.
- 3) **Earnest Money Deposit (EMD)** :- Demand draft favouring 'The Director, SVP National Police Academy, Hyderabad' of value equal to the sum of EMDs of items offered by the vendor. The EMD prescribed for each item respectively has been specified in Annexure 'A' in this regard. No interest will be paid on Earnest Money Deposit. EMD of unsuccessful tenderers will be returned in due course of time. **Offers received without the prescribed EMD, will be rejected summarily.**
- 4) **Price, tax and other charges:-** The Bid as per enclosed format shall comprise the price component indicating the unit price excluding taxes. The unit price thereof shall not be overwritten. (As per performa given Annexure in 'B')
  - a) The quoted price shall be exclusive of all the Taxes and taxes should be shown separately as applicable. No excess amount beyond the quoted amount will be considered.
  - b) In case the taxes are shown blank, then it will be construed that the rate is inclusive of all taxes.
  - c) Quoted prices should be inclusive of freight and forwarding charges, handling charges, loading and unloading charges, insurance charges, etc.
  - d) The prices once accepted by the purchaser shall remain valid till the successful execution of the complete order to the satisfaction of the Purchaser i.e upto 31/3/2018. The Purchaser shall not entertain any

increase in the prices during the period of contract. No price escalation will be allowed till the successful execution of the complete order. 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 of notifying the said reduction or increase in the Government levy/excise duty.

- e) Prices shall be quoted in Indian rupees only.

Note :- Individual item-wise L-1 ( lowest bidder ) and quality will be considered for placing work order.

- 5) **Bid validity** :- The Bid / Tender submitted shall necessarily remain valid for 365 days after the date of commercial bid opening. If any bidder withdraws his tender before the said period, Souvenir shop of SVP NPA shall-without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security submitted along with the bid.
- 6) **Undertaking certificate** :- The bidding firm should submit an undertaking along with bid, that they would adhere strictly to the delivery schedule indicated in this tender document failing which they would be penalised with a penalty equal to 0.5% of the supply contract value for every week period's delay. Failure to enclose this undertaking would entail rejection of the submitted offer without any further intimation.
- 7) The **Bid** should be placed in one sealed envelope super scribed 'BID FOR SUPPLY OF MEMENTOS ITEMS TO SOUVENIR SHOP OF SVP NPA HYDERABAD' and should be addressed to the AD (Works), SVP National Police Academy, Hyderabad.

The sealed tender received after the due date and time will be summarily rejected. The bid should be signed at the bottom of each page of tender form.

- 8) Souvenir shop of Academy will cancel work order, if the quality / progress of the work are found to be not satisfactory or if there is an inordinate delay in completing the supply.
- 9) The bidder will be blacklisted by the Souvenir shop of Academy in case of (column-8) above being invoked.
- 10) The Souvenir shop of 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.
- 11) Notwithstanding any of the conditions and clauses indicated in the Tender form, the I/C Souvenir shop of Academy has whole and sole right to waive off any of the above clauses, accept or reject either the Lowest or any other valid bid and or split up the order for supplying of various uniform articles to more than one bidder or to cancel the Tender without assigning any reasons thereto.

- 12) **Terms of payment** - No advance payment or payment against proforma invoice will be made. Payment will be made only after completion of supply & installation.
- 13) **Performance security** :- The successful bidder will have to deposit a performance security of 5% of the contract value of the work order rounded up to 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 Shivrampally, Hyderabad within 15 days of the placement of supply order 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 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. No interest will be payable for "Performance Security."
- 14) The I/C Souvenir shop of Academy reserves the right to increase or decrease the quantity of the order.
- 15) The I/C Souvenir shop of Academy reserves the right to cancel the order without pre notice, forfeit the security deposit or recover any damages for any breach of contract.
- 16) **Sample** :- The technically qualified bidders should produce sample of the proposed Mementoe items before the committee at SVP NPA Hyderabad. The expenditure of samples will be at the cost of the vendor. At the second stage financial bids of only the technically acceptable offers shall be opened for further evaluation before awarding the contract.

#### Opening and Evaluation of Bids:

- a) During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for clarifications of its bid. The clarification of the bidder shall be in writing.
- 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 Tender Committee appointed by the Purchaser will open the Financial Bids of bidders as specified in (e) above.
- e) At the time of evaluation quality and price of items will considered.

- f) 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, his bid will be rejected, and EMD will stand forfeited.

### Eligibility Conditions

- a) The bidding firm should have the capability to supply the ordered items in time as per the schedule indicated in the salient features i.e. the supply shall be completed within 15 days from the date of receipt of purchase order.
- 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.
- d) 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

### 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.
- c) In case the taxes are shown blank, then it will be construed that the rate is inclusive of all taxes.

*K. Reddy*  
2/3/17

Hon Secretary

Souvenir shop (Memorabilia)  
SVP National Police Academy, Hyderabad

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





Description of Gift items:-

S/No.	Article Name	Specification	Appx. Qty. required upto 31.03.2018	Items wise EMD Value (In Rupees)
1	Coffee Mug White	Ceramic Mug with handle, Inner side Black color, outer side white color, NPA gate sketch printing, Height-9.5 cm, Radius-26 cm	1200 Nos.	4,560/-
2.	Umbrella	Umbrella 535mm, Retractable handle, Exclusive designing and manufacture for NPA, NPA Monogram printed	200 Nos.	1940/-
3	Coaster	6 coaster in recycled material in a case, Each coaster have different sketch, Sketches are of Main Adm block, NPA gate, Parade ground, IPS Mess, Michalangelo, Rajasthan Bhawan, Leaght- 10/10, Breath- .3mm	100 Nos.	530/-
4	Cap	Multi-color cap, Half of the portion made of net and half portion made of cloth, Designer peak, Heat transfer SVP NPA logo in the front, Free size adjustable.	300 Nos.	1770/-
5	Memo Box	Made with eco friendly material, NPA Adm block sketch printed on cover, 100 no. Handmade papers, Length- 11cm, Breadth-3cm, Height- 11cm	100 Nos.	400/-
6	Travel Mug	Stainless steel, NPA Monogram, Handle and Lid made of PVC	100 Nos.	1200/-
7	Tool Kit Pliers	Small Multipurpose tool kit with mini torch, Packed in metallic container, Lid of container have NPA Monogram.	100 Nos.	520/-
8	Tie	NPA Monogram, color- Red, Maroon, Blue, Black, 100% Polyester	500 Nos.	5050/-
9	Muffler	Woollen material, classic polo, 1.5 mtr x 25 cm size, color- Maroon , Black, NPA Monogram with written SVP NPA,	200 Nos.	1680/-
10	Pen Check	Stainless steel made ball pen, check on the lower portion, SVP NPA written on the upper portion, leaght- 13.5 cm	100 Nos.	180/-

Contd...2/

11	Pen Black & Steel	Stainless steel made ball pen, Black color on the upper portion and steel color on the lower portion, SVP NPA written on the upper portion, length-13.5 cm	100 Nos.	170/-
12.	Coffee Mug Silver	Ceramic Mug with handle, Inner side white color, outer side silver color, NPA gate sketch printing, Height-9.5 cm, Radius-26 cm	100 Nos.	660/-
13	Toiletry kit bag	Foldable Synthetic toiletry kit bag, Four compartment, Each compartment have pocket with chain, NPA Monogram.	100 Nos.	1050/-
14	Pen with Card holder	Set of Pen with card holder, Both i.e Card holder and pen made of stainless steel, SVP NPA written on pen, NPA Monogram on card holder	100 Nos.	484/-
15	Pen with keychain	Set of Pen with Key chain, Key chain made of stainless steel, Black color metallic Pen, SVP NPA printed on pen and keychain.	100 Nos.	420/-
16	Pen with cardholder & keychain	Metallic pen, have leatherette cover on half portion, SVP NPA printed on pen, Key chain made of stainless steel with leatherette cover and SVP NPA printed, Cardholder stainless steel frame have leather cover, Set of pen with cardholder and keychain.	100 Nos.	652/-

Note:- All the bidders should check the samples before submitting their bids. All the gift items mentioned above should be as per the samples of SVP National Police Academy

*Killeddy*  
2/3/17

Hon Secretary

Souvenir shop (Memorabilia)  
SVP National Police Academy, Hyderabad

FORMAT OF BID

S/No	Name of the items	Specification of items	Whether offered items is in consonance with NIT specification  (Yes / No)	Rate	Tax	Any other charges if applicable	Amount
	<b>EXAMPLE</b>						
.1	Coffee Mug white			Rs. 20/-	Rs. 2.90 @ 14.5%	-	Rs.22.90/-

Bidder Name and  
Address

Gram: 'POLACADEMY' e-mail:administrator@svnpa.gov.in Tel: 91-040-24015151 to  
24015158 Fax: 91-040-24015179

(10)

10/10/00

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 :

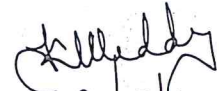
22. No. of permanent Managerial staff ( attach Statement indicating Names, position held, Qualification, total experience, No. of years Engaged in present position) :
23. No. of other permanent staff including skilled and Unskilled workmen ( Furnish full Details) :
24. If any members of your company 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 in correct 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.

  
2/3/17

Hon Secretary  
Souvenir shop (Memorabilia)  
SVP National Police Acadmy, Hyderabad