

<p>Government of India Ministry of Defence Office Of the Controller of Defence Accounts No.1, Staff Road, Secunderabad – 500 009 TELE: 040-27843385 FAX: 040-27817275</p>

No. AN/III/2001/OC/briefcases & hb/16-17

Date:20.01.2017

To:

Subject:- Procurement of briefcases/handbags

Sealed tenders from the manufacturers / Authorized dealers for supply of briefcases/ handbags as per details in this tender document.

Last date & time for receipt of tender	Earnest money depot	Date & time of opening of Technical bid
03.02.2017 05: 00PM	₹.5000/-	06.02.2017 11:00AM

Sealed Bids should be clearly super scribed as "**Tender for Briefcases / Handbags**" or sent by ordinary post at the address given above so as to reach by the due date and time. Late tenders shall not be considered. No responsibility shall be taken for postal delay or non delivery / non receipt of bid documents. Bids sent by FAX or e-mail shall not be considered.

This office reserves the right to enhance or reduce the quantity or to decide not to purchase any tendered item, to accept any tender in full or in part, to reject any or all tenders at any time without assigning any reason thereof.

Tender Form not accompanied with requisite earnest money will be rejected out rightly without assigning any reason or entertaining any correspondence. Bidders are required to submit Earnest Money Deposit in favour of CDA Secunderabad, for an amount of ₹.5000/- (Rupees Five thousand only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or private bank i.e ICICI Bank, Axis Bank or HDFC Bank. EMD is to remain valid for a period of forty five days beyond the final bid validity period. EMD of the unsuccessful bidder shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD shall be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

Exemption from submission of EMD: The NSIC registered tenderers as per MSME Act, 2006 may submit copy of the certificate, valid on the date of tender opening and must cover the service rendered. PSUs (Central & State) are exempt from payment of EMD.

SCOPE OF WORK & ITEM DETAILS

Sealed tenders are invited subject to the terms and conditions mentioned hereunder for procurement of briefcases / handbags as per details given below. The vender will provide delivery of following items to this office **on for before 02.02.2017 5:00 PM**. Technical binds will be **opened on 06.02.2017 11:00 AM**. Any Tenderer or their authorized representative, who wish to be present at the time of opening, may attend.

Please furnish most competitive/concessional rates as applicable for Government of India's Department for the following items:

GENERAL INSTRUCTIONS TO THE BIDDERS

TENDER EVALUATION

Tenders evaluation will be done in two stages:

1. Technical bid and
2. Price bid.

Each bid to be submitted in separate sealed envelopes super-scribed as "Technical Bid", and "Price Bid" respectively. All these 2 envelopes should be put in another envelope marked as "**briefcases/handbags**" and sealed properly.

TECHNICAL BID

Following documents should be kept in an envelope and sealed properly and super-scribed "Technical bid for **briefcases/handbags**" along with name and address of bidder.

- a) Earnest Money Deposit in favour of CDA Secunderabad, for an amount of ₹.5000/- (Rupees Five thousand only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or private bank i.e ICICI Bank, Axis Bank or HDFC Bank. The NSIC registered tenderers as per MSME Act, 2006 may submit copy of the certificate, valid on the date of tender opening and must cover the service rendered. PSUs (Central & State) are exempt from payment of EMD.
- b) Annexure- I and Annexure-II

- c) Brochure/ leaflets and such documents that describe specification and make/brand etc. as per Annexure-III (samples to be submitted to the Tender Evaluation Committee as and when called for).
- d) Checklist and Affirmation
- e) Details of Past experience (in years), with documents
- f) Self attested photocopies of latest and valid ST /VAT /TIN registration certificate and Proof of filing income tax return (enclose last three year income tax assessment certificate)
- g) PAN Card: Self attested copy.
- h) Tender document duly signed by Authorized Signatory of the bidder (on each page) with seal of the firm as a token of acceptance by the Bidder of all terms & conditions.
- i) Bidder's profile giving complete details about the firm including the period for which it is in this business.
- j) Copy of partnership Deed in case of Partnership firm /Memorandum and Article of Association with undertaking and authorization for signing the Tender Documents.

Note: Technical bids not accompanied by Brochure/ leaflets and such documents that describe specification and make/brand etc., will be rejected out rightly without assigning any reason or entertaining any correspondence.

The Tender Evaluation Committee will evaluate samples of items submitted by bidder on the basis of their specification, make etc. The sample accepted by the committee will only be considered for price evaluation (price bid). Price should not be quoted with technical bid, otherwise the tender will be rejected without any correspondence.

PRICE BID

Price bid should be placed in separate envelope. The bidders must quote the rates strictly as per prescribed format - **Annexure –IV** and super-scribed "**PRICE BID for briefcases/handbags**".

The price bids will be opened only in respect of those renderers whose quote are passed by the Technical Committee and declared L-1 on the basis of price quoted for each samples submitted by them.

GENERAL CONDITIONS OF CONTRACT

QUOTATION must be sent in a SEALED COVER clearly superscripted as indicated above.

1. The Tenderer/Supplier has to give an affidavit on non-judicial stamp paper of ₹.100/- duly certifying by the Authorized Signatory(ies) that there is no vigilance/CBI case pending against the firm/supplier and the firm has not been blacklisted by any Govt. Organization.

The Tenderer shall furnish following certificates invariably along with the quotation, as applicable, otherwise quotation shall be summarily rejected:

- a) A declaration by the proprietor of the firm, in case, the firm is a proprietorship firm, or an attested copy of partnership deed duly registered by the Registrar of firms, in case of partnership firms.
- b) An attested copy of article of memorandum with constitution of firm and guidelines, in case, of limited firm with name of all Directors.
- c) A proof of ownership/partnership shall be submitted along with verification of address, telephone number and fax number. A surprise visit to the premises by the representatives of this office may be made to assess the firm's capacity and standing.

2. Tender received after due date and time will not be accepted on any grounds and will be rejected.

3. No figures or words should be over written. Overwritten/incorrect figures or words should be scored off and re-written under full signature of the bidder. Tender which does not fulfill this condition will not be considered. When quotation runs into several pages, each page must be signed.

4. Delivery charges/cartage if any, should be borne by the tenderer. Delivery of the items should be completed within 20 days from the date of placement of Supply Order.

5. In case of non-supply of material within the due date i.e. within the date of delivery mentioned in supply order, this office will have the right to impose penalty as deemed fit or to resort to risk purchase in full or part thereof at its discretion, its decision shall be final and binding.

6. No request for increase in rates, if any, will be allowed, or entertained during this period after opening of tenders by the Committee.

7. Conditional tenders are liable to be rejected. In the event of acceptance. The rates should be quoted as per our required specifications.

8. The tender which is not as per our required specifications, will not be considered on any ground.

9. The right to accept or reject any tender, partially or wholly, including lowest tender without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with this office. This office reserves the right to split the tender and place the orders for supply of item(s), mentioned in the tender enquiry on one or more Tenderers. The decision of this office, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and this office, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.

10. Payment will be made within a reasonable period after satisfactory inspection and acceptance of supplies and presentation of pre-receipted bills. No conditions/clause with regard to interest etc. shall be entertained.

11. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful Tenderer.

SPECIAL CONDITIONS OF THE CONTRACT

1. Dispute, if any arising in the matter shall be settled through an arbitrator to be nominated by this office.

2. The resultant contract shall be interpreted under the Indian Laws and subject to the jurisdiction of courts located in Hyderabad/ Secunderabad.

TERMS AND CONDITIONS

1. Any tenderer responding to this Rate enquiry shall be deemed to be agreeable to the terms and condition herein contained. No separate contract will be entered into with successful tenderer and therefore, terms and conditions herein contained shall be binding on the part of the successful tenderer. Conditional tenders are liable to be rejected. In the event of any dispute decision of ot this office will be final.
2. The prices quoted must be net per unit and must include all charges for packaging and delivery at office. Categories of stores offered whether imported or indigenous make, type and all other particulars should be stated in detail. No facility regarding Import, licence etc. can be afforded.
3. Rates should be written legibly in ink or typed against each item mentioned in this tender enquiry. Full specifications, size etc. of the item quoted should be furnished in your quotation. Technical and illustrative leaflets must be enclosed with your Quotation.
4. Sales tax/General tax, etc. where legally livable and intended to be claimed, should be distinctly shown along with the price quoted. Where this is not done, no claims for S.T./G.T. will be admitted at any stage and/or any grounds.
5. It will be obligatory on the part of the tenderer to honour supply orders placed on him for the quantities and goods shown in this tender inquiry or for further quantities that may be needed by this office.
6. No request for increase in the rates, if any, will be allowed or entertained during this period after the opening of tenders by the Committee.
7. As soon as the acceptance of tender is communicated to the successful tenderer(s) the contract shall be completed and binding on him (Tenderer). The terms and conditions herein contained which shall be enforced by this office. Quantities shown in this Tender Enquiry are only approximate requirements may vary subject to

alternations at the time of placing supply orders and during the pendency of the tender, it will be binding on the part of successful tenderers to honour and comply such orders placed by this office.

8. **The successful tenderer(s) is required to deposit the security deposit @5% of the product value by way of demand draft /B.G/F.D. drawn on any nationalized Bank payable at Secunderabad in favour of Controller of Defence Accounts, Secunderabad. The security will be retained by this office 45 days beyond successful completion of warrantee period and will be refunded after satisfactory reports are received from the users.**
9. Any loss sustained by this office as a result of non-compliance of delivery schedule, questionable quality of stores and short delivery, shall be recoverable from the tenderer(s) besides forfeiture of his earnest money/Security. Failure to comply with the supply orders shall authorize this office to effect purchase at the RISK AND RESPONSIBILITY of the tenderer(s) as a consequence of which the increase in the purchase cost shall be realized by way of liquidation of earnest money/performance security lying with this office.
10. Decision of this office with regard the enforcement of these terms and or waiver of the terms and conditions and rejection or acceptance of tenders shall be final and the this office shall not be liable for any damages/liabilities to the tenderer(s) on account of the enforcement of herein contained terms and conditions.
11. Payment will be made within a reasonable period after submission of delivery report and presentation of bill affixing revenue stamp of Rs. 1/- only & with the words received payment. No condition/clause with regard to interest etc. shall be entertained.


(R.CHANDRA SEKHARA RAO)
SR. ACCOUNTS OFFICER

Affirmation

I/ we pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the Validity of tender period, The Controller of Defence Accounts, Secunderabad / Government of India will have full authority to take appropriate action as it may deem fit.

Signature of Bidder

Place:

(Name of Bidder)

Date:

With seal of firm

CHECK LIST

(CERTIFICATES/ DOCUMENTS TO BE SUMMITTED WITH THE TECHNICAL BID)

Before submitting the tender, the tenderer should check the following enclosures (to be submitted with the bid)

S.No	Particulars	Yes/ no
1.	Demand Draft of ₹.5000/- drawn on any nationalized bank in favour of Controller of Defence Accounts, Secunderabad towards Earnest money	
2.	Attested photocopy of latest VAT/TIN registration certificate	
3.	Undertaking as per prescribed Performa on an affidavit of ₹. 100/- marked as Annexure – I in the tender document	
4.	Criminal liability undertaking as per prescribe performa marked as Annexure II in tender document.	
5.	Tender Document duly signed by Authorized signatory/ Bidder	
6.	Proof of filling Income Tax Return (encloses attested copy of last three year income tax assessment certificate)	
7.	Attested copy of PAN card issued by Income Tax department	
8.	Bidders profile giving complete details about the firm including the period for which it is in this business	
9.	Copy of partnership deed in case of partnership firm./Memorandum and article of association with under taking and authorization for signing the Tender Documents.	
10.	Name, Address, Phone & Fax No. at Secunderabad/ Hyderabad	
11.	Whether duly filled in Proforma for Technical Bid (Annexure-III) and Price Bid (Annexure-IV) Attached	

Please note that failure to submit any one of the above certificates / documents shall render the tender invalid.

Signature of Bidder

Place:

(Name of Bidder)

Date:

With seal of firm

FORMAT FOR UNDERTAKING (TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER OF ₹.100/-)

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding on me/us from date of acceptance of tender bid. I/We, hereby bind myself/ourselves to the period of tender.
3. The item supplied by me/us, would be of the best quality and as per specifications.
4. Earnest money deposited by me/us, may be retained till the finalization of the tender.
5. **Performance Security will be deposited by me/us and the same may be retained 45 days beyond the period of warrantee.**
6. If it is necessary to change any item/items supplied by me/us found to be defective/inferior quality, the same will be replaced by me/us at no extra cost.
7. Guarantee/Warrantee as asked for in the tender form is acceptable to us. If any item supplied by me/us is found to be defective and beyond repair during the guarantee period, the same shall be replaced by me/us free of cost.
8. I/We hereby undertake to pay penalty as per terms and condition for delayed supplies/non-supply.
9. It is certified that rate quoted by me/us are not higher than the MRP/Prevailing market rate.
10. It is certified that the quoted items have not been and are not being supplied to any other organization at a rate lower than being quoted here.
11. I/We agree to accept the bill to be paid by the purchaser after completion of all formalities and should any amount of bill found to have been overpaid, the amount shall be refunded by me/us.
12. There is no vigilance/CBI or court case pending against the firm.
13. I/we understand that the Controller of Defence Accounts, Secuderabad has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.
14. The decision of the Controller of Defence Accounts, Secudnerabad will be final and binding upon me/us.

Signature of Bidder

Place:

(Name of Bidder)

Date:

With seal of firm

CRIMINAL LIABILITY UNDERTAKING ON Rs. 10/- AFFIDAVIT

I, S/o.....Resident

ofdo solemnly pledge and affirm:

1. That I am the proprietor/partner/authorized signatory of M/s

2. That my firm has not been declared defaulter by any govt, agency and that no case of any nature i.e. CBI, Criminal / Income Tax/ Sales Tax/ Blacklisting is pending against my firm.

Signature of Bidder

Place:

(Name of Bidder)

Date:

With seal of firm

Proforma for Technical Bid

Sl. No.	Specifications of requirement	Detailed Description of the item (Index No, Make, Manufacturer etc.,)	Warrantee (period, terms & conditions)
1	22 inches (55 cms)		
2	26 inches (66 cms)		
3	30 inches (76 cms)		

Note: Brochure/ leaflets and such documents that describe specification and make/brand etc., should be enclosed. Samples to be submitted to the Tender Evaluation Committee as and when called for.

Signature of Bidder

Place:

(Name of Bidder)

Date:

With seal of firm

Proforma for Price Bid

Sl. No.	Specifications of items	MRP (Maximum Retail Price per item)	Offer Price (per item)	Taxes (please specify %)	Total quoted price per item (4+5)
1	2	3	4	5	6
1	22 inches (55 cms)				
2	26 inches (66 cms)				
3	30 inches (76 cms)				

(Note: Delivery charges/ cartage, if any should be borne by the tenderer)

Signature of Bidder

Place:

(Name of Bidder)

Date:

With seal of firm

