

INVITATION TO E-TENDER



OFFICE OF THE DY.INSP.GENL OF POLICE, GC, CRPF, KHATKHATI,
P.O-GAUTAM BASTI, DIST- KARBI ANGLONG (ASSAM)-782480

E-MAIL:diggckkt@crpf.gov.in (Telephone No.03675-249056)

No.L.VIII-5/2017-18-GCK(S)Hepatitis

Dated, **the 16 May** 2017.

The Deputy Inspector General of Police, Group Centre, CRPF, Khatkhati invites on line tenders on behalf of the president of India under two bid system consisting of technical bid and financial bid from **Manufacturer or its authorized agent/firms** enlisted with this GC KKT and are in position to supply **Medicines** (as per mentioned in Appendix-“A”) for its use in this GC Hospital.

1. If you are in a position to quote for supply in accordance with the requirements stated in the attached schedule to tenderer, all documents attached herewith should be fully filled, in, signed and returned to this office before the schedule date mentioned in the tender enquiry.
2. Prospective tenders are advised to go through the earnest money, payment terms, tender sample and all other clauses of this tender enquiry carefully before filling the tender.

I) SCHEDULE TO TENDER
GROUP CENTRE, KHATKHATI
CENTRAL RESERVE POLICE FORCE
Post : GAUTAM BASTI, Dist –KARBI ANGLONG-782480
E-MAIL:diggckkt@crpf.gov.in (Telephone No.03675-249056)

No.L.VIII-5/2017-18-GCK(S)Hepatitis

Dated, **the 16 May** 2017.

Schedule to Tender No.

Last Date and time for receipt of tender : On 13/06/2017 at 1600 Hrs.
Date & Time of opening Technical Bid : On 14/06/2017 at 1600 Hrs.
Validity of offer : The tender shall remain open for acceptance till 180 days from the date of opening of tender.

| SL. No | Tender No. | Description of stores | Qty | EMD(Rs) |
|--------|--------------------------------------|---|-----------------|---|
| 01 | L.VIII-5/2017-18-GCK(S) Hepatitis | Inj. Hepatitis-A vaccine Specification – As per Appendix- “D” | 800 Vial | 20,000/- (EMD should be valid for 90 days from the date of opening of tender) |

All Tender documents attached with this invitation to tender including the specifications are SACROSANCT for considering any offer as complete offer. It is therefore important that Tender Acceptance Letter which is a written undertaking that all the terms and condition of the tender are understood and accepted should be signed and submitted through e-Procurement site <https://eprocure.gov.in/eprocure/app>. and in original. Envelope containing the tender quotations shall be super scribed as “**Inj. Hepatitis-A vaccine**.”

All firms who are not specifically registered for tendered stores as per specification of tender enquiry either with DGS&D or with NSIC, are required to submit Earnest Money as mentioned above along

with their offer. Registration with any other organization will not exempt them from depositing Earnest Money. As per Government policy, PSUs are not exempted from depositing earnest money.

Tender enquiry documents have to be submitted in the office of the undersigned i.e. Group Centre, CRPF, Khatkhati, Post-Gautam Basti, Dist-Karbi Anglong, Assam-782480 on or before the scheduled date and time prescribed in the tender enquiry. Tender enquiries received after expiry of due date and time will not be opened and returned to the bidder.

IMPORTANT INSTRUCTION AS NECESSARY REQUIREMENT IN ABOVE TENDER ENQUIRY.

1. Certificate of good manufacturer practices as per WHO guidelines as certified by Drug Controller of India.

II) TERMS AND CONDITION OF TENDER ENQUIRY

| | |
|---|--|
| <p>1. Terms of Price</p> | <p>1.1. Rates quoted by the firms should be on firm price basis. Any and every alteration in the rates should be signed in ink otherwise the offers will not be considered.</p> <p>1.2 Firms should clearly indicate different taxes and duties, which they propose to charge as extra along with the present rates thereof. Offers with such stipulations like 'as applicable' will be treated as vague and are liable to be ignored.</p> <p>1.3. In case of authorized dealer, the dealer should clearly indicate the price at which the item is purchased from manufacturer.</p> |
| <p>2. Payment Terms</p> | <p>2.1. Stores are required to be supplied on CREDIT BASIS only and payment will be made after drawl of amount from Pay and Accounts Office of CRPF.</p> <p>2.2. Payment in advance or immediately on delivery cannot be made.</p> <p>2.3 EXCISE DUTY. Price should be quoted as per BOQ format provided along with tender document at e-procurement site http://eprocure.gov.in/e-procure/app.</p> |
| <p>3. Validity of Offer</p> | <p>3.1. Rates quoted shall remain open for 180 days after the opening of the tender.</p> |
| <p>4. Terms of Sample</p> | <p>4.1. All bidders are required to submit 01 No. Inj. Hepatitis-A vaccine, as per specification.</p> <p>4.4. The price bid of eligible firms will be opened and order would be considered on the Good quality Sample and lowest bidders subject to their capacity and performance etc.</p> <p>4.5 All tender samples should have a card affixed to it duly signed and stamped by the firm indicating the following:- i) Name and address of the firm. ii) Tender No. iii) Closing date & date of opening of tender iv) Name of item, item No & size.</p> |
| <p>5. Delivery instructions</p> | <p>5.1. Free delivery at consignee's locations : 1) The DIGP, Group Centre, CRPF, Khatkhati, Post-Gautam Basti, Dist- Karbi Anglong, Assam-782480. Tenders are required to quoted rates on free delivery at consignee's location basis at freight, risk and cost of the supplier basis only.</p> <p>5.2. However final discretion regarding delivery Instructions lie with the purchaser.</p> |
| <p>6. <u>Delivery Period instructions.</u></p> | <p>6.1 Delivery of stores is required to be effected within 25 days after receipt of confirm supply order with a lead period/grace period of 21 days as per instruction.</p> <p>6.2. If the AT is placed on any of the participating firms for the part quantity, the delivery period will be fixed keeping in view the quantum of order and the supply capacity quoted by the concerned firm in their tender documents.</p> |
| <p>7. <u>Liquidation charges clause.</u></p> | <p>7.1. If the firm fails to deliver the stores within the period fixed for such delivery or at anytime repudiates the contract before the expiry of such period, the purchaser may recover from the supplier as agreed liquidated damages including administrative expenses and not by way of penalty, a sum equivalent to 2% of the price of stores which the supplier has failed to deliver within the period fixed for delivery in the schedule for each month or part of a month during which delivery thereof is accepted after expiry of the aforesaid period, provided that the total</p> |

| | |
|-----------------------------|--|
| | damages so claimed shall not exceed 10% of the total contract price. |
| | 7.2 After the maximum limit of 10% of the value of the stores is reached, the purchaser reserves the right to either extend further or cancel the contract. |
| 8. Details of manufacturers | 8.1. Only those firms should respond who are the manufacturer or authorized agent / firms enlisted with this GC KKT of the Medicines specified in Appendix-"D" of Notice Inviting Tender. In countries where manufactures are authorized to export the Medicines only through their authorized Govt. marketing agency, such agencies will be allowed to BID. |
| | 8.2. Offer from firms whose business activities are limited to procuring items from the manufacturers and supplying the same to purchaser having after sales service back up will also be entertained provided they furnish a certificate from the manufacturer certifying the authenticity, along with their tender, failing which their tender will be summarily rejected. |
| | 8.3. Tenderers should disclose the name and full address (along with telephone / fax No, as well as e-mail address) of the place where the stores will be manufactured and offered for inspection, if any along with the monetary limit. |
| | 8.4. In case the firm is registered with NSIC for the subject stores, they should clarify whether they are registered as a manufacturing unit or in any other capacity. In case the registration is as a manufacturer, they should indicate the full address and phone numbers of their manufacturing facility. |
| 9. Earnest Money deposit | 9.1. All firms who are not specifically registered with NSIC or DGS&D for the stores for which the tenders are invited, are required to deposit earnest money Rs.20,000/- along with the quotation, failing which their offers will be summarily rejected. |
| | 9.2. For claiming exemption from depositing earnest money, the tenderers should be registered with NSIC or DGS&D specifically for the stores with specifications as mentioned in tender schedule. |
| | 9.3. Tenderers registered with DGS&D / NSIC should enclose the latest DGS&D / NSIC registration certificate. |
| | 9.4. Similarly firms, who are specifically registered for the stores as per specified specifications with DGS&D / NSIC, but with a certain monetary limit, will be treated as unregistered for their value exceeding their monetary limit of registration. Such firms shall be required to deposit proportionate earnest money over and above the monetary limit. In case such firms fail to deposit earnest money, their offer for the tender value exceeding their monetary limit is liable to be ignored. |
| | 9.5. The earnest money can be deposited through any of the following alternative forms:- An account payee demand draft, fixed deposit receipt, banker's cheque or bank guarantee(valid for 90 days) from any of the Nationalized, Scheduled or Commercial bank in any acceptable form drawn in favour of DIGP, GC, CRPF, Khatkhati payable at SBI, Khatkhati Branch, P.O-Gautam Basti, Dist-Karbi Anglong (Assam). (Personal /Company Cheque will not be accepted). |
| | 9.6. The earnest money shall remain valid for 225 days and be deposited with the purchaser for a period of 90 days from the date of tender opening. If the validity of the tender is extended, the validity of the BC / or any other alternate document submitted in lieu of earnest money will also be suitably extended by the tenderer, failing which their tender after the expiry of the aforesaid period shall not be considered by the purchaser. |
| | 9.7. No interest shall be payable by the purchaser on the earnest money deposited by the tenderer. |
| | 9.8. The earnest money deposited is liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender. |

| | |
|---|--|
| | <p>9.9. The earnest money of the successful tenderer shall be returned after the Performance security deposit as required in terms of the contract is furnished by the tenderer.</p> <p>9.10. If the successful tendered fails to furnish the performance security as required in the contract within the stipulated period, the EMD deposited by the successful firm can be converted proportionately, into “Performance Security”.</p> <p>9.11. Sample submitted by the tenderers whose offers are not accepted will be delivered to their representative, if they call for the same or can be returned to them at their cost, provided the application for return is made to the officer to whom the samples were sent, within one month after the contract is placed on the successful tenderer or after notification of cancellation of demand. If no application is received within the due date, the samples will be disposed off by public auction and sale proceeds credited to the Government treasury.</p> <p>9.12. Earnest money deposits of all the unsuccessful tenderers shall be returned by the purchaser as early as possible after the expiry of bids validity, but not later than 30 days after placement of contract. Tenderers are advised to send a pre receipt challan along with their bids so that refund of earnest money can be made in time.</p> <p>9.13. Any tender, where the tenderer is required to deposit earnest money in terms of conditions mentioned in preceding paras, not accompanied with earnest money in any one of the approved forms acceptable to the purchaser, shall be summarily rejected.</p> |
| <p>10. <u>Performance Security</u></p> | <p>10.1. The successful firm shall have to deposit a Performance Security equivalent to 5% of the value of the contract store within 15 days of the placement of supply order for due performance. Failure on the part of the firm to deposit the Performance Security within the stipulated time empowers the purchaser to cancel the supply order.</p> <p>10.2. The Performance Security submitted by the supplier will remain valid at least for 90 days beyond the date of completion of all contractual obligations of the supplier including guarantee/ warrantee obligations.</p> <p>10.3. The Performance Security can be deposited in any of the following alternative forms :- An account payee demand draft, fixed deposit receipt, banker's cheque or bank guarantee from any of the Nationalized, Scheduled or Commercial bank in any acceptable form drawn in favour of The DIGP, GC, CRPF, Khatkhati payable at SBI, Khatkhati Branch, (Branch Code No.17219) P.O-Gautam Basti, Dist-Karbi Anglong (Assam). (Personal /Company Cheque will not be accepted).</p> <p>10.4. If the supplier fails to deliver the stores within the stipulated period and places and requests for extension of time, he shall submit an undertaking on Non Judicial stamp paper of Rs. 10/- duly attested by the Notary Public stating that the Performance Security has already been extended for sixty days beyond the guarantee/warrantee period.</p> <p>10.5. The Performance Security shall be withheld or forfeited in full or part in case the supply order is not executed satisfactorily within the stipulated period or requisite standard of the store within the guarantee period is not undertaken to the best satisfaction of the use.</p> <p>10.6. Performance Security in the form of cash will not be accepted. The Performance Security will be returned subject to supply being made in full within the stipulated period of delivery and the stores being in conformity with the approved samples kept in the custody of this office. The decision of the DIGP, GC, CRPF, Khatkhati, Assam shall be final and binding in all matters pertaining to refund of the Performance Security/earnest money.</p> |
| <p>11. Two bid system.</p> | <p>11.1. Since the stores to be procured are of a complex and technical nature, all bidders are required to submit their offers in two covers as under :- <u>(a). FIRST COVER (Technical Bid) should contain the following.</u></p> <ol style="list-style-type: none"> 1. Document to be submitted in original manually and to be dropped in the dropped in the tender box in a sealed envelope. <ol style="list-style-type: none"> i) Tender Cost.(if applicable) ii) EMD (if applicable) |

| | |
|--|---|
| | <p>iii) Appendix-C signed by tenderer and witness seal. iv) Tender Acceptance letter</p> <p>2. Documents to be submitted online in Scanned copy.</p> <p>i) Tender acceptance letter. ii) Under taking for non Banned Business certificate. iii) Performance statement of last three years. iv) Form 7, form 68(A) and list No. 01. v) Questionnaire, appendix “C” and “E” vi) Registration certificate of DGS&D/NSIC (if applicable) vii) Certificate of good manufacturer practices as per WHO guidelines as certified by Drug Controller of India.</p> <p><u>(b)SECOND COVER (commercial/Price Bid) should contain the followings:</u> The composite bid i.e rate indicating in the technical bid "OPENLY" shall be ignored. Price should be quoted for different size as per enclosed BOQ format provided along with the tender document at e-procurement site https://eprocure.gov.in/eprocure/app.</p> |
| 12.Terms for Tender Cost. | Tender Documents are available at CPP e-procurement site http:// e-procure.gov.in/eprocure /app as well as on our website (www.crpff.gov.in) which can be downloaded by interested firm, free of cost. |
| 13.Method of submission | <p>13.1. The covers containing the technical bid should be sealed and duly super scribed with tender enquiry number, stores and date of tender opening. The sealed cover along with the EM and other documents should be put in a bigger cover and sealed again. This bigger cover should also be super scribed with tender enquiry number, stores and date of tender opening.</p> <p>13.2. The technical bids are to be opened at the first instance and evaluated by the competent authority. In the second stage, financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.</p> <p>13.3. The tender enquiries duly filled in all aspects and having completed all applicable formalities may be sent by registered post/speed post duly stamped or by courier/by hand to the DIGP, GC , CRPF, Khatkhati, Post- Gautam Basti, Distt–Karbi Anglong, Assam, Pin Code -782480, Phone No. 03675-249056 . FAX No. 03675-249056, so as to reach on or before the scheduled time and date as mentioned in the schedule to the tender enquiry. Department is not responsible for any postal delay. <u>Late/Delayed/Non submission of original documents would result in rejection of bid during online bid opening.</u></p> |
| 14. COUNTER OFFER: | If L-1 firm (s) is not able to meet/supply the full quantity, a counter offer for the remaining quantities will be given to the remaining eligible and technically qualified tenderers in the tender process, asking them to confirm acceptance of L-1 rates. The remaining eligible and technically qualified tenderes will be asked to give their acceptance or otherwise in writing. (in sealed envelopes) to the purchasing authority by a date and time (to be deposited either by hand or in the tender box). Depending upon the written confirmation/acceptance/denial of remaining quantities at L-1 rates, the competent authority will take a final decision for distribution of remaining quantities at L-1 rate to other eligible tenderers who have accepted the counter offer of L-1 rate based on their monetary capacity, production capacity etc. But strictly with reference to the delivery period and schedule of delivery including inspection period already disclosed in the tender enquiry documents. It may also be ensure that during this stage none of the eligible tendering firm who have accepted the counter offer will be allowed to give a revised commercial offer. |
| 15.Pre-Dispatch/ Pre-Receipt Inspection | <u>PRE-DISPATCH INSPECTION/PRE RECEIPT INSPECTION :</u> (1) Pre-dispatch inspection will be carried out at firm’s premises (in case of foreign firm Pre-Receipt Inspection will be carried out at consignees location by the BOOs detailed by the CRPF and authorized official by the supplier firm) at the time of |

| | |
|---|--|
| | supply by a Board of Officers details by CRPF to check its compliance with T.E. specification/QRs. If store is found not complying with the TE specification QRs, It will be rejected at the risk & cost of the supplier. (2) The purchaser reserves the right to carry out <u>third party inspection of stores if required</u> . The inspection cost will be beared by the supplier. |
| 16. Rights reserves with the Purchaser | 1. Purchaser reserves the right to cancel / reject or Scrap the tender without assigning any reason at any stage. 2. Purchaser reserves the right to get the manufacturing capacity of all firms re-verified irrespective of the registration status. 3. Purchaser reserves the right to increase or decrease the quantity of the goods at any stage. 4. Purchaser reserves the right to change the number of consignee at quantity allotted to them at any stage. |
| 17. Price Bid | Firm should quote rates, taxes, duties as per the BOQ format provided in the tender enquiry. |
| 18. <u>OPTION CLAUSE</u> | The purchaser reserves the right to place order on the successful tenderer(s) for additional quantity. Up to 25% of the quantity offered by them at the rates quoted at the time of placement contract or during the currency of the contract as per the provision made in DGS&D Enquiry (clause. 31 Option Clause in form DGS&D.-230) |
| 19. Lab test report | 19.1- Not required. |

5 **IMPORTANT INSTRUCTIONS**

- 1 Full name and status of the person signing the tender documents must be clearly mentioned.
- 2 The firms applying tenders against the subject tender enquiry are informed that all relevant details with reference to the tender enquiry stipulations are clearly responded to. In case any of the tender enquiry stipulations are not clearly stated or replied to by any of the firms, no repeat no clarifications will be sought from the concerned firm and its offer will be rejected out rightly.
- 3 Catalogues, if any, mentioning the full particulars of the stores should be furnished with the quotation.
- 4 Important information like tender enquiry number, date of tender opening, type of stores, full specifications of the items and terms and conditions etc should be provided wherever required.
- 5 Tender sample should be produced for inspection and displayed on the date of opening of tender invariably. If the representative of the firm desires to remain present while opening of quotation, the same will be allowed. The samples can also be produced for inspection and display through such representative.
- 6 Purchaser reserves the right to get the manufacturing capacity of all firms-verified irrespective of the registration status.
- 7 Purchaser reserves the right to cancel / reject or scrap any or all the tenders at any stage without assigning any reason.
- 8 The supply order will be placed only after the demonstration / final inspection and the approval of the sample of the stores by the competent authority.
- 9 Tenderer registered as per specification No (Mention the correct nomenclature and specifications) stipulated in the tender enquiry and their representatives with the authenticity certificates shall be eligible for award of contract.
- 10 If the samples are sent by Railway Parcel, the Railway receipt should not be enclosed with the tender documents but should be posted separately to the officer to whom samples are sent (Under a covering letter giving the necessary particulars to enable him to connect the Railway receipt easily with the

parcel). Samples submitted by the tenderers whose offers are not accepted will be delivered to their representative, if they call for the same or can be returned to them at their cost, provided the application for return is made to the officer to whom the samples were sent, **within one month** after the contract is placed on the successful tenderer or after notification of cancellation of demand. If no application is received within the due date, the samples will be disposed off by public auction and sale proceeds credited to the Government treasury.

- 11** Except as otherwise provided in the invitation to the tender, the contractor hereby declares that the goods, stores, articles sold / supplied to the purchaser under this contract shall be have the best quality and workmanship and particulars contained/ mentioned in the contract. The contractor hereby guarantees that said goods / stores/ articles would continue to conform to the description and quality aforesaid for a period of ten months, from the date of delivery of the said goods / stores /articles to the purchaser or 12 months from the date of shipment / dispatch from the contractor's works whichever is earlier and notwithstanding the fact that the purchaser (inspector) may have inspected and / or approved the said goods / stores / articles, if during the aforesaid period of 10/12 months, the said stores / goods /articles be discovered not conforming to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and purchaser shall be entitled to call upon the contractor to rectify the goods stores / articles or such portion thereof as is found to be defective by the purchaser within reasonable period or such specified period as may be allowed by the purchaser in his discretion on / an application made thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the goods / articles / stores / rectified from the ate of rectification thereof. In case of failure of the contractor to rectify or replace the goods etc. within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores.
- 12** In the event contract being cancelled for any breach committed and the purchase affecting re-purchase of the stores at the risk and the cost of the contractor, the purchaser is not bound to accept the lower offer of Benami or allied or sister concern of the contractor.
- 13** Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination. The consignee, as soon as possible but not later than 30 days of the date of arrival of the stores at destination, notify to the contract any loss or damages to the stores that may have occurred during the transit.
- 14** Tenderers who are past suppliers of the item as per T/E specification should submit their performance statement in enclosed Performa. In case, it is found that information furnished is incomplete or incorrect, their tender will be liable to be ignored.
- 15** While the tenderer and the purchaser shall make every effort to resolve any issue amicably through direct informal negotiation, in the event of any disagreement or dispute arising between them under or in connection with the contract shall be settled under the court of law within its jurisdiction at Karbi Anglong district . The resultant contract will be interpreted as per the prevailing Indian laws and various directives of the Govt. of India.

16. Specifications : **Inj. Hepatitis-A vaccine**
As per Appendix- "D"

17. STANDARD
FORMS TO BE USED: -

- 17.1. Appendix-A : Performance Statement of firm.
- 17.2. Appendix-B : Performa of Bank guarantee for Submitting earnest money
- 17.3. Appendix-C : Check list for Tenderers
- 17.4. Appendix-D : Specification.
- 17.4. Appendix-E : Details Furnished by tenderer
- 17.4. Appendix-F : Questioner to be answered by the tenderers
- 17.5. Appendix-G : List 01.
- 17.6. Appendix-H : Form No. 07
- 17.7. Appendix-I : Form No. 68-A

18. For any queries doubt regarding specification / e-tendering process, the bidders are requested to contact as provided in the tender document. Parallel for any further queries, the bidders as asked to contact Over phone: 03675-249056), or send a mail over to Email :-**diggckkt@crpf.gov.in**

Sd-16/05/2016
(SHAHNAWAZ KHAN)
DIGP GC CRPF, KHATKHATI (ASSAM)
FOR AND ON BEHALF OF THE PRESIDENT OF INDIA

Performance Statement

Name of Firm :- _____

1. Contract / Supply order No. :-
2. Description of Stores:-
3. Quantity of Order:-
4. Value:-
5. Original D.P. :-
6. Qty. supplied within Original D.P. :-
7. Final Ext. D.P. :-
8. Last supply position. :-
9. Reasons for Delay in Supplies:-
(if any)

Signature of the Tenderer.

PROFORMA FOR BANK GUARANTEE FOR SUBMITTING EARNEST MONEY
(ON BANKS LETTER HEAD WITH ADHESIVE STAMP)

To,

The DIGP,
Group Center, CRPF,
Khatkhati, Distt-Karbi Anglong (Assam)-782480.

Dear Sir,

In accordance with your invitation to Tender No.L.VIII-5/2017-18-GCK(S) **Hepatitis-A** Dated, the **May'2017** M/s. _____ here in after called the Tenderer with the following Directors on their Board of Directors / Partners of the firm.

1. _____ 2. _____
3. _____ 4. _____

wish to participate in the said tender enquiry for the supply of _____ as a bank guarantee against Earnest Money for a sum of Rs. _____ (in words) _____ valid for 240 days from the date of tender opening viz up to _____ is required to be submitted by the Tenderer as condition for the participation, this bank hereby guarantees and undertakes during the above said period of 180 days to immediately pay on demand by _____ in the amount of without any reservation and recourse if,

1. The tenderer after submitting his tender, modifies the rates or any of the terms and conditions thereof, except with the previous written consent of the purchaser.
2. The Tenderer withdraws the said tender within 180 days after opening of tenders OR
3. The Tenderer having not withdrawn the tender, fails to furnish the contract security deposit imposed for due performance of the contract within the period provided in the general conditions of the contracts.

The guarantee shall be irrevocable and shall remain valid up to _____ if further extension to this guarantee is required, the same shall be extended to such period on receiving instructions from the tenderer on whose behalf this guarantee is issued.

This guarantee will remain in force up to and including 60 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Date _____
Place _____
Witness _____

Signature _____
Printed Name _____
(Designation) _____

Banker's Common Seal.

CHECK LIST FOR TENDERERS

(Tenderer should check following requirements for compliance before submission of the tender documents)

| Sl. No | Requirements to be checked by the tenderer before Submission of the tender. | Compliance (To be indicated by the tenderer with "YES" after compliance of the requirements) |
|---------------|--|---|
| 1 | Tenderer should mention quantity for which they have quoted. This should be mentioned in the covering / forwarding letter head of the technical bid. | |
| 2 | Tenderer should ensure deposit of required earnest money Deposit if the tenderer are not registered with DGS&D /NSIC for the store(s) quoted for the governing specification as per Tender Enquiry. | |
| 3 | Tenderers should ensure that their registration with DGS&D and NSIC is valid if they are registered with DGS&D and NSIC and not depositing Earnest Money. They should enclose the latest DGS&D/ NSIC registration certificate. | |
| 4 | Tenderers should confirm that their equipment /products conform to the governing specifications of the quoted stores as per Tender enquiry. | |
| 5 | Tenderers should mention whether it is an SSI Unit or not. | |
| 6 | Tenderers should mention their monthly manufacturing supplying capacity. | |
| 7 | Tenderers should mention in Tender enquiry that they accept our delivery terms i.e. They agree to supply stores at consignees location at freight, risk and cost of the tenderers. | |
| 8 | Tenderers should mention that their offer is valid up to 180 days from the date of opening of the tender. | |
| 9 | Tenderers should mention their delivery period clearly. | |
| 10 | Tenderers should mention that they agree to the Tolerance Clause of the Tender Enquiry. | |
| 11 | Tenderers should give their past performance in the specified format given in the Tender documents. | |
| 12 | Tenderers should mention that they agree to the arbitration clause of the Tender Enquiry. | |
| 13 | Lab test report Not Required. | |
| 14 | Not Required. | |
| 15 | Tenderers should mentioned whether it is the manufacturer of the store(s) quoted or it is the manufacturer's authorized agent. In case of agent, it should submit valid authority letter(s) of their Principal(s) for the stores they have quoted. | |
| 16 | Tenderers should mention that Business dealing with their firms has not been banned by any Govt. / Private agencies. | |
| 17 | Tenderers should ensure to sign each page of the Tender documents with name, designation, seal and address of the signatory. | |
| 18 | If the tenderers want to mention any specific condition, it should be on the covering / forwarding letter only which will be placed on the first page of the technical bid. Such condition mentioned in any other document shall not be given any consideration. | |
| 19 | Tenderers should mention their address for communication with Telephone and Fax Number. | |

Signature of the Tenderer.

1. Inj. Hepatitis-A vaccine

Sd-16/05/2016

(SHAHNAWAZ KHAN)

DIGP GC CRPF, KHATKHATI (ASSAM)

FOR AND ON BEHALF OF THE PRESIDENT OF INDIA

Appendix –“E”

DETAILS REQUIRED TO BE FURNISHED BY THE FIRMS/TENDERERS

| SL No | Details required about | To be filled by the firm |
|-------|---|--------------------------|
| 01 | Manufacturer | |
| | Registration Status | |
| | a) Whether Regd with NSIC | |
| | b) Whether Regd with DGS&D | |
| | c) Whether SSI Units | |
| | d) Valid up to | |
| | e) Monetary limit | |
| | f) Annual Turnover of the firms for last three years | |
| 02 | Whether EMD enclosed or not | |
| 03 | Whether tender | |
| 04 | Whether Tender Cost enclosed or not | |
| 05 | Tender Sample enclosed or not | |
| 06 | Offer valid up to from the opening of Tender | |
| 07 | Manufacturing Capacity | |
| 08 | Financial Bid submitted or not | |
| 09 | Specification of store conforming or not | |
| 10 | FOR(requirement free delivery at consignee place) | |
| 11 | Delivery withindays | |
| 12 | Details of store offered | |
| 13 | Validity of Offers | |
| 14 | Manufacturing Capacity | |
| 15 | Whether Past performance of particular stores enclosed or not | |
| 16 | Name and address of Banker of Firm | |
| 17 | S PAN No. of the Firm | |
| 18 | Whether Registered with Tax Deptt.Or not | |
| 19 | Whether Business dealing banned or not | |
| 20 | Whether Tender Signed & Filled up properly or Not | |
| 21 | Whether any specific condition stipulated or not | |

Signature of the tenderer

QUESTIONNAIRE

(Please Mark in appropriate Box and fill the answer correctly. Tenders leaving the box unmarked and questionnaire unanswered shall be rejected)

1. Name and address of Contractor

2. a) Whether registered with DGS&D for subject store.

YES

NO

b) If yes, Monetary limit
(Enclose Photocopy
of Regn. Certificate)

(Lakh)

(Without Limit)

c) Validity Date

3. a) Whether registered with NSIC for
subject stores.

YES

NO

b) If yes, Monetary limit
(Enclose Photocopy
of Regn. Certificate)

(Lakh)

(Without Limit)

c) Validity Date

4. Whether you agree to submit advance
sample if called upon to do so within
specified period of 15 days.

YES

NO

5. Whether past supplier of subject store
to DGS&D or Min. of Home Affairs
during the last 3 years.
(If yes, submit performance report
in enclosed proforma)

YES

NO

6. Terms of delivery : **Free delivery at consignee's locations**

YES

NO

7. a) Whether Excise Duty Extra:

+

To be mentioned in Price Bid.

b) If extra, rate of excise duty:

Assemble Value Rs _____

8. a) Whether Sales Tax Extra:

b) If yes, rate of Central Sales Tax
applicable at present _____

To be mentioned in Price Bid.

c) Rate of local sales Tax
applicable at present _____

9. Discount offered if any _____

10. a) Delivery period in months from
date of approval of Advance Sample. _____ Month

b) Monthly rate of supply _____

c) Production capacity per month _____ Nos.

d) Quantity offered _____ Nos.

- | | | | |
|-----|--|---------------------------------|--------------------------------|
| 11. | a) Whether store fully conforms to tender schedule specifications in all respects. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | b) If answer to 11(a) is No. Indicate the details of deviation in separate sheet. | | |
| 12. | Acceptance to conditions of contract as contained in DGS&D-68 (Revised) amended upto 31.12.91 and those contained in Pamphlet No. DGS&D-229 read with Annexure attached. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 13. | Have you enclosed required EM | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 14. | Do you accept tolerance clause. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 15. | Do you agree to liquidated damage clause | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 16. | Do you accept Guarantee/warrantee clause | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Signature of the Tenderer _____

Name in Block Letters _____

Capacity in which Tender signed _____

Full Address. _____

LIST NO-1

TENDERERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. TENDERERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND / OR ARE EVASIVE, THE TENDER WILL BE LIABLE TO BE IGNORED.

1. Tender No. _____ :
2. Whether the stores offered fully conform to the technical particulars and specification drawings, specified by the purchaser in the schedule to tender. If not, mention here details of deviations :
3. Brand of store offered. :
4. Name and address of manufacturer. :
5. Station of manufacture :
6. Please confirm that you have offered packing as per tender enquiry requirements. If not indicate deviations. :
7. Gross weight of consignment (Net weight of each item) :
8. What is your permanent Income Tax A/C No. ? :
9. Status. :
 - a) Indicate whether you are LSU or SSI :
 - b) Are you registered with DGS&D for the item quoted ? If so, indicate whether there is any monetary limit on registration. :
 - c) If you are a small scale unit registered with NSIC under Single Point Registration scheme, whether there is any monetary limit. :
 - d) In case you are registered with NSIC under Single Point Registration Scheme for the item quoted, confirm whether you have attached a photocopy of the registration certificate indicating the items for which you are registered. :
10. a) If you are not registered either with NSIC or with DGS&D, please state whether you are registered with Directorate of Industries of State Government concerned. :
 - b) If so, confirm whether you have attached a copy of the certificate issued by Director of Industry. :
11. Please indicate name & full address of your banker:-
 - (i) Bank branch, address with Accounts No. (Core Bank account No.):
 - (ii) IFSC Code, MICR code :
 - (iii) Whether bank branch is NEFT/RTGS enabled or not :

Signature of the Tenderer

12. Business name and constitution of the firm.

Is the firm registered under :- :

- i) The Indian Companies Act 1956,
- ii) The Indian Partnership Act 1932 (Please also give name of partners)
- iii) Any Act; if not, who are the owners. (Please give full names and address.)

13. Whether the tendering firm is/are:-

- 1. Manufacturer :
- 2. Manufacturer's authorized agents :
- 3. Holders in stock of the stores tendered for. :

N.B.: If manufacturer's agents, please enclose with tender the copy of manufacturer's authorisation on properly stamped paper, duly attested by a Notary Public.

14. If stores offered are manufactured in India, please state whether all raw materials components etc. used in their manufacture are also produced in India. If not give details of materials components etc, that are imported and their breakup of the indigenous and imported components together with their value and proportion it bears to the total value of the store

15. State whether raw materials are held in stock sufficient for the manufacture of the stores. :

16. Please indicate the stock in hand at present time:-

- 1. Held by you against this enquiry. :
- 2. Held by M/s. _____ over which you have secured an option.

17. Do you agree to sole arbitration by an officer of Ministry of Law, appointed by the Secretary, Ministry of Home Affairs or by some other person appointed by him as provided in clause 24 of the general conditions of contract form DGS&D-68 (Revised). (Your acceptance or non-acceptance of this clause will not influence the decision of the tender. It should, however, be noted that an omission to answer the above question will be deemed as an acceptance of the clause.) :

18 For partnership firms state whether they are registered or not registered under Indian Partnership Act, 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further :

- 1. Whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. :
- 2. If the answer to (1) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer disputes concerning business of the partnership to arbitration. :

Signature of the Tenderer

3. If the answer to either (1) or (2) is in the affirmative furnish a copy of either the partnership agreement or the general power of attorney as the case may be. :

N.B:

1. Please attach to the tender a copy of either document on which reliance is placed for authority of partners of the partner signing the tender to refer disputes to arbitration. The copy should be attested by a Notary Public or its execution should be admitted by Affidavit on a properly stamped paper by all the partners.
 2. Whether authority to refer disputes to arbitration has not been given to the partner signing the tender the tenders must be signed by every partner of the firm.
19. Here state specifically.
1. Whether the price tendered by you is to the best of your knowledge and belief, not more than the price usually charged by you for stores of same nature/class or description to any private purchaser either foreign or as well as Govt. purchaser. It not state the reasons thereof. If any, also indicate the margin of difference. :
 2. In respect of indigenous items for which there is a controlled price fixed by law, the price quoted shall not be higher than the controlled price and if the price quoted exceeds the controlled price the reasons thereof should be stated. :
20. Are you:-
1. Holding valid Industrial Licence(s) Registration Certificate under the Industrial Development and Regulation Act, 1981. If so, please give particulars of Industrial income Registration Certificate.
 2. Exempted from the licensing provisions of the Act, for the manufacture of item quoted against this tender. If so, please quote relevant orders and explain your position. :
 3. Whether you possess the requisite license for manufacture of the stores and/or for the procurement of raw materials belonging to any controlled category required for the manufacture of the store? In the absence of any reply it would be assumed that no license is required for the purpose of raw materials and/or that you possess the required license. :
21. State Whether business dealings with you have been banned by Min/Deptt. Of Supply/Min. of Home Affairs.? :
22. Please confirm that you have read all the instructions carefully and have complied with accordingly. :

Signature of Witness. _____

Signature of Tenderer _____

Full name and address of witness
(in Block Letters)

Full name and address of the persons signing
(in Block Letters)

Whether signing as
Proprietor/Partner/ constituted
Attorney /duly authorized by the Company.

FORM-7

PROFORMA FOR EQUIPMENT AND QUALITY CONTROL
(This proforma is required to be submitted in triplicate)

1. Tender No. & Date _____ for the supply of _____
2. Name and Address of the firm :
3. I) Telephone No. Fax/Office/Factory/Works:
II) Telegraphic address:
4. Location of manufacturing works/Factory. Factories owned by you (Documentary). In case you do not own the factory but utilize the factory of some other firm for the manufacture/ fabrication of the stores for which you apply for registration on lease or other base you should furnish a valid legal agreement of the factory of _____ (Here indicate the name of the firm whose factory is being utilized) has been put at your disposal for the manufacture/ fabrication of the stores for which registration has been applied for.
5. Brief description of the factory (e.g. area covered accommodation, departments into which it is divided, laboratory etc.)
6. Details of plant and machinery erected and functioning in each department (Monograms and descriptive pamphlets should be supplied if available).
7. Whether the process of manufacture in factory is carried out with the aid of power or without it.
8. Details and stocks or raw material held (state whether imported or indigenous) against each item. Production capacity of each item with the existing plant and machinery:
 - a) Normal _____
 - b) Maximum _____
10. Details of arrangements for quality control of products such as laboratory etc.
11.
 - (a) Details of Technical/supervisory staff incharge of production and quality control.
 - (b) Skilled labour employed.
 - (c) Unskilled labour employed.
 - (d) Maximum no. of workers (skilled and unskilled) employed on any day during the 18 months preceding the date of application.
12. Whether stores were tested to any standard specification, if so copies of original test certificate should be submitted in triplicate.
Place _____
Date _____

Signature and designation of the Tenderer

N.B.: Details under column 6 to 11 inclusive need to be restricted to the extent they pertain to the item(s) under reference.

Form 68-A

Tender No. _____

Full name and address of the Tenderer in addition Contractor's telegraphic Address

to post box No. if any should be quoted in all _____

Communication to this Office _____

Telephone No. _____

Fax No. _____

From. _____

Dear Sir,

1. I/We hereby offer to supply the stores detailed in the schedule here to or such portion thereof as you may specify in the acceptance of tender at the price given in the said schedule and agree to hold this offer open till _____ I/we shall be bound by a communication of acceptance within the prescribed time.

2. I/We have understood the instructions to Tenderers in the booklet DGS&D-229 and conditions of contract in the Form No-68 (Revised) including in the pamphlet entitling conditions of contract governing contracts placed by the Central Purchases Organization of the Government of India read with the amendments annexed herewith and have thoroughly examined the specification drawing and/or pattern quoted in the schedule hereto and am/are fully aware of the nature of the stores required and my/our offer is to supply stores strictly in accordance with the requirements.

Signature of the Tenderer.

The following pages have been added to and form part of this tender

Here paste coupon incase where
coupons are supplied to contractors
on payment

Yours faithfully,

(Signature of the Tenderer)

Address _____

Dated _____

(Signature of the Witness)

Address _____

Dated _____

