

Tender Document Fee Rs. 200/-

Tender Form No. _____/ Sewing Machines/DRDA FARIDKOT

Receipt No. & Date of Issue _____ for Rs. 200/-

Tender form issued to _____

Tender Document for Supply of ISI/PQM Power Sewing Machines with Iron foot Ply/Plastic Cover under Special Component Plan Scheme to District Rural Development Agency, Faridkot .

Terms and Conditions of Tender Notice

Tender Notice

Sealed tenders under two bid system are invited from reputed manufacturers for supply of 450 ISI/PQM Marked Sewing Machines with Motor 1/12 H.P (65W),220/230V AC/DC,6500 RPM,Amp 0.75 Armature and Field Winding (Enamelled copper wire,& Regulator ,Ply board with sanmica Size 36"*18"*20mm, Ply/Plastic Cover,Iron foot and including accessories to DRDA, Faridkot as per the specification mentioned in financial-cum-price bid form. The sealed tender/ bids duly filled in all respects with necessary documents must be dropped in the Sealed Tender Box placed in the officer of Additional Deputy Commissioner (Dev.), Mini sectariate, Faridkot on **27/06/2016 at 10:00 AM to 2:00PM.**

1. **Eligibility Criteria :**

The tenderer must fulfill the following eligibility conditions:

- i) Sewing Machine Manufacturers having valid ISI/PQM certificate are only eligible to apply.
- ii) Tenderers sales turnover should not be less than Rs.25 Lakhs (Rupees Twenty Five Lakhs) per annum in the past three years. The tender should submit copies of supporting records to prove this condition.
- iii) The tender should not have been blacklisted by any State Government/Central Government and/or any Central/State PSU. Declaration to this effect should be furnished in the Technical-cum-Commercial Bid.

2. **Mode of Submission of Tender**

- a) Tender should be submitted in the following two separate envelopes :-
 - i) Technical cum Commercial Bid.
 - ii) Financial cum Price Bid.

- b) The Technical cum Commercial Bid as prescribed should be filled up and sealed in a separate cover along with all enclosures. The cover shall be called "Envelope A"
- c) The Technical cum Commercial Bid Envelope should contain the following documents :-
- i) Demand Draft for Earnest Money Deposit amounting to Rs. 20,000/- (Rupees Twenty Thousand only) in favour of "Additional Deputy Commissioner (Development)" Payable at Faridkot.
 - ii) Documentary proof of the constitution of the tender firm with details of the name, address, telephone number, cell phone number, fax number, e-mail address and website address if any of the tenderer should be furnished.
 - iii) Documentary proof of Annual turnover statement, Annual Report and Balance Sheet for the last three years viz. 2012-13, 2013-14 and 2014-15 duly attested by a qualified Company Auditor/CA should be submitted (Annexure II).
 - iv) Duly attested copy of PAN and copy of Income Tax Return filed upto 2014-15.
 - v) Duly attested copies of General as well as Central Sales Tax Registration Certificates and Sales Tax Clearance Certificate, as on 31-03-2015.
 - vi) Declaration duly attested by the tenderer in Annexure III.
 - vii) The signed Tender Document and Technical cum Commercial Bid which contains above details in original be enclosed in full without omitting any paper/pages. This cover should be super scribed as "Technical cum Commercial Bid Envelope 'A'".
 - viii) The Successful tender shall submit a sample of its quoted model of Sewing Machine with accessories for demonstration and technical evaluation before supply order .
- d) The Financial cum Price Bid as prescribed in Annexure IV should be filled up and sealed in a separate cover super scribed as "Financial cum Price Bid – Envelope B"
- e) Both the Technical cum Commercial Bids and Financial-cum-Price Bids should be put in a **big single out cover**, duly sealed and super scribed as "Tender for the supply of Sewing Machines to DRDA Faridkot"
- f) The tenders not submitted as specified above will summarily be rejected.

3. Opening of Tender and Evaluation Thereon

The tenders received from 10:00 AM to 2:00 PM on 27/06/2016 will be opened at 3.00 p.m. on the same day by the purchase committee in the office of Additional Deputy Commissioner (Dev), Mini Sectariate , Faridkot in the presence of such of

those tenderers or their representatives who choose to be present at the time of opening. In case of rare emergency date for opening of tenders can be postponed.

- i) The tender forms issued in the name of the indenting tenderer /firm only should be used. If the tender form issued to others is used, such tender will be summarily rejected.
- ii) The tenderers are advised to go through all the terms and conditions carefully. Reporting of any corrections or alteration, etc. after submitting the tender, will not be entertained. All cuttings should be attested by the authority signatory.
- iii) The purchase committee reserves the right to accept the whole tender or any part thereof or reject all the tenders, if the interests of office so require, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
- iv) If the successful Tenderer fails to execute the agreement and/or tenderer is unable to execute the contract, the Earnest Money Deposit will be forfeited along with liability for all damages sustained by reason of such breach including the liability to pay any difference between the rates accepted by tenderer and those ultimately paid by this office for the procurement of the Sewing Machines.
- v) The successful tenderer will be required to remit within five days from the date of receipt of communication intimating them of the acceptance of the tenderers, the security deposit Rs.1,00,000/- (Rupees One Lakh) by way of Demand Draft in favour of ADC (D) payable at Faridkot. If the accepted tenderer fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by him shall be forfeited and his tender will be held void. Security Deposit will not bear any interest. The security deposit furnished by the tenderer in respect of his tender will be returned to him after the successful supply and installation at site. If the accepted the tender fails to remit the security amount or after deposit the security amount , he fails to supply the required machine ,the tender of lowest to will be accepted

Other Terms and Conditions :

1. The purchase committee reserves the right to accept or reject the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty five percent (25%) indicated in the tender.
2. The offers should be valid for 90 days from the opening of tenders.
3. Rates should be FOR at Block Head Quarters of Faridkot district and should inclusive of loading/unloading, VAT, Octroi, Excise Duty etc. No other charges/taxes/levies will be paid over and above rates quoted in the financial cum price bid form.

4. The delivery of Machines and necessary Accessories must be completed within six weeks from the date of issue of supply order. If the tenderer fails to complete the supply within the time stipulated, the order for the supply of Machines and necessary Accessories will be liable to be cancelled. In such a case, the Security Deposit will be forfeited.
5. (i) Inspection will be done on supply by the inspection committee, payment will be made only after the satisfactory report of the Inspection committee.
(ii) The supply of machines should be done within 15 days from the date of receipt of machines at Block Headquarters of Faridkot District.
6. The tender should furnish one year warrant/guarantee and free service from the date of installation.
7. Telegraphically/Telephonically/Faxed tenders or tenders received late will not be accepted at any cost.
8. Inspection of the machines and accessories will be done by the Deputy Commissioner, Faridkot/ Additional Deputy Commissioner (Dev.) Faridkot or their authorized representatives at site.
9. In case of breach of any condition the firm will be blacklisted and their earnest money will be forfeited. Besides this legal action can also be initiated against the owner of the firm.
10. Earnest money will be released on satisfactory supply of items. No interest will be paid on the amount of earnest money.

Addl. Deputy Commissioner (Dev.)
DRDA
Faridkot.