

TENDER FORM

**OFFICE OF THE DY. COMMISSIONER OF POLICE: TRAFFIC: DEV PRAKASH SHASTRI MARG, PUSA,
NEW DELHI.**

LAST DATE:- 29/01/2014 BY 2 P.M.

**(Purchase of Sun Board (PVC Foam board) of different sizes on Annual Rate Contract basis for use in Printing
Section for various activities)**

Delhi Traffic Police intends to purchase Sun Board (PVC Foam board) of different sizes on **Annual Rate Contract** basis as per quality, specification and sample available in Printing Section of Traffic unit for use in Printing Section for various activities etc. in two bid system (i) Technical Bid (ii) Commercial bid. The detail and quantity of Sun Board (PVC Foam board) of different sizes required to be purchased is attached at Appendix-I. Bids are invited from manufacturer/distributors/dealers/retailer/reseller etc. in the tender. The quantity of Sun Board (PVC Foam board) of various sizes may increase/decrease at any point of time as per the requirement of Delhi Traffic Police. Interested agencies may quote their rates according to required specifications as well as after careful study of the following terms & conditions:-

TERMS & CONDITIONS:

1. Only Sales tax/Value Added Tax (VAT) Payee agencies are eligible to fill this tender. Interested agencies shall quote their Sales tax/VAT/TIN Number with documentary proof along-with latest tax Clearance Certificate or latest return filed/copies of challans indicating deposition of tax/VAT with the concerned department.
2. Interested agencies shall also to quote their permanent Income Tax Number in the name of the tendering firm or in the name of proprietor.
3. Rates should be quoted for the items in **Appendix-I inclusive of all taxes**. Nothing over and above the quoted rates shall be payable. No future liability shall be undertaken by the purchaser.
4. Rates (inclusive of all taxes) quoted shall be valid for a period of six months (**Annual Rate Contract basis**) from the date of approval of the rates by the competent authority in the tender.
5. The tenderer shall indicate their rates (inclusive of all taxes) in clear visible figures and words and shall not overwrite/make cutting in the rates. If alteration/overwriting/cutting in rates are notices, such tenders shall not be taken into consideration.
6. The tenderer shall quote their rates for items mentioned in Appendix-I only after inspecting the sample, specification and quality of item(s)/sample of Sun boards (PVC Foam Board) in the Printing Section of Traffic unit situated at Traffic HQ, Dev Prakash Shastri Marg,Pusa, New Delhi and the Commercial Bid of the technically acceptable bidders shall be opened for further evaluation and ranking.
7. No advance payment shall be given to any agency/firm etc. on any grounds what so ever.
8. The price shall be F.O.R. Delhi including all taxes, packing, transit and forwarding to rail or road carrier and statutory levies, if any and no extra charges of these items.
9. The successful tenderer shall have be placed supply orders from time to time on the basis of the requirements received from Printing Section/Traffic. The tenderer has to supply the items within 07 days from the date of receipt of supply order to Printing Section, Traffic Police HQ, Dev Prakash Shastri Marg, Pusa, New Delhi otherwise the supply will be made from the open market and in case of increase in rates, the difference of rates including actual cost shall be recovered from the firm or adjusted from pending bills/Performance Security of the firm. The goods supplied shall be inspected and if found sub-standard, the Delhi Traffic Police may reject, return the supplied goods, no payment shall be made and a penalty including forfeiture of Performance Security Deposit shall be imposed. Besides, in case of late/short supply of the requisite items, the deduction @ 5% of the cost of the items per month will be made from the performance security or from pending bills of the firm.

10. A Non-refundable fee for **Rs.200/-** as Tender fee must accompany with the tender in the form of A/C Payee Demand Draft from any commercial bank in favour of DCP/Traffic (HQ), New Delhi. Non adherence of this shall lead to rejection of bid.
11. Bid Security of **Rs.70,000/-** in the form of A/c payee FDR/Bank Guarantee from any Commercial Bank must accompany with the tender in favour of DCP/Traffic(HQ), Delhi. No tender shall be accepted without Bid Security and shall be rejected straightway. The Bid Security shall be refunded to the unsuccessful tenderer(s) after finalization of the tender and award of supply order and deposition of Performance Security by the successful tenderer. Bid security deposited with the tender shall bear no interest. Bid Security must be attached with Technical Bid. The EMD should be valid for a period of forty five days beyond the final bid validity period. In case the tender is not finalized due to any administrative and other reasons and recommended for re-tender or cancellation, the Bid Security (EMD) shall be refunded to the tenderer(s) after approval of the same for re-tender/cancellation.
12. The firm whose rates are accepted on **Annual Rate Contract** basis will have to deposit 10% of the total cost of the item as Performance Security in the shape of Account Payee Fixed Deposit Receipt or Bank Guarantee from any Commercial Bank in an acceptable form in favour of Deputy Commissioner of Police, Traffic (HQ), Delhi payable at Delhi, within the stipulated period as communicated by the Delhi Traffic Police after finalization of the tender and before placing the work/supply order for safeguarding the purchaser's interest in all respect, failing which the bid security shall be forfeited and the contract shall be cancelled as well as legal action for blacklisting/debarment for a specific period (minimum one year) for not participating in any of the tenders of Delhi Police/Delhi Traffic Police can also be taken. The Performance Security Deposit shall bear no interest. The performance Security should remain valid for a period of sixty days beyond the validity of rates under Annual Rate Contract.
13. Any agency, which has exemption for Bid Security Deposits with tender being registered with DGS&D/NSIC, shall furnish documentary proof in this regard, indicating clearly that they are exempted for the items of the tender and also attached copy of documentary proof in support of their claim.
14. The tender must contain the name, office and residential address, E-mail ID including telephone/Fax number(s) of the person or persons/firm with his/their usual signatures.
15. The purchase committee reserves the right to purchase the whole material or in part as per requirement of Delhi Traffic Police.
16. A copy of tender documents terms & conditions duly signed on each page by the bidder(s) towards acceptance of the same may also be attached with the **"Technical Bid"**. Unsigned tender documents shall not be accepted.
17. Tenderers shall furnish two separate bids. Ist bid shall be **"Technical Bid"** and the 2nd bid shall be **"Commercial Bid"**. Both the bids shall be put in a big size envelope super scribed as **"Tender for Purchase of Sun Board (PVC Foam board) of different sizes on Annual Rate Contract basis for use in Printing Section of Traffic Unit for various activities"**. Non-adherence of this procedure shall lead to rejection of the tender. Appendix-I shall be attached with Commercial Bid and Appendix-II has to be attached with the Technical Bid.
18. The Tender Form can be obtained from the office of the Deputy Commissioner of Police, Traffic(Hdqrs.), General Branch, 2nd Floor, Traffic Police HQ, Dev Prakash Shastri Marg, Pusa, New Delhi on any working day from **07/01/2014 to 28/01/2014** between **10 A.M. to 6 P.M.** Alternatively, the tender document can also be downloaded from the websites of Delhi Police and Delhi Traffic Police i.e. www.delhipolice.nic.in, www.delhitrafficpolice.nic.in. Last date for submission of tender in the office of DCP/Traffic(HQ), Delhi is **29/01/2014 by 2 P.M.** applying agencies/their representatives are at their liberty to attend the proceedings of opening of the tender at **4 P.M.** on the same day i.e. **29/01/2014** in the office of DCP/Traffic-HQ, Ist floor, Traffic HQ, Dev Prakash Shastri Marg, Pusa, New Delhi, depending upon the availability of members of the purchase Committee. In case, the tenders are not opened on the schedule date due to any administrative or law & order problem or due to holiday etc., the same shall be opened on the next working day, at 1600 hours and in this regard no separate intimation will be given to any bidder.
19. Conditional tenders shall not be accepted and shall be rejected straightway.
20. No enquiry shall be made by the tenderer(s) in between the time of opening the tenders till the competent authority takes final decision. The bidder(s) shall not presume/take for granted for award of contract until and unless a letter for award of contract is issued by the competent authority. Similarly, no right is conferred upon the bidder for award of contract when even otherwise qualified in technical/financial bids.

21. In case the successful tenderer is found in breach of any terms & conditions at any stage including submission of false information, strict legal action as per rules/laws shall be initiated against the tenderer/agency/firm regarding forfeiture of bid security/performance security deposit/debarment of the firm for a specific period (Minimum one year) for not participating in any of the tenders of the Delhi Police/Delhi Traffic Police as the case may be and the tenderer as well as the concerned firm shall also be blacklisted for all future dealing with Delhi Police/Delhi Traffic Police.
22. The Purchase committee reserves the right to relax any of the above mentioned condition(s) and reject on his discretion any or all tender(s) altogether without assigning any reason, with the approval of competent authority.
23. In case violation of any terms & conditions, the firms shall be issued show cause notice and explanation of the firm shall be called. If the reply of the firm is not found satisfactory legal action as per laws will be taken against the firm.
24. All disputes in this connection shall be settled in Delhi jurisdiction only. Prior to litigation, the matter can be patched up by negotiation on table.
25. All the bidders participating in the tender must submit a list of their owners, partners, directors etc. and a certificate to the effect that the firm/company is neither blacklisted by any government department nor any criminal case is registered against the firm or its owner or partners or directors anywhere in India. The bidder found blacklisted by any Govt. department/criminal case registered against the firm/contractor shall not be considered for this tender.
26. The bidder shall ensure and undertake that their Partner/Directors/Family Members have also not quoted for the present tender in the name of some other entity either directly or indirectly.
27. All the bidders should ensure that they have seen the sample of Sun Boards in Printing Section/Traffic, New Delhi before submitting the bid and attach an undertaking in this regard.
28. In case of decrease of market price, the department reserves a right to make the purchase from the market at low rates to affect the economy.
29. Procedure envisaged under GFRs and DFPRs or any such directions received in this regard from GOI/GNCT of Delhi shall be adhered to strictly by the shall be adhered to strictly by the tenderer and shall be bound to abide by the same.
30. The competent authority reserves the right to called off/cancel the tender at any stage on administrative ground.

Sd/-

DEPUTY COMMISSIONER OF POLICE:
TRAFFIC (HQ), NEW DELHI.

PRICE BID

APPENDIX – I

(Purchase of Sun Board (PVC Foam board) on Annual Rate Contract basis for use in Printing Section Traffic Unit for various activities)

SI. No.	Description of Item	Quantity	Rate per unit inclusive of all taxes
1.	Sun Board (Good Quality) (PVC Foam board) Size 36''X48'' (3'X4') Thickness 5 MM	1000 Nos.	
2.	Sun Board (Good Quality) (PVC Foam board) Size 32''X48'' Thickness 5 MM	4000 Nos.	

Name Signature of Bidder with Seal

Date:-

(TO BE ATTACHED WITH TECHNICAL BID)

(Purchase of Sun Board (PVC Foam board) on Annual Rate Contract basis for use in Printing Section Traffic Unit for various activities)

Sl. No.	Description	Answer	Page No.
1.	Has the tenderer registered with Sales Tax/VAT Department and documentary proof to this effect attached?	Yes/No	
2.	Has the tenderer attached the documentary proof of current Tax Clearance/Assessment certificate/latest return filed/copies of challans indicating deposition of tax/VAT with the concerned department?	Yes/No	
3.	Has the tenderer enclosed permanent Income Tax No. with the tender?	Yes/No	
4.	Has the tenderer deposited earnest money of Rs.70,000/- in the form of FDR/Bank Guarantee from any Commercial Bank in favour of DCP/Traffic (HQ)?	Yes/No	
5.	Has the tenderer deposited non-refundable tender fee for Rs.200/- in the form of A/C payee Bank Draft of any Commercial Bank in favour of DCP/Traffic (HQ), New Delhi?	Yes/No	
6.	Has the tenderer agreed for validity of rates for the period of six months from the date of approval of the rates by the competent authority?	Yes/No.	
7.	Has the tenderer mentioned rates inclusive of all taxes?	Yes/No	
8.	Has the tenderer attached the documentary proof of having exemption for Earnest money, in-case of the agency exempted being registered with DGS&D/NSIC?	Yes/No	
9.	Has the tenderer accepted all the terms and condition of the tender documents? If the answer is 'Yes" Has an undertaking been attached in this regard?	Yes/No	
10.	Has the tenderer attached an undertaking to the affect that neither the firm is blacklisted by any Govt. Department Nor any criminal case is registered against the firm or Against the bidder?	Yes/No	
11.	Has the tenderer attached the name, office and residential address, E-Mail ID including telephone/Fax number(s) of the person or persons with his/their usual signatures?	Yes/No	
12.	Has the tenderer enclosed the undertaking with regards to non participations of their partners, Directors, Family Members in the name of some other entity in the present tender?	Yes/No	
13.	Has the tenderer submitted the list of their owners, partners, Directors etc.?	Yes/No	
14.	Has the firm submitted copy of tender documents terms and conditions duly signed by the bidder?	Yes/No	
15.	Has the firm submitted undertaking regarding seen of samples of Sun Board in Printing Section, Traffic?	Yes/No	

Signature of the Bidder

With Seal

Date