

TENDER FORM

OFFICE OF THE DY. COMMISSIONER OF POLICE: TRAFFIC (HQ) : TRAFFIC
POLICE HEADQUARTERS DEV PARKASH SHASTRI MARG, PUSA, NEW DELHI.

LAST DATE: - 07/10/2014 AT 2 P.M.

(TENDER FOR THE PURCHASE OF MISC. STATIONERY/GROCERY/GENERAL
STORE ARTICLES FOR USE BY ROAD SAFETY CELL DURING ROAD SAFETY
EXHIBITION AT TRAFFIC PAVILION PRAGATI MAIDAN,NEW DELHI DURING
IITF -2014

As usual India International Trade Fair, 2014 is scheduled to commence w.e.f. 14.11.2014. On this occasion, a Road Safety Exhibition is organized every year at Traffic Pavilion, Pragati Maidan, New Delhi to inculcate the Road Safety awareness among the children, youngsters and peoples, who visits the India International Trade Fair and for this purpose, misc. stationary/grocery/general store articles for use by Road Safety Cell of Traffic unit are required for distribution etc. to students/children etc. For this purpose sealed tender are invited by Delhi Traffic Police in two bid system i.e. (i) Technical Bid and (ii) Commercial Bid from the agencies/manufacturer/ authorized distributors/retailers/contractors/firms/organization including semi-government/public sector undertaking etc., for purchase of misc. Stationery/grocery/general store articles for use by Road Safety Cell during Road Safety Exhibition at Traffic Pavilion, Pragati Maidan, New Delhi during IITF-2014.

TERMS & CONDITIONS :-

1. Only Sales Tax/Value Added Tax (VAT)/Service Tax payer contractors/firms are eligible to fill this tender. Interested contractors/firm shall quote their Sales Tax/VAT/TIN/Service Tax No. With documentary proof along with latest tax clearance certificate or latest return filed/copy of challans indicating deposition of tax/VAT with the concerned department.
2. The Tender documents can be obtained from the office of DCP/Traffic (HQ), Dev Parkash Shastri Marg, Pusa, New Delhi on payment of Rs.500/- (non-refundable) on any working day from **26/09/2014 to 04/10/2014 between 10 AM to 6 PM.** Alternatively, the tender documents can also be downloaded from the websites of

Delhi Police i.e. www.delhipolice.nic.in and Delhi Traffic Police i.e. www.delhitrafficpolice.nic.in. In case the tender form is downloaded, then the tendering firm shall have to attach a bank draft of Rs.500/- (non-refundable) on account of cost of tender document in favour of DCP/Traffic (HQ), Delhi failing which the tender shall not be accepted.

3. The tenderer shall submit their bids by way of two separate envelopes for **“TECHNICAL BID”** and **“COMMERCIAL BID”**. The word **“Technical Bid/Commercial Bid for purchase of misc. Stationery/grocery/general store articles for use by Road Safety Cell during Road Safety Exhibition at Traffic Pavilion, Pragati Maidan, New Delhi during IITF -2014”** shall be prominently marked/written on the top of both envelopes. Both these bids shall further be put in one envelop and sealed properly before putting in tender box duly super scribed **“Tender for purchase of misc. Articles for use by Road Safety Cell during Road Safety Exhibition at Traffic Pavilion, Pragati Maidan, New Delhi during IITF - 2014 ”** which shall be addressed to Dy. Commissioner of Police, Traffic (HQ), Dev Parkash Shastri Marg, Pusa, Delhi. Non-adherence of this procedure shall lead to rejection of tender. The technical bids shall contain all the documents as mentioned in **Appendix-II**.
4. The last date for submission of Tender is 07/10/2014 by **2 PM**. The tender box shall be placed in the office of DCP/Traffic-HQ, First Floor, Traffic (HQ), Dev Parkash Shastri Marg, Pusa, New Delhi. The tender box shall be sealed at the closure of specific date and time.
5. The bidder firm, individual or duly authorized representative are at their liberty to attend the proceedings of the opening of the tender at **4.30 P.M.** on the same day i.e. 07/10/2014 at Conference Room, Admn. Block, First Floor, Traffic HQ, Dev Parkash Shastri Marg, Pusa, New Delhi. In case, the tenders are not opened on 07/10/2014 due to any administrative or law & order problem or due to holiday etc., the same shall be opened on the next working day at **4.30 PM** and no separate communication will be sent in this regard to any bidder/participating firms.
6. Bid Security (EMD) of **Rs.40,000/- (Rupees Forty thousand only)** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank guarantee only from any of the commercial bank in an acceptable form must accompany with each tender (except from those firms who are registered with the

Central Purchase Organization, National Small Industries Corporation (NSIC)) in favour of DCP/Traffic (HQ), Delhi safeguarding the purchaser's interest in all respect. The Bid security must be attached with Technical Bid. The Bid Security (EMD) should be valid for a period of 45 days beyond the final bid validity period. No tender shall be accepted either without Bid Security (EMD) or the Bid Security (EMD) valid for less than 45 days. Such tender(s) shall be rejected straightway. Bid securities of the unsuccessful bidders will 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.

7. Any agency/firm which has exemption for Bid Security Deposits with tender being registered with DGS&D/NSIC etc. shall furnish documentary proof in this regard, indicating clearly that they are exempted for the items/works of the tender.
8. The Bid Security (EMD) deposited with the tender shall bear no interest. The bid security shall be refunded to the unsuccessful tenderer(s) after finalization of the tender. The bid security (EMD) shall be refunded to the successful tenderer(s) only after deposition of performance security by them. 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 the same for re-tender/cancellation.
9. The firm whose rates are accepted for the award of contract/supply order will have to deposit Performance Security for 10% of the contractual amount in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank guarantee from a Commercial Bank in an acceptable form safeguarding the purchasers interest in all respect in favour of DCP/Traffic (HQ) Delhi within the stipulated period as communicated by the Delhi Traffic Police after finalization of the tender and before placing the work/supply order, 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 06 months) for not participating in any of the tenders of the Delhi Police/Delhi Traffic Police can also be taken. Performance Security shall bear no interest. The performance Security should remain valid for a minimum period of sixty days beyond the date of completion of all contractual obligations of the supplier/contractor including warranty obligations. Bid security will be refunded to the successful bidder on receipt of Performance Security.

10. Incomplete/conditional tender shall not be accepted and will be rejected forthwith.
11. Optional tender will not be accepted.
12. The bidder(s) qualified in the Technical Bid shall be considered eligible for opening of Commercial Bid for further evaluation and ranking.
13. Rate should be quoted against each item in **Appendix-I** inclusive of all taxes after inspecting the sample of all items available at Traffic Pavilion,Pragati Maidan, New Delhi & Road Safety Cell/Traffic. Nothing over and above the quoted rates shall be paid. No future liability shall be undertaken by the purchaser. These rates should include all expenses and taxes.
14. Rates (inclusive of all taxes) quoted shall be valid for a period of 6 month from the date of opening of the Tender.
15. The bidder(s) must quote their rates with the use/supply of standard/reputed brands only for the completion of work/supply of item required for the requisite work/supply of the items of the tender document.
16. The tenderer shall quote their rates for all the items mentioned in **Appendix-I** after inspection of items at Traffic Pavilion,Pragati Maidan, New Delhi & Road Safety Cell/Traffic. To know the exact specification and quality/quantity required to be supplied/work to be carried out, bidders may contact ACP/Road Safety Cell or Traffic Inspector/Road Safety Cell (TI/RSC), New Delhi for any clarification/discussion in this regard.
17. The tenderer shall submit an undertaking stating therein that the rates are offered after inspecting the samples of item(s)/work/discussing the specifications for the supply of items/works.
18. Tenderer(s) shall quote his rates in clear visible figures **as per Price Format at Appendix-I**. Nothing over and above the quoted rates/charges would be paid to the successful bidder. There shall be no alteration/ overwriting/ cutting in the rates quoted. If alteration/ overwriting/cutting is/are noticed, such rates shall not be taken into consideration for that particular item.

19. No advance payment shall be given to any agency/firm on any grounds what so ever.
20. The price shall be FOR Delhi (actual site i.e. Traffic Pavilion, Pragati Maidan, Delhi) including all taxes, packing, transit and forwarding by rail or road carrier etc. Including statutory levies, if any and no extra charges shall be demanded/ quoted in this regard.
21. The successful tenderer shall have to complete all the works/supplies within the time bound manner as fixed by the purchaser from the date of receipt of supply/work order. All the work shall be carried out with close coordination/direction of ACP/Road Safety Cell or TI/Road Safety Cell, Delhi Traffic Police otherwise the supply/work will be made/carried out from the open market and the difference of rates including actual cost shall be recovered from the contractor/firm or adjusted from pending bills/ performance security. The goods supplied/work carried out shall be inspected by a committee constituted by this office and if found sub-standard, the Delhi Traffic Police shall reject, return the supplies goods, no payment shall be made and a penalty including forfeiture of performance security deposit as well as legal action for blacklisting can also be taken.
22. The Purchase Committee reserves the right to relax any terms and conditions in the Govt. Interest, with the approval of competent authority.
23. The Purchase Committee reserves the right to reject tender without assigning any reasons thereof.
24. In case, the successful tenderer is found in breach of any terms and conditions at any stage including submission of false information strict/legal action as per rules/laws shall be initiated against the tenderer regarding forfeiture of bid security/performance security deposits/debarment of the firm for a specific period (Minimum 6 months) 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/Traffic Police.

25. No enquiry shall be made by the tender(s) in between the time of opening the tender till the competent authority takes final decision.
26. The tender must contain the name, office and residential address including the telephone number(s) of the person or persons with his/their usual signatures. A copy of tender terms and conditions duly signed on each page by the tenderer(s), as a token of acceptance of the same should be attached along with the tender. **Unsigned tender(s) shall be rejected forthwith.**
27. The tenderer(s) participating in the tender must submit a list of their owners/partners etc. and a certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India. The bidder found black listed by any Govt. Department/criminal case registered against the firm/contractor shall not be considered for this tender.
28. The tenderer should submit an undertaking that no members of their firm/company etc., or family members are participating in the bidding process through some other entity.
29. The tenderer shall give an undertaking that he/she is also not participating in the tender process through other entities either directly or indirectly.
30. 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 who even otherwise qualified in technical/financial bids.
31. That the agency staff shall work under overall supervision and direction of this Department's Administration.
32. The competent authority reserves the right to called off /cancel the tender at any stage on administrative ground.
33. 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 tenderer and shall be bound to abide by the same.

34. In case of dispute or difference arising between the Company/firm and the Department relating to any matters connected with this contract, the same shall be settled through amicable negotiations between a maximum of two(2) officers nominated by the competent authority of Delhi Police and two(2) employees nominated by the contractor, failing which the dispute shall be submitted to Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, and the Arbitrator decision shall be final and binding. All disputes are subject to the jurisdiction of the Courts in the NCT of Delhi.

DY. COMMISSIONER OF POLICE
TRAFFIC (HQ) : DELHI

(Purchase of Miscellaneous Stationery/grocery/general store articles for use during Road Safety Exhibition at Traffic Pavilion Pragati Maidan during IITF-2014 for use by Road Safety Cell of Traffic unit)

SI. No.	Description of Item	Quantity	Rate Per Unit (incl. taxes)	Total Amount (incl. taxes)
1.	Paper cutter (As per sample) Big Small	05 Pieces 05 Pieces		
2.	Tape both side gum (without foam) (50 Mtrs. Length) (As per sample) ½" 1" 1-½" 2"	10 Rolls 10 Rolls 10 Rolls 10 Rolls		
3.	Synthetic white adhesive (Branded) 500 gms(As per sample)	06 Bottles		
4.	Visitors Book(As per sample)	02 Nos.		
5.	Pen Stand with Pen(As per sample) Double Single	01 No. 01 No.		
6.	Scissor(As per sample) Big Small	01 No. 01 No.		
7.	Water Pipe(1")(as per sample)	100 mtrs.		
8.	Roller Ball Pen 0.5 mm tip (Blue colour) (As per sample)	50 Nos.		
9.	Refilling of Fire extinguishers (As per site requirement)	06 Nos.		
10.	Photostat Papers, 80 GSM, A-4 Size (for Quiz & Painting competition) (As per sample)	20 Reams		
11.	Foot Mats (Big Size) (As per sample)	06 Nos.		
12.	Foot Mats (Small Size) (As per sample)	04 Nos.		

27.	Green Grass carpet for islands on miniature road at T.T. Park Pragati Maidan, New Delhi	460 Sq. Feet approx.		
28.	Flexi Backdrop – 15 x 8 ft.	01 No.		
29.	Room Freshner(Branded) (As per sample)	10 Nos.		
30.	Plastic Flower with wall frame(As per sample)	50 Nos.		
31.	Flower Pot with Flowers(As per sample)	06 Nos.		
32.	Cell 9 V (Branded)(As per sample)	50 Nos.		
33.	Momento for Chief Guest(As per sample)	01 No.		

Note: - Rate should be quoted for the good quality reputed brand items as per sample of item(s) available at Traffic Training Park, Pragati Maidan/Road Safety Cell/Traffic. Unspecified brand/Un-branded items shall not be accepted which does not match with the sample of item(s) available at Traffic Training Park, Pragati Maidan/Road Safety Cell/Traffic.

Signature of the Proprietor

With seal

Date:

(TO BE ATTACHED WITH TECHNICAL BID)

**PURCHASE OF MISC. ARTICLES FOR USE BY ROAD SAFETY CELL DURING
ROAD SAFETY EXHIBITION AT TRAFFIC PAVILION, PRAGATI MAIDAN
DURING IITF -2014**

Sl. No.	Description	Answer	Page No.
1.	Has the tenderer registered with Sales Tax/VAT Department/Service Tax 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 deposited earnest money of Rs.40,000/-) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank guarantee only from any of the commercial bank in an acceptable form in favour of DCP/Traffic (HQ)?	Yes/No	
4.	Has the tenderer deposited non-refundable tender fee for Rs.500/- in the form of A/C payee Bank Draft of any Commercial Bank in favour of DCP/Traffic (HQ), New Delhi?	Yes/No	
5.	Has the tenderer mentioned rates inclusive of all taxes?	Yes/No	
6.	Has the tenderer agreed for validity for rates for 6 months from the date of opening of tender?	Yes/No	
7.	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	
8.	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	
9.	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	

10.	Undertaking indicated that the rates are quoted after physical inspection and understood the necessity, quantum and quality of work/items required.	Yes/No	
11.	Has the tenderer submitted the list of their owners, partners, Directors etc?	Yes/No	
12.	Has the tenderer enclosed the detail about the name of the firm, office and residential address, E-mail ID including telephone/Fax number(s) of the person or persons with his/their usual signature and list of their owners, partners etc. as per Clause No. 24 & 25 respectively?	Yes/No	
13.	Has the firm submitted copy of tender documents terms and conditions duly signed by the bidder?	Yes/No	
14.	Has the tenderer enclosed the undertaking with regards to participations of their Partners, Directors, Family Members in the name of some other entity?	Yes/No	
15.	Has the tenderer submitted other documents required as per terms and condition of this tender?	Yes/No	
16.	Has the tenderer submitted an undertaking regarding inspecting the sample of item(s) available at Traffic Pavilion,Pragati Maidan, New Delhi & Road Safety Cell/Traffic.	Yes/No	

Signature of the Bidder

With Seal

Date