



**National Institute of Rural Development & Panchayati Raj
Rajendranagar, Hyderabad – 500 030**

TENDER DOCUMENT

**NOTICE INVITING e-TENDER FOR
SUPPLY AND INSTALLATION OF COMPACTORS IN LIBRARY OF NIRDPR**

**Rajendranagar, Hyderabad – 500 030
Phone No. 040 - 24008405**



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad - 500030.

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**NOTICE INVITING e-TENDER FOR
SUPPLY AND INSTALLATION OF COMPACTORS IN LIBRARY OF NIRDPR**

On-line bids (techno-commercial) are invited from reputed Companies/Firms/Suppliers for supply and installation of Compactors in NIRDPR Library.

The detailed bidding document etc. can be viewed / downloaded from the website: <http://eprocure.gov.in>. Bidders are required to upload and submit their e-bid on Central Public Procurement Portal only. All amendments, time extension, clarifications, etc., will be uploaded on the website only and will not be published in newspapers. Bidders should regularly visit website to keep themselves updated.

The bidding document can be downloaded from 15.12.2018 and the last date for uploading of bids by the intending bidders simultaneously sending the original EMD for ₹ 20,000/- to the Institute through post/ courier/ in person is 07.01.2019 up to 3.00 pm.

No. Stores/compactorsforCDC/2018
Date: 15.12.2018

Asst. Registrar (Trg.)

Annexure-A

SCOPE OF WORK /BOQ

S.No	Description Dimensions of each Compactor (Width - 915 mm, Depth – 381mm & Height – 1980mm)	Quantity
1.	Single Static Drive Cover Unit 3 bay	2
2.	Single Last Drive Unit 3 bay	2
3.	Twin Mobile Drive Unit 3 bay	8
4.	Channel for Optimizer 30 feet for 3 bay	1
5.	Single Static 1 bay push/pull type	2
6.	Single Last 1 bay push/pull type	2
7.	Twin Mobile 1 bay push/pull type	8
8.	Channel for Optimizer 30 feet for 1 bay	1



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Eligibility criteria for bidders and selection procedure

	1. EMD of Rs. 20,000/- (Rupees twenty thousand) only / NSIC 1 Exemption Certificate
2.	Type of the Company/ Firm/Others (specify) (A copy of registration certificate to be submitted)
3.	GST registration
4.	Income Tax PAN
5.	Three year experience for supply & installation of work of similar nature (Experience Certificate to be attached.)

All the documents in support of eligibility criteria are to be attached with the tender, failing which bid will not be considered.



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1. GENERAL TERMS AND CONDITIONS

- I. The Tenders are required to submit the earnest money (bid security) of Rs.20,000/-(Rupees twenty thousand only) and tenders received without earnest money will not be considered at all.
- II. The tenderers are required to quote their lowest rates for the compactors as mentioned in **(Price Bid Annexure – B)** annexed hereto.
- III. The rates should be valid for 120 days from the date of opening of tender.
- IV. Hypothetic or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after its submission, EMD will be forfeited.
- V. Over writing/over typing or erasing of the figures which render it doubtful and ambiguous are not allowed and shall render the tender invalid.
- VI. The NIRDPR in its discretion, reserves the right to reject or accept any or all the tenders, partially or completely, at any time without assigning any reason thereof.
- VII. Compactor supplied and installed should be guaranteed for defect free performance' for a period of 12 months from the date of its installation and acceptance by the user department.
- VIII. Each tenderers has to certify that all the terms and conditions are acceptable to the company/firm **(Annexure - C)**
- IX. The tenderer must have at least three years of experience in supplying and installation of Compactors. The tenderer has to provide/attach experience certificates with the bid.

2 Conditions for Successful Tenderer:

- I. The successful tenderer will have to deposit performance Security amount corresponding to 10 percent of the order value within a week from the date placement or purchase order, either by way of Demand Draft drawn in favour of "NIRDPR" payable at Hyderabad or Bank Guarantee from a Commercial Bank, which will be refunded after two months of the successful completion of the contractual obligation of the supplier including warranty obligation on written request of the tenderer. Bid security would be refunded to the successful bidder

on receipt of performance security. If the successful tenderer abandons the contract, or fails to perform his part of contract, the security deposit or any part thereof is liable to be forfeited. **No Interest whatsoever will be paid by NIRDPR on the performance security deposit.**

- II. The bid security (i.e., EMD) of the unsuccessful bidders would be returned to them at the earliest after completion of tendering process. **No Interest whatsoever will be paid by NIRDPR on the EMD.**
- III. The job will be required to be done on bill basis without payment of advance amount. The payment will be made after delivery, installation, and commissioning of Compactors complete in all respects duly certified by the concerned officer at job mentioned in the bill have actually been carried out satisfactorily as per purchase order.
- IV. If the job assigned is not completed in time or done satisfactorily, NIRDPR will be free to get the same done from other dealer at higher rates; the loss sustained will be deducted from the Security Deposit or any other due payments apart from penalty that may be imposed for deficiency in service.
- V. The tenderer shall verify that the staff/worker deputed to NIRDPR are of good character and no criminal record is against any of them.
- VI. The successful tenderer will be obliged to attend the work as per the required without damaging the NIRDPR properties and if any loss/damage sustained to the NIRDPR property it will be recovered from the successful tenderer.
- VII. The tenderers 'should quote the Registration Number with Government Authorities,; PAN Number, GST Number, duly supported with copies bid.

3. General Instructions to Bidders

On-line bids are invited under two bid system (technical and financial) for comprehensive contract for upkeep and maintenance of office premises and other buildings on rate contract basis at NIRDPR, Rajendranagar, Hyderabad-500030, Telangana. Manual bids shall not be accepted.

Tender document may be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in>.

The time schedule for the tendering activities shall be as under:

1.	Date of notification of tender notice on CPP Portal / publication in the newspaper	15.12.2018
2.	Starting date for downloading tender document by the intending bidders	10.00 am on 15.12.2018
3.	Last date for uploading of the bids by the intending bidders along with scanned copy of Earnest Money Deposit.	07.01.2019 by 3.00 PM

4.	Last date for submission of Demand Draft in original payable in favour of Director General, NIRDPR payable at Hyderabad towards Earnest Money Deposit (EMD)/NSIC exemption certificate	07.01.2019 by 3.00 PM
5.	Amount of Earnest Money Deposit	₹ 20,000/- (Rs. Twenty thousand only)
6.	Date of downloading of technical bids received by NIRDPR through on-line by the last date and time	08.01.2019 at 3.30 PM
7.	Date of downloading of financial bids	To be notified later to only those bidders who qualify in technical bids.
8.	Tendering Authority	Assistant Registrar (T) National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad 500030. Tel. 040-24008479

4. Instructions for submission of bids:

- (i) Bids shall be in **ANNEXURE-B** at CPP Portal website: <https://eprocure.gov.in> **only**. The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.
- (ii) Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection and forfeiture of EMD.

5. Preparation of Bids

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- (i) Bidders should carefully read the tender document and understand its requirements before submission of their bids. They should also take into account any corrigendum published in continuation to the original one. Any non-fulfilment may lead to rejection of bid.
- (ii) Bid documents to be submitted as required in the tender document may be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- (iii) The Price Bid in **ANNEXURE-B** to be submitted along with the following documents:
 - (a) Self-attested scanned copies of the following registration certificates obtained from concerned authorities
 - i) GST Certificate.
 - ii) PAN Card of company/firm/individual in case of proprietary concern/others
 - iii) Experience certificate as per the tender notice
 - iv) Letter in respect of un-conditional acceptance of all the terms and conditions of the tender document.
 - v) Firm/ Company/ Partnership Registration certificate and its subsequent renewal (if any).
 - vi) Scanned copy of Partnership Deed/Articles of Association & Memorandum of Association in case of partnership firm.
 - (b) Scanned copy of the Demand Draft for **Rs. 20,000/- (Rupees twenty thousand only) towards Earnest Money Deposit** purchased on or after date of publication of this tender from any Nationalized/ Scheduled/Commercial Bank in favour of NIRDPR, payable at Hyderabad. All applicable bank charges shall be borne by the bidder and he/ she/it shall not have any claim whatsoever on this account on NIRDPR.

6. Registration for on-line submission of Bids :

- (i) The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates (DSC).
- (ii) For submission of on-line bid, bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in>) by clicking on the link “**Online Bidder Enrolment**”.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (v) Upon enrolment the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders must ensure that they do not lend their DSC’s to others which may lead to misuse.
- (vii) Bidders should then log-in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
- (viii) For uploading the same set of standard documents (e.g. PAN card copy, annual reports, auditor’s certificates etc.) required to be submitted as a part of every bid, bidders can use “My Space” area available to them.

7.Submission of Bids :

- (i) Bidders must accept the terms and conditions contained in this tender document unconditionally while submitting their bids. They should give such acceptance in writing on the Company/ Firm’s letter head in the format prescribed at **ANNEXURE-C**.
- (ii) Bidder should log-in to the site well in advance for bid submission so that the same is uploaded in time i.e. on or before the bid submission time. Bids received after the due date and time shall not be accepted in any case.

- (iii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (iv) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (v) Hard Copy of DD/NSIC exemption certificate has to be matched with the details available in the scanned copy and the data entered during bid submission time and the same should be sent to the Assistant Registrar (T), NIRDPR, Rajendranagar, Hyderabad 500030 on or before 06.01.2019 By 3.00 p.m. Failure to do so is likely to entail rejection of bids.
- (vi) Financial bid must be submitted in the format prescribed (**ANNEXURE-B**) of this tender document and no other format shall be acceptable. Bidders are required to download the file and quote the amount on hard copy. Once the details have been completed, the bidder should submit the same on-line in the form of soft copy. Striking and overwriting on financial bid shall be rejected summarily, as the same is not permitted.
- (vii) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (viii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- (ix) The uploaded tender documents become readable only after the tender is opened by the authorized bid openers.
- (x) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- (xi) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

- (xii) Any query relating to the process of on-line bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

8. ARBITRATION

i) In the event of any question, dispute/differences arising, the same shall be referred to the sole arbitrator to be appointed by the Director General, NIRDPR.

ii) The award of the arbitrator shall be final and binding on the parties. The cost of arbitration shall be equally borne by both the parties.

9. The Director General, NIRDPR, Hyderabad reserves the right to accept in full or in part or reject any tender without assigning any reason and his decision in this regard will be final and binding.

ANNEXURE- B



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ (Ministry of Rural Development, Govt. of India) Rajendranagar, Hyderabad - 500030.

Price / Financial Bid

The mentioned total area is tentative and the same may vary as per the requirement of the Institute. Payment will be made as per the actual area covered at quoted rates.

S.No	Description Dimensions of each Compactor (Width - 915 mm, Depth - 381mm & Height - 1980mm)	Quantity	Quoted Price per unit	Total Price
1.	Single Static Drive Cover Unit 3 bay	2		
2.	Single Last Drive Unit 3 bay	2		
3.	Twin Mobile Drive Unit 3 bay	8		
4.	Channel for Optimizer 30 feet for 3 bay	1		
5.	Single Static 1 bay push/pull type	2		
6.	Single Last 1 bay push/pull type	2		
7.	Twin Mobile 1 bay push/pull type	8		
8.	Channel for Optimizer 30 feet for 1 bay	1		
	Sub-total (1to8)			
	Applicable GST			
	Total Price inclusive of GST			

Signatures of the bidders with seal

Date:

Place:

ANNEXURE-C**LETTER OF ACCEPTANCE OF TERMS AND CONDITIONS**

(To be given on Company's Letter Head)

Date:

To

The Asst. Registrar (T)
National Institute of Rural Development & Panchayati Raj
Rajendranagar
Hyderabad - 500 030

**Subject: Tender Notification for SUPPLY AND INSTALLATION OF
COMPACTORS IN LIBRARY OF NIRDPR**

Reference: Tender Notification No. Stores/ compactorsforCDC/2018

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) <https://eprocure.gov.in> as per your advertisement given in the above mentioned website(s).
2. I/We have read the entire terms and conditions of the tender document (including all annexure) which form part of the tender document and I/we hereby undertake that I/we shall abide by the terms and conditions including all clauses contained therein.
3. The corrigendum/ corrigenda issued from time to time by the NIRD&PR, Hyderabad too have also been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document/ corrigendum in its entirety.
5. In case of any provision of this tender being found violated by me/ us, the NIRD&PR, Hyderabad shall, without prejudice to any other right or remedy, be at liberty to reject this tender/ bid including the forfeiture of the Bid Security/ Earnest Money Deposit in full.

Yours faithfully,

Signature of the Bidder with Official Seal