

No. 15/Stores/2011(14)-1183
INTELLIGENCE BUREAU
(Ministry of Home Affairs)

New Delhi, Dt. 18/03/2011

TENDER NOTICE

This office under Ministry of Home Affairs requires Miscellaneous (Consumable and Non-consumable) items for day to day official use. These items are generally purchased on month - to - month basis and some items on requirement basis. The annual expenditure on these items would be approx. Rs. 40.00 Lakhs.

2. The tender document floated for the purpose can be obtained from the Main Reception, 35, Sardar Patel Marg, New Delhi-110021 from 21.03.2011 to 13.04.2011 (1030 Hrs. to 1230 Hrs.) on payment of Rs. 500/- (Rupees Five Hundred only) (Non - Refundable) in the form of Demand Draft drawn on a Nationalized Bank in favour of "DDO/M, IB(MHA)" and payable at New Delhi.

3. Alternatively, the Tender document can be downloaded from the MHA website <http://www.mha.nic.in>. However, in this case, the bid (Technical) should be accompanied with a Demand Draft of Rs. 500/- (Non-Refundable) as mentioned in para 2 above.

4. Sealed quotations, duly superscribed "Quotations for Miscellaneous (Consumable & Non – Consumable) items" and addressed to the undersigned, be deposited in the Tender Box kept at Main Reception, 35, Sardar Patel Marg, New Delhi-21, not later than **1300 Hrs. on April 13, 2011**. The quotations can also be sent by post so as to reach the undersigned by the due date and time. Quotations received after stipulated date / time shall not be entertained.

Sd/-

Assistant Director/Stores
Telephone-24191564

COST : RS. 500/-

**No. 15/Stores/2011(14)
INTELLIGENCE BUREAU
(Ministry of Home Affairs)**

**TENDER FOR SUPPLY OF MISCELLANEOUS CONSUMABLE
AND NON-CONSUMABLE ITEMS**

DETAILED INFORMATION / TERMS & CONDITIONS

Sealed bids are invited by this department under Ministry of Home Affairs, for supply of Miscellaneous (Consumable and Non-Consumable) Items, for use of this office during the year 2011-12, as per List enclosed at Annexure-I & II, from the firms / vendors having annual turnover of at least Rs. 1.00 Crore,. The time schedule is as under :-

Cost of the Tender Enquiry Document	:	* Rs. 500/- (Non-Refundable) by DD in favour of DDO/M, IB (MHA), payable at New Delhi.
Date of Sale of Tender Enquiry Document	:	21/03/2011 to 13/04/2011 (10:30 A.M. to 12:30 P.M.)
Place of Sale of Tender Enquiry Document	:	Main Reception, 35 – Sardar Patel Marg New Delhi – 110021
Closing Date & Time for Receipt of Tenders	:	13/04/2011 (1300 Hrs.)
Place for Submitting of Tender	:	Tender Box Kept at Reception – 35, Sardar Patel Marg, New Delhi - 110021.
Tender Opening (Technical Bid) Date & Time	:	13/04/2011 at 1600 Hrs.
Place of Tender Opening	:	Main Reception, 35 – Sardar Patel Marg New Delhi – 110021

* This Tender Document can also be downloaded from the MHA website <http://www.mha.nic.in>. However, in this case, the bid should be accompanied with a Demand Draft of Rs. 500/- (Non – Refundable) as mentioned above, otherwise, Technical bid of that firm will not be considered.

2. SUBMISSION OF BIDS :- The bid, in the prescribed format in a sealed cover, duly superscribed " Quotation for Miscellaneous Consumable & Non-Consumable Items " and addressed to Assistant Director / Stores, I.B. (MHA), 35 – Sardar Patel Marg, New Delhi – 110021 should be sent by Registered post, or deposited in the Tender Box kept in Reception Gate, 35 – Sardar Patel Marg, New Delhi – 110021, **Not Later than 1300 Hrs. ON 13.04.2011**, containing two separate sealed covers – One containing "TECHNICAL BID" and another containing "FINANCIAL BID".

Cont.....2.

2.1 **TECHNICAL BID** :- First sealed cover superscribed as "TECHNICAL BID for Miscellaneous Consumable & Non – Consumable Items" should contain following documents :-

- a) VAT / Sales Tax Registration Certificate alongwith TIN Number
- b) Latest VAT / Sales Tax Clearance Certificate
- c) Earnest Money Deposit as per requirement of Tender Enquiry Document.
- d) Tender Fee, in the prescribed form, in case Tender Document is downloaded from website.
- e) Authorization Certificate in case of authorized dealer.
- f) Documents regarding Annual Turnover of the firm.
- g) A list of Owner / Partners of the firm and their contact number, Copy of the PAN card, alongwith a certificate to the effect that the firm is neither blacklisted by any Government Deptt., nor any criminal case is registered / pending against the firm or its owner / partner anywhere in India.
- h) A Copy of these terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
- i) List of Ministries / Government Departments to whom the items mentioned in Annexure–I & II are / were supplied by the firm.
- j) A Certificate indicating that their representative has inspected the samples of items at Stores - I.B., as per Annexure – B.
- k) Authorisation letter for the person signing the tender document by the firm (If signed by other than Partner / Proprietor / Director of the firm) and his signature should have been duly attested by the owner / Partner / Director of tendering firm also.
- l) All other documents, as required in the Tender Enquiry Document.
- m) Any other relevant important information

2.2 **FINANCIAL BID** :-

Second sealed cover superscribed as "Financial Bid for Miscellaneous Consumable & Non-Consumable Items" should contain Price schedule, duly signed and stamped, in the prescribed format. Unstamped and/or unsigned bids will not be entertained. The Price bid should be in the same format as per Annexure–I / II (**Without VAT**) and the percentage of VAT be mentioned separately against the quoted price. The rates are also to be inclusive of all i.e., Cost of item, Packaging, Delivery Charges etc.

2.3 The bidder should quote their unconditional rates, strictly as per the tender format. Cutting/ Overwriting, if any, should be countersigned.

2.4 The Tenderer has to quote all the items mentioned in Annexure – I & II, otherwise, their financial bids would not be considered by the department.

3. OPENING OF THE BIDS

The Technical bids will be opened on the date indicated at para – 1 above at 1600 Hrs. at Main Reception, 35 – Sardar Patel Marg, New Delhi, in the presence of the bidders or their representatives who may like to be present.

Financial bids of the eligible bidders (As stated at clause 7.1) will be opened on a later date. The date, time and venue for opening of Financial bids will be informed later.

Cont....3.

Late Bids : Bids received after the specified date and time, as indicated in para – 1 above, will not be considered.

4. EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

- 4.1 EMD of Rs. 1.00 Lac (Rupee One Lac Only) in the form of bank guarantee (BG)/ DD/FDR/Banker's Cheque from any of the commercial bank, payable in favour of the **DDO/M, I.B. (MHA), New Delhi** , must accompany the Technical bid. **Tenders without EMD will NOT be considered.** The bid security should be valid for 120 days. The Tenders received without bid security will be summarily rejected.
- 4.2 EMD of all the unsuccessful bidders will be returned to them without any interest whatsoever, after finalisation of the contract. EMD of the successful bidders will be returned only after receipt of the Performance Security.
- 4.3 In case of successful tenderers, the bid security may be adjusted towards the performance security deposit to be payable, on request. In the case of unsuccessful tenderers, the bid security will be refunded / returned within three months.
- 4.4 The amount of BG or amount remitted towards bid security is liable to be forfeited if the tenderer, resiles from the offer after submission of the tender or after the acceptance of the offer by the Department or fails to sign the contract or to remit the Performance security deposit.
- 4.5 No interest will be payable by the Department on the bid/performance security deposited/ remitted.

5. PERFORMANCE SECURITY

- 5.1 The successful bidder will have to furnish Performance Security of Rs. 2.50 Lac (Rs. Two Lac Fifty Thousand Only) in the form of F.D.R. from any of the commercial bank, in the name of the firm / Agency, but hypothecated in the name of the DDO / M, I.B. (MHA), New Delhi. The same may also be deposited in the form of Bank Guarantee / DD, from any of the commercial bank, in favour of the DDO / M, I.B. (MHA), New Delhi., within 15 working days of the award of the contract.
- 5.2 Performance Security will be refunded to the supplier without any interest, after it duly performs and completes the contract in all respect.
- 5.3 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract.
- 5.4 In case, the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from Pending bills of defaulting firm or from both in case recoverable amount exceeds amount of Performance Security.

Cont.....4.

6. Period of Validity of Tender

The tender will remain valid for 90 days from the date of opening as prescribed by the department. A tender valid for a shorter period shall be rejected by Deptt., being non-responsive.

7. SAMPLES

Tender Samples are not required along with the bid. However, samples of items as mentioned in **ANNEXURE - II** should be submitted for inspection by those tenderers whose technical bids qualify otherwise within fifteen days from the date of communication. Financial Bids of the eligible bidders will be opened only after such inspection of the samples, which should be supplied free of charge. Tenders of those, who will not show the samples of specified quality, are liable to be cancelled and they will not qualify for opening of financial bids and their samples will be returned immediately. In this respect decision of the technical committee shall be final. The rest samples will be retained till the tender is awarded. Only the samples of the awardee will be retained till completion of the Tender period while samples of the other firms will be returned after tender is finalised.

- 7.2 The contractor must confirm that the stores/materials offered will conform to the specification in all respects. The mere fact that the competent authority has approved the samples (just by seeing it as a non-expertise way) will in no way absolve the contractor from supplying stores/materials of the different specifications. Where the stores/materials offered are not to the required specification, the extent of deviation may be clearly indicated.
- 7.3 Samples sent on **“Freight to pay”** basis will not be accepted.
- 7.4 Samples submitted by the tenderers whose offers are not accepted may be collected by their authorized representatives on requisition or hearing from this Department. In case samples are not collected within given time, the samples will be disposed of.
- 7.5 The interested tenderers, before quoting their rates are required to visit the Stores Branch of this office for inspecting the samples of items as mentioned in Annexure I & II from 01.04.2011 to 10.04.2011 (from 11:00 a.m. to 1:00 p.m.) on working day. The firms should submit a certificate as per Annexure - B, along with the Technical Bid, indicating that their representative has inspected the samples of items at Stores Branch of I.B.
8. The firm must have an annual turnover of at least Rupees One Crore. The firm must attach supporting documents, alongwith the Technical bid, in this regard.
9. The firm would be required to supply these items on regular basis, within 15 days of supply order, at 35–S.P. Marg, New Delhi on all working days between 11:00 A.M. to 04:00 P.M.
10. Bills in triplicate should be sent later and the payment shall be released only after it is ensured that the items / quality of items supplied are to the entire satisfaction of the department. If any item is found to be defective, or not of the desired quality etc., the same shall be replaced by the firm(s) immediately for which no extra payment shall be made.

Cont.....5.

11. In case the bidders / successful bidder(s) are found in breach of any condition(s) at any stage of tender, legal action as per rules / laws shall be initiated against the agency concerned. In that case, Earnest money / Performance Security Money, deposited shall be forfeited after giving proper opportunity through show cause notice.
12. The Tender Processing Committee, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firm(s) and also to check the godowns of the firm(s)
13. Due to criticality of the requirement, this office may, if feels necessary, split any / all the supply order to more than one firm at the rate quoted by L-1 firm. A committee will consider the option for splitting the supply to more than one firm after assessing the bids. In case the supply is splitted among two firms, the ratio will be 60% from L-1 and 40% from the other sequential firm. (L/2, L/3, L/4 etc.) The splitting of the supply order at 60% & 40% may be on quantitywise, itemwise or amountwise. However, the department reserves the right to alter this ratio if it is found that there is a deficiency in the service provided by either vendor.
14. This Department reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
15. The department reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.

16. OTHER TERMS AND CONDITIONS :-

- 16.1 The tendered items would be purchased, generally, on month-to-month basis. However, in emergency, the supplier can be asked for immediate supply of the required item(s). The bidder should be able to provide these items on holidays / Sundays also.
- 16.2 The rates quoted should remain valid and firm for a period of one year from the date of letter of intent awarding the contract.
- 16.3 The owner / firm should be available on his / her own direct telephone (Office as well as residence) and also on mobile phone so as to call in emergent case. The Mobile Number should also be given.
- 16.4 Any bidder found to be supplying sub-standard / duplicate / spurious products (As per Samples), may be summarily blacklisted and its Performance Security will be forfeited. In case of any dispute regarding rejection of material / Part thereof, the decision of the competent authority, shall be final and binding upon the supplier.
- 16.5 No Advance payment will be made in any case.
- 16.6 Income Tax : Deductable at source from supplier's bill, as applicable
- 16.7 The contractor shall be responsible for behaviour and conduct of it's workers. No worker with doubtful integrity or having a bad record shall be engaged by the contractor.

Sd/-

**Assistant Director/Stores
Telephone-24191564**

SIGNATURE AND SEAL OF TENDERER

NAME IN BLOCK LETTERS

FULL ADDRESS

ANNEXURE - I**LIST OF MISCELLANEOUS CONSUMABLE ITEMS**

S.N.	Name of Item /Specification	Brand Name	Size / Type	Rate (Without VAT)	VAT %
1	Pencil Cell	Eveready	----		
2	Battery Cell	Eveready	----		
3	Cell (2 Pc. Set)	Duracell	AAA		
			AA		
4	Electric Bulb	Philips	100 Watt		
		Crompton	100 Watt		
5	Toilet Cleaner	Harpic	500 ml		
6	Adhesive Tube	Fevicol	30 Gm.		
7	Adhesive Tube	Feviquick	15 ml.		
8	Toilet Soap	Lux	100 gm		
9	Washing Soap	555	1 Kg.		
10	Washing Powder	Vim	½ Kg.		
			1 Kg.		
11	Washing Powder	Surf Excel Blue	713 gm		
12	Liquid Hand Wash	Dettol	250 ml.		
13	Cleanzo	Metropol	5 Ltr.		
14	Car Freshener	Concept	----		
		Ambipur	----		
		Skyride	----		
15	Electric Tubelight –Slimline	Philips	36 W – 4’		
		Crompton	36 W – 4’		
16	Insect Killer	Finit	5 Ltr.		
17	Insect Killer	Baygon	5 Ltr.		
18	Glass & Household Cleaner	Colin	500 ml.		
19	Electric Socket – 3 Pin	Anchor	16 Amp		
			6 Amp.		
20	Electric Three Pin Plug	Anchor	16 Amp		
			6 Amp		
21	Electric Switch – 3 Pin	Anchor	16 Amp.		
			6 Amp.		
22	Room Freshener	Premium	200 ml.		
23	Phenyle – Black	Trishul	5 Ltr.Pack		
24	Towel	B’Dying (Tulip)	Small		
			Medium		
			Large		

Cont.....2.

ANNEXURE - I

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S.N.	Name of Item /Specification	Brand Name	Size / Type	Rate (Without VAT)	VAT %
25	Liquid Mosquito Destroyer Refill	All Out	45 Night		
26	Liquid Mosquito Destroyer Refill with Machine	All Out	45 Night		
27	Calculator– Check & Correct	Casio	12 Digit		
28	Lock (Brass)	Harrison	25 mm		
			40 mm		
			50 mm		
29	Electric Multi Plug	Anchor	16 Amp.		
			6 Amp.		
30	Metal Clad Protected Plug–20 Amp.240V	Havells	-----		
31	Napthene Balls (Pack)	Trishu	400 gm.		
32	Water Bottle	Milton	2200 ml.		
33	Liquid Soap –. Pack	Homacol	5 Ltr		
34	Cello Tape	Omax	½ "		
			1"		
			1½"		
35	Thermas Flask	Eagle	1 Ltr.		
		Milton	1 Ltr.		
36	Wall Fan – (Heavy Quality)	Usha	----		
		Crompton	----		
37	Pedestal Fan (Heavy Duty)	Orient	-----		
		Crompton	-----		
38	Emergency Light	Bajaj	9 Volt, with 2 CFL Tube		
		Crompton			
39	Packing Tape – Brown	Omax	2" Wide		

ANNEXURE - II

LIST OF MISCELLANEOUS CONSUMABLE / NON-CONSUMABLE ITEMS

S.N.	Name of Item /Specification	Brand Name		Size / Type	Rate (Without VAT)	VAT %
1.	Jute Gunny Bags – Big Size (Fresh) – Sugar	-----	<div> <div>SAMPLE</div> <div>PER</div> <div>AS</div> <div>ITEMS</div> <div>ALL</div> </div>	Jute		
2.	Extension Boards – Plastic	Cona		----		
3.	Extension Boards – Wooden Board with 1 No. of 15 Amp. Power Socket / Switch and 2 Nos. of 5 Amp. Socket / Switch with Fuse and Indicator Light and 5 Mtr. Power Cable with 15 Amp. Plug	-----		----		
4.	Phool Broom	-----		Heavy Quality		
5.	Broom – Nariyal	-----		Heavy Quality		
6.	Plastic Bucket	Wonder		20 Ltr.		
7.	Stand Candle	Prakash		6 Pc. Pack		
8.	Coasters–6 Pcs. Set with Stand-	Coral		----		
9.	Seat Cushion with Cloth Cover			3" Foam		
10.	Tea Set - 15 Pc. Set			Bone China		
11.	Cup & Saucers – 6 Pc. Set			Bone China		
12.	Old Cotton Dhoti – Full Length– For Washing Purpose)			5 Mtr. Length		
13.	Duster–Cotton (White)–Good Quality			24" x 24"		
14.	Yellow Duster – (Good Quality)			24" x 24"		
15.	Tumbler Glass	Yera		----		
16.	Plastic Jug			Superior Quality		
17.	Plastic Mug			Superior Quality		
18.	Hot Case – 2000 W Single Door	Command		Medium		
19.	Remote Bell	Skin		-----		
20.	Heat Convector - Usha Type	Omega		-----		
21.	Electric Kettle – Plastic.	Bajaj		1.7 Ltr		
22.	Electric Kettle–Steel (Copper Tank)	Command		-----		
23.	Door Closer	Sandhu		-----		
24.	Floor Duster – Cotton	----		2' x 2'		

Cont.....2.

ANNEXURE – II

S.N	Name of Item (Specification)	Brand Name		Size/Type	Rate (Without VAT)	VAT %
25.	Insecticide Spray Pump	Finit	ALL ITEMS AS PER SAMPLE	-----		
26.	Soap Case – Plastic			Superior Quality		
27.	Table Glass (6 mm)	-----		3’ x 2’		
28.	Plate - Bone China	-----		Full Plate		
				Half Plate		
				Qtr. Plate		
29.	Spoon / Fork – Staineless Steel	-----		Table Spoon		
				Tea Spoon		
				Fork		
30.	Plastic Dak Tray	Kebica		3 Pc. Set		
31.	Umbrella	-----		Big Size		
32.	Looking Mirror for Wall in Plastic Frame	-----		----		

CERTIFICATE

With reference to your Tender Enquiry Document No. _____
_____ dated _____, we, the undersigned hereby
certify that we have examined the above mentioned tender enquiry
document. We have also inspected the samples of each of the items as
mentioned in Annexure – I & II, in the Stores Branch of your department, and
the rates quoted are for the same quality / specifications. We now offer to
supply and deliver the required Miscellaneous items in conformity with the
specification given in the enclosed Technical Bid in prescribed format. Our
Technical Bid as well as Financial Bid (In separate sealed cover) in the
prescribed Format are attached herewith and made part of this tender. All
the required documents / papers required as per the Tender Enquiry
Document are also submitted herewith.

2. If our technical bid is accepted, we undertake to show the samples of
the items as mentioned in Annexure – II, and supply all the goods as per the
specifications as mentioned in Annexure – I & II of the Bid at the rates
quoted in the Financial Bid, for one year from award of the contract, in
accordance with terms and conditions of the aforesaid Tender Enquiry.

Signature and Seal of the Tenderer

Name in Block Letter

Dated :

Full Address

