

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, DELHI CANTT.- 110010

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No. AN/V/5066//Misc/Carpet

Dated : 24/08/2016

To

As per Annexure-C

Subject: Replacement of existing loop pile carpet with new Loop Pile Carpet along with fixing thereof at CENTRAD, Delhi Cantt.

Bids in sealed cover are invited for **Replacement of existing loop pile carpet with new Loop Pile Carpet along with fixing thereof** at Centre for Training and Development (CENTRAD), Brar Square, Auditorium from reputed and proven experienced Agencies/Firms having their own offices within NCR.

2. The sealed bids may be dropped in the Tender Box marked as "**Quotation for Replacement of existing loop pile carpet with new Loop Pile Carpet along with fixing thereof at CENTRAD**", kept at the reception of this office or sent by registered post at the address given below so as to reach by the due date and time:

**The Dy.CGDA (AN)
Room No. 108,
Office of the CGDA
Ulan Batar Marg, Palam, Delhi Cantt. 110010**

3. This RFP is divided into following parts:

- a) Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- b) Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
- c) Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
- d. Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
- e. Part V – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I – General information

1. Last date and time for depositing the bids: **07/09/2016 at 1500hrs**
The sealed bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. Manner of depositing bids: Sealed bids should be sent by speed post/registered post at the address given above so as to reach by the due date and time. The sealed bids may be dropped in the tender box as mentioned in Para 2 at Page 1 of this letter. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of bid documents. Bids sent by FAX or e-mail will not be considered. **“Quotation for Replacement of existing loop pile carpet with new Loop Pile Carpet along with fixing thereof at CENTRAD, Delhi Cantt.”**, should be mentioned clearly on top of the sealed quotation envelopes.

3. Time and date for opening of bids: **07/09/2016 at 1530 hrs.**
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. Place of opening bids:
ADITYA Hall
Office of the CGDA
Ulan Batar Marg, Palam, Delhi Cantt. 110010

The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

5. Forwarding of bids – Bids should be forwarded by the bidders under their original memo / letter pad interalia furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.

6. Clarification regarding contents of the bids: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

7. Rejection of bids: Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

8. Validity of bids: The bids should remain valid till 30th September 2016.

9. Earnest money Deposit: Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs.5000/= (Rupees Five Thousand only). The EMD

may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD 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. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Security deposit from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

Part II – Essential Details of Items/Services required

1. Schedule of Requirements(SOR) – List of items / services required is enclosed as Annexure 'A' to this letter

2. Terms of services – The services will be carried out according to Schedule of Requirements mentioned in Annexure "A". In case the purchaser desires to have deferred services, the purchaser shall specify the same. In such case, the vendor shall render the services as per the schedule mentioned by the purchaser in the Job Order. Please note that Contract can be cancelled unilaterally by the Buyer in case the services shall not start on the date mentioned above. Extension of service period will be at the sole discretion of the Buyer, with applicability of Penalty clause.

Service will be provided at the following address:

**CENTRAD, Brar Square, Delhi Cantt-110010
(Near Base Hospital)**

Part III – Standard Conditions of RFP

The bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

- 1. Law** : The contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
- 2. Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
- 3. Penalties:** In case the Agency/Firm does not deliver the goods according to the delivery schedule, the firm will be liable to pay 1% of the value of the total

value of contract, as liquidate damages for delay of week or part thereof subject to maximum 5% of the total value of the contract along with other penalty as decided by the board of officers nominated by the Dy. CGDA(AN). In this regards, decision taken by the competent authority will be final.

4. **Taxes and Duties:** If bidder desires to ask for excise duty or Sales Tax/ VAT extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Payment Terms:** The payment will be made by Office of the CGDA, Delhi Cantt. Through electronic mode (RTGS/NEFT). The payment will be made after within 15 days of satisfactory/successful completion of services during the period of contract and compliance of all the terms and condition of the contract agreement. The payment will be released after acceptance by the Board of Officers nominated to inspect the work. The bank details like bank account number, bank name, IFSC Code, MICR Code for E-payment must be submitted with the bill to release payment.
2. **Force Majeure Clause:** Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the control of parties that have arisen after the conclusion of the present contract.

Part V – Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria** – The broad guidelines for evaluation of Bids will be as follows:
 2. Only those bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP,
 - b. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Annexure 'B'. The consideration of taxes and duties in evaluation process will be as follows:
 - i. Ultimate cost to the buyer would be the deciding factor for ranking of bids.
 - ii. Sales tax and other local levies, i.e. octroi, entry tax etc would be ignored.

- iii. The Bidders are required to spell out the rates of VAT, Service Tax, etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices.
- iv. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- v. The Lowest Acceptable Bid will be considered further for placement of job/ Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items.

Yours Sincerely,

(R K Gandhi)
Sr. Accounts Officer (AN-V)

Schedule of Requirement

Annexure 'A' To letter No. AN/V/5066//Misc/2016 Dt. 24.08.2016

“Quotation for Replacement of existing loop pile carpet with new Loop Pile Carpet along with fixing thereof at CENTRAD, Delhi Cantt.”

<u>Name of Work</u>	Replacement of existing loop pile carpet with new Loop Pile Carpet along with fixing thereof at CENTRAD, Delhi Cantt.	
<u>Acceptable Specifications</u>	Manufacturing Process	High Density Plain Loop (Loop pile)
	Pile Fibre/Yarn	100% Polypropylene BCF
	Dye System	100% solution Dyed
	Gauge	1/10 th
	Pile Height	5 mm
	Pile Weight	16 oz
	Secondary Backing	Action bac
	Padding of Foam	8 mm
	Adhesive	Fevicol
	Aluminum Grip	Aluminum griping at stairs
	Colour	Greyish Blue (Colour to be approved before submitting the Bid)
<u>Total requirement</u>	4500-5000 Sq Ft. (Approximately)	
<u>Place of Work</u>	Auditorium, Centre for Training and Development (CENTRAD), Brar Square, Delhi Cantt. – 110010,	
<u>Commencement and Completion of Work</u>	The work should be started next day of the placement of work order and same should be completed within 4 days from date of handing over of work order.	

-Sd-
(R K Gandhi)
Sr. Accounts Officer (AN-V)

Annexure 'B' To letter No. AN/V/5066//Misc/2016 Dt. 24.08.2016

FORMAT OF COMMERCIAL BID

Sl. No.	Description	Approx Qty.	Unit	Rate	Amount
	Loop Pile Carpet				
1.	Manufacturing Process	High Density Plain Loop (Loop pile)	4500-5000 Sq Ft.		
	Pile Fibre/Yarn	100% Polypropylene BCF			
	Dye System	100% solution Dyed			
	Gauge	1/10 th			
	Pile Height	5 mm			
	Pile Weight	16 oz			
	Secondary Backing	Action bac			
	Aluminum Grip	Aluminum griping at stairs			
2.	Padding of Foam (8 mm)	4500-5000 Sq ft			
3.	Labour Charges (including Adhesive)				
4.	Taxes				
5.	Any other Charges				
6.	Total				

Note:

1. Work Includes removal of existing loop pile Carpet along with foam in complete Auditorium including stairs and stage and complete replacement of new loop pile carpet after applying new foam.
2. The material shall be strictly as per sample approved by this office in writing and accepted by the vendor. In case of variance in material the supply order will be cancelled without any cost.

Authorised Signatory