

**DETAILED INFORMATION/TERMS & CONDITIONS IN CONNECTION WITH THE TENDER FOR PA SYSTEM**

The Directorate General of Foreign Trade invites sealed quotations from Delhi based interested firms for procurement of branded PA System (as detailed in Annexure-II). The PA System have to be purchased, from the reputed firms / vendors having annual turnover of Rs. 10 lakh (Rupees ten lakh only) for the last three financial years. The time schedule is as under:-

Closing Date & Time for Receipt of Tender:	8 <sup>th</sup> November, 2013 (15:00 Hrs.)
Place for Submission of Tender:	tender Box kept in Room No. 202. Udyog Bhawan New Delhi-110011. Date & Time
Date of Opening of Tender: (Technical/Financial Bid)	8 <sup>th</sup> November, 2013 at 15:30 Hrs
Place of Opening of Tender:	Room No. 207, H-Wing, DGFT, Udyog Bhawan, New Delhi-110011.

\* This Tender Document may also be downloaded from the DGFT website <http://www/dgft.gov.in> and from <http://www.eprocurement.gov.in>.

**2. SUBMISSION OF BIDS:-** The Bid, in the prescribed format in a sealed cover, duly superscribed "Quotation for PA System " and addressed to Harit Kumar Shakya FTDO, Directorate General of Foreign Trade, Room No. 202 " H-Wing, Udyog Bhawan, New Delhi-110011, should be sent by Registered Post or be dropped in the Tender Box kept in Room No. 202, DGFT, Udyog Bhawan, New Delhi-110011, Not Later than 15:00 Hrs on 8<sup>th</sup> November, 2013 containing two separate sealed covers- One containing "TECHNICAL BID" and another containing "FINANCIAL BID". Technical and Financial bid should be as per Annexure-I & II respectively.

**2.1 TECHNICAL BID:-** This sealed cover superscribed as "TECHNICAL BID for supply of PA SYSTEMS " should contain following documents:-

- VAT/Sales Tax Registration Certificate along with TIN Number.
- Latest VAT/Sales Tax Clearance Certificate.
- Earnest Money Deposit Rs.10000/- (Rupees ten thousand only) as per clause no. 4 of the Tender Enquiry Document.
- List of Ministries/Government Departments to whom the items mentioned in Annexure-I are/were supplied by the firm.
- Photograph/Catalogue of PA systems rates of which are mentioned on financial bid.

## **2.2 FINANCIAL BID:-**

- 2.1 The sealed cover superscribed as "Financial Bid for supply of PA system" should contain price schedule, duly signed and stamped on each page, 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-II (Without VAT).
- 2.2 The percentage of VAT should be mentioned separately against the quoted price. The rates of the items should be inclusive of all costs i.e., cost of items, delivery charges and all other taxes except VAT.
- 2.3 The bidder should quote their unconditional rates, strictly as per the tender format.
- 2.4 The tender has to quote the rates of all the items mentioned in Annexure-II. Otherwise, the Financial Bid would not be considered by the department.
- 2.5 No cutting/overwriting in the tender will be accepted and the bids containing any cutting/overwriting shall be summarily rejected.
- 2.6 The suppliers are advised to quote separate rates for each branded system.
- 2.7 **The financial bid will be opened after demonstration and selection of PA SYSTEM.**

## **3 OPENING OF THE BIDS**

3.1 The bids will be opened on the date indicated at Para -I above at 15.30 Hrs. in Room No. 207, DGFT, Udyog Bhawan, New Delhi-110011, in the presence of the bidder or their representatives who may like to be present.

3.2 Late Bids : Bids received after the specified date and time, as indicated in Para - 1 will not be considered.

## **4 EARNEST MONEY DEPOSIT (EMD)/BID SECURITY**

4.1 EMD of Rs. 10000/- (Rupees ten thousand only) in the form of DD/ Banker's cheque from any commercial bank, payable in favour of the Accounts Officer, CPAO, DGFT, payable at New Delhi, must accompany the Technical Bid. The Bid Security should be valid for 120 days. The Tenders received without EMD/ Bid Security will be rejected.

4.2 The firms registered with DGS&D/National Small Industries Corporation (NSIC)/NCCF/KB for all these items only are exempted from depositing bid security. However, they have to enclose valid registration certificate(s) with their tender in a sealed envelope superscribed "BID SECURITY DEPOSIT"

4.3 EMD of all the unsuccessful bidders will be returned to them after finalization of the contract. EMD of the successful bidders will be returned only after receipt of the Performance Security.

4.4 In case of successful tenderers, the Bid Security may be adjusted towards the Performance Security Deposit to be payable, on request..

4.5 The 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.

4.6 No interest will be paid 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 25000/- (Rupees twenty five thousand only) in the form of F.D.R/ Bank Guarantee from any of the commercial bank, in favour of the Account Officer, CPAO, DGFT, Payable at New Delhi, within 15 working days of the award of the contract.

5.2 Performance Security will be refunded to the supplier, after it duly performs and completes the 1 year warranty period.

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 materials will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from pending bill of defaulting firm or from both in case the recoverable amount exceeds the amount of performance Security.

**6 DELIVERY PERIOD AND LOCATION :-** Delivery should be made at the following address within 2 calendar days of placement of supply/purchase order:

Room Number-202, DGFT, H-Wing  
Udyog Bhawan,  
New Delhi-110011

## **7 OTHER TERMS AND CONDITONS:-**

7.1 The owner/manager of the 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.

7.2 No advance payment will be made in any case.

7.3 The contractor shall be responsible for behavior and conduct of it's workers. No worker with doubtful integrity or having bad record shall be engaged by the supplier.

7.4 **The brands quoted in the financial bid may be mentioned in the technical bid at Annexure-I.**

7.5 Bidders are requested to furnish photograph/ Catalogue of PA systems alongwith Technical bid.

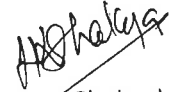
## 8 WARRANTY OF QUALITY AND QUANTITY OF PA SYSTEM

8.1 The awardees shall give warranty that all units of PA System are as per specification, conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.

8.2 Upon receipt of notice from department for defective material, the firm shall within 7 days of receipt of notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on the department for the replaced goods thereafter. If the firm fails to replace the defective items within a reasonable period, the department may proceed to take such remedial actions as may be necessary, at the company's risk and expense.

## 9 ARBITRATION

In the event of any question, dispute or difference arising between the department and the company in relation to any matter arising out of or connected with the manufacturing, packaging and delivery, job assigned to the firm execution under the contract agreement, the same shall be referred to the sole arbitration of an officer to be nominated by the JDG concerned. The decision of the arbitrator shall be final and binding on both the parties to the agreement.



(Harit Kumar Shakya)  
Foreign Trade Development Officer  
Ph. No. 23063451

Copy to:

1. EDI for placing the above contract on Web site of DGFT,
2. CPP Portal.

PROFORMA FOR TECHNICAL BID

To,

The Foreign Trade Development Officer  
Directorate General Of Foreign Trade  
Room No-202, Udyog Bhawan  
New Delhi-110011

Sub:- Procurement of branded PA system in DGFT(Hqrs).

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No. 18/7/2013-Genl. Dated 8<sup>th</sup> November, 2013. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : \_\_\_\_\_
2. Name of Proprietor/Director of Company/Firm Agency. : \_\_\_\_\_
3. Full Address of Reg. Office : \_\_\_\_\_  
Telephone No : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_
4. The details of the VAT/Sales tax Registration number . (Copy enclosed) : \_\_\_\_\_
5. Name of the organizations with similar contract : \_\_\_\_\_  
(Copies of contracts & Satisfactory certificates from concerned Departments/PSUs etc. is to be enclosed)
6. EMD details (Amount, Name of the Bank, Branch: \_\_\_\_\_  
DD date and No. etc.)
7. List of Document attached as para 2.1 : \_\_\_\_\_  
of Tender notice
8. Brand/Brands of PA system for which rates are : \_\_\_\_\_  
quoted in financial bid

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

PERFORMA FOR FINANCIAL BID

To,

The Foreign Trade Development Officer  
Directorate General Of Foreign Trade  
Room No-202, Udyog Bhawan  
New Delhi-110011

Sub:- Procurement of branded PA system in DGFT(Hqrs).

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No. 18/7/2013-Genl. Dated 8<sup>th</sup> November, 2013. The information regarding technical details as desired is as per following details:-

ITMES	UNIT REQUIRED	RATES EXCLUDING VAT FOR EACH BRAND
Controlling unit/Amplifier	2	
Chairman unit	2	
Recorder/secretary unit	2	
Delegate unit	26	
Cordless mike	2	
Speaker/column	4	
Wiring/fittings	As per actual	
Installation Charges	2 System	
Buy back rates of 2 Existing Systems		

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.