

F.No. 04/02/2014-Gen/ 1095  
Government of India  
Ministry of Commerce and Industry  
Directorate General of Foreign Trade  
Udyog Bhawan, New Delhi

Dated: 18<sup>th</sup> March, 2016

**Tender Notice**

Subject: Tender for supply of 'Hitachi Make Air Conditioners' at DGFT(Hqrs), Udyog Bhawan, New Delhi.

The Directorate General of Foreign Trade (DGFT) invites tenders for supply of 'Hitachi Make Air Conditioners' at DGFT(Hqrs.) as mentioned in the Performa for financial bid from reputed and authorized dealer of Hitachi Make Air Conditioner based in Delhi NCR. Interested firms are requested to send their tender. The last date for receipt of tender is **22<sup>nd</sup> March, 2016 by 3.00 P.M.** The tender in sealed cover superscribed "**Supply of 'Hitachi Make Air Conditioners' at DGFT(Hqrs.)**." should be addressed to the Foreign Trade Development Officer (General Section) Room No. 202, Udyog Bhawan, New Delhi. The quotation should be accompanied with an **EMD of Rs. 5,000/-** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi" without which the quotation will not be considered. The bids will be opened on 23rd March, 2016 at 3.30 P.M. Those tenderers who wish to be present, may do so at this office.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. The bid documents are to be submitted as per Annexure I & II. The quoted rate should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.

  
(Pradyumna Sahu)

Foreign Trade Development Officer

Tel. No: 23063451

FTDO(EDI), with the request to place the aforesaid notice on the website of the DGFT for wider publicity.

Copy to:

✓ Tender notice to be published in CPP portal.

### Terms and conditions

1. The Supply of items shall be made within 1 week from the award of tender.
2. If items are not supplied within 1 week from the date of award letter, penalty of Rs.500/- per working day shall be levied.
3. Penalty can also be imposed if the supplier violates any of the terms and conditions of the contract.
4. Under no circumstances, the rates mentioned in the tender shall be changed.
5. The Directorate reserves the right to cancel the supply order at any time without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. In case of any dispute, the decision of the Directorate shall be final.
6. The tender is not transferable.
7. No advance payment in any case would be made.
8. EMD of Rs.5000/- (Rupees Five thousand only) in the form of Demand Draft/Pay Order, from any scheduled commercial bank, payable in favour of the "Accounts Officer, CPAO, DGFT, New Delhi", must accompany the Bid. The Bid Security should be valid for 120 days. The tenders received without EMD/Bid Security will be rejected.
9. The unsuccessful bidders can collect their EMD within one month after finalization of the Tender.
10. The amount remitted towards Bid Security is liable to be forfeited if the bidder backs out from the offer after submission of the tender or after the acceptance of the offer by the department.
11. No interest will be paid by the department on the Bid Performance Security deposited/remitted.
12. In case the firm backs out of the supply order midstream, without explicit consent of the Directorate the firm will be liable to recovery of the higher rates.
13. In the event of any question, dispute or difference arising between the Directorate and the firm in relation to any matter arising out of or connected with the services/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 ADG concerned. The decision of the arbitration of an officer, to be nominated by ADG concerned, shall be final and binding on both the parties to the agreement.
14. All disputes arising out of the contract shall be subject to the jurisdiction of Delhi Court's only.
15. Payment will be made only after supply of items of required specification.
16. Tax would be deducted at source as per rules.
17. The firm should not have been blacklisted by any Govt. Department/Organisation.
18. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board of National Small Industries Corporation or Directorate of handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises.
19. The firm is required to supply items at Room No.202, H-Wing, DGFT, Udyog Bhavan, New Delhi. No extra payment would be made against transportation charges
20. The firm is also required to provide the catalogue 'Hitachi Make Air Conditioner' for selection alongwith bids.

**Annexure-I**

**PERFORMA FOR FINANCIAL BID**

To,

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

Sub:- Tender for supply of Hitachi Make Air Conditioners at DGFT(Hqrs.) regarding.

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.04/02/2014-Genl dated 17<sup>th</sup> March, 2015. The information regarding Financial details is as follows:-

Sl. No.	Description of items	Quantity	Rates (in Rs.) per AC	VAT (in Rs.)	Total cost (in Rs.) per AC
1	Hitachi Split Air Conditioner (1.5 Ton)	7			
2	Hitachi Split Air Conditioner (2 Ton)	2			
3	Hitachi Window Air Conditioner (1.5 Ton)	2			

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 Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

**Annexure-II**

**List of Documents to be enclosed with tender**

1. EMD of Rs. 5,000/- drawn in favour of "Accounts Officer, CPAO, DGFT, New Delhi."
2. Self Attested copy of PAN
3. Self Attested copy of VAT/Sale Tax Registration
4. Self attested copies of supply orders in Govt. Department during last 5 years.
5. Certificate/self declaration on Stamp Paper of Rs. 10/- that firm has never blacklisted by any Govt. Ministry/Department.
6. Proof of authorization being an authorized dealer of M/s. Hitachi.