

PART I – GENERAL INFORMATION

1. **Critical Dates.** The critical dates with respect to the Tender ref No 800/APS/Security Grills dt 09 Jan 2020.

Ser No	Item	Date	Time
(a)	Publishing Date	09 Jan 2020	
(b)	Document Downloading Start Date	12 Noon, 09 Jan 2020	
(c)	Seek Clarification Start Date	12 Noon, 09 Jan 2020	
(d)	Clarification End Date	12 Noon, 31 Jan 2020	
(e)	Bid Submission Start Date	1 PM, 09 Jan 2020	
(f)	Bid Submission End Date	2 PM, 31 Jan 2020	
(g)	Technical Bid Opening Date	01 Feb 2020	

2. **Manner of depositing the Bids.** Bidders are requested to peruse entire RFP documents carefully before submitting documents. No representation will be accepted for lack of any documents once technical board finalises the compliance report. The bids will be submitted in the following manner:-

(a) **Cover-I.** Cover-I will contain the **Technical Bids** consisting of following documents which shall be submitted physically in the sealed tender box by APS Bathinda on bid submission date.

(i) EMD document/Instrument **as applicable.**

(ii) RFP duly signed by vendor.

(iii) VAT 46 form /all tax clearance certificate from their tax assessing govt agency.

(iv) Tender Conditions Acceptance Certificate. (**Format** is attached as **Appendix 'A'** to this RFP).

(v) PAN No, CST/VAT/GSTIN/Regn No.

(vi) Clause by clause compliance of specifications certificates mentioned in Part II of the RFP.

(vii) The annual turnover of the firm should be minimum Rs thirty lakhs supported with Income Tax Return and duly audited balance sheet for last two years by authorised auditor.

(viii) Bidders should have executed job of similar nature. (Attach purchase order/supply order)

(ix) Warranty period offered on entire product (**Minimum 2 years for welding joints**). The panels will be repaired in situ within 24 hrs of raising of defect report.

(x) **Samples.**

(aa) Samples of panels must be provided by the bidder, by 31 Jan 2020 for technical evaluation to Principal, APS.

(ab) Submission of the sample is mandatory. The bidder will be disqualified if he fails to provide sample as mentioned above.

(ac) The cost of transportation of the sample to and from APS Bathinda, loc will be borne by bidder at his own risk and expenditure.

Company's Stamp/Seal

Signature_____

(Authorized Signature)

Date :

Name

- (ad) The sample will be over and above items to be provided in the Tender.
- (ae) The samples provided by bidder will be allowed to be taken back after min one month of opening of technical bid. In case technical bid is rejected and one month after supply order is placed.
- (af) The sample of the L1 bidder will be retained till completion of ATP.
- (ag) If the samples are not as per the design and specification, the bidder can be disqualified for commercial bid.

(xv) Model Electronic Clearing Service(ECS) Mandate (Format is attached as **Appendix 'B'** to this RFP).

(b) **Cover II.** Commercial bid in the form of 'BOQ' (Bill of Quantities) will be submitted as Cover – II as per specimen attached at **Annexure – I** to RFP.

3. **Time and Date for Opening of Technical Bids. (Date and time)** at 1200hrs on 01 Feb 2020 or other contingency such in non-open of tender (If due to any exigency, the due date for opening of the Bids are declared a closed holiday, or 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. **Location of the Tender Box.** "TENDER BOX" is in front office at APS, Bathinda. Physical tender will be accepted at APS Bathinda.

- (a) Physical receipt of specified document shall be mandatory prior to technical bid opening.
- (b) Non receipt of the documents as mentioned in Para 2 above physically in tender box shall render non acceptance of the technical bid.
- (c) **Only those document specified in the tender document and are found in the tender box will be opened.**
- (d) Specified documents (Bids) dropped in the wrong Tender Box will be rendered invalid.
- (e) No post-bid clarification on the initiative of the bidder will be entertained.

5. **Place of Opening of the Bids.** APS Bathinda or at designated place or as intimated by Presiding Officer/Accepting Officer.

6. **Opening of Two-Bid System (Technical and Commercial).** In case of the Two-bid system, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.

7. **Forwarding of Bids.** Bids should be forwarded by Bidders under their original memo / letter pad inter alia 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.

Company's Stamp/Seal

Signature_____

(Authorized Signature)

Date :

Name

8. **Clarification Regarding Contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14(fourteen) days prior to the date of opening of the bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid maybe withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
10. **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.
11. **Rejection of Bids.** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of Earnest Money Deposit (EMD). Conditional tenders will be rejected.
12. **Validity of Bids.** The Bids should remain valid till **180 days** from the date of opening of the Bids or as extended by the bidder.
13. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 5,000/-** along with their bids. 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 as per Form DPM-16 (Available in MoD website and can be provided on request). 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 Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself. 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.

Company's Stamp/Seal

Signature_____

(Authorized Signature)

Date :

Name