

**CHANDIGARH ADMINISTRATION  
POLICE DEPARTMENT**

LOGO

**E-TENDER DOCUMENT**

*FOR*

*“MISCELLANEOUS CONSUMABLES ITEMS”*

**CHANDIGARH ADMINISTRATION : POLICE DEPARTMENT**

**E-TENDER NOTICE**

**CHAPTER -1**

The e-tenders are, hereby, invited from the manufacturers/ authorized suppliers/ dealers/distributors/agents for the supply of Misc. Consumables Items to the Chandigarh Police.

1.	Start Date of e-tender	15.07.2017 at 9.00 AM
2.	Pre bid meeting (at PHQ Sector 9 Chandigarh)	21.07.2017 at 11.00 AM
3.	Start date of submission of e-tender	24.07.2017 at 9.00 AM
4.	Last date of submission	08.08.2017 upto 3.00 PM
5.	Date of Opening of e-tender	10.11.2017 at 04.00 PM

1. The Bid Document can be downloaded from the website <http://etenders.chd.nic/nicgep>.
2. All other terms and conditions, instructions to bidder regarding e-tendering process etc may kindly be seen from the detailed notice inviting tender (DNIT) available on the above noted website of Chandigarh Administration. The undersigned reserves the rights to reject any or all tenders without assigning any reasons.

**Director General of Police,  
Union Territory, Chandigarh.**

**CHECK LIST FOR ONLINE SUBMISSION OF BIDS**

1.	Whether copy of EMD of Rs.50000/- as submitted in original in physical form has been uploaded?	Yes/No
2.	Whether Non Black Listed Affidavit has been uploaded as per Annexure A?	Yes/No
3.	Whether copies of income tax returns of 2 Assessment years (2015-16 and 2016-17) uploaded.	Yes/No
4.	Whether copies of balance sheets duly audited by the Chartered Accountant for the year 2014-15 & 2015-16 has been uploaded.	Yes/No
5.	Name, address, contact, number, designation / capacity of person signing tender document.	Yes/No
6.	Whether proof of experience of having supplied similar material to any Govt. department of minimum value of Rs.10 lacs Board/ Corporation/ Organization during the last two years 2014-15, 2015-16.	Yes/No
7.	Whether copy of valid registration certificate of GST and copy of PAN card uploaded.	Yes/No
8.	Whether proof of signing authority in the shape of Power of Attorney / Decision of partnership of firms and decision of Board of Director of the Company in respect of individual signing the bid or other documents connected with the contract uploaded?	Yes/No

Dated :- \_\_\_\_\_ Full Name of the Bidder \_\_\_\_\_

Place :- \_\_\_\_\_ Signature of Bidder \_\_\_\_\_

## Chapter -2

### INSTRUCTIONS / TERMS AND CONDITIONS FOR THE TENDERER

1. The Bidders shall be to submit their bids online in Electronic Format Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on <http://etenders.chd.nic./nicgep>. On registration, they will be provided with a user ID and a system generated password enabling them to submit their bids online using Digital Signature Certificate (DSC).
2. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No Tender will be accepted in physical form and in case, it has been submitted in the physical form, it shall not consider and rejected out rightly.
3. Bids will be opened online as per time schedule mentioned in e-tender notice.
4. Bidders must ensure that self attested scanned copies of all the necessary documents as mentioned in Chapter 3 "Schedule of Requirement" of this tender document have been uploaded with the Bid, failing which, their bids may be out-rightly rejected and will not be considered.
5. The rates quoted by the tender shall be of all inclusive and F.O.R. at Chandigarh.
6. Subletting of contract is not allowed under any circumstances.
7. Police Department will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.
8. The details of EMD specified in the Tender documents should be the same as submitted online (scanned copy) otherwise tender will be rejected.
9. The conditional bids shall not be considered and may be out rightly rejected in very first instance.
10. The Financial bids through e-tendering of only those bidders shall be opened who will be declared qualify in the technical bid by the evaluation committee.
11. An affidavit as per specimen enclosed as **Annexure 'A'** should accompany the tender. The tenderer who has been Black-listed or his /her tenders/supply order have ever been cancelled or any legal proceedings have ever been initiated /

pending or any penalty has ever been levied on account of delay or non completion of order by any State/ UT/ Central Government, his/her tender will be out rightly rejected.

12. Downloading and submission of Tender will be done by e-tendering process through the website of Chandigarh Administration <http://etenders.chd.nic/in/nicgep>.
13. **EARNEST MONEY DEPOSIT (EMD):** The bidder should submit Earnest Money of Rs.50,000/- (Rs. Fifty thousand only) to be paid in the shape of FDR from any Scheduled Bank in favour of the Director General of Police, UT, Chandigarh. No Firm/Tenderer will be exempted from submission of EMD. The EMD deposited by the tenderer in respect of another similar tender will not be considered against this tender.

The EMD of unsuccessful tenders will be refunded immediately after finalization of the tender. No interest will be payable on EMD. The EMD will be forfeited, if the tenderer withdraws his /her bid after submission of the tender.

14. **Technical Bid :** The tenderer should submit scanned copies of documentary proof of eligibility as mentioned in Chapter 3 "Schedule of Requirement" of this tender document.
15. The financial Bid through e-tendering of only those bidders will be opened who qualify in the technical bid.
16. **Financial Bid :** The Financial Bid of Technical Responsive bidders shall only be opened and L-1 bidders shall be decided on the basis of each item wise lowest rate quoted by any of the bidder and the bidder, who have quoted maximum number of items in L-1 rate shall be given opportunity by the competent authority and ask him in writing to match L-1 price of other items quoted by him in comparison of other bidders, where his quote has not found L-1.
17. The bid shall not contain corrections, erasures or over writing.
18. Tender received through e-tendering shall be opened online as per schedule given in Tender Notice in presence of tenderer or his /her authorized representative, if they wish to be present. In the event of the date of receipt or opening of Tender being declared a holiday, the due date of receipt / opening of the tender will be the next working day at the same hours.
19. Tender is non transferable.

20. The Department reserves the right to inspect the original documents as submitted online in respect of any of the bidders.
21. All matters and disputes arising out of this contract will be subject to the jurisdiction of the Courts located at Chandigarh.
22. Both technical bid and financial bid are required to be submitted online.
23. In case of any breach of this condition, the contract shall be liable to be cancelled and further penalty shall be imposed. The Director General of Police shall decide the amount of penalty depending on the gravity of breach of terms and conditions of the contract depending on their revenue implications.
24. The Director General of Police shall disqualify, the tenderer who fails to meet one or more of the pre-qualification conditions mentioned in the 'Schedule of Requirements in Chapter 3. The financial bid of the tenderer who has been disqualified of the technical stage will not be opened.
25. The successful bidder shall require to furnish a security deposit of Rs.1,00,000/- within 15 days from the award of work order in the shape of FDR and shall valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty obligations.
26. No advance payment shall be made under any circumstances. However the payment will be made on submission of the bills duly verified by the concerned branches / units having their PIS Number on the bills.
27. In case the supplier fails to comply and fulfill the conditions of the agreement and or defaults in supplying the articles as per the specifications or fails to furnish the services as per the agreement, the Director General of Police, UT, Chandigarh shall be at liberty to forfeit the security deposit without serving any notice.
28. All the bidders who will be declared technically qualified are required to arrange sample inspection at their expense to check the shade/tone, make, feel, finish and workmanship of the articles offered in the technical bid.
29. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the Letter of

Award (LOA). The contract may be extendable year to year basis (subject to a maximum period of 05 years), on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.

30. The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items or minimum 60% of items as per the specifications laid down in Financial Bid. The offer of Tenderers quoting rates for less than 60% items shall not be entertained.
31. Any Legal dispute out of this tender shall be subject to jurisdiction of Union Territory, Chandigarh only.
32. Any dispute, controversy or claims arising out of or relating to this tender or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996. The Director General of Police shall be Arbitrator.
33. The place of arbitration shall be at Union Territory, Chandigarh and any award whether interim or final, shall be binding on the parties.
34. The arbitral procedure shall be conducted in English language and any award or awards shall be rendered in English. The procedural law of the arbitration shall be Indian Law.

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**Annexure 'A'**

(To be furnished on non-judicial stamp paper duly attested by the Executive Magistrate / Notary Public)

**AFFIDAVIT**

I/WE/M/s \_\_\_\_\_ are registered as supplier firm named M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ do hereby declare and solemnly affirm that I/WE have not been Black listed, nor mine/our Tenders or Orders have ever been cancelled by any State/UT/Central Government/ Board/Corporation/ Organization or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated / pending or any penalty has ever been levied due to delay of non completion of order by any State/UT/Central Government/ Board/Corporation/ Organization or by any authority.

Place :- \_\_\_\_\_

Deponent

Dated :- \_\_\_\_\_

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place :- \_\_\_\_\_

Deponent

Dated :- \_\_\_\_\_



## SCHEDULE OF REQUIREMENTS

### Chapter – 3

Offer will be uploaded on-line in two cover under Details containing:-

- (1) Cover titled as "Technical Bid/Pre-qualification bid" should contain the Self attested scanned copies of :
  - i) Copy of the Earnest money of Rs.50,000/- (Rupees Fifty thousand only) as submitted in original in physical form in the shape mentioned in Clause 13 of Chapter 2.
  - ii) Copy of income tax returns for the Assessment years 2015-16 and 2016-17.
  - iii) Copies of balance sheets for the years 2015-16 and 2016-17 duly audited by the Chartered Accountant.
  - iv) Copy of valid registration certificate under VAT/CST/GST Act and copy of PAN card.
  - v) Name, address, contact number, designation / capacity of person signing tender document on plain paper.
  - vi) An affidavit of Non blacklisting as per Annexure –A.
  - vii) Proof of experience of having supplied similar material to any Govt. department of minimum value of Rs.10 lacs Board/ Corporation/ Organization during the last two years 2014-15, 2015-16.
  - viii) Individual signing the bid or other documents connected with the contract shall submit the proof of signing authority in the shape of Power of Attorney / Decision of partnership of firms and decision of Board of Director of the Company:
    - a) A sole proprietor of the firm or constituted attorney of sole proprietor.
    - b) A partner of the firm, in which case he must have authority to represent for arbitration of disputes concerning the business of the partnership firm either by virtue of the partnership agreement or power of attorney or constituted attorney of the firm.
    - c) In case of (b) above, a copy of the partnership agreement or general power of attorney, in either case, attested by a Notary Public, or affidavit on stamp paper of all partners admitting

execution of the partnership agreement or the General Power of Attorney should be furnished.

- d) In case of partnership firms, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner of the firm. A person signing the letter form or any other documents forming the part of the contract on behalf of another shall be deemed to be warranty that he has authority to sign, such documents and if, on enquiry it appears that the person has no authority to do so, the Department may, without prejudice to other civil and criminal remedies, cancel the contract and make or authorize execution of contract/ intended contract at the risk and cost of such person and hold the signatory liable to the Department for all cost and damages arising from the cancellation of the contract including any loss which the Department may have on account of execution of contract / intended contract.

The financial bid of only those bidders will be opened who qualify in the technical bid.

**NOTE:- All the above mentioned documents are essential to upload on-line to qualify at Technical Bid Stage. The bidders are also required to send in physical form original EMD as per the time schedule mentioned in the tender notice.**

- (2) Second Cover titled as "Financial Bid" shall consist of –  
(a) Price Schedule

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**CHAPTER – 4**

**Financial Bid**

**RATE CONTRACT FOR SUPPLY OF MISC. CONSUMABLES ITEMS TO  
CHANDIGARH POLICE**

<b>Sr.No.</b>	<b>Description of items</b>	<b>Quoted price inclusive all taxes</b>
1.	Glass Cleaner	
2.	Room Freshener	
3.	Wall Clock	
4.	<b>Dustbin (Plastic)</b>	
	Small	
	Large	
5.	<b>Dustbin (Steel)</b>	
	Small	
	Large	
6.	Duracell (AA)	
7.	Duracell (AAA)	
8.	Leather Pen Stand	
9.	Ordinary Pen Stand	
10.	<b>Stick Notes</b>	
	2' x 3"	
	3' x 3"	
	3' x 4"	
11.	Pocket Dairy	
12.	Plastic Jug	
13.	<b>Electric Kettle (Milton)</b>	
	1 Litre	
	2 Litre	
14.	<b>Thermos (Milton)</b>	
	1 Litre	
	2 Litre	
15.	Duster (medium size) 24x24	
16.	Liquid Handwash 250 ML	
17.	Sketch Pen pkt	
18.	<b>Pen :-</b>	
	Baoke	
	Add Gel (Diamond Roller)	
	V-signature,	
19.	Cup set (normal)	
20.	Cup set (superior for officers)	
21.	<b>Water Glasses (superior) :-</b>	
	Small	
	Medium	
	Large	
22.	Water glasses (normal)	
23.	<b>Water Camper (Milton)</b>	
	05 litre	
	10 litre	
	15 litre	
	20 litre	
24.	Mosquito Repellant	
25.	Mosquito Repellant with machine	

26.	Mosquito Repellant Refill	
27.	Big Scale	
28.	<b>Line Register</b>	
	200 pages	
	500 pages	
29.	<b>Stock Register</b>	
	200 pages	
	500 pages	
	& above	
30.	Line paper (DFS size)	
31.	Sharpener	
32.	Big Stapler HP-45	
33.	Correction Tape	
34.	<b>Fevicol</b>	
	Medium	
	Large	
35.	Duster (Yellow)	
36.	Remote Bell	
37.	Hand Towel	
38.	Large Towel	
39.	<b>Cup Coaster :-</b>	
	Plastic	
	Wooden	
	Steel	
40.	DAK folder (as per specimen)	
41.	<b>Spring files</b>	
	A-4	
	Legal	
42.	<b>Ring File</b>	
	A-4	
	Legal	
43.	Double sided tape (small)	
44.	<b>Self Inking Stamps</b>	
	Small size	
	Medium size	
	Big size	
45.	Name Plate	
46.	<b>Table Top</b>	
	Normal	
	Big	
47.	<b>Tissue Paper Box</b>	
	Normal	
	Superior	
48.	<b>Engagement stand</b>	
	A-4	
	Legal	
49.	<b>Fevi quick</b>	
	Small	
	Big	
50.	Air freshener machine with Airwick refill	
51.	<b>Rubber band (kg)</b>	
	Small	
	Medium	
52.	<b>Washing Powder for toilet cleaning purpose</b>	

	1 Kg	
	2 Kg	
53.	<b>Phenyol</b>	
	2 ltr	
	5 ltr	
54.	Acid Bottle for toilet – 01 litre	
55.	Big Pochha	
56.	Small Pochha	
57.	<b>Toilet Cleaner</b>	
	Small	
	Medium	
	Large	
58.	<b>Broom</b>	
	Small	
	Large	
59.	Toilet Bowls per packet	
60.	<b>Toilet cleaning brush</b>	
	Small	
	Medium	

From

The Director General of Police,  
Union Territory, Sector 9,  
Chandigarh.

To

The Director Public Relations,  
Chandigarh Administration,  
Chandigarh.

Memo No. \_\_\_\_\_/SK/2017

Dated, Chandigarh the

Sub:- Issue of e-tender notice of Rate Contract of Misc. Consumables Items.

Enclosed please find herewith 4 copies of e-tender notice for rate contract of Misc. Consumables Items for its publication in 02 Nos leading Hindi Newspapers and 02 Nos English Newspapers including Indian Trade Journal on **15.07.2017 (Saturday)**.

**for Superintendent (Proc.)  
Director General of Police,  
U.T., Chandigarh**

Endst No. \_\_\_\_\_/SK/2017 Dated, Chandigarh the

A copy of the above is forwarded to the Nodal Officer (e-tendering), Computer Section (PHQ) for putting the same on the website of Chandigarh Administration for e-tendering.

**for Superintendent (Proc.)  
Director General of Police,  
U.T., Chandigarh**

**CHANDIGARH ADMINISTRATION  
POLICE DEPARTMENT**

**e-TENDER NOTICE**

Chandigarh Police invites offers through e-Tendering for Rate Contract of Miscellaneous Consumables Items under two bid system i.e. Pre-qualification Bid and Financial Bid. The detailed e-tender documents are available on the website of Chandigarh Administration i.e. <http://etenders.chd.nic.in> for online participation.

**Key Dates**

1.	Start Date of e-tender	15.07.2017 at 9.00 AM
2.	Pre bid meeting (at PHQ Sector 9 Chandigarh)	21.07.2017 at 11.00 AM
3.	Start date of submission of e-tender	24.07.2017 at 9.00 AM
4.	Last date of submission	08.08.2017 upto 3.00 PM
5.	Date of Opening of e-tender	10.11.2017 at 04.00 PM

The amount of Earnest Money i.e. **Rs.50,000/- (Rs. Fifty thousand only)** to be submitted in the shape of **FDR** issued by any scheduled Bank in favour of **“Director General of Police, Union Territory, Chandigarh”** alongwith non-blacklisting affidavit may be deposited in **Tender Box No. 08**, Ground Floor, Police Headquarters, Sector 9, Chandigarh upto **03.00 PM by 08.08.2017**.

**Director General of Police,  
Union Territory, Sector 9,  
Chandigarh**