



National Power Training Institute

**An ISO 9001: 2000 & ISO 14001: 2004 Organisation
(Ministry of Power, Govt. of India)**

TENDER DOCUMENT

RATE CONTRACT FOR SUPPLY OF EXECUTIVE BAGS

Tender Enquiry No. NPTI/CO/Purch/T-3/Bags/2012

Dt.

**NPTI Complex, Sector-33, Faridabad – 121 003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website : www.npti.in**

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SECTION-1
LETTER OF INVITATION

LETTER OF INVITATION

Tender Enquiry No. NPTI/CO/Purch/T-3/Bags/2012/

Dated:

To

Subject: Supply of Executive bags at NPTI (Corporate Office), Faridabad – reg.

Dear Sir,

1. National Power Training Institute, (hereinafter called “NPTI”), is a National Apex Body of the Govt. of India, Ministry of Power. NPTI invites bids for Supply of Executive bags at NPTI (Corporate Office), Faridabad.
2. The tender document include the followings:
Section 1 - Letter of Invitation
Section 2 - Notice Inviting Tender
Section 3 - Instruction to Bidders
Section 4 - Job Specification & Scope of work
Section 5 – General Particulars of Bidders & Financial bid
3. The Bid shall be received in NPTI (Corporate Office), Faridabad up to 3.00 PM on 24.08.2012 and shall be opened on the same day at 4.00 PM in the presence of bidders, who choose to be present.

Thanking You

Yours faithfully

(S.N.Pandey)
Deputy Director (Purchase)
Phone No: 0129-2275448
Fax No: 0129-2277412
E-mail: snpandey@npti.in

SECTION-2
NOTICE INVITING TENDER

NOTICE INVITING TENDER

NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121 003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website: www.npti.in

DOMESTIC COMPETITIVE BIDDING (Through call of open Tenders)

Tender Enquiry No. NPTI/CO/Purch/T-3/Bags/2012/
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Dated :

Name of Work	Contract For Supply of Executive Bags at NPTI (CO), Faridabad.
Estimated Value of the work	₹5.00 Lakhs
EMD	₹5,000/-
Date of Issue of tender Document	23.07.2012
Last Date & Time for receipt of Bid	24.08.2012 up to 3.00 PM
Time and Date of Opening of Bid	24.08.2012 at 4.00 PM
Place of Opening of Bid	Board Room in Institute Building, NPTI, Faridabad
Officers from whom the Tender documents can be obtained	Dy. Director (Purchase), NPTI (CO), Faridabad
To whom the Tender documents can be submitted	Bids shall be sent to Dy. Director (Purchase) NPTI (CO), Faridabad or may be dropped in the Tender Box within due date and time
Cost of Tender	₹500/- (not refundable)
Tenders addressed to	Dy. Director (Purchase), NPTI (CO), Sector – 33, Faridabad.

Note:

- 1.(a). The bid documents can be obtained from Dy. Director (Purchase), NPTI (CO), Sector – 33, Faridabad, from 23.07.2012 to 24.08.2012 on working days on payment of ₹500/- towards the cost of bid documents, payable through Demand Draft/Bankers Cheque / or by Cash deposited in Accounts Section.

- 1.(b). The bid documents can be downloaded from NPTI's website www.npti.in / www.tenders.gov.in and in such case, the bidder should enclose Demand Draft/ Bankers Cheque amounting to ₹500/- (Five Hundred only) towards cost of bid documents and submit the same along with EMD in the envelope subscribed as "Pre Qualification Bid".
- 1.(c). The Demand Draft / Bankers Cheque is to be drawn in favour of National Power Training Institute, payable at Faridabad

Dy. Director (Purchase)
National Power Training Institute (CO)
Sector- 33, Faridabad
Haryana-121003

SECTION-3
INSTRUCTION TO BIDDERS

INSTRUCTION TO BIDDERS

1. Incomplete and/or ambiguous and/or bids submitted late are liable to be summarily rejected and shall not be considered in any case.
2. The authorized signatory must put his signature along with rubber-stamp on each page of the bid document as an acceptance of the terms and conditions and submit the same along with the bid. In case of non-compliance, the bid is liable to be ignored/summarily rejected.
3. The offers should be valid for six months from the date of opening of bid.
4. The bidders should indicate the location details of their offices with their contact address, telephone numbers, e-mail address, fax number etc.
5. NPTI reserves the right to reject any or all the bids without giving any reason/notice to the bidders.
6. Postal delay or loss of bid in transit will not be the responsibility of this office.
7. Telegraphic or Telex/Fax offers will not be considered.
8. The lowest bidder shall not have any right for award of the order. NPTI reserves the right of awarding the order to any of the firm keeping their merits/demerits in mind.
9. Settlement of dispute by Arbitration: Except where otherwise provided in the order, all questions and disputes relating to the meaning of the specifications, claim of things whatsoever, in any way arising out of the work relating to the order, or the execution, or failure to execute the same whether arising during the progress of the order or after the completion or abandonment thereof shall be The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
10. Earnest Money of ₹5,000/- shall be accepted in the form of Bank Draft only drawn in favor of NPTI payable at Faridabad. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity. The EMD of unsuccessful bidders shall be returned after the acceptance of the Purchase Order by the successful bidder. The EMD may be forfeited if the bidder withdraws his bid during the period of validity specified by the bidder on the bid form, or in the case of successful bidder, if the bidder fails to deposit the Security Deposit as Contract Performance Guarantee (CPG) within the stipulated time limit.

11. The successful bidder shall submit ₹10,000/- as security deposit towards Contract Performance Guarantee (CPG) and no interest thereon shall be payable.
12. No change/correction is allowed in tender in any case after the submission of tender form in the office.
13. Samples of the bags can be seen at NPTI (National Power Training Institute) Sector-33, Faridabad.
14. In case of any deviation in the specification of the bags, it will be subjected to rejection of whole supply at the risk of the contractor.
15. The quantity of executive bags may increase or decrease as per requirement.
16. NPTI reserves the right to forfeit part or whole of the security deposit if the supplier fails to supply within the prescribed period or in accordance with the specification and samples or there is any breach of the terms of the contract on the part of the supplier.
17. The rates quoted shall be valid for two years extendable for further one year on mutual agreement.
18. Liquidated damages may be imposed by the Competent Authority at ½ % per week of delay subject to a maximum of 5% on short and late supply or as deemed fit.
19. Bill in duplicates should be submitted for payment and payment will be released within one month after the submission of bill at NPTI and no advance payment shall be made.
20. NPTI shall empanel three bidders for supply of these bags.
21. The jurisdiction for all kind of disputes will be Faridabad.

Section-4

SPECIFICATIONS AND SCOPE OF WORK

SPECIFICATIONS AND SCOPE OF WORK

1. **Material:** Leatherride Rexine foam and fine quality of inner cloth.
2. **Material Colour:** Black/Brown
3. **Sizes:** Size of the bag is Length – 16 inches, Height - 11.75 inches, Thickness – atleast 5 inches (after opening of the bag) at the base having atleast the following number of pockets.
 - a) Two main pockets size 16 inches x 11.75 inches containing good quality chain and zippers at top.
 - b) One small pocket with Zip in front.
 - c) Durable and adjustable shoulder straps with 58 inches length, 1.6 inches breadth with Chrome plated/Anodised metallic Connector.
 - d) Handle straps with 18.8 inches length, 1.5 inches breadth.

Sample of bag can be seen in our office on any working day.

Section-5

GENERAL PARTICULARS OF BIDDERS AND
FINANCIAL BID

BID SUBMISSION FORM

[Date]

From: [Name, address and telephone nos. of the bidder]

To
The Deputy Director (Purchase)
National Power Training Institute
NPTI Complex, Sector –33, Faridabad – 121 003
Tel: 0129-2275448, Telefax: 0129-2277412
Website: www.npti.in

Subject: Submission of Bid for Supply of Executive bags at NPTI (CO), Faridabad against your Tender Enquiry No.: NPTI/CO/Purch/T-3/Bags/ 2012 - reg.

Sir,

We, the undersigned, are submitting our Bid for Supply of Executive bags at NPTI (CO), Faridabad in accordance with your Tender Enquiry No. NPTI/CO/Purch/T-3/Bags/2012. We are hereby submitting our bid, in a sealed envelope.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation or false information / documentation contained in it may lead to our disqualification.

We accept all the terms and conditions of this tender document and we are not deviating from your terms and conditions. Our bid is binding upon us. We understand you are not bound to accept any bid you receive.

Yours sincerely

Authorized Signature [*In full and initials*]:
Name and Title of Signatory:
Name of Bidder:
Address:
Telephone (Office):
Telephone (Mobile):
Fax:
Email:

GENERAL PARTICULARS OF THE BIDDERS

Sl. No.	General particulars of the Agency	Details to be filled up by the bidder
1.	(a) Name of the Agency	
	(b) Type—Individual/Partnership/Public limited/Pvt. Ltd (Please enclose copy of Memorandum/Articles of Association/Registration with Govt. Department)	
	(c) Regd. Address	
	(d) Address of Office at Delhi / NCR	
	(e) Contact Person's i) Name & Designation ii) Tel. No. Landline / Mobile iii) Email ID	
2.	PAN/GIR No. (Please enclose photo copy)	
3.	Sales Tax Regn. No. (Please enclose photocopy)	
4.	Earnest Money Details : Amount Rs. / DD No. / Date / Bank	
5.	Cost of Tender documents (as applicable) (Please refer note mentioned in NIT, Section-2)	

Signatures of authorized person: _____

Name: _____

Designation: _____

Seal: _____

Financial Bid

Sl. No	Item name	Detailed Specifications	Rate per bag (A)	Tax (B)	Total (C=A+B)
1.	Executive Bag	Specifications as per tender document.			

Signatures of authorized signatory: _____

Name of the Agency: _____

Address: _____

Seal: _____

Date: _____

Place: _____