



National Power Training Institute

**An ISO 9001: 2008 & 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-39/Bags/2016

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-39/Bags/2016/

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 2.30 PM on 08.03.2016 and shall be opened on the same day at 3.00 PM in the presence of bidders, who choose to be present.

Thanking You

Yours faithfully

(S.N. Pandey)
A.P. (Purchase)
Tele Fax No: 0129-2275448
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-39/Bags/2016/

Dated:

Name of Work	Contract For Supply of Executive Bags at NPTI (CO), Faridabad.
Estimated Value of the work	Rs. 5.00 Lakhs
EMD	Rs. 10000/-
Date of Issue of tender Document	18.02.2016
Last Date & Time for receipt of Bid	08.03.2016 up to 2.30 PM
Time and Date of Opening of Bid	08.03.2016 at 3.00 PM
Place of Opening of Bid	Board Room in Institute Building, NPTI, Faridabad
Officers from whom the Tender documents can be obtained	A.P. (Purchase), NPTI, Faridabad
To whom the Tender documents can be submitted	Bids shall be sent to A.P. (Purchase) NPTI (CO), Faridabad or to be dropped in Tender Box kept in the office of Dy. Director (Admn.) of NPTI (CO), Sector-33, Faridabad within due date and time
Cost of Tender	Rs. 500/- (non refundable)
Tenders addressed to	A.P. (Purchase), NPTI, Sector – 33, Faridabad

Note:

- 1(a) The bid documents can be obtained from A.P. (Purchase), NPTI (Corporate Office), Faridabad from 18.02.2016 to 08.03.2016 on working days on payment of Rs.500/- towards the cost of bid documents, payable through Demand Draft/Bankers Cheque / or by Cash deposited to Accounts Section.

- 1(b) The bid documents can be downloaded from NPTI's website www.npti.in and www.tenders.gov.in / www.eprocure.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 superscribed 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.

(S.N. Pandey)
A.P. (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. Fax / e-mail 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 referred to the sole arbitrator. 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 Rs. 10000/- 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 Rs. 20000/- as security deposit towards Contract Performance Guarantee (CPG), within 15 days of placing LOI / LOA on the bidder valid for the contract period 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. **Evaluation of Bid & Award of Contract**
 - (i) The sample of bags and certificate folder shall be evaluated as per the specifications given in the scope of work.
 - (ii) The financial bids of only such agencies, whose sample meets the specifications shall be opened.
 - (iii) The letter of award shall be issued to technically and commercially responsive lowest evaluated bidder. A comparative statement of rates quoted by all bidders shall be made and thereafter the second lowest agency shall be asked to match the lowest rate. Any such agency who does not agree to the lowest rate shall not be considered and chance will be offered to the next bidder in sequence.
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 duplicate 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 two agencies for supply of 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
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

Ref. No

Dated:

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

To,
A.P. (Purchase)
NPTI, Corporate Office
Sector – 33, Faridabad
Haryana

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

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/TE-39/Bags/2016. We are hereby submitting our bid.

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

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Printer] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

**Encl: Annexure-1: General Particulars of Bidders
Annexure-2: Financial Bid**

Annexure-1

General Particulars of the Bidders

Sr. No.	Particulars	Details to be filled up by the Bidder
1.	Name of Agency	
2.	Name of Contact Person of the Agency	
3.	Designation of the Contact Person of the Agency	
4.	The Sales Tax / VAT Registration No. of the Firm / Agency	TIN Reg. No _____ (Copy of certificate attached Yes/No)
5.	The PAN No. of the Firm / Agency	PAN No _____ (Copy of certificate attached Yes/No)
6.	Contact details of Contact Person of the Agency	
	(i). Mobile Number	
	(ii). Landline Number	
	(iii). Fax Number	
	(iv). Email Address	
7.	Details of EMD	
	i) DD / BG No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank	
8.	Details of Cost of Bid Document	
	i) DD / Cash receipt No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank (in case of DD)	

Signatures of authorized person: _____

Name: _____

Designation: _____

Seal:

Annexure-2

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: _____