

No. D-11011/44/2008 DWS-II
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

8th floor, Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi- 110003
Dated August 25, 2008

M/s. _____

Subject: - Invitation to Tender for manufactures and supply of mementos and citations for “Nirmal Gram Puraskar 2008”

Dear Sir,

THE UNDERSIGNED IS DIRECTED TO INVITE SEALED TENDERS ON BEHALF OF THE PRESIDENT OF INDIA FOR MANUFACTURE AND SUPPLY OF MEMENTOS AND CITATIONS FOR NIRMAL GRAM PURASKAR, 2008 FROM REPUTED MANUFACTURES AS PER THE FOLLOWING BRIEF DESCRIPTION:-

Item No.	Description	
1.	STAR SHAPED SOLID “A” GRADE BRASS MEMENTOS HAVING HOLLOW ROUND SHAPED CENTER TO BE MADE OF 20 GAUZE BRASS PLATES DEPICTING MAHATMA GANDHI ON ONE SIDE AND LOGO OF SANITATION ON THE OTHER SIDE BY THE COMICAL ETCHING PROCESS COMPLETE AS PER THE DETAIL MENTIONED IN ARTWORK/SPECIFICATION ENCLOSED IN THE SCHEDULE TO THE TENDER. THE MEMENTOS WILL BE PVC GOLD PLATED (80 MICRONS) WITH “A” GRADE BLACK SOLID ACRYLIC BASE HAVING LOGO OF GOVERNMENT, THE NAME OF THE PURASKAR AND THAT OF THE PANCHAYAT RECEIVING AWARD LASER PRINTED IN GOLD COLOR IN HINDI ON ONE SIDE AND ENGLISH ON THE OTHER SIDE. DETAILS ARTWORK AND RELATED INFORMATION AVAILABLE IN THE TENDER PAPERS SIZEWISE QUANTITIES ARE AS UNDER:-	
	Size of Brass Trophy	Qty in Nos.
	17.5 x 14.5cms	12000*
	20.0 x 16.5cms	100*
	22.5 x 18.5cms	10*
2.	CITATIONS DULY PRINTED IN ROLLER FORM MADE OF TYVEK SHEET AS PER SPECN 1082 D OF DUPONT INDIA IN SIZE 25X40CMS WITH WOODEN RODS AT ENDS AND HAVING ARRANGEMENT FOR WALL HANGING DULY PACKED IN A CARD BOX AND KEPT ALONGSIDE WITH CORRESPONDING MARCHING TROPHY QUANTITY 12000* Nos.	
	<ul style="list-style-type: none"> • The purchase reserves the rights to alter the quantities by plus/minus 25% 	

Detailed Artwork/specifications and packing & marking, other terms& conditions are as per the schedule to the Tender Enquiry.

OTHER IMPORTANT INFORMATION IS AS UNDER

- 1) Date by which the mementos ad citations are required: by 05.10.2008 at Pune (Maharashtra), 12.10.2008 at Hissar (Haryana), and 15.10.2008 Guwahati (Assam) without fail.
- 2) Terms of delivery: FOR destination

- 3) Cost of Tender Document Rs. 1000/- (Rupees One Thousand Only)
- 4) **Tender documents can be obtained from the Under Secretary (Admn) or Section Officer (Admn), 8th floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi. By paying tender fee of Rs. 1000/- (Rupees One Thousand Only) through a Demand Draft drawn in favour of DDO (Cash), Ministry of Rural Development, New Delhi. Tender shall be sold till 05.09.2008 at 01pm (from 11 am to 5pm) on all working days. Tenders will be received till 4pm 08.09.2008 . Technical bids will be opened the 08.09.2008 at 5pm in presence of the tenderers who may wish to participate. Subsequently, price bids of those offers which are technically & commercially acceptable will be opened for which such firms shall be informed separately. Venue of Tender Opening: Office premises of the Department.**
- 5) Proto-type samples of the memento and the citation are available with Under Secretary (Admn)/ Section Officer (Admn) for pre-inspection of tenderers, if they so desire.
- 6) Prices quoted should be on firm and final basis.
- 7) Tender samples of the Mementos and the citations are required to be submitted along with the tenders. Tenders without the advance sample shall be ignored summarily.
- 8) The tenders are invited under the two bid system. Details regarding this are as per the tender enquiry.
- 9) Quotations by telex, cable or fax will be rejected summarily.
- 10) Please note the following important information:-
- 11) EMD@5% (can be deposit in form of DD or bank guarantee) of the quoted tender value is required to be furnished along with the tender.
- 12) The successful tenderers would have to furnish Performance Security @10%of the contract amount.
- 13) Firms whose average annual turnover during last 3 years is less than Rs.2 crores need not participate.
- 14) For details, please refer to detailed tender documents/ website of the Department i.e. www.ddws.nic.in
- 15) The tenderers are required to quote for both the items for facilitation of co-relation of Memento and Citation.

Tender documents can be downloaded from the website but the tender documents so down loaded should be sent along with a demand draft of Rs. 1000/- (Rupees One Thousand Only) in favour of DDO (Cash), Ministry of Rural Development, New Delhi.

Yours faithfully

Sd-

(K. Narayana Reddy)

Under Secretary to the Govt. of India

Telefax:- (011)24364780

Source : <http://ddws.gov.in/tenders.asp>

TENDER ENQUIRY**Schedule to Tender**

No. 11011/44/208 DWS-II
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

8th -9th floor, B-1 Wing, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

PRICE PER TENDER SET : **Rs.1000/- (Rupees One Thousand Only)**
EARNEST MONEY REQUIRED : **@5% of the quoted value.**

(Tenders Are Advertised To Go Through The Earnest Money Clause Attached With This Tender Enquiry Carefully Before Filling The Tenders.)

Tender set is not transferable

Last Date and time of receipt of tender : till 4pm on 05.09.2008.

Time and date of Opening of Tender : 5pm on 08.09.2008.

The tender shall remain open for acceptance till : **60 days from the date of opening of store which are required by the purchaser**

S. No.	Description			
1.	STAR SHAPED SOLID "A" GRADE BRASS MEMENTOS HAVING HOLLOW ROUND SHAPED CENTER TO BE MADE OF 20 GAUZE BRASS PLATES DEPICTING MAHATMA GANDHI ON ONE SIDE AND LOGO OF SANITATION ON THE OTHER SIDE BY THE COMICAL ETCHING PROCESS COMPLETE AS PER THE DETAIL MENTIONED IN ARTWORK/SPECIFICATION ENCLOSED IN THE SCHEDULE TO THE TENDER. THE MEMENTOS WILL BE PVC GOLD PLATED (80 MICRONS) WITH "A" GRADE BLACK SOLID ACRYLIC BASE HAVING LOGO OF GOVERNMENT, THE NAME OF THE PURASKAR AND THAT OF THE PANCHAYAT RECEIVING AWARD LASER PRINTED IN GOLD COLOR IN HINDI ON ONE SIDE AND ENGLISH ON THE OTHER SIDE. DETAILS ARTWORK AND RELATED INFORMATION AVAILABLE IN THE TENDER PAPERS SIZEWISE QUANTITIES ARE AS UNDER:-			
	Size of Brass Trophy	Unit	Qty in Nos.	Rate per No. (Rs)
	17.5 x 14.5cms		12000*	
	20.0 x 16.5cms		100*	
	22.5 x 18.5cms		10*	
2.	CITATIONS DULY PRINTED IN ROLLER FORM MADE OF TYVEK SHEET AS PER SPECN 1082 D OF DUPONT INDIA WITH WOODEN RODS AT ENDS AND HAVING ARRANGEMENT FOR WALL HANGING DULY PACKED IN A CARD BOX AND KEPT ALONGSIDE WITH CORRESPONDING MARCHING TROPHY (Size 25 x 40cms)			
			12000*	

- The purchase reserves the rights to alter the quantities by plus/minus 25%

Signature of Tenderer

TECHNICAL DETAILS AND SPECIFICATIONS:

As per annexure I (page 1 to 9 for mementos)

As per annexure II (Page 10 for Citation)

Note1: All Tender documents attached with this invitation to tender are sacrosanct for conceding any offer as complete offer. It is therefore important that all tender documents duly completed and signed on each page are returned with your offer. Incomplete, vague, telegraphic, telex or quotations sent by fax shall be summarily rejected.

2. The tenderers are required to quote for both the items for facilitation of co-relation of Memento and citation.

- 2 (i) Firms submitting tenders by hand should drop their sealed tenders in the Tender Box placed on 8th floor, B-1 wing, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003
 - (ii) In case of any difficulty in submission of tender bidders should contact Under Secretary, (Admn) (Tel. 24364780) or Section Officer (Admn) (Tel. No. 24364114). Advance sample duly sealed can be handed over to the Under Secretary/ Section Officer (General) and Confirmation indicated in Technical bid.
 - (iii) The Department will not be responsible for missing or late tenders.
 - (iv) Firms sending tenders by post should address the envelopes to The Under Secretary (Admn) Department of Drinking Water Supply, 8th floor, B-1 Wing, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.-110003
 - (v) Those firms who download the complete tender set from website of the Department are required to submit cost of tender set through Bank Draft/Banker's Cheque drawn in favour of the DDO (Cash), Ministry of Rural Development, Krishi Bhawan, New Delhi- 110001. Tenders submitted without paying the cost, with incomplete documents or without the tender sample or are vague will be summarily rejected.
3. The Tenderers should submit the Tender in Two Bid Systems i.e. the Tenderers should give the financial bids in a separate sealed cover and confirms technical bids as per tender documents supported with other relevant confirmations/documents etc. in another separate sealed cover. Both the above mentioned covers should be sealed separately and thereafter kept in a third cover and again sealed. This cover should also be super-subscribed with the Tender No. stores and date of Tender opening. The composite bid i.e. rates indicated in the Technical bid openly in Tender is liable to be ignored. Only the first cover i.e. Technical bid shall be opened on the date of tender opening. Price bids of only those offers which will be technically acceptable will be opened for which the firms will be informed separately. Advance sample of memento and citation shall be required to be submitted by 4 pm on 08.09.2008.
4. **TWO BID SYSTEM**
All bidders are required to submit their offers in two cover as under:-
- a) **FIRST COVER** should contain the following:-
 - i) Tender Document duly completed and signed BUT WITHOUT INDICATING THE RATE QUOTED.
 - ii) Confirmation that stores required shall be supplied as per the artwork/specifications mentioned.
 - iii) Earnest money@5% (can be deposit in form of DD or bank guarantee) of the total quoted value of the tender.
 - iv) Advance sample to be submitted by 4pm on 08.09.2008. Confirmation to this effect to be mentioned.

Signature of the Tenderer

- v) Performance statement for last three year i.e. details of supply of tendered stores made to other organizations, if any, indicating supply order number, date of supply, value of stores supplied, name and address of the organizations to whom supplied.
- vi) Categorical confirmation to the effect that both the items shall be supplied by 05.10.2008 without fail.
- vii) Balance sheet duly certified by the CA for the preceding 3 years.
- viii) Current and valid ITCC/ PAN No.
- ix) Certified copies of registration with sales Tax, service Tax authorities.
- x) Any other relevant document which the firms wishes to submit.
- xi) Firms whose average annual turnover during last 3 years is less than Rs. 2 crores need not participate.

b) Second Cover Should contain the following:

- i) Details of rates, takes, duties, discounts if any, quoted by the bidder. These should be submitted in words and figures.
- ii) FOR terms, Delivery Period Quoted.

NOTE:-

1. The words "TECHNICAL BID" should be written clearly and prominently on the First Cover along with Tender No., Name of stores and date of opening. Similarly the words "FINANCIAL BID" should be written clearly and prominently on the Second Cover along with Tender No, Name of stores and date of Opening. All the covers should be duly sealed.
2. Full Name and status of the person signing the tender documents must be clearly mentioned in the Tenders. It may also be stated that whether the firm is owned by an individual or is a partnership concern or is a limited company.
3. Incomplete offer and offers not conforming fully to Tender Enquiry requirement OR offer with vague replies OR without Earnest money will be rejected.
4. Rates quoted by the firms should be on firm price basis. Firms must clearly indicate in their offer the different taxes and duties which they propose to charge as extra mentioning clearly the present rates thereof. Vague offers like "Duties as applicable" are liable to be ignored.
5. Quotations sent by telegram/cable/fax etc. as also late quotations shall be summarily ignored.
6. **Earnest Money**
 - i) All firms are required to submit Earnest money @5% (can be deposit in form of DD or bank guarantee)of the quoted value of stores, along with their offers.
 - ii) Offers received without EMD shall be ignored.
7. The contractor shall have to furnish performance guarantee @10% value of the contract for due performance of the contract of the contract.
8. Purchaser is, The President of India
9. Inspection Authority: Director (CRSP), Department of Drinking Water Supply, New Delhi.
10. Inspecting Officer: The Under Secretary (Admn), Department of Drinking Water Supply, New Delhi
11. Store required at deputed location Pune, Hissar, Guwahati or any other specified place in New Delhi.
12. Delivery required by 05.10.2008 at Pune, 12.10.2008 at Hissar 15.10.2008 at Guwahati without fail

Terms of Delivery FOR destination

13. Dispatch instructions

Consignment shall be dispatched by road on freight at insurance prepaid basis.

14. Payment Terms

100% payment will be made only after the receipt of stores by the consignee at destination in good condition and on acceptance of stores through a certificate to that effect.

15. In case of delay in supplies the liquidated damages to the extent of 2% per month or part thereof subject to maximum 10% of the contract value will be deducted at the time of final payment. After the maximum limit of 10% the purchaser will reserve the right to either extend further or cancel the contract.

16. If the stores are found defective, the firm will replace the store under warranty at Consignee's end/specified place free of cost.

17. Condition of contract: As contained in DGS&D 68 (Revised)

(SIGNATURE OF TENDERER)

18. Packing & Marking

The Mementos and the citations of matching award are initially to be packed in an individual polythene cover and kept jointly tide in a carry case made of appropriate material capable of withstanding the weight of the memento and easy to carry. 20 such carry cases should be kept in a carton and the carton should be marked/or a list can be pasted on the carton with all the names of the awards kept in that carton to facilitate identification of the awards to the consignee. The cartons should be serially numbered & marked for proper identification of mementos/citations. Details of awardees for engraving on the mementos and for packing purpose shall be provided in due course of the contract.

19. The consignee is : The Under Secretary (CRSP), 11 Block 6th floor, CGO Complex, Lodhi Road New Delhi- 110003

20. TECHNICAL DETAILS AND SPECIFICATIONS:

As per annexure I (page 1to 9 for memento)

As per annexure II (page 10for citation)

IMPORTANT INSTRUCTIONS

1. The purchaser reserves the right to place order on the successful tenderer for additional quantity upto 25% of the ordered quantity.
2. Advance Samples are required to be submitted along with the tender document by 4pm on 08.09.2008. Confirmation should be indicated in the Technical Bid.
3. The contract to be concluded will be governed by condition of contract contained in form No. DGS&D-68 (Revised) as amended to date.
4. GUARANTEE/WARRANTY
 - i) Except as otherwise provided in the invitation to the tender the contractor hereby declares that the goods stores, articles sold/ supplied to the purchase under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/mentioned in the contract. The contractor hereby guarantees that the said goods/stores articles would continue to confirm to the description and quality aforesaid for a period of twelve months, from the date of delivery of the goods/stores/articles to the purchaser and notwithstanding the fact that the Purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of 12 months the said stores/ goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and the purchaser shall be entitled to call upon the contractor to rectify the goods/stores/articles or such portion thereof as is found to be defective b the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the goods/store/articles rectified from the date of the rectification thereof. In case of failure of the contractor to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with al expenses from the contractor for such defective store. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination. The consignee as soon as possible but not later than 30 days of the date of the date of arrival of the stores at destination notify to the contractor any loss or damages to the stores that may have occurred during the transit.

Signature of Tenderer

5. All firms are required to submit the following along with their quotation failing which their offer will be ignored:-
 - a) Name and full address of their Bankers.
 - b) Performance statement as already indicated herein.
6. Prices are quoted both in words as well as in figures.
7. **EXCISE DUTY.** If it is intended to ask for excise duty or any other charges extra, the same must be specifically stated. In the absence of such stipulation it will be presumed that prices are inclusive of all such charges and no claim for the same will be entertained.
8. Tenderers are requested to quote their rates on F.O.R. Destination/F.O.R. station of dispatch basis (free delivery to the consignees premises).
9. (a) Whether Sales Tax extra:
(b) If yes, rate of Central Sales Tax applicable at present
(c) Rate of local Sales Tax applicable at present
10. Discount offered if any
11. Delivery period. Confirmation of supplies by 05.10.2008 on earlier without fail.
12. Whether stores fully confirms to Tender Schedules Specifications in all respect. If answer is "No", indicate the details of deviation on separate sheet

TENDERE MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE TENDER IS LIABLE TO BE IGNORED.

13. Do you agree to sole arbitration by Secretary, Department of Drinking Water Supply or by some other person appointed by him as provided in Clause 24 of the General Conditions of Contract Form DGS&D-68 (Revised) (Your acceptance or non-acceptance of this clause will not influence the decision of the tenderers. It should, however, be noted that an omission to answer the above question will be deemed as an acceptance of the clause.
14. Please note no assistance of any kind for procurement of any raw or finished material will be provided by the Government.
15. State whether business dealings with your firm have been banned with Min./Deptt of Supply/Ministry of Rural Development?
16. Please confirm that you have read all the instructions carefully and have complied with accordingly.
Full name & Address of witness in Block letters (1) Full Name & Address of the persons signing (in block letters)
17. Whether signing as Proprietor/Partner/Constituted Attorney/ duly authorized by the company.
18. The EMD can be deposited in any one of the following alternative forms:-
 - (a) By a crossed Bank Draft/Banker's Cheque/ Bank guarantee in favour of DDO(Cash), Ministry of Rural Development, Krishi Bhavan, New Delhi-110 001 payable at New Delhi.
 - (b) An irrevocable bank guarantee of any Nationalized/Schedule Bank in the format attached.
 - (c) In any other form prescribed in DGS&D-68 (Revised) for submission of Security Deposit.

Signature of Tenderers

19. The earnest money shall be valid and remain deposited with the Purchaser for the period of 180 days from the date of tender opening. If the validity of the tender is extended, the validity of the BG/or any other document submitted in lieu of EMD will also be suitably extended by the tenderer, failing which the tender after the expiry of the aforesaid period shall not be considered by the purchaser.
20. No interest shall be payable by the purchaser on the EMD/ Security deposited by the tenderer.
21. The EMD deposited is liable to be forfeited if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his tender.
22. The EMD of successful tenderer shall be returned after the performance security deposit for performance of the contract as required in terms of the contractor is furnished by the tenderer.
23. If the successful tenderer fails furnish the performance security deposit as required in the contract in any acceptable forms within the stipulated period, the EMD shall be liable to be forfeited by the Purchaser.
24. EMD of all the unsuccessful tenderer shall be returned by the Purchaser as early as possible after the expiry of the bids validity, but not later than 30 days after placement of contract.
25. Any tender not accompanied with earnest money in the one of the approved form acceptable to the Purchaser, shall be rejected.
26. Performance security deposit shall remain with the Purchaser valid till 31.01.2009.
27. Please give proof of registration in respect of items in the tender schedule with any Government Organization, in case registered.
28. In case the tenderers is located in a city other than New Delhi, they must have their liaison office in Delhi for interaction and monitoring of the progress.

Signature of Tenderer.

**Sd-
(K. Narayana Reddy)
Under Secretary to the Govt. of India
for and behalf of the President of India**

PERFORMA FOR BANK GUARANTEE FOR SUBMITTING EARNEST MONEY
PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY
(ON BANK'S LETTER HEAD WITH ADHESIVE STAMP)

Bank Guarantee No:- _____ Dated :

To

The Under Secretary (Admn)
 Department of Drinking Water Supply
 8th floor, Paryavaran Bhawan,
 CGO Complex, Lodhi Road
 New Delhi- 110003

Dear Sir,

In accordance with your Invitation to Tender No. _____
 M/s. _____ hereinafter called the Tenderer with the
 following Directors on their Board of Directors/parters of the firm:-

- 1.2.
- 3.4.
- 5.6.

Wish to participate in the said Tender for the Supply _____ of _____.
 A bank Guarantee against Earnest Money for a sum of _____ (in words and figures) _____
 _____ valid for (180) one hundred eighty day from the date of opening of Tender viz. ____
 _____ is required to be submitted by the Tenderer as a condition for the participated,
 this bank hereby guarantees and undertakes during the above period of 180 (one hundred
 eighty days) to immediately pay, on demand by the Secretary, Department of Drinking Water
 Supply, Government of India in writing the amount of _____ (words and figures)
 without any reservation and recourse, if:-

- i) The Tenderer after submitting his Tender, modifies the rates on any of the terms and conditions thereof, except with the previous written consent of the purchaser.
- ii) The Tenderer withdraws the said Tender within 120 days after opening of tender or
- iii) The tenderer having not withdrawn the Tender, fails to furnish the contract security deposit imposed for due performace of the contract within the period provided in the General conditions of contract.

The Guarantee shall be irrevocable and shall remain valid upto _____, _____ if
 further extension to this gurantee is required; the same shall be extended to such
 required period on receiving instructions from M/s. _____ on
 whose behalf this guarantee is issued.

Signature

Date _____ Printed Name _____

Place _____

Witness (Designation)
 (Bank's Common seal)