

**OFFICE OF THE COMMANDANT: 1st BN NDRF, PATGAON, GUWAHATI-17
(ASSAM)**

Tender No: Prov/1st NDRF/Tender/2016/ 15652-66

Dated, the 22 Sept' 2016.

LIMITED TENDER NOTICE

1. Sealed Tenders are hereby invited by **The Commandant, 1st Bn NDRF, Patgaon, Post: Azara, Guwahati-17** on behalf of the President of India for procurement of **Cotton terry Towel (Towel hand) white colour** as per the following mentioned specifications on two bid system i.e Technical Bid & Financial Bid for National Disaster Response Force, Patgaon, Guwahati (Assam). Estimated cost of stores is Rs. 2,00,000/- (**Rupees Three lakhs**) only.

S/No	Description of stores	Quantity	Specifications
1	Cotton terry Towel (Towel Hand)	1000 Nos	Fabric yarn:- The cotton yarn used shall be evenly spun (SEE IS 171:1985) Colour:- White Size:- Dimension-75 cm width X 150 cm length Minimum mass per 10 units:- 4,450 gms

2. INSTRUCTIONS TO BIDDERS & CONDITIONS OF CONTRACT.

- 2.1 Sealed Tenders along with product details in a two bid system are to be deposited in the Tender box placed in the office of the Commandant 1st Bn NDRF, Patgaon, Post: Azara, Guwahati-17 Distt: Kamrup (Assam)- 781017, **on or before 20th Oct' 2016 at 1100 Hrs.**
- 2.2 Envelope should be super scribed with Tender No. & date.
- 2.3 Tenders will be opened in the presence of the bidders **on 20th Oct' 2016 at 1600 Hrs.** by a detailed Board of Officers.
- 2.4 Improper or incomplete Tenders or Tender without sample/specifications will be rejected.
- 2.5 All tenders are to be accompanied with a Demand Draft of **Rs. 4,000/- (Rupees Four Thousand)** only drawn in favour of the **Commandant 1st Bn NDRF, payable at SBI, Maligaon, (Code No: 0229)**. This is to be retained as Earnest Money from the bidders.
- 2.6 Bank Drafts of unsuccessful bidders will be returned after the completion of the bidding process.
- 2.7 Bidders have to produce detailed product specifications of the item and rates for which, tender has been submitted. Price offered should be inclusive of all taxes/packing and freight and F.O.R. should be Guwahati i.e consignee location (HQ 1st BN NDRF) but excluding of Central Sales tax, which may be indicated separately.

- 2.8 All tenders without detailed product specification will be rejected.
- 2.9 The tender process will be in TWO BID SYSTEM under rule GFR 152 i.e Technical Bid & Financial Bid. In the first cycle only product specification conforming to the specifications of tender enquiry, mandatory documents and quality of sample will be selected and only the tenders of bidders, whose product specification have been selected and qualified in technical bid will be entertained for further process of the tender.
- 2.10 All bidders are requested to submit their offers in two covers as under:
- a) **FIRST COVER** (Technical bid) should contain the following: -
- i) Tender documents duly completed, stamped and signed on every page. **BUT WITHOUT INDICATING THE RATES.**
 - ii) Earnest Money in the form of DD amounting to Rs. 4,000/- drawn in favour of the Commandant 1st Bn NDRF, payable at SBI, Maligaon, (Code No: 0229).
 - iii) F O R. should be at consignee location (i.e) HQ 1st BN NDRF, Patgaon, Guwahati (Assam).
 - iv) Delivery period should be mentioned with date.
 - v) Copy of firm registration certificate.
 - vi) Copy of Authorized Dealership certificate.
 - vii) Any other relevant document which the firm wishes to submit.
 - viii) ***Tender Sample/proof of having submitted tender sample.***
 - ix) Specification of the product.
 - x) Copy of Pan Card.
 - xi) Copy of sale Tax registration certificate.
 - xii) Copy of VAT registration certificate.
- b) **SECOND COVER** (Financial/Price bid) should contain the following: -
- i) Details of rates, taxes, duties, discounts, if any, quoted by the bidder. These details should be submitted on their letter pad.
 - ii) Both the above mentioned covers should be sealed separately and super scribed with the Tender No and date of tender opening.
 - iii) These covers should thereafter, be kept in a third cover and again sealed.
 - iv) This cover should also be super scribed with the Tender No and Date of Tender Opening.
 - v) The composite bid i.e. rates indicated in the Technical Bid OPENLY IN TENDER IS LIABLE TO BE IGNORED/REJECTED.
 - vi) Rate quoted by the firm should be on firm price basis.

(Only the first cover shall be opened on the date of opening of tender. Price bids of only those firms will be considered for further opening process, whose technical offer is complete in all respects and the tender samples submitted by them are approved/qualified by lab test)

3. All tenders are to be accompanied with a copy of the Sales Tax Registration and VAT Registration of the firm.
4. Successful tenderers should supply the material within 30 days from the date of receipt of the supply order.
5. **Successful bidders will have to supply the Goods within 30 days of placement of Supply Order by this office, On intimation they are required to provide advance sample before placement of supply order or supplying the whole consignment for assessment and also deposit 10% of the amount of total cost of goods as security deposit by Bank Draft, which will be returned after full and satisfactory supply of the goods.**
6. This period may be extended for further 15 days in case of any delay due to any unnatural circumstances at the sole discretion of the Commandant 1st Bn NDRF.
7. Commandant, 1st Bn NDRF has the power to reject any tender or all tender without assigning any reason or extend the date of opening of tender without citing any reasons. Decision of Commandant 1st Bn NDRF will be final and binding to all Tenderers.
8. All correspondence in this regard may be made with the Office of the Commandant, 1st Bn NDRF, Patgaon, Post: Azara, Guwahti, Distt: Kamrup (Assam)-781017: Tele-Fax No: 0361-2840284 or email ndrf01@yahoo.com.

SCHEDULE OF REQUIREMENT

S No	Nomenclature	Quantity	Cost of Stores	Earnest money
01.	COTTON TERRY TOWEL (TOWEL HAND) WHITE COLOUR	1000 Nos	Approx Rs. 2,00,000/-	Rs. 4,000/-

NOTE TO TENDERER

- i) The tenderer shall indicate the make/model in their offer.
- ii) The tenderer shall furnish the clause-by-clause compliance statement. In case there is any deviation the same should be clearly brought out in the offers.
- iii) They shall mention/submit the relevant certificate of the product offered.
- iv) Technical manual (if applicable) comprising of servicing details shall be supplied with the product.
- v) Items will be purchased on the basis of quality, price and samples. Rates should be valid till 31st March-2017.
- vi) Tender received without sample will not be entertained.

PRICE SCHEDULE

Estimated cost price of the items to be procured, in whole Rs. 2,00,000/- (Rupees Two Lakhs) only. Earnest Money to be deposited Rs. 4,000/- (Rupees Four Thousand) only.



[Signature]
24/9

Place: Patgaon, Guwahati-17

Date: ___ Sept' 2016

COMMANDANT, 1st BN NDRF

For & On behalf of the President of India

To,

M/s. _____

Signature of Tenderer

(NOTE):- ALL THE PAGES OF TENDER PAPERS SHOULD BE STAMPED AND SIGNED BY THE TENDERER.

Copy to:- HQ DG NDRF: For favour of info with request for publishing tender on NDMA web site please.