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Tender Form Part-I

Technical Offer

1- Name & Address of the firm-

2- Firm is running since when-

3- Trade Tax Registration No and Clearance Certificate-

4- Small Scale Industries Registration Certificate, if any-

5- Income Tax PAN no and Clearance certificate-

6- List of organizations to whom the equipments have already been supplied along with the copy of purchase order and certificate regarding satisfactory supply of goods from that organization-

7- Details of comprehensive guaranty/warranty period-

8- Technical specification of items/goods/equipments to be supplied-

9- Period within which items/goods/equipments shall be supplied-

10-Place of supply-

11-EMD enclosed-

DECLARATION

I, (Name of authorized representative)…… …… have read all the rules of tender (1 to 48) given above. These are acceptable to me. Earnest Money in the form of FDR/BD/CASH ORDER/BANK GUARANTEE of Rs. …….. (in words) ……in favour of **THE Dy. INSPECTOR GENERAL OF POLICE , PAC KANPUR SECTOR KANPUR** payable at Kanpur, is enclosed herewith.

PLACE: ……

DATE (Signature and Seal)

Tender Form Part-II

Financial Offer

1. Name & Address of the firm-

2. Name of item/good/equipment to be supplied-

3. Basic Cost of above item/equipment per unit- ----------

4. Rebate on Basic Cost, if any ----------

5. Various Taxes and levies on above item per unit
   a. ---------- ----------
   b. ---------- ----------
   c. ---------- ----------
   d. ---------- ----------

5. Packaging & Transportation Cost ----------

6. Any other cost involved
   a. ---------- ----------
   b. ---------- ----------

7. Gross Price per unit ----------
8. Rebates on Gross Price, if any ----------

TOTAL LANDED PRICE PER UNIT ----------

DECLARATION

I, (Name of authorized representative)…… .... Son of …… ……...…… of M/S (Name of firms)……..... ……. have read all the rules of tender (1 to 48) given above. These are acceptable to me. I offer to supply above mentioned item at the quoted total landed price per unit within 15 days of purchase order.

PLACE: .....

DATE (Signature and Seal)

GENERAL TERMS AND CONDITIONS
FOR SUBMISSION OF CORRECT TENDERS

HOW TO PREPARE THE OFFERS/TENDERS

The essential details of specifications & instructions are to be followed strictly in accordance with the tender Notice.

1- The tendering firms are requested to submit the offer in TWO PARTS. The First Part Will be termed as 'TECHNICAL OFFER' & THE SECOND PART will be called 'FINANCIAL OFFER' THE TECHNICAL OFFER AS WELL AS FINANCIAL OFFER ARE TO BE PREPARED SEPARATELY and submitted in duplicate (i.e. in separate cover) indicating very clearly on the envelopes all relevant enclosures.

2- BOTH TECHNICAL OFFER AND FINANCIAL OFFER MUST BE PROPERLY SEALED IN SEPARATE COVERS, AND PLACED IN ONE ENVELOPE. EACH COVER MUST BE SEALED INDICATING CLEARLY THE NAME OF THE ITEM, THE TENDER NOTICE NO. AND DATE. DO NOT QUOTE RATES IN THE TECHNICAL OFFER IT SELF, OTHERWISE TENDER WILL BE REJECTED.

3- All the enclosures should be valid on the date of opening of the tender.

4- Rates and taxes such as Excise, Sales/Trade Tax / VAT and other levies etc. should be recorded separately and very clearly. If there are any cuttings/corrections, these shall be properly attested by the tenderer.

5- Earnest money shall have to be submitted from a nationalised bank in the shape of Demand draft or F.D.R. item wise as per annexure “A” along with the Technical Offer. Offers without earnest money will be summarily rejected.

6- After submitting the tender any change in any offer shall not be acceptable and tender will be deemed to be withdrawn. In such cases the earnest money will be forfeited.

7- It shall be the responsibility of the tendering firms to present themselves on the dates of opening Technical & Financial offers and acquaint themselves with the shortcomings, if any. No separate intimation will be sent to them in this regard.

8- Tenderers/Authorized persons shall sign the offers and all the enclosures submitted by them should bear signatures with their designation, seal and date.

9- Tendering firms should ensure that they would make available consumables and spares at least for five years from the date of supply.

10- Tendering firms will also impart hands on training for the supplied equipments.

11- All disputes will be subject to Jurisdiction of court at Kanpur only.

12- Supply is to be executed within 15 days from the date of purchase agreement.

13- (a) Attach literature/pamphlet/leaflets etc. in support of equipments quoted, along with technical offer. However the Technical Specifications of the product offered must be mentioned separately also.

(b) Attach list of organizations to whom the equipments have already been supplied along with technical offer.

14- The tenderer (Agent/Dealer) should furnish full and clear address of the manufacturing unit vis-a-vis the product they intend to quote. In case of failure to do so, their quotation is liable to be rejected.

15- The tenderer should indicate full particulars about the make, brand name of the manufacturer and detailed specifications of the material offered by them with printed literature.

16- Any firm or product, which has been "black listed" by any Govt./Semi Govt. Organization during the past five years shall not have the right to submit tender bids. If detected at any stage, such firms shall forfeit the entire Earnest money deposited with us.

17- All tenderers should submit certified copy of sale tax/trade tax / VAT clearance certificate of financial year 2012-13 from competent authority.

18- All tenderers are required to submit 03X01 Mtr 01 number sample of duck cotton and do Dosuti cotton green and 01 number of Aluminum dumble of frame of your tent extendable as per specification at the time of demonstration

19- Schedule for Tender process-

(i) Last Date/Time for offering tender - 17-10-2012 /12-00 NOON

(ii) Date/Time for opening of technical bid - 19-10-2012 /11-00 AM

(iii) Demonstration of Product - 20-10-2012 / 11-00 AM

(iv) Date/Time for opening o f financial bid - 22-10-2012/ 11-00 AM

TECHNICAL OFFER:

20- Mention full technical details of your item/items along with the specification as desired in the tender notice.

21- Mention the reason with full justification if there is any deviation in your offer in comparison to that of desired specifications.

22- In case of firms from U.P.State it is necessary to enclose valid trade tax / VAT registration certificate and trade tax / VAT clearance certificate. The clearance Certificate should not have been issued earlier than 364 days prior to the date of opening of the tender. In case of firms outside U.P. enclose valid C.S.T. registration certificate.

23- Tendering firms must also submit self-attested photocopy of latest 'Income Tax Clearance certificate'.

24- Half percent rebate must be allowed by the firms on timely payment i.e. within 30 days. This is to be pointed out in technical offer itself.

25- If the item is ISI Mark please enclose valid ISI License.

26- If any Regularity Act is applicable to an item, enclose copy of clearance of the competent authority.

27- Payment condition: - A pre-delivery inspection of materials/items to be supplied will be arranged by the tenderer. Materials shall be accepted only after the technical committee finds them as per accepted specification in pre-delivery inspection. Full payment will be made only after receipt, checking and verification of material provided.

28- In case of equipments that are to be imported through STC (Govt.of India Undertaking) total amount of payment should be sent through draft as per their Performa invoice, which is required to be sent to STC along with the import order after taking permission form U.P. Govt. for advance payment.

29- Samples must be produced for demonstration on the prescribed date failing which offer will be rejected. Demonstration will be conducted by tenderers at their own cost at the office of Dy. INSPECTOR GENERAL OF POLICE , PAC KANPUR SECTOR, KANPUR.

30- Tenders received after the due date and time or incomplete tenders received without adequate earnest money will be summarily rejected.

31- Conditional tenders will not be accepted.

FINANCIAL OFFER :

32- Quote rates excluding all Taxes and Duties. However details of sales/trade tax / VAT, excise duty, other taxes and levies etc. should be indicated separately, also mentioning packing, forwarding, installation and other expenditure. Rates should be for destination Kanpur, including installation anywhere in U.P.

33- After the receipt of goods at Kanpur, installation where needed shall have to be carried out by the firms at the required places within Uttar Pradesh at their own expense.

34- Any conditional discount which effects the quoted rates shall not be acceptable and such offer shall be rejected out rightly However unconditional discount given on quoted price as a whole shall be acceptable.

35- THE Dy. INSPECTOR GENERAL OF POLICE , PAC KANPUR SECTOR KANPUR RESERVES THE RIGHT TO ACCEPT OR REJECT ANY TENDER, EITHER IN PART OR IN FULL WITHOUT ASSIGNING ANY REASON THEREOF.

36- Firms will have to demonstrate their goods at the office of Dy. Inspector General of Police. P.A.C., Kanpur on agreed date and time. No extension in time shall be permitted.

37- The Dy. INPECTOR GENERAL OF POLICE , PAC KANPUR ECTOR KANPUR has the right to accept any low or higher rates of tenders without assigning any reason.

38- The validity of the rates should be at least for 6 months from the date of opening of the tenders.

39- Imported goods if available in the Indian market should be quoted in Indian Rupees.

40- In case of imported goods, foreign manufacturers can directly quote their rates. If Indian agents are quoting on behalf of foreign manufacturers then self attested valid authority letter form their principal should be submitted by them along with the technical offer. Equipments from foreign countries will not be imported through any agent of foreign manufacturers but directly from principals through State Trading Corporation of India Ltd. (S.T.C.).

41- Successful tenderers before taking order have to deposit 10 % security money of the order value within three days and have to sign a purchase agreement, draft of which can be seen in this office on any working day.

42- Suppliers of equipments/Items will be bound to execute a written agreement with The Dy.Inspecter General of Police P.A.C, Kanpur Sector, Kanpur(On behalf of Governor of Uttar Pradesh) on Rs.One Hundred stamp paper at their own cost.

43- This office will not be responsible for any postal/courier delays.

44- If a tendering firm fails to supply goods of desired quality and the supply order is cancelled the next order would be placed on the firm which submitted the next higher tender, the loss so incurred to the state due to differences in the prices, will have to be borne by the first firm.

45- If the equipment delivered is found defective wholly or partly it is to be replaced by the firm within 15 days and the expenditure so incurred will be borne by the firm and the payment against the defective item shall be deferred till its replacement and successful installation.

46- Bill will be submitted in triplicate by the firm in the name of Dy.Inspecter General of Police P.A.C, Kanpur Sector. Kanpur

47- Comprehensive Guaranty/Warranty of Equipments/Items will be of one year and security money will be refunded only after one year.

48- Following declaration form duly filled along with the technical offer will be attached as given below.

DECLARATION

I, (Name of authorized representative)…… … ……. ..... Son of …… of M/S (Name of firms)…….....
…… have read all the rules, terms and conditions of tender (1 to 48) given along with tender form . These are acceptable to me. Earnest Money in the form of FDR/BD/CASH ORDER/BANK GUARANTEE of Rs. ……. (in words) …….. in favour of Dy.Inspecter General of Police P.A.C, Kanpur Sector. Kanpur is enclosed herewith.

PLACE: ……

DATE : ……. (Signature and Seal)