

SOUTH DELHI MUNICIPAL CORPORATION
OFFICE OF THE EXECUTIVE ENGINEER (ENGG STORE)
M.C. PRIMARY SCHOOL, B-BLOCK, MOTI NAGAR, NEW DELHI-110024

NIT No. EE(CS)/2018-19/TC/01

Dated 25.07.2018

NOTICE INVITING TENDERS

Executive Engineer (Central Store) SDMC, on behalf of the Commissioner, SDMC invites sealed tenders from the reputed cement manufactures having valid ISI certification/License with brands such as ACC, Ultratech, JP, Vikram, Shree, Birla, Bangur, CCI, JK, Lakshmi, Wonder, Binani etc. and their authorized supplier/distributers/stockiest for the following work:

Name of Work	Head of Account	Estimated Cost	Earnest money
Procurement of PPC Cement at Central Store, SDMC for the year 2018-19	G-110/1182	Rs.40.16 Lacs	Rs. 80,500/-

(A) Eligibility

1. The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company/Private Limited Company registered under the Companies Act, 1956/Proprietorship, Partnership firm. Bidder in the form of Joint Venture / Consortium, is not permitted. A proof for supporting the legal validity of the Bidder shall be required to be submitted.
2. Reputed cement manufactures having valid ISI certification/License with brands such as ACC, Ultratech, JP, Vikram, Shree, Birla, Bangur, CCI, JK, Lakshmi, Wonder, Binani etc. and their authorized supplier/distributers/stockiest can participate in the tender.

(B) General Condition and Instruction to the Bidder

1. Supply of 15000 bags (750 MT) of PPC Cement shall be made at Central Store, Raghbir Nagar, Khyala, New Delhi.
2. The work includes supply, transportation, loading and unloading of cement bags at Central Store, Raghbir Nagar, Khyala, New Delhi
3. Cost of Bid document (Non-Refundable): Rs 1000/-
4. The earnest money submitted by all the tenderers except the lowest tenderer will be refunded without any interest immediately after the opening of the tenders except in case of forfeiture.
5. The Bidder should has a valid- PAN No.
6. The bidder should be registered with the VAT Deptt. Delhi Govt. and should have a valid TIN No.

7. The bidder shall submit Authorization letter in the Name of company's Representative if bid document is submitted by some representative other than Director/Prop., if applicable.
8. The firm should not have been black listed by any Govt. Organization as on date.
9. The proposal and all related correspondence and documents shall be written in English language.
10. The currency for the purpose of the proposal shall be the Indian Rupee only.
11. Cello Tape to be affixed on the financial data part of the document

12. **Check List for Submission of Bid**

The bidders are required to fill the check list as per **Schedule-C** and enclosed the same alongwith the Bid Document.

13. **Submission of Bids:**

- (i) Every page of the Bid Document (Including addendum/clarification etc if any) shall be signed and stamped by the authorized signatory of the bidder and shall be submitted as part of the bid. Any paper/page shall not be pulled out of the tender document. If this is noticed at some stage, the same shall summarily lead to disqualification of the agency/bidder.
- (ii) The bidder will submit the 'Required documents' and 'Financial bid' in two separate sealed envelopes. The envelope containing required documents to be marked as "Required documents for "**Procurement of PPC Cement at Central Store, SDMC for the year 2018-19**". Name of bidder: _____" containing the following documents/Schedules/Annexure etc.:-
 - a. The Bid Submission form in application format (**Schedule-A**) from bidder to the SDMC regarding submission of Bid **Procurement of PPC Cement at Central Store, SDMC for the year 2018-19**
 - b. **Schedule-B** "Bid Form" duly filled in and signed by the Bidder.
 - c. **Schedule-C** "Check List" duly signed by the bidder.
 - d. All documents/testimonials as per **Schedule C** shall be submitted
 - e. Earnest money of **Rs.80,500/-** in the form of demand draft/banker's cheque payable at New Delhi in favour of Commissioner/SDMC.
 - f. Receipt of **1000/-(One Thousand Only)** as cost of TENDER document in the form of Demand Draft/Bankers Cheque payable at New Delhi/Delhi in favor of Commissioner, SDMC, in case the downloaded tender document is used for the tender purposes.
 - g. Self attested copies of all the documents & Certificates required as per **Schedule-A**.
 - h. Self attested copies of all the documents & Certificates required as per **Schedule-B&C**.
 - i. Documents in support of minimum eligibility criteria and documents as required for checking of the eligibility of the bidder.

- j. The bidder shall also submit a self-attested copy of its constitution (MOA).
- k. Any other document, which the bidder wishes to enclose in support of its bid.
- (iii) The second envelop will also be sealed and marked as "Financial Bids for **Procurement of PPC Cement at Central Store, SDMC for the year 2018-19** Name of Bidder _____" which will contain ONLY **Schedule-D 'Financial bid Form'** duly filled in and signed by the Bidder. Cello Tap to be affixed on the financial data part of the document. **NO OTHER DOCUMENT** would be placed in this envelope.
- (iv) Both these sealed envelopes will be placed in a third one (big one) envelope, which may be called the container envelope, and it will also be sealed, marked as "Tender for **Procurement of PPC Cement at Central Store, SDMC for the year 2018-19**". Name of Bidder _____ and addressed to **Ex. Engineer (ENGG STORE), M.C. PRIMARY SCHOOL, B-BLOCK, MOTI NAGAR, NEW DELHI-110024** should reach not later than _____, **02:00PM**.
- (v) The big one envelope (container envelope) containing both the envelopes of "Documents" will be opened on the date & at the time and place mentioned in the notice inviting Tender.
- (vi) The bidders/authorized representative also be present at the time of opening this container envelop as well as at the time of opening of Financial Bid.

14. **OPENING OF FINANCIAL BID:**

- (i) The Financial Bids of all the Bidders whose all the required documents found in order shall be opened immediately on the same date and time in presence of the bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.
- (ii) All the bidders/their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the Authorization letter from their Companies and shall be asked to sign on all the sealed envelopes containing the Financial Bid.
- (iii) Any bidder objecting to the same shall be disqualified and his financial bid shall be returned on the spot.
- (iv) Absence of bidders or their authorized representatives shall not impair the legality of the process.
- (v) The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.
- (vi) The lowest bidder shall be considered as the successful bidder.

15. **Agreement between the Parties:**

An agreement on non-judicial stamp paper for Rs.100/-will be signed by between the SDMC and approved bidder (Successful Bidder) for the work under this TENDER process. The bid submitted by the successful bidder shall form part of the agreement.

16. Validity of Bid:

- (i) Validity of bids shall be 120 days to be counted from date of opening of financial bids. SDMC reserves its right to seek extension of bid validity from the bidder(s) beyond the original bid validity period mentioned in the TENDER document.
- (ii) It is clarified that the SDMC shall be free to reject any bid or a part of it (including the lowest one) without assigning reasons for it
- (iii) No bid received after the stipulated date & time shall be considered.
- (iv) If any bidder chooses to send the bid by post and it does not reach in time, the SDMC shall not be responsible for it.
- (v) The TENDER form(s) and Schedules(s) attached to it must be filled in by ink/typed and they must be legible.
- (vi) If some of the document/Schedules(s) is/are missing, the SDMC has the right to reject the bid as INVALID.
- (vii) Any conditional bid will be summarily rejected.

17. Risk and Cost Clause:

It is clarified that satisfactory supplying of the required quantity of PPC Cement at designated place would be the essence of the agreement to be signed by and between the parties in pursuance of this Tender process. If the performance of Successful Bidder is not found to the satisfaction of the SDMC, and if it is observed by the SDMC that performance of the Successful Bidder is not improving in spite of opportunities given to it, the SDMC would be free to get the services or a part of the services from another source at the risk and cost of the Successful Bidder.

18. Dispute/Litigation/Jurisdiction:

- (i) Any dispute, difference, controversy/claim (dispute) which may arise between the parties out of or in relation to or in connection with this agreement or the breach, termination, effect, disagreement or as to the rights, duties and rights hereunder, other than a dispute for which a provision is specifically made in this agreement shall be settled by the parties in the first instance by mutual negotiation and agreement between the parties and such other representatives of the parties as the parties may wish. If for any reasons, such dispute cannot be resolved amicably by the parties, the same shall be put up before dispute resolution committee.
- (ii) For settlement of disputes (if any), a Dispute Resolution Committee (DRC) consisting of one representative the contractor/agency and one Superintending Engineer, SDMC shall be formed and the same shall be presided by Chief Engineer, SDMC. The decision of the DRC shall be binding on the both parties i.e. the agency and the department
- (iii) The courts at Delhi shall have the exclusive jurisdiction over all matters arising out of this tender process or out of Agreement pursuance to it.
- (iv) There is no scope of arbitration under this contract.

19. **Payment Terms:**

On receipt of material is store, 75% payment will be made within 07 days of receipt of cement at SDMC Store Khayala and subsequently raising of the bill by the supplier. After confirmation of test result from approved lab, balance payment will be made subject to deduction if any on account of test results report status. SDMC will pass these monthly bills. However, if it is required under law to deduct some statutory taxes at source, they will be deducted before the bill is paid. Penalties if any will also be recovered from the bill before payment. **The net payment shall be released within 30 days from the date the bill is passed for payment, subject to availability of funds.**

20. **Sub-letting of the Services:** Sub letting of the work in any case is not allowed.

21. **Amendments and modifications :**

No amendments/or modifications of any of the provision of this agreement shall be effective unless made in writing specifically referring to this agreement and duly signed by the parties hereto.

22. **Further Acts and Assurance :**

Each party shall cooperate with the other and execute and deliver such instruments and documents and take such other action as may be reasonably requested from the other from time to time in order to give away to or confirm its right or for the intended purpose of this agreement.

23. **Severance :**

If any provision of this agreement or part thereof is rendered void, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

24. **Termination of the Agreement:**

- (i) In the event the SDMC finds the agency services to be unsatisfactory, the SDMC shall have the right to immediately terminate the agreement, without any liability or compensation to the agency.
- (ii) SDMC, without mentioning any reason may terminate the agreement at any point of time by giving 15 days notice.

(C) Special Terms and Conditions

- (i) Only reputed cement manufactures having valid ISI certification/License with brands such as ACC, Ultratech, JP, Vikram, Shree, Birla, Bangur, CCI, JK, Lakshmi, Wonder, Binani etc. and their authorized supplier/distributors/stockiest can participate in the tender.
- (ii) Work shall be carried out as per relevant IS code and CPWD specifications with upto date amendments.
- (iii) Each supply of lot will be accompanied by manufacturer test certificate of confirmation. Each bag shall be marked with the following:
 - a. IS code certificate mark.
 - b. Grade of Cement.
 - c. Manufacturer name and his recognized mark.
 - d. Weight of bag.
- (iv) The contractor shall be responsible for timely cartage, loading & unloading and giving delivery of the materials in sound and undamaged conditions at Central Store, Raghbir Nagar, Khayala, New Delhi, SDMC situated at Raghbir Nagar, Khyala New Delhi-27 as per instructions of Engineer-in –Charge.
- (v) The cement bags will be got stacked properly by the contractor as per the instructions of Engineer-in Charge.
- (vi) Testing of the cement will be done as per relevant IS code immediately on receipt of cement in store. For the samples sent for confirmatory test, SDMC shall bear the test charges, if the samples fail in test, in which case the charges of testing shall be borne by the contractors. The cost of samples & cartage will be borne by the firms. If any sample is tested outside the Mpl. Lab the testing charges will be borne by the supplier. In the event of the results of test obtained by the SDMC showing it not to be complying with the requirements of the contract specification, the sealed reference sample shall be tested at the SDMC Lab in the presence of the representative of the producers and the consignee and the result of such testing shall be binding on its parties concerned.
- (vii) Contractor will cover properly the cement bag with plastic sheet/tripal etc. to check cement damage due to moisture and rain water etc. during loading transit and unloading of cement at Central Store, Raghbir Nagar, Khayala, New Delhi, SDMC and nothing extra shall be paid to the agency for this purpose.
- (viii) Contractor will obtain necessary permission from Delhi Police or other authorities for playing of truck in “NO ENTRY” period and “NO ENTRY” Zones.
- (ix) Rates are net including all taxes etc. and nothing extra is payable.
- (x) On receipt of material in store, 75% payment will be made within 07 days of receipt of the submission of the bill by the supplier. After confirmation of test result from approved lab, balance payment will be made subject to deduction if any on account of test results report status.
- (xi) The Earnest Money of the lowest agency shall not be refunded before the expiry of six months after the issue of Completion certificate, final or otherwise, of completion of supply, or all final bill has been prepared and passed whichever is later.

- (xii) Manufacturer/supplier should have valid Tin No. registered in Delhi/Pan No.
- (xiii) The undertaking of the bidder regarding authorized signatory should also be furnished in Technical Bid.
- (xiv) No tender shall be accepted without earnest money.
- (xv) Tolerance of weight of bags shall be allowed as per ISI stipulation.
- (xvi) Supplier will provide full facility for weighment of cement, counting of bag etc.
- (xvii) **Time of completion is 4 months.** Material will be procured as per following schedule:
 - a. 7500 bags within 15 days after issue of work order.
 - b. 7500 bags after 2 month of issue of work order.

The eligibility conditions and other details/ tender document can be downloaded from SDMC's Web Site [http: www.mcdonline.gov.in](http://www.mcdonline.gov.in). The tender document can also be bought from the office of **Engineer (Engg Store), M.C. Primary School, B-Block, Moti Nagar, New Delhi-110024** after depositing the required tender fee i.e. Rs.1000/- on any working day upto **06.08.2018 at 02:00** during office hours. In case, the Downloaded version of the document is used, the bidders need to pay the cost of document along with application in the above manner and such demand draft (for cost of document) must be prepared and submitted along with the bid.

The amendments/clarifications, if any, to the document will be available on the above website only. The last date of submission of the bid document is **07.08.2018 till 02:00PM** (IST). The technical bids would be opened on **07.08.2018 at 02:30PM** (IST) in the office of **Ex. Engineer (ENGG STORE), M.C. PRIMARY SCHOOL, B-BLOCK, MOTI NAGAR, NEW DELHI-110024** in the presence of the representatives of the bidders, if any.

**EX. ENGINEER (Central Store)
South Delhi Municipal Corporation**

Schedule-A Bid Submission Form

To,

Ex. Engineer (ENGG STORE),
M.C. PRIMARY SCHOOL,
B-BLOCK, MOTI NAGAR,
NEW DELHI-110024

SUBJECT:- Procurement of PPC Cement at Central Store, SDMC for the year 2018-19

Dear Sir

With reference to your tender inviting notice No EE(CS)/2018-19/TC/01 dated 25.07.2018, after examining, visiting site, I/We hereby offer to undertake the job specified in the bid document of the tender with its, conditions, special condition, Appendices/annexure etc. at the rates mentioned in the Financial bid Form (Schedule-D):

- A. I/We am are furnishing our bid for the subject work.
- B. (i) The Cost of the Tender Document (Rs.1000/-) has been deposited by me vide cash/ Banker's cheque/DD No. _____ in favour of Commissioner/SDMC, as enclosed herewith.
(ii) Amount of Earnest money is being deposited vide enclosed DD/ Banker's Cheque No _____ dated _____ for ` _____/- (in words rupees _____only) in favour of the Commissioner, SDMC. The DD/Banker's cheque is payable at New Delhi/Delhi and drawn on _____ (bank name).
- C. The Contract Period commences from latest by 10th day from the date of issue of letter of acceptance (letter of award) by the SDMC.
- D. I/We agree to abide by the process to be evolved by the SDMC for evaluating the bids.
- E. Should this TENDER be accepted, I/We hereby agree to abide by Notice Inviting Tender/Terms and Conditions along with its annexure(s) attached hereto duly signed by me/us. I/we am/are not putting any additional condition from my/our side.
- F. All the schedules and documents necessary in this connection are enclosed hereto. All the documents/ photocopies of the documents have been self-attested by me/us and the SDMC is free to prosecute me/us in a competent court of law if any of the documents/photocopies of the documents is/are found to be false or forged.
- G. Other necessary details about us are given in **(Schedule-B)** and as per checklist **(Schedule-C)** enclosed herewith.
- H. We, M/s. (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred/blacklisted by Govt. Of NCT of Delhi or barred/blacklisted by any state government or central government / department / agency in India from participating in Project/s

I. List of the documents being submitted by me/us in support of my/our bid is as under:-

S. No.	Particulars of the Document(s) enclosed
1	Schedule-B BID document duly filled in signed on each page
2	All documents as per check list Schedule-C
3	Schedule-C 'Check List' duly filled in signed on each page
4	Schedule-D <u>Financial Bid</u>
5	A self attested copy of the constitution of the Agency.
6	ANNEXURES as required
7	Other Documents, which bidder has annexed in its bid's support.

Signature of the bidder: _____

Name of Authorized Signatory Status/Post of the Authorized Signatory _____

Name & address of the Company/Agency (along with e-mail address) _____

Date & Place _____

Schedule-B 'Bid Form'

Procurement of PPC Cement at Central Store, SDMC for the year 2018-19

NIT No. EE(CS)/2018-19/TC/01

Dated 25/07/2018

1	Name of the Bidder with Particulars	Name
Address		
Telephone Numbers with STD code		
Fax Nos.		
E-mail Id		
Website		
2	Tender Cost ` 1000/- deposited vide:-	DD/Cash Receipt No. _____ dated _____ for ` 1000/- (Original DD/Cash Receipt enclosed herewith)
3	Earnest Money 82,500/- (Eighty Two Thousand Five Hundred only) deposited vide	DD/Cash Receipt No. _____ dated _____ for ` (Original DD/Cash Receipt enclosed herewith)
4	Registration Particulars of the Bidder	Status (Company/ Institute/ Agency Corporate Body etc)
Registration No. & date		
Registered Office		
Law under which registered.		
Validity Period of Registration, up till date		
Name and Designation of the Authorized Signatory:-		
Name and Designation		
Address		

Contact Nos.
T. No.
Email address
Signature of the Bidder
Date
Name of the bidder Company
Status or Post held by the person signing and submitting this bid
Contact phone number with STD Code
Contract Mobile Number if any

Schedule - C

"CHECK LIST "

**NAME OF WORK:- Procurement of PPC Cement at Central Store, SDMC for the year
2018-19**

NIT No. EE(CS)/2018-19/TC/01

Dated 25/07/2018

1	Name of the Company/Agency				
2	Registered Office Address				
	Telephone Nos.				
	Fax Nos				
	E-Mail ID				
	Website				
4	Is the Company/Agency is Registered (Yes/No)				
4.1	If Yes, Give details under what Act/Rules				
4.2	Registering Authority, with Full Address				
4.3	Registration Number				
4.4	Registration is valid up till date				
4.5	Documents Regarding Registration is attached at Page No.				
5	Names and Address of the Proprietor/Directors/Office bearers of the Company/Agency				
S. No.	Name	Qualifications	Post	Address	Telephone Nos.
1					
2					
3					
Note: - Annex a separate list if space provided is not sufficient.					
6	Authorized office bearers for dealing with the SDMC in relation with this TENDER.				
S. No.	Name	Qualifications	Post	Address	Telephone Nos.
7	If the authorization letter of signatory is enclosed if Yes at page No.				
8	Local (NCR) Address of the Company/Agency				
8.1	Contact person(s) with full address and telephone numbers at NCR				
S.No.	Name	Qualifications	Post	Address	Telephone Nos.
9	PAN/TIN numbers of the company				
10	If the undertaking regarding not black listed by any Govt. Organization has been submitted ? If yes at Page No.				
11	Is the company/Agency Registered under Sales Tax/VAT? (YES/NO)		At Page_____		

	If yes please give registration number and enclose the copy of certificate	
12	Is the Company ISO 9000 series Certified? (YES/NO)	
12.1	If yes, provide a copy of the Certification. (Please mention the enclosure number)	At Page _____
13	Details of Bidder's Bank is as under:-	
13.1	Name of Bank/ Branch _____ _____	Account No _____ IFS Code _____

Signature of the bidder _____

Name of Authorized Signatory _____

Status/Post of the Authorized Signatory _____

Name of the Authorized Company/Agency _____

Date _____

SCHEDULE -D
Financial Bid Form

NIT No. EE(CS)/2018-19/TC/01

Dated 25/07/2018

Name of Work : **Procurement of PPC Cement at Central Store, SDMC for the year 2018-19**

S.N.	Item	Qty.	Unit	Rate (Rs.)		Amount	
				To be quoted by contractor in figure (Rs.)	To be quoted by contractor in words (Rs.)	To be quoted by contractor in figure (Rs.)	To be quoted by contractor in words (Rs.)
1.	Procurement of PPC Cement at Central Store, SDMC for the year 2018-19".	15000 bag (750MT)	Bag				
Total							

1. Amount of Bid quoted above is inclusive of all Statutory taxes, levies, charges etc. and it also includes any other legal/tax liabilities which may be in force at present or may arise in future etc. Nothing will be extra paid by the SDMC in addition to the above quoted bid amount. If deduction at source is mandatory on account of any statutory tax such as Income Tax, levy, cess, fee etc., the same will be deducted from the bill amount of the Successful Bidder by the payment authority under the SDMC.
2. The quoted price is inclusive of loading, unloading and transportation to SDMC Cement Store, Raghbir Nagar, Khyala, New Delhi.
3. No additional condition(s) from the bidder would be accepted.
4. Cello Tape to be affixed on the financial data part of the document
5. The agency shall be liable to pay the service tax (if applicable) as per the extant rules. The service tax so paid by the agency shall be liable to be reimbursed by the SDMC on submission of the proof of deposition of the service tax to the concerned department of the Government of India.

Signature of the Authorized Person with date_____

Name & Status/Post of the Signatory_____

Name of the bidder Company/Agency/ Agency/ Institution_____