

Telephone : 022 - 24216020
Fax : 022- 24384803
Email: rls-west@indiancoastguard.nic.in

Mukhyalaya
Tatrakshak Kshetra (Paschim)
Headquarters
Coast Guard Region (West)
Worli Sea Face PO
Mumbai - 400 030

File No.: 438/09/58/17-18

28 Dec 17

Through open tender - (Firms downloading RFP through web to submit a DD of Rs. 250/- in favour of " Principal Controller of Defence Accounts (Navy) , Mumbai " being the tender cost alongwith bid)

REQUEST FOR PROPOSAL FOR ANNUAL RATE CONTRACT FOR SUPPLY OF NAVAL STORE ITEMS UNDER "OFFICE NEEDS/STATIONERY " CATEGORY

Sir,

1. Bids in sealed cover are invited for supply of items listed in Part II of this RFP. Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below -
The Commander
Coast Guard Region (West)
Worli Sea Face PO
Mumbai - 400 030

Tele : 022 24368046
Fax : 022 24384803
3. This RFP is divided into five Parts as follows:
(a) Part I - Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
(b) Part II - Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
(c) Part III - Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
(d) Part IV - Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
(e) Part V - Contains Evaluation Criteria and Format for Price Bids.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
5. RFP Part I, II, III, IV and V are enclosed herewith.
6. The Para marked with "Blank" will not be considered as part of RFP.

Yours faithfully,



(Lalima Sharma)
Commandant
RLSO
for Commander
Coast Guard Region (West)

Encl : As stated above

Part I – General information

1. **Last date and time for depositing the Bids:** 1400 Hrs on 23 Jan 18

2. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box marked as **LP Cell** or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. **Time and date for opening of Bids :** 1530 Hrs on 23 Jan 18

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. **Location of the Tender Box:** **At Headquarters Coast Guard Region (W) premises (Guard Room)**. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. **Place of opening of the Bids: Headquarters Coast Guard Region (W) (Reception)**

The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. **Two-Bid system:** Blank

7. **Forwarding of Bids** – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, GST number, Bank address with NEFT Account if applicable, etc and complete postal & e-mail address of their office.

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

12. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

13. **Validity of Bids:** The Bids should remain valid till 90 days from the last date of submission of the Bids.

22

14. Earnest Money Deposit:— Bidders are required to submit Earnest Money Deposit (EMD) of an amount of **Rs. 1,79,400.00 (Rupees one lakh seventy nine thousand four hundred only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website and can be provided on request). EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

22

Part II – Essential Details of Items/Services required

1. Schedule of Requirements –

Name/Type of item/services/description of items/Qty required : The estimated withdrawn quantity under annual rate contract for ICG Units at following location is as follows:-

Sl	Specification	Description	Pattern No.	Deno	Mumbai	M/JANJIRA	DAHANU	DAMAN	RATNAGIRI	GOA	KARWAR	NEW MANGALORE	BAYPORE	VIZHINJAM	KOCHI	L&M ISLANDS	Total Qty
(a)	-	BROWN SHEET(LAMINATED) 74CM x 52CM	N0451- R018409	NOS	12960	1280	800	2200	1160	6800	1280	4840	1280	1160	7000	2440	43200
(b)	IS 14490: 1997	PHOTO COPIER PAPER 210 MM X 297 MM (A-4) 80GSM	6750- R020976 (6750R020978)	REAM	6560	600	400	1440	520	4040	600	3040	600	520	3840	2160	24320
(c)	IS:14661 LATEST	TOILET PAPER (GRAMMAGE 21GSM, WIDTH 100MM, LENGTH 100 MTR)	N8540- 0000001	ROLL	4440	440	200	800	360	2320	440	1960	440	360	2400	760	14920
(d)	IS 14490: 1997	PHOTO COPIER PAPER 210 MM X 325 MM (FULL SCAPE) 80GSM	-	REAM	3600	304	200	720	264	2024	304	1520	304	264	1920	1080	12504
(e)	-	CD-REWRITABLE 700 MB	-	NOS	2880	440	200	360	400	1720	440	1240	440	400	1600	480	10600
(f)	JSS 8040	TAPE TRANSPARENT 1" (40 MTR- 65 MTR)	8040- 0000045	NOS	1632	184	120	200	160	868	184	588	184	160	840	288	5408
(g)	JSS 8040	TAPE TRANSPARENT 2" (40 MTR- 65MTR)	8040000048	NOS	1200	152	120	200	140	672	152	340	152	140	572	264	4104
(h)	-	ANTIRUST SPRAY /CTC (370 ML BOTTLE)	-	LTR	428	60	20	60	48	232	60	192	60	48	216	64	1488
(i)	-	WONDER TAPE 2" BROWN COLOUR (40 MTR)	N8040- 0000004	NOS	816	112	80	240	100	524	112	304	112	100	460	184	3144

SL	SPECIFICATION	DESCRIPTION	PATTERN NO.	DENO	MUMBAI	M/JANJIRA	DAHANU	DAMAN	RATNAGIRI	GOA	KARWAR	NEW MANGALORE	BAYPORE	VIZHINJAM	KOCHI	L&M ISLANDS	Total Qty
(k)	IS 2448 (REAFFIR MED- 2005)	TAPE INSULATION 25 MM (STEEL GRIP) 7.5 - 10 MTRS ROLL	5970- 002477	NOS	1240	116	60	200	96	636	116	540	116	96	680	180	4076
(l)	IS 14643	TEFLON TAPE (12 MM X 9YARD MTRS)	2810033886	NOS	1224	176	120	96	156	720	176	444	176	156	684	192	4320

Note :

- (i) Rate to be quoted per denomination (for 01 No/Ltr/Kgs/Pr).
- (ii) Basic cost should include all incidental expenses other than taxes. Only one rate will be applicable for one item for delivery to all stations mentioned above. No separate rate to be quoted for different station.
- (iii) Clarification pertaining to specification/sample of any item may be sought from Coast Guard Store Depot, Mumbai, Coast Guard Store Depot, Kochi or RLSO Section, RHQ(West), Mumbai.
- (iv) GST for each item to be quoted separately
- (v) Determination L1 will be considered based on the lowest basic cost quoted for each item (item wise L1 firm).
- (vi) The contract will be concluded by RHQ(W) with L1 firm(s).
- (vii) All ICG ships and establishments under Western Region (i.e. at Daman, Dahanu, Mumbai, Murund Janjira, Ratnagiri, Goa, Karwar, New Mangalore, Bepore, Vizhinjam, Kochi, L & M Islands) will be made Direct Demanding Officer (DDO) to purchase the items under rate contract.
- (viii) Items for ICG Units at L&M Islands will be delivered at CGSD, Kochi.
- (ix) The quantities mentioned is an anticipated withdrawal quantity for one year, however no minimum withdrawal under rate contract is guaranteed.
- (x) The items under rate contract will be purchased by DDO on quarterly basis. Supply order will be placed once in a quarter.

2. Technical Details:- Blank3. Two-Bid System - Blank

4. Delivery Period -

- (a) Post signing of annual rate contract by both parties, DDO will be placing supply order to the firm(s).
- (b) Delivery period for supply of items would be 30 days from the effective date of supply order.
- (c) Extension of contracted delivery period will be at the sole discretion of the DDO, with applicability of LD clause.
- (c) Please note that supply order can be cancelled unilaterally by the DDO in case items are not received within the contracted delivery period and a feedback to this effect will be forwarded to RHQ(W).
- (d) Rate contract can be cancelled unilaterally by RHQ(W), if firms repeatedly fails to supply the items ordered by DDOs or failed to supply items to all DDOs during any one quarter.

5. Incoterms for Delivery and Transportation - ("E" / "F" / "C" / "D" Terms) - Blank

TERMS OF DELIVERY DATE OF DELIVERY-

- (a) to (e) **Blank**
- (f) F.O.R. Destination : **(i) CG Ships/Units at each station mentioned above except L&M Islands**
(ii) For L&M Islands – Coast Guard Store Depot, Fort Kochi, Kochi
- (g) to (k): **Blank**

6. Consignee details : CG Ships/units at each station mentioned at para 1 (vi) above

Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7.

4. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or dis-favour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on 176 the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. **Agents / Agency Commission:** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts:** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages / Penalties:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

9. **Termination of Contract:** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases :-

(a) If firms repeatedly fails to supply the items ordered by DDOs or failed to supply items to all DDOs during any one quarter.

(b) The Seller is declared bankrupt or becomes insolvent.

(c) Blank.

(d) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

(e) As per decision of the Arbitration Tribunal.

10. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above. 178

13) **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14) **Taxes and Duties**

a) **In respect of Foreign Bidders:** Blank

b) **In respect of Indigenous bidders**

i) **General**

1. Bidders must indicate separately the relevant Taxes / Duties likely to be paid in connection with delivery of completed goods specified in RFP. In absence of this, the total cost quoted by them in their bids will be taken into account in the ranking of bids.

2. If a Bidder is exempted from payment of any duty / tax up to any value of supplies from them, he should clearly state that no such duty / tax will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate / quantum of any Duty / tax, it should be brought out clearly. In such cases, relevant certificate will be issued by the Buyer later to enable the Seller to obtain exemptions from taxation authorities.

3. Any changes in levies, taxes and duties levied by Central/State/Local governments such as excise duty, VAT, Service tax, Octroi / entry tax etc on final product upward as a result of any statutory variation taking place within contract period shall be allowed re-imbursment by the Buyer to the extent of actual quantum of such duty / tax paid by the Seller. Similarly, in case of downward revision in any such duty / tax, the actual quantum of reduction of such duty / tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc.. If any obtained by the Seller. Section 64-A of Sales of Goods Act will be relevant in this situation.

4. Levies, taxes and duties levied by Central/State Local governments such as excise duty, VAT, Service tax, Octroi / entry tax, etc on final product will be paid by the Buyer on actual, based on relevant documentary evidence. Taxes and duties on input items will not be paid by Buyer and they may not be indicated separately in the bids. Bidders are required to include the same in the pricing of their product

ii) Customs Duty –

1. For imported stores offered against forward delivery, the Bidder shall quote prices thereof exclusive of customs duty. The Bidder shall specify separately the C.I.F. prices and total amount of customs duty payable. They will also indicate correctly the rate of customs duty applicable along with Indian Customs Tariff Number. Customs duty as actually paid will be reimbursed on production of necessary documents i.e. (i) Triplicate copy of the bill of entry; (ii) copy of bill of lading; (iii) a copy of foreign principal's invoice. However, if the Bidder imports the stores in question against his own commercial quota Import Licences, he will also be required to submit in addition the triplicate copy of bills of entry etc. a certificate from his Internal Auditor on the bill itself, to the effect that the following items/quantity in the bill of entry related to the stores imported against Defence Buyer contract number... dated.....

2. Subsequent to the reimbursement of customs duty, the Bidder will submit to the concerned payment Authority a certificate to the effect that he has not obtained any refund of customs duty subsequent to the payment of duty to the Customs authority by him. In addition, he shall also submit to the Paying Authority concerned a certificate immediately after a period of three months from the date of payment of the duty to customs authorities to the effect that he has not applied for refund of the customs duty subsequent to the payment of duty to the customs authorities by him.

3. In case the Bidder obtains any refund of customs duty, subsequently to the payment of the same by him to the customs authorities and reimbursement of the customs duty to him by the Payment Authority, he should forthwith furnish the details of the refund obtained and afford full credit of the same to the Buyer.

iii) Excise Duty:- (Excise duty exemption certificate will not be provided).

1. Where the excise duty is payable on advalorem basis, the Bidder should submit along with the tender, the relevant form and the Manufacturer's price list showing the actual assessable value of the stores as approved by the Excise authorities.

2. Bidders should note that in case any refund of excise duty is granted to them by Excise authorities in respect of Stores supplied under the contract, they will pass on the credit to the Buyer immediately along with a certificate that the credit so passed on relates to the Excise Duty, originally paid for the stores supplied under the contract. In case of their failure to do so, within 10 days of the issue of the excise duty refund orders to them by the Excise Authorities the Buyer would be empowered to deduct a sum equivalent to the amount refunded by the Excise Authorities without any further reference to them from any of their outstanding bills against the contract or any other pending Government Contract and that no disputes on this account would be raised by them.

iv) Sales Tax / VAT/GST:- Not Applicable

v) Octroi Duty & Local Taxes:- Not Applicable

vi) GST :- As per applicable slabs

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee:-**

(a) **Indigenous cases:-** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).

2. **Option Clause: NA**

3. **Repeat Order Clause – NA**

4. **Payment Terms for Indigenous Sellers:** - It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism.

OR

(a) **On Pre Audit Basis**

(b) **100% payment against each supply order on delivery of items and acceptance by the user.**

OR

(c) **Blank**

OR

(d) contracts: **Blank**

5. **Payment terms for Foreign Sellers :-** **Blank**

6. **Advance Payments:-** **Blank (No advance payment will be made in any case)**

7. **Paying Authority:**

(a) **Indigenous Sellers:** (Name and address, contact details). The payment of bills will be made through respective PCDA(N)/JCDA/CDA of the DDO on submission of the following documents by the Seller to the Paying Authority along with the bill:

- (i) Ink-signed copy of contingent bill / Seller's bill.
- (ii) Ink-signed copy of Commercial invoice / Seller's bill.
- (iii) Copy of Supply Order/Contract with U.O. number and date of IFA's concurrence, where required under delegation of powers.
- (iv) CRVs in duplicate.
- (v) Inspection note.
- (vi) Claim for statutory and other levies to be supported with requisite documents / proof of payment such as Excise duty challan, Customs duty clearance certificate, Octroi receipt, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries, etc as applicable.
- (vii) Exemption certificate for Excise duty / Customs duty, if applicable.
- (viii) Bank guarantee for advance, if any.
- (ix) Guarantee / Warranty certificate.
- (x) Performance Bank guarantee / Indemnity bond where applicable.
- (xi) DP extension letter with CFA's sanction, U.O. number and date of IFA's concurrence, where required under delegation of powers, indicating whether extension is with or without LD.

- (xii) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
 - (xiii) Any other document / certificate that may be provided for in the Supply Order Contract.
 - (xiv) User Acceptance.
 - (xv) Xerox copy of PBG.
- (Note – From the above list, the documents that may be required depending upon the peculiarities of the procurement being undertaken, may be included in RFP)

(b) **Foreign Sellers – Blank**

(c) **Model ECS Mandate Format**

- (i) Customer's Name:
- (ii) Particulars of Bank Account:
- (iii) Bank Name
- (iv) Branch Name
- (v) Address
- (vi) Telephone No.
- (vii) IFS Code
- (viii) 9 Digit code No. of Bank and Branch appearing on MICR cheque issued by bank
- (ix) Account Type(S.B Account/Current Account or Cash)
- (x) Ledger No.
- (xi) Ledger Folio No.
- (xii) Account No. as appearing on Cheque Book

8. **Fall clause:** - The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the stores or offer to sell stores of identical description to any persons/Organisation including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed. If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person/organization including the Buyer or any Deptt., of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to the Director general of Supplies & Disposals and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

09. **Exchange Rate Variation Clause: Blank**

10. **Risk & Expense clause:**

(a) Should the stores or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b). Should the stores or any installment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c). In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-

- (i). Such default.
- (II). In the event of the contract being wholly determined the balance of the stores remaining to be delivered thereunder.

(d). Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER.

11. **Force Majeure clause:-**

(a) Neither party shall bear responsibility for the complete or partial nonperformance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

12. **Quality Assurance:-** NA

13. **Inspection Authority:-** The Inspection will be carried out by the consignee. The mode of Inspection will be Departmental Inspection.

14. **Warranty:-**

(a) The following Warranty will form part of the contract placed on the successful Bidder -

(i) Except as otherwise provided in the invitation tender, the Seller hereby declares that the goods, stores articles sold/supplied to the Buyer 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 contract. The Seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of 12 months from the date of delivery of the said goods stores/articles to the Buyer or 15 months from the date of shipment/dispatch from the Seller's works whichever is earlier and that notwithstanding the fact that the Buyer may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of 12/15 months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid not giving satisfactory performance or have deteriorated, and the decision of the Buyer in that behalf shall be final and binding on the Seller and the Buyer shall be entitled to call upon the Seller to rectify the goods/stores/articles or such portion thereof as is found to be defective by the Buyer within a reasonable period, or such specified period as may be allowed by the Buyer in his discretion on application made thereof by the Seller, and in such an event, the above period shall apply to the goods/stores/articles rectified from the date of rectification mentioned in warranty thereof, otherwise the Seller shall pay to the Buyer such compensation as may arise by reason of the breach of the warranty therein contained.

(ii) to (iv) **Blank**

Part V – Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria** :- The broad guidelines for evaluation of Bids will be as follows:
- a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
 - b. **Blank.**
 - c. The lowest firm will be decided based on the lowest basic price submitted as per the Price Format given at Para 2 below. The consideration of taxes and duties in valuation process will be as follows:
 - i). In cases where only indigenous Bidders are competing, L-1 bidder will be determined by excluding levies, taxes and duties levied by Central/State/Local governments such as excise duty, GST, Service Tax, Octroi/entry tax, etc on final product, as quoted by bidders.
 - d. **Blank**
 - f. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
 - g. **Blank**
 - h. The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.
 - i. Any other criteria as applicable to suit a particular case.

2. **Price Bid Format(to be used for L-1 determination)**:- The Price Bid Format in general is given below and bidders are required to fill this up correctly with full details, as required under Part-II of RFP(The format indicated below is only as an illustration. This format should be filled up with items/requirements as mentioned in Part-II of RFP).

a) Basic cost of the item/items:-

Sl	Description	Deno	Basic Rate (for 01 No/Ream/Pkt/Ltr)	GST Rate (%)
(a)	BROWN SHEET(LAMINATED) 74CM x 52CM	NO		
(b)	PHOTO COPIER PAPER 210 MM X 297 MM (A-4) 80GSM	REAM		
(c)	TOILET PAPER (GRAMMAGE 21GSM, WIDTH 100MM, LENGTH 100 MTR)	PKT		
(d)	PHOTO COPIER PAPER 210 MM X 325 MM (FULL SCAPE) 80GSM	REAM		
(e)	CD-REWRITABLE 700 MB	NO		
(f)	TAPE TRANSPARENT 1" (40 MTR- 65 MTR)	NO		
(g)	TAPE TRANSPARENT 2" (40 MTR- 65MTR)	NO		
(h)	ANTIRUST SPRAY /CTC (370 ML BOTTLE)	LTR		
(j)	WONDER TAPE 2" BROWN COLOUR (40 MTR)	NO		
(k)	BROWN SHEET(LAMINATED) 74CM x 52CM	NO		
(l)	PHOTO COPIER PAPER 210 MM X 297 MM (A-4) 80GSM	NO		

Note :-

- (i) Rate to be quoted per denomination (for 01 No/Ltr/Kgs/Pr).
- (ii) Basic cost should include all incidental expenses other than taxes. Only one rate will be applicable for one item for delivery to all stations mentioned above. No separate rate to be quoted for different station.

- (iii) GST for each item to be quoted separately
- (iv) Determination of L1 firm will be considered based on the lowest basic cost quoted for each item (item wise L1 firm).
- (v) The contract will be concluded by RHQ(W) with L1 firm(s).
- (vi) All ICG ships and establishments under Western Region (i.e. at Daman, Dahanu, Mumbai, Murund Janjira, Ratnagiri, Goa, Karwar, New Mangalore, Beypore, Vizhinjam, Kochi, L & M Islands) will be made Direct Demanding Officer (DDO) to purchase the items under rate contract.
- (vii) Items for ICG Units at L&M Islands will be delivered at CGSD, Kochi.
- (viii) The quantities mentioned is an anticipated withdrawal quantity for one year, however no minimum withdrawal under rate contract is guaranteed.
- (ix) The items under rate contract will be purchased by DDO on quarterly basis. Supply order will be placed once in a quarter.

3. Additional information in Price Bid on taxes and duties (not in scope of L1 determination)

- (a) Is Excise Duty extra? NA
- (b) If yes, mention the following –
 - i) Total value of items on which Excise Duty is leviable:
 - ii) Rate of Excise duty (item-wise if different ED is applicable):
 - iii) Surcharge on Excise duty, if applicable?
 - iv) Total value of excise duty payable:
- (c) Is Excise Duty Exemption (EDE) required:- NA
- (d) If yes, then mention and enclose the following:
Excise notification number under which EDE can be given:
- (e) Is GST extra?
- (f) If yes, then mention the following:
 - i. Total value on which VAT is leviable:
 - ii. Rate of VAT:
 - iii. Total value of VAT leviable:
- (g) Is Service Tax extra? NA
- (h) If yes, then mention the following:
 - i. Total value of Services on which Service Tax is leviable:
 - ii. Rate of Service Tax leviable:
 - iii. Total value of Service Tax leviable:
- (j) Is Custom Duty Exemption (CDE) required
- (k) If yes, then mention the following-
 - i. Custom notification number under which CDE can be given(enclose a copy)
 - ii. CIF value of stores to be imported
 - iii. Rate of Customs Duty payable
 - iv. Total amount of Customs Duty payable
- (l) Octroi/Entry taxes- NA
- (m) Any other taxes/duties