

INVITATION TO TENDER
OFFICE OF THE DY. INSPECTOR GENERAL OF POLICE GC, CRPF, NEEMUCH,
MADHYA PRADESH-458441, TELEPHONE/FAX No. 07423-292162
([Email-diggcnmh@crpf.gov.in](mailto:diggcnmh@crpf.gov.in))

No. C.XVII-1/2022-23-GC-NMH-L/ Canteen

Dated, the 03 Dec'2022

The Dy. Inspector General of Police, GC, CRPF, Neemuch, Madhya Pradesh-458441 invites sealed tenders, for and on behalf of the President of India, under **two bid system** consisting of technical bid and financial bid in respect of the stores mentioned in the schedule to this tender enquiry, from the **manufacturers and or their authorized dealers** of outstanding repute and actually dealing in the trade.

2. If you are in position to quote for supply in accordance with the requirements stated in the attached schedule to tender, all documents attached herewith should be fully filled, ink signed and returned to this office before the schedule date mentioned in the tender enquiry.

3. Prospective tenders are advised to go through the earnest money, payment terms, tender sample and lab test certificate clause and all other clauses of this tender enquiry carefully before filling the tender.

4.

I) SCHEDULE TO TENDER

OFFICE OF THE DY. INSPECTOR GENERAL OF POLICE, GROUP CENTER, CENTRAL RESERVE POLICE FORCE, NEEMUCH, MADHYA PRADESH-458441, TELEPHONE/FAX No. 07423-292162 (Email-diggcnmh@crpf.gov.in).

Schedule to Tender No	:	C.XVII-1/2022-23-GC-NMH-L/ Canteen
Last date and time for receipt of tender	:	By 1700 hours on 18/12/2022
Time and date of opening of tender	:	By 1100 hours on 19/12/2022
Validity of offer	:	The tender shall remain open for acceptance till 31/03/2023 from the date of opening of tender

Sl. No.	Description of	Quantity	EMD (in Rs.)	Tender Fee (in Rs.)
01	XXX Rum	766 Case	Rs.1,00,000/- only	Rs: 100/- Only
02	Whiskey/ Brandi/Vodka/ Wine Etc	900 Case		

DETAILED SPECIFICATION: As per Appendix 'A'

All tender documents attached with the invitation to tender including the specifications are sacrosanct for considering any offer as complete offer. It is therefore important that each page of the tender documents duly completed and signed is returned with your offer. Envelope containing the tender quotations shall be super scribed as **"QUOTATION FOR LIQUOR"**

Off line Tender enquiry documents along with tender samples have to be submitted in the office of the undersigned i.e. **The Dy. Inspector General of Police, GC, CRPF, Neemuch, Madhya Pradesh-458441**, Phone No. 07423-292162 (Email- diggcnmh@crpf.gov.in), on or before the scheduled date and time prescribed in the tender enquiry. Tender enquiries along with samples received after expiry of due date and time will not be opened. Tender samples sent on **FREIGHT TO PAY** basis will not be accepted. Tender sample of tenderers whose offer are not accepted may be collected by their authorized representatives on requisition on letter head of the firm duly stamped, signed and attested by the tenderers on hearing from this office. In case samples are not collected within the given time, the samples will be disposed.

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TERMS AND CONDITION OF TENDER ENQUIRY

1. Terms of Price	<p>1.1 Rates quoted by the firms should be on firm price basis. Rates should be quoted in Indian rupees both in figures as well as in words for complete units as per specifications. Any and every alteration in the rates should be signed in ink otherwise the offer will not be considered.</p> <p>1.2 Firms should clearly indicate different taxes and duties, which they propose to charge as extra along with the present rates thereof. Offers with such stipulations like "as applicable" will be treated as vague and are liable to be ignored.</p> <p>1.3 Rates quoted shall remain open upto 31/03/2023 after the opening of the tender.</p>
2. Payment terms	<p>2.1 Liquor is required to be supplied on Cash/Cheque/DD/e-payment and payment will be made after receipt of Liquor.</p>
3. Delivery instructions	<p>3.1 Free delivery at consignee's location i.e. The Dy. Inspector General of Police, GC, CRPF, Neemuch, Madhya Pradesh-458441, Phone No. 07423-292162 (Email-diggcnmh@crpf.gov.in). Tenderers are required to quote rates on free delivery at consignee's location basis at freight, risk, and cost of the supplier basis only.</p> <p>3.2 However final discretion regarding delivery instructions lies with the purchaser.</p>
4. Delivery period instructions	<p>4.1 Delivery of stores is required to be effected within 30 days after approval of advance sample with a lead period of 15 days.</p> <p>4.2 If the AT is placed on any of the participating firms for the part quantity, the delivery period will be fixed keeping in view the quantum of order and the supply capacity quoted by the concerned firm in their documents.</p>
5. Liquidation charges clause	<p>5.1 If the firm fails to deliver the stores or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, the purchaser may recover from the supplier as agreed liquidated damages including administrative expenses and not by way of penalty, a sum equivalent to 2% of the price of stores which the supplier has failed to deliver within the period fixed for delivery in the schedule for each month or part of a month during which delivery thereof is accepted after expiry of the aforesaid period, provided that the total damages so claimed shall not exceed 10% of the total price.</p> <p>5.2 After the maximum limit of 10% of the value of the stores is reached, the purchaser reserve the right to either extend further or cancel the contract.</p>
6. Details of manufacturers	<p>6.1 Only those firms should respond who are the manufacturers or authorized dealers of the stores specified in tender specifications.</p> <p>6.2 Offer from firms whose business activities are limited to procuring items from the manufacturers and supplying the same to purchaser having after sales service back up will also be entertained provided they furnish a certificate from the manufacturer certifying the authenticity, along with their tender, failing which their tender will be summarily rejected.</p> <p>6.3 Tenderers should disclose the name and full address (along with Phone No/Fax No.) of the place where the stores will be manufactured and offered for inspection, if any</p> <p>6.4 In case the firm is registered with NSIC for the subject stores, they should clarify whether they are registered as a manufacturing unit or in any other capacity. In case the registration is as a manufacturer, they should indicate the full address and Ph.No. of their manufacturing facility.</p>

7.Tender sample requirement	<p>7.1 All the bidders are required to submit 2 Bottles of each brand of liquor with their technical bid as tender sample as per following details:-</p> <p>7.2 The firm can submit offer for each brand mentioned in the schedule</p> <p>7.3 The offer of firm for the capacity of liquor bottle, sample & test report submitted will only be accepted.</p> <p>7.4 Offers received without tender samples or in case tender samples are received after the due date and time for receipt of tenders shall be rejected.</p> <p>7.5 The price bid of eligible firms will be opened and order would be considered on the lowest bidders subject to their reasonability of rates, capacity and performance etc.</p> <p>7.6 All tender samples should have a card affixed to them duly signed and stamped by the firm indicating the following:</p> <ul style="list-style-type: none"> i) Name and address of the firm ii) Tender No iii) Closing date & date of opening of tender iv) Name of item, item No. & size v) Any other information, if required
8. EMD	<p>Similarly firms who are specifically registered for the stores as per specified specifications with MSME/NSIC, but with a certain monetary limit, will be treated as unregistered for their value exceeding their monetary limit of registration. Such firms shall be required to deposit proportionate earnest money over and above the monetary limit. In case such firms fail to deposit earnest money, their offer for the tender value exceeding their monetary limit is liable to be ignored.</p> <p>The earnest money can be deposit through any of the following alternative forms.</p> <p>An account payee demand draft, fixed deposit receipt, bankers cheque or bank guarantee from any of the Nationalized, scheduled or commercial bank in any acceptable form drawn in favour of The Chairman Wet Canteen Liquor, GC, CRPF, Neemuch, Madhya Pradesh-458441.</p> <p>The earnest money shall remain valid and be deposited with the purchaser for a period of 90 days from the date of opening. If the validity of the tender is extended, the validity of the BG/or any other alternate document submitted in lieu of earnest money will also be period shall not be considered by the purchaser.</p> <p>No interest shall be payable by the purchaser on the earnest money deposited by the tender.</p> <p>The earnest money deposited is liable to be forfeited if the tender withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.</p> <p>The earnest money of the successful tenderer shall be returned after the security deposit as required in terms of the contract is furnished by the tenderer.</p> <p>If the successful tenderer fails to furnish the security deposit as required in the contract within the stipulated period, the earnest money shall be treated as performance security deposit for all practical purpose.</p> <p>Earnest money deposits of all the unsuccessful tenderers shall be returned by the purchaser as early as possible after the expiry of bids validity, but not later than 30 days after placement of contract. Tenderers are advised to sent pre receipt challan along with their bids so that refund of earnest money can be made in time.</p> <p>Any tender, where the tenderer is required to deposit earnest money in terms of conditions mentioned in preceding paras, not accompanied with earnest money in any one of the approved forms acceptable to the purchaser shall be rejected.</p>
9.Two bid system	11.1 Since the stores to be procured are of a complex nature, bids are

	<p>required to be submitted in two parts as under.</p> <p>a) Technical bid : Consisting of all the technical details along with commercial terms and conditions as mentioned in the tender enquiry, The cover supervised as technical bid should contain the following documents.</p> <p>i) All pages of tender documents duly completed and ink signed without indicating the rates quoted.</p> <p>ii) Performance statement for last 03 years if available for subject store.</p> <p>iii) Pre-receipt challan for refund of earnest money.</p> <p>iv) Authorized dealer certificate should be submitted.</p> <p>v) Copies of any one or two of the following documents like GST, PAN, TAN, Last 3 years tax returns, Firm registration (only in case of companies not registered with NSIC/MSME).</p> <p>vi) Any other relevant documents which the firm wish to submit.</p> <p>vii) Tender Fee for Rs: 100/- in the form of an account payee demand draft from any of the Nationalized, scheduled or commercial bank in any acceptable form drawn in favour of The Chairman Wet Canteen Liquor, GC, CRPF, Neemuch, Madhya Pradesh-458441</p> <p>b) Financial/price bid: Indicating item wise price quoted for the stores mentioned in the technical bid. The cover superscripted as financial/price bid should contain the following.</p> <p>i) Details of rates, taxes, duties, discount if any, delivery period, validity of rates etc. quoted by the bidder. These details should be submitted on the letter pads of the supplier.</p> <p>ii) Rates must be clearly mentioned in figures as well as in words in INR. There should not be any cutting /over writing.</p>
10.Method of submission of tender enquiry	<p>The two separates covers containing the technical bid and financial bid should be sealed separately in separate cover duly superscripted with tender enquiry number, store and date of tender opening. These two sealed covers along with the EMD and other documents should be put in bigger cover and sealed again. This bigger cover should also be superscripted with tender enquiry number, stores and date of tender opening. If the technical and financial bids are not separately sealed, the offer shall be summarily rejected.</p> <p>The technical bid are to be opened at the first instance and evaluated by the competent authority. In the second stage, financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.</p> <p>The tender enquiries duly filled in all aspects and having completed all applicable formalities may be sent by registered post/speed post duly stamped or by courier/by hand to The Dy. Inspector General of Police, GC, CRPF, Neemuch, Madhya Pradesh-458441, Phone No. 07423-292162 (Email-diggcnmh@crpf.gov.in) so as to reach on or before the scheduled time and date as mentioned in the schedule to the tender enquiry. Department is not responsible for any postal delay.</p>

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II) IMPORTANT INSTRUCTIONS

1. Full name and status of the person signing the tender documents must be clearly mentioned.
2. The firms applying tenders against the subject tender enquiry are informed that all relevant details with reference to the tender enquiry stipulations are clearly responded to. In case any of the tender enquiry stipulations are not clearly stated or replied to by any of the firms, no repeat no clarifications will be sought from the concerned firm and its offer will be rejected out rightly.
3. Catalogues, if any, mentioning the full particulars of the stores should be furnished with the quotation.
4. Important information like tender enquiry number. Date of tender opening, type of stores, full specifications of the items and terms and conditions etc should be provided wherever required.
5. Tender sample should be produced for inspection and displayed on the date of opening of tender invariably. If the representative of the firm desires to remain present while opening of quotation, the same will be allowed. The samples can also be produced for inspection and display through such representative.
6. Purchaser reserves the right to get the manufacturing capacity of all firms re- verified irrespective of the registration status.
7. Purchaser reserves the right to cancel/ reject or scrap any or all the tenders at any stage without assigning any reason.
8. The supply order will be placed only after the demonstration/ final inspection and the approval of the sample of the stores by the competent authority.
9. Tenderer registered as per specification no (Mention the correct nomenclature and specifications) stipulated in the tender enquiry and their representatives with the authenticity certificates shall be eligible for award of contract.
10. If the samples are sent by Railway parcel, the Railway receipt should not be enclosed with the tender documents but should be posted separately to the officer to whom samples are sent (Under a covering letter giving the necessary particulars to enable him to connect the Railway receipt easily with parcel). Samples submitted by the tenderers whose offers are not accepted (provided they have not been destroyed during testing) will be delivery to their representative, if they call for the same or can be returned to them at their cost, provided the application for return is made to the officer to whom the samples were sent, within one month after the contract is placed on the successful tenderer or after notification of cancellation of demand. If no application is received within the due date. The samples will be disposed off by auction and the sale proceeds credited to the Government treasury.
11. Except as otherwise provided in the invitation to the tender. The contractor hereby declares that the goods, stores, articles sold/ supplied to the purchaser under this contract shall be of the best quality and workmanship and particulars contained / mentioned in the contract. The contractor hereby guarantees that 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 said goods/stores/articles to the purchaser or 15 months from the date of shipment/dispatch from the contractor's work whichever is earlier and notwithstanding the fact that the purchaser (inspector) may have inspected and or approved the said goods/stores/articles. If during the aforesaid period of 12/15 months, the said

stores/goods/articles be discovered not conforming 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 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 by the purchaser within 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/articles/stores/ rectified from the date of 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 all expenses from the contractor for such defective stores.

12. In the event contract being cancelled for any breach committed and the purchaser affecting re- purchase of the stores at the risk and the cost of the contractor, the purchaser is not bound to accept the lower offer of benami or allied or sister concern of the contractor.

13. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire store 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 arrival of the stores at destination, notify to the contract any loss or damages to the stores that may have occurred during the transit.

14. Tenderers who are past suppliers of the item as per T/E specification should submit their performance statement in enclosed proforma. In case. It is found that information furnished is incomplete or incorrect; their tender will be liable to be ignored.

15. While the tenderer and the purchaser shall make every effort to resolve any issue amicably through direct informal negotiation, in the event of any disagreement or dispute arising between them under or in connection with the contract shall be settled under the court of law within its jurisdiction. The resultant contract will be interpreted as per the prevailing Indian laws and various directives of the Govt. of India.

III) STANDARD FORMS TO BE USED

The following forms mentioned in the Appendix- A, B,C,D,E & F are required to be submitted along with the bid.

- a) Appendix - A : Specification for liquor each brand.
- b) Appendix - B : Proforma of bank guarantee for submitting earnest money.
- c) Appendix - C : Proforma of bank guarantee for furnishing performances security deposit depositing.
- d) Appendix - D : Performance statement for last three years.
- e) Appendix - E : Check List.

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Appendix-"A"**SPECIFICATION OF LIQUOR**

Sl. No	Description of stores	Specification
1.	XXX Rum	766 Case
3.	Whisky/Brandi/Vodak/Wine Etc	900 Case

SIGNATURE OF TENDERER

APPENDIX-B

PERFORMA OF BANK GUARANTEE FOR SUBMITTING EARNEST MONEY

(On bank letter head with adhesive stamp)

To

The Dy. Inspector General of Police, GC,
CRPF, Neemuch,
Madhya Pradesh - 795 003.

Dear In accordance with your invitation
sir, tender

No.....

M/S.....

..... (here in after called "The tender") with the following Directors on their Board of Directors/
Partners of the firm.

1. _____
2. _____
3. _____
4. _____

Wish to participate in the said tender enquiry for the supply of (Mention the nomenclature of the store to be procured) to you (here in after called "The purchaser") whereas a bank guarantee against Earnest money for a sum of Rs. _____ (Rupees _____) valid for 90 days from the date of opening viz. up to _____ is required to be submitted by "the tenderer" as a precondition for the participation, this bank hereby guarantees and undertakes to pay the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to owing to the occurrence of any one of the three conditions mentioned below, specifying the occurred condition or conditions during the above said period of 90 days without any reservation and recourse.

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of its validity.
2. If the tenderer after submitting his tender, modifies the rates or any or the terms and conditions thereof, except with the previous written consent of the purchaser.
3. If the tenderer having been notified of the acceptance of this tender by the purchaser during the period its validity and
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract
 - b) If the tenderer fails or refuses to accept and or execute the contract as provided in the general conditions of the contract.

The guarantee shall be irrevocable and shall remain valid up to 90 days from the date of opening of tender. If further extension to this guarantee is required, the same shall be extended to such period on receiving instructions from the tenderer on whose behalf this guarantee is issued and any demand in respect thereof should reach the Bank not later than the above date.

Signature of authorized officer of the bank

Date. _____
Place _____

Signature of authorized officer of the bank _____

Printed Name. _____

Designation _____

Name and address of the bank

Banker's Common Seal

Note : Can be submitted in any other format applicable for any Nationalized Bank.

APPENDIX-C**PROFORMA OF BANK GUARANTEE FOR FURNISHING PERFORMANCE
SECURITY DEPOSIT**

To

The Dy. Inspector General of Police, GC,
CRPF, Neemuch,
Madhya Pradesh - 795 003.

Whereas M/S _____ (name and address of the supplier) (hereinafter called "the supplier") has undertaken in pursuance of contract No _____ dated _____ to supply (description of goods and services)(hereinafter called "the contract")

And whereas it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a nationalized or scheduled commercial bank of good repute and record recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

And WHEREAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are the guarantors and responsible to you, on behalf of the supplier, up to a total of _____ (amount of the guarantee in words and figure) and we undertaken to pay you, upon your first written demand declaring the supplier to be default under the contract and without cavil or agreement, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the _____ day of _____ 2020

Signature of authorized officer of the bank

Date. _____
Place _____

Signature of authorized officer of the bank _____

Printed Name. _____

Designation _____

Name and address of the bank

Banker's Common Seal

Note : Can be submitted in any other format applicable for any Nationalized Bank.

Appendix-D**PERFORMANCE STATEMENT FOR LAST THREE YEARS**

Sl. No.	Particulars	Description
1.	Name of Firm	
2.	Contract Number	
3.	Description Of Stores	
4.	Quantity On Order	
5.	Value	
6.	Original D.P.	
7.	Qty. Supplied Within Original D.P.	
8.	Final Ext. D.P.	
9.	Last Supply Position	
10.	Reason For Delay In Suppliers (If Any)	

SIGNATURE OF TENDERER

APPENDIX - E**CHECK LIST FOR TENDERERS**

(Tenderer should check following requirements for compliance before submission of the tender documents)

Sl. No	Requirements to be checked by the tenderer before submission of the tender	Compliance (To be indicated by the tenderer with "YES" after compliance of the requirements)
1.	Tenderer should mention the work for which they have quoted. This should be mentioned in the covering / forwarding letter head of the technical bid.	
2.	Tenderer should ensure deposit of required earnest money Deposit.	
3.	Tenderers should enclose their registration certificates.	
4.	Tenderer should mention in Tender enquiry that they accept our terms i.e. They agree to renovate the IRP and cost of the tenderer.	
5.	Tenderer should mention that their offer is valid up to 31/03/2023 from the date of opening of the tender.	
6.	Tenderer should mention the period of completion clearly.	
7.	Tenderer should give their past performance in the specified format given in the Tender documents.	
8.	Tenderer should mention that contractual dealing with their firms has not been banned by any Govt. / Private agencies.	
9.	If the tenderer want to mention any specific condition, it should be mentioned on the covering / forwarding letter only which will be placed on the first page of the technical bid. Such condition mentioned in any other document shall not be given any consideration.	
10.	Tenderer should mention their address for communication with Telephone and Fax Number. Signature of the Tenderer	
11.	Tenderer should ensure to sign each page of the Tender documents with name, designation, seal and address of the signatory.	

Signature of the Tenderee