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BIDDING DOCUMENT FOR **SUPPLY OF BRASS MATERIAL**

E-TENDER NO.: CIPET:CSTS/HYD/PUR-Brass/ET-01/2019-20 Dt.30.01.2020

LAST DATE FOR SUBMISSION OF ONLINE BID: 06/02/2020 at 15.30hrs

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY CIPET: CSTS - HYDERABAD

(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
IDA, PHASE-II, CHERLAPALLY, HYDERABAD – 500051.

Ph. No.: +91 040- 27263750/27263615 **Telefax:** +91-040-27264051

E-mail: cipethyderabad@yahoo.co.in hyderabad@cipet.gov.in

Website: www.cipet.gov.in

Notice Inviting E-Tender

E-Tender No.: CIPET:CSTS/HYD/PUR-Brass/ET-01/2019-20 Dt.30.01.2020

CIPET:CSTS-HYDERABAD invites item rate E-Tender in two Bid systems (Technical and Commercial) from Resourceful and reliable Manufacturers/suppliers/Dealers/Distributors for Supply of Brass Material to CIPET :CSTS-HYDERABAD.

Sl. No.	E-Tender No. & Date	Name of the Item / Work	Estimated Value in Rupees	EMD in Rupees	Delivery Period	Tender Fee in Rupees	Last Date & Time of online Bid submission
1.	CIPET:CSTS/HYD/PUR-Brass/ET-01 /2019-20 Dated 30.01.2020	Supply of Brass Material at CIPET:CSTS, HYDERABAD	3,60,000.00	10,000.00	1 Week from the date of issue of Purchase Order	250.00 Non-Refundable	06.02.2020 up to 15.30hrs

Interested and eligible bidders may view and download the detailed tender documents from CIPET's E-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in

All Bids must be submitted through the online portal www.tenderwizard.com/CIPET. However, bidders are also requested to submit a hard copy of the online Technical Bid duly sealed and signed to the Centre Head, CIPET Hyderabad on 06.02.2020 up to 15.30 hrs.

The Tender Fee and EMD will be accepted in the form of Demand Draft drawn on any Indian Nationalized Bank favouring "CIPET HYDERABAD" payable at HYDERABAD and shall be submitted at CIPET Hyderabad as specified on or before 06.02.2020 up to 15.30 hrs. in separate sealed cover, failing which bids will be summarily rejected.

Additionally, a soft copy of the Tender Fee and EMD shall also be uploaded along with the Technical Bid to be submitted online.

Salient information about the E-Tender:

- 1. Mode of submission:** ONLINE. No offline Tenders will be accepted.
- 2. Availability of Tender Documents:** All Bid formats (Technical & Financial) will be available ONLINE at CIPET's E – Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. The registered vendors can download the Bids from these websites.
- 3. Who can participate for this e-Tender:** The registered vendors of CIPET through www.tenderwizard.com/CIPET can only participate in this tender process.
- 4. How to register by a vendor :**
 - a) The prospective bidders have to register with CIPET through the E-tender portal of CIPET at www.tenderwizard.com/CIPET by Online Payment to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.

b) Tender Documents Fees (Non refundable) of Rs. 250/- is Payable to CIPET CSTS Hyderabad in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.

c) Processing Fees is Rs.590 /- (plus taxes) Payable Online separately to M/S. KEONICS LTD.

5. **Is there any device requirement for participation in e-Tender:** Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

6. Contact details for e-Tender related issue:

Name of the Service Provider : KEONICS		
Contact Person	Mobile / Telephone / E-mail	Remarks
1) Mr.Vishal	9849585902 (Between 9:00 AM to 6:00 PM)	For Vendor Registration / any other issue regarding e-Tender Process, Please contact KEONICS as per the details given in the previous coloumns.

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned to PDF & JPEG format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.

8. While uploading / submitting the documents, it should be ensured that the file name should be the name of the document itself.

9. All pages of Tender documents with Addenda / Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.

- 10.** Bidders are advised to visit CIPET's e-Tender portal regularly for any Addenda / Corrigenda (if any) with regard to the e – Tender, for which no separate paper advertisement will not be published.
- 11. Last date of online submission of Tender bid: 06.02.2020 up to 15.30 hrs.**
- 12.** EMD and Tender Fee must be in approved mode only and shall be duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person / by speed post on or before 06.02.2020 up to 15.30 hrs at CIPET CSTS Hyderabad. Non-receipt of the same is liable for rejection of the Tender.
- 13. Date & Time of Technical Bid Opening: 06.02.2020 at 16.30hrs.**
- 14. Date & Time of Financial Bid Opening:** Technically qualified bidders will be intimated about the date & time after technical bid evaluation through the E-Tender portal.
- 15. Venue for Opening Bids:** CIPET:CSTS-HYDERABAD, IDA, PHASE-II, CHERLAPALLY, HYDERABAD

16. Eligibility Criteria:

- a) Age of the Firm shall be More than 03 Years as on 31.08.2019.
- b) The average Annual Turnover of the tendering firm should be minimum Rs. 10.00 Lakhs & above in last 03 financial years. Audited financial Statement shall be enclosed for the year 2016-17, 2017-18 & 2018-19.
- c) Tenderer should have completed Job(s) in one financial Year during the last 03 (Three) financial years:
 - i. One similar completed Job (supply of Brass Material) costing not less than the amount equal to **80 % of the estimated cost.**
OR
 - ii. Two similar completed Job each of value not less than **50 % of the estimated cost.**
OR
 - iii. Three similar completed Job each of value not less than **40 % of the estimated cost.**

CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

Principal Director & Head,
CIPET, CSTS
HYDERABAD;
IDA, Phase-II, Cherlapally,
HYDERABAD – 500 051.

This Tender form contains Section I to VII

SECTION: I

INTRODUCTION

Central Institute of Plastics Engineering & Technology, (CIPET) is a Govt. of India Institute under Department of Chemicals & Petrochemicals, Ministry of Chemical & Fertilizers, Govt. of India engaged in Training and Research in the field of Plastics with Head Quarters and Head Office at Chennai. The Centre at Hyderabad (CIPET CSTS-HYDERABAD), invites e-tenders in 2 bid system (Technical and Financial Bid) for the Item / work titled "Supply of Brass Material" to CIPET CSTS Hyderabad".

SECTION: II

SCOPE OFWORK

Name of the Work: Supply of Brass Material at CIPET:CSTS, Hyderabad.

S. No	Name of the component	Unit	Qty
1	Brass Gr 319 (\emptyset 180 mm x 2.88 Mtrs)	Kgs	586
2	Brass Gr 319 (\emptyset 190 mm x 150 mm)	Kgs	40
3	Brass Gr 319 (\emptyset 110 mm x 1.50 Mtrs)	Kgs	84
4	Brass Gr 319 (\emptyset 60 mm x 500 mm)	Kgs	13
5	Brass Rod 319 (\emptyset 40 mm x 2 mtr)	Kgs	15

Note : CIPET Hyderabad reserves the right to increase or decrease the quantity

SECTION: III

SPECIAL TERMS AND CONDITIONS / INSTRUCTIONS TO BIDDER

1. The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required for the Tender Documents or submission of a Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in rejection of the Tender.
2. The purchaser shall not be liable for any expenses whatsoever incurred by the Tenderer in the preparation of the tender whether his tender is accepted or not even if the purchaser opts for complete withdrawal of invitation of Tender.
3. The Tenderer is advised in his own interest to examine the Installation Site of CIPET Institute and Hostel premises before submission of the bid.
4. Installation of Cameras at various places of Institute and Hostel at CIPET CSTS Hyderabad premises is as per the details provided by CIPET Authority.
5. Supplier shall be solely responsible for any defect in Items, quality of material etc. which may result in poor quality.
6. Exact specification along with Catalogue/ Photos of the items quoted should be submitted with suitable packing along with the Technical Bid.
7. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the criteria as stated in Pre - qualification criteria.
8. Offer should be in two parts Viz., "TECHNICAL BID" and "FINANCIAL BID" and all bids must be submitted through the online portal www.tenderwizard.com/CIPET.
9. Any Tender received by the Purchaser after the deadline for submission of E-Tenders prescribed by the Purchaser, will be rejected. Conditional tender will be summarily rejected without prejudice so bidders are advised to quote the price as per N.I.T. conditions only.
10. Tenders shall remain valid for 180 days after the date of E-Tender and incase of Rate Contract it should be valid for 1 year.
11. The work should be completed within 1 weeks time from the date of issue of the Purchase Order / Work Order.
12. In case of non completion of work in all aspect as per the requirement within 1 Week from the date of issue of the Purchase Order / Work Order CIPET has right to charge liquidated damages @ 0.50% per week subject to maximum of 10% of the total purchase value.
13. The cost of tender document is Rs. 250/- (Non Refundable) and Tenderers are requested to submit the tender fees on or before 06.02.2020, 15.30hrs, by Demand Draft drawn in favor of "CIPET Hyderabad" payable at Hyderabad, failing which the tender will be rejected.
14. The Tenderer shall pay Earnest Money Deposit o f Rs. 10,000/- in the form of Demand Draft drawn in favour of "CIPET Hyderabad" payable at Hyderabad on or before 06.02.2020, 15.30 PM. The tenders received without the EMD shall be rejected. The Earnest Money of the unsuccessful Tenderers will be refunded after 15 days time from the completion of tender process.
15. EMD amount of successful bidder shall be kept as performance security for a period of 60 (sixty) days to be reckoned from the date of receipt of goods in all respect and complete.

17. The earnest money deposit may be forfeited if:-
 - a) The Tenderer withdraws his tender during the period of tender validity specified in the tender document.
 - b) After acceptance of the tender, the Tenderer fails to take up the job.
18. TDS (Tax Deducted at Source) and other applicable taxes will be deducted as per prevailing rules and regulations of the Government, as applicable.
19. The Tenderer shall complete the Tender Form and fill the appropriate Financial Bid Furnished in the Tender Documents, indicating for the goods to be supplied, a brief description of the Goods, quantity and prices.
20. The Bidder shall indicate on the Financial Bid attached to these documents, the unit prices and total Bid Prices of the goods, proposed to be supplied under the Contract.
21. Financial Bid should be submitted in the prescribed format (Excel Format) given under price schedule of the Tender Document.
22. The rate quoted by the Tenderer should be firm and no escalation on any account whatsoever shall be paid for this work.
23. CIPET will notify the successful Tenderer in writing by registered letter / fax / e-mail to be confirmed that his tender has been accepted.
24. 50% advance amount shall be paid and balance 50% amount will be released after supply of Brass Material at the CIPET CSTS Hyderabad as per the confirmation and on actual quantity ordered and received.
25. The suppliers shall be solely responsible for supplying the given models and installing them in the CIPET, Hyderabad Institute & Hostel,
26. Selection and short listing of the models of cameras will be the sole discretion of CIPET.
27. The Principal Director & Head, CIPET CSTS Hyderabad reserves the right to accept or reject any or all tenders at any point of time prior to issue of Purchase Order without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.
28. In the case of a dispute or differences arising between the Purchaser and Supplier relating to any matter arising out or connected with this Tender, such dispute or differences shall be referred within the Jurisdiction of the Court, Hyderabad (Telangana).

SECTION:IV

TECHNICAL BID

TENDER No.: CIPET:CSTS/HYD/PUR-Brass/ET-01/2019-20 Dt.30.01.2020

DESCRIPTION: Supply of Brass Material at CIPET: CSTS, - Hyderabad

Sl. No.	Particulars To Be filled up by the Tenderer / Bidder:	
1	Name of the Tenderer / Supplier/Dealer	
2	Postal address	
3	Telephone No. with STD code	
4	Fax with STD code	
5	Name of Contact person	
6	Mobile No.	
7	E-Mail ID	
8	Following Documents To Be Scanned and Uploaded in the website www.tenderwizard.com / CIPET during the period of submission.	
9	The firm should have valid registration certificate in support of establishment of the firm (Registration No.)	
10	PAN (Permanent Account Number)	
11	Certificates of Registration for GST as applicable	
12	Experience of Supplying and Installation of CCTV Cameras set up to Corporate Offices / Institutions of Central Government / State Government / Central Autonomous Body / Central Public sector Undertaking during last 3 years as per the eligibility criterion	

13	The firm should furnish the Average Annual Turnover during the last Three Financial Years (2016-17, 2017-18 & 2018-19). (Audited Financial Statement).	
14	The firm should furnished the balance sheet and Income Expenditure Account of last Three Financial Years (2016-17, 2017-18 & 2018-19)	
15	The firm should enclose copy of Income Tax Return of the last Three Assessment Years (2016-17, 2017-18 & 2018-19)	
16	Demand Draft No. & Date for Tender Fees (Non refundable) of Rs. 250/-	
17	Demand Draft No. & Date for EMD of Rs. 10,000/-	
18	Validity of Offer	

Date:

Seal & Sign. Of Bidder

SECTION: V

CHECKLIST

TENDER No.: CIPET: CSTS/HYD/PUR-Brass/ET-01/2019-20 Dt.30.01.2020

1. Have you deposited requisite Tender Fees & EMD?
2. Have you enclosed valid Registration Certificate of Establishment of Firm?
3. Have you enclosed your PAN Certificate?
4. Have you enclosed Income Tax Return Certificate for last 3 years?
5. Have you enclosed Audited Balance Sheet and Income & Expenditure account for last 3 years?
6. Have you enclosed Registration Certificate of GST?
7. Have you sealed & signed all the pages of Tender document?
8. Have you enclosed experience certificate/work orders copies?
9. Have you enclosed Annual Turnover Certificate?

SECTION: VI

PRICE SCHEDULES

[To be submitted along with the Financial Bid]
(Supply of Brass Material at CIPET:CSTS, Hyderabad)

Date:

To,
CIPET : CSTS - Hyderabad,
IDA, Phase-II, Cherlapally,
HYDERABAD – 500 051

Dear Sir,

Subject: Financial Bid for Supply of Brass Material at CIPET: CSTS, Hyderabad.

Ref: Your Tender Enquiry No.: CIPET:CSTS/HYD/PUR-Brass/ET-01/2019-20 Dt.30.01.2020

In response to tender enquiry cited above, we are pleased to enclose the following as our financial bid for your kind consideration.

S.No	Description of the item	Unit	Qty	Rate Per Unit	Taxes Per Unit	Other Charges, if any (Rs.) Per Unit	Rate Per Unit. all inclusive (Rs.)	Total Amount
1	Brass Gr 319 (Ø 180 mm x 2.88 Mtrs)	Kgs	586					
2	Brass Gr 319 (Ø 190 mm x 150 mm)	Kgs	40					
3	Brass Gr 319 (Ø 110 mm x 1.50 Mtrs)	Kgs	84					
4	Brass Gr 319 (Ø 60 mm x 500 mm)	Kgs	13					
5	Brass Rod 319 (Ø 40 mm x 2 mtr)	Kgs	15					

Note: In case of discrepancy between unit price and total price, the unit price shall prevail. Price should be quoted exactly as per the format given above. CIPET Hyderabad reserves the right to increase or decrease the quantity..

Place:

Name:
Sign. of Bidder/Tenderer
With Seal