

CHAPTER- I

INVITATION TO TENDER

Government of India, Ministry of Home Affairs
Recruit Training Centre, Karera, Indo- Tibetan Border Police
PO- Karera, Distt- Shivpuri (MP) – 473 662
Fax No: 0749-252209, e-mail: itcellrtckr@itbp.gov.in

Tender No. 4981

Dated, the 21.08.21

On behalf of the President of India, DIG, RTC ITBP, Karera invites an open tender for the store/goods related to the schedule of requirement of tender enquiry enclosed.

2. The conditions of contract which will govern any contract made are contained in the GFR 2017, Manual of Ministry of Finance for procurement of goods 2017 & all orders issued by MHA, CVC and other relevant departments of Government of India from time to time which have been issued before issuance of this Tender. Any special conditions attached to this invitation to tender will also form part of the conditions of contract and will supersede any general condition.

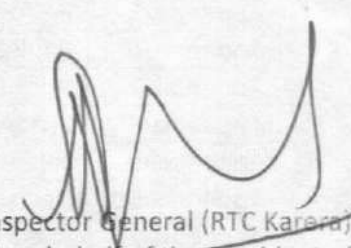
3. The above manuals are available with latest amendment on website of Ministry of Finance, Govt of India and can be downloaded from the [www. finmin.nic.in/](http://www.finmin.nic.in/).

4. If you are in a position to quote for the supply of these stores in accordance with the requirements stated in the attached schedule to tender, all documents attached herewith should be filled in, signed, scanned(.pdf) and submitted through e-procurement site.

5. You are requested to study the tender document completely and ensure all documents and annexures to the tender are completely and correctly filled in, signed and stamped, scanned where applicable and then upload on CPP portal.

6. CPP Portal i.e. eprocure.gov.in is maintained by National Informatics Centre (NIC). Any technical problem related to uploading the technical bid by participant bidder will be addressed by NIC and their helpline team. No assistance in any manner will be provided by ITBP and no request on this behalf will be entertained for extension of tender as well as for acceptance of hard copy.

7. This Tender is **NOT** transferable.


Dy. Inspector General (RTC Karera)
For and on behalf of the President of India

Signature of the tenderer

CHAPTER- II

INSTRUCTIONS TO BIDDERS

Government of India, Ministry of Home Affairs
Recruit Training Centre, Karera, Indo- Tibetan Border Police
PO- Karera, Distt- Shivpuri (MP) – 473 662
Fax No: 0749-252209, e-mail: itcellrtckr@itbp.gov.in

Tender No. 4981

Dated, the 21-08-2021

For and on behalf of the President of India, the Dy Insp General, RTC ITBP Karera invites advertise tender enquiry through online tenders under Two Bid System (Technical and Financial Bid) on the prescribed form, for purchase of the following stores as detailed in this schedule to tender:-

Sl No.	Description of store	Qty
Supply of Milk and Milk product for RTC Karera, ITB Police as per Schedule with validity of completion of supply for four months w.e.f. October 2021 to January 2022 (Chapter-V and QR/TD at chapter VI)		

2. This tender enquiry has the following chapters and appendices:

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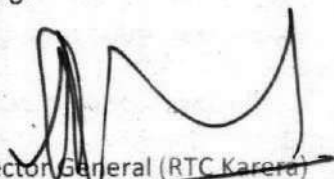
Dy. Inspector General (R. C. Karera)
For and on behalf of the President of India

Signature of the tenderer

3. All tender documents inclusive of NIT, instructions to bidder, special condition, schedule of requirement, QR & TD and all other relevant document are available at e-Procurement site <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download the same and go through in detail. All Tender documents attached with this invitation to tender including the specifications are SACROSANCT for considering any offer as complete offer. It is therefore important that Tender Acceptance Letter which is a written undertaking that all the terms and condition of the tender are understood and accepted should be signed and submitted only through on line e-Procurement site <https://eprocure.gov.in/eprocure/app>. Tenderer are also advised to go through checklist.

4. Tenderers must ensure that they have gone through with complete tender documents and read thoroughly all terms & conditions, schedule of requirement, tenders QRs/TDs. Tenderer will upload the declaration certificate for the same purpose. All questionnaire along with the various forms & annexure will be signed in column & on each page and uploaded with their offer, as it is, without any modification/alteration.

5. In case of any difference between the conditions mentioned in tender enquiry and the specification/QRs, the condition given in the specifications will be binding.


Dy. Inspector General (RTC Karera)
For and on behalf of the President of India

Signature of the tenderer

INSTRUCTIONS TO BIDDERS

(This Tender Set is not transferable)

6. Name of Stores : Supply of Milk and Milk products to RTC ITBP Karera for four months w.e.f. **October 2021 to January 2022**
7. (a) Earnest money deposit : Rs 50,000.00
8. Date of publication on website : at 1600 hrs on dated, **21-08-2021**
9. Document download start Date : at 1800 hrs on dated, **21-08-2021**
10. Document download end Date : at 1000 hrs on dated, **13-09-2021**
11. Seek Clarification start Date :
12. (a) Seek Clarification End Date :
- (b) Pre bid date & time :
13. (a) Bid submission start Date : at 1000 hrs on dated **23-08-2021**
- (b) Bid submission End Date : at 1000 hrs on dated **13-09-2021**
14. Bid opening date : at 1100 hrs on dated **14-09-2021**
15. The Purchaser : President of India
16. Inspection Authority : Dy Insp Gen, ITBP, RTC Karera, PO- Karera, Distt- Shivpuri, (MP)- 472662
17. Inspection Officer : Board of Officers of ITBP
18. Stores Required at (Consignee) : DIG, RTC ITBP Karera, PO- Karera, Distt- Shivpuri (MP)- 473652
19. Delivery Period : (a) For Indian Suppliers- Within 7 days from the date of issue of AI (Supply Order).
(b) ITBP reserves the right to extend this date as per merit.

20. Place of Procedure & Submission of EMD etc. RTC ITBP Karera

Original payment instrument in respect of EMD, duly completed in all respects is to be submitted in tender box placed at SM Office, RTC ITBP Karera on 13.09.2021 from 1000 hrs to 1300 hrs. The copy of this document **must** be uploaded alongwith technical bids by the bidders for transparency. Late/Delayed/Non submission of originals would result in rejection of bid during online bid opening. **Hard copy of bids will not be accepted.**

21. **Form of Earnest Money Deposit (EMD):**

The EMD having **validity of 90 days** beyond the final bid validity period be deposited in the following form only **on or before opening of Tender** (Technical Bid). Bid/ offer validity is 90 days from the date of tender opening.

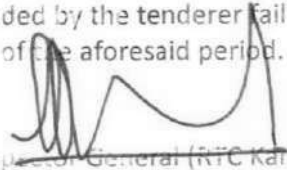
23.1 Fixed Deposit Receipt, drawn in favour of **Dy. Inspector General, RTC Karera, ITB Police.**

23.2 An irrevocable Bank Guarantee (BG) of any **regular/scheduled** Bank in Indian Rupees, in the format supplied with the tender.

22. **Bid/ Offer Validity :**

90 days from date of tender opening. In the absence of any indication in the tender documents submitted, of the date upto which the offer has been kept valid, it will be taken that the offer will remain open for acceptance for the period specified in the tender documents.

23. **Extension of Bid validity & Earnest Money** if the validity of the tender is extended, the validity of the Bid & Earnest Money will also have to be suitably extended by the tenderer failing which their tender shall not be considered by the purchaser after the expiry of the aforesaid period.


Dy. Insp Gen (RTC Karera)
on behalf of the President of India

Signature of the tenderer

24. **Clarification on Specifications/QR** :- No such requests will be entertained by the purchaser after clarification end date.

25. **Right of Bidders** :- Bidder can ask in writing about bidding condition, bidding process.

26. **Currency of Bidding** :- In Indian Rupee (INR) only.

27. **Submission of the proposal in TWO BID SYSTEM**: All bidders are required to submit their offers in two bid. The details is as under:-

28.1 TECHNICAL BID/ PRE QUALIFICATION BID:- It must contain the following:

29.1.1 Tender documents and technical documents duly completed and stamped, signed but without indicating the rate quoted (Scanned copy). Samples of Item will be submitted physically on or before the date of EMD submission date.

28.1.2 Earnest Money in given schedule format or copies of MSME registration certificates for subject store (for total items for which rates are quoted) with monetary limit, if any (Scanned copy). **If any firm not have MSME registration for all items, The EMD is compulsory for those remaining items in which firm quoting the rates and not registered as MSME firm.**

28.1.3 The technical details of the items offered along with the supporting original technical literature, leaflets, brochures etc). Technical documents viz. registration certificate, PAN, GST, address proof, bank cheque, bank balance statement, ITR for previous three years, latest GST clearance certificate, NEFT mandate form, experience certificate, food and drug license, food safety certificate and any other relevant document as per tender documents & annexures and which the firm wishes to submit. (Documents should be valid for the period of tender)

28.1.4 Clause by clause compliance to specifications

29.1.5 Details of warranty/terms and conditions.

29.1.6 All forms & annexure of T.E. duly filled and stamped, signed by the bidder.

28.2 COMMERCIAL BID

(i) Tenderers should download and submit price bid (BOQ) filled in as per format available in Appendix-9 of Chapter-VII and upload the same on **CPP Portal <http://eprocure.gov.in/eprocure/app>**.

(II) The tenderer should give total prices in terms of basic price + applicable GST or any other tax.

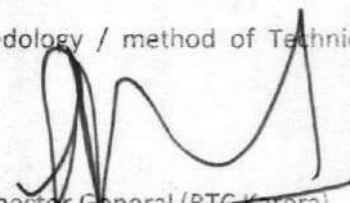
29. **Evaluation of the Proposal** :-

A two stage procedure will normally be adopted:-

29.1 Stage-I: Offer of the firm will be initially examined in accordance to the eligibility criteria of bidder, availability of uploaded complete tender documents alongwith essential forms & annexure duly filled and signed. Suitable EMD or exemption certificate thereof.

29.1.1 Evaluation of Technical Bids and method of Functional Demonstration/ Physical evaluation of the stores to assess their suitability against the laid down QR's/TDs.

29.1.2 The purchaser reserves the right to decide upon the methodology / method of Technical Evaluation cum physical checking of samples.


Dy. Inspector General (RTC Karera)
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Signature of the tenderer