

GOVERNMENT OF TRIPURA

**OFFICE OF THE COMMISISONER OF EXCISE
PANDIT NEHRU COMPLEX, GURKHABASTI, AGARTALA**

BID DOCUMENT of e-Tender

**FOR PROCUREMENT OF 9(NINE) NUMBERS PORTABLE MECHANICAL SPRING
BALANCE.**

GOVERNMENT OF TRIPURA
OFFICE OF THE COMMISSISONER OF EXCISE
P.N. COMPLEX, GURKHABASTI, AGARTALA

File No.F.I-1(5)-EX/2016

Date: 10/07/2018.

Name of work: - Procurement of 9 (Nine) numbers portable mechanical spring balance.

1. Certified that this DNIT contains 11(**Eleven**) pages numbered from 1 to 11.
2. Header of each page of DNIT bearing the text “***DNIT for Commissioner of Excise***”
3. The schedule of above e-Tender is shown in page no. 4

Sd/-

(S. Karmakar, TCS SSG)
Additional Commissioner of Taxes
Government of Tripura

Notice Inviting e-Tender for
“Procurement of 9 (Nine) numbers
portable mechanical spring balance”

LIST OF IMPORTANT DATES IN CONNECTION WITH THE BID FOR THE WORK.

Name of work: - Procurement of 9 (Nine) numbers portable mechanical spring balance.

1.	Completion period for the Supply:	Within 30 days of Award of Contract
2.	Date of Publishing of Tender	10-07-2018 At 12:00 noon
3.	Period of downloading of Bidding Documents at https://tripuratenders.gov.in	Document Download Start Date : 10-07-2018 At 01:00 pm Document Download End Date : 30-07-2018 At 6:55 pm
4.	Pre Bid Meeting	17-07-2018 At 12 noon
5.	Place of Pre Bid Meeting	In chamber of Additional Commissioner of Taxes of Office of the Commissioner of Excise, P.N. Complex, Gurkhabasti, Agartala.
6	Bid Submission Start Date	10-07-2018 At 01:00 pm
7	Bid Submission End Date	30-07-2018 At 6:55 pm
8.	Bid Opening Date	31-07-2018 At 04:00 pm
9.	Place of Opening Bids:	In chamber of Additional Commissioner of Taxes of Office of the Commissioner of Excise, P.N. Complex, Gurkhabasti, Agartala.
10.	Bid Validity:	180 days
11	Officer inviting Bids:	Additional Commissioner of Taxes, Government of Tripura

Notes: - All the above mentioned time are as per clock time of e-procurement website <http://tripuratenders.gov.in>

GOVERNMENT OF TRIPURA
OFFICE OF THE COMMISSONER OF EXCISE
PANDIT NEHRU COMPLEX, GURKHABASTI, AGARTALA
E-mail: excisetripura@yahoo.com

NOTICE INVITING TENDER

File No.F.I-1(5)-EX/2016

Date: 10/07/2018.

E-Tenders for procurement of 9 (Nine) numbers portable mechanical spring balance are invited through <http://tripuratenders.gov.in> on behalf of the Governor of Tripura by Office of the Commissioner of Excise, Government of Tripura, P.N. Complex, Gurkhabasti, Agartala- 799006 as per specifications and terms and conditions laid down in the Tender Document.

SI No.	Name of the work	Tender value	Earnest money	Bid submission end date	Bid opening date
1.	Procurement of 9 (Nine) numbers portable mechanical spring balance – Accuracy Parameter Class III, Capacity - 100KG	Rs. 1,88,000/-	Rs. 1,880/-	As per list of important dates mentioned in the page no.4	

- Period of completion of supply: - Thirty days from the date of rate acceptance.
- The other details related e-Tender can be seen and obtained from the website <http://tripuratenders.gov.in>
- Corrigendum / Addendum, if any, will be published only on the above website.

Sd/-
(S. Karmakar, TCS SSG)
Additional Commissioner of Taxes
Government of Tripura

TERMS AND CONDITIONS-I

1. Bidder needs to make Earnest Money (EMD) amounting to Rs. 1,880/- and tender fee amounting to Rs. 1000/- (non-refundable) in shape of Demand draft in favour of “Commissioner of Excise Government of Tripura, Gurkhabasti, Agartala” from any nationalised Bank / Scheduled Bank having branch at Agartala, and send the same through Speed Post / Registered Post / Courier Services only in sealed envelope duly super scribed with “Earnest Money (EMD) and Tender fee for procurement of 9 (Nine) numbers portable mechanical spring balance” and should reach to the tendering authority i.e., Additional Commissioner of Taxes, Government of Tripura, Office of the Commissioner of Excise, Gurkhabasti, Agartala-799006 before 31st July 2018, 1.00 P.M.
2. Bidder needs to send the scan copy of duly filled Annexure-I (Declaration).
3. The bidder should sign each page of the DNIT after being downloaded from the website and upload the signed DNIT in “**My document**” folder.
4. Submission of e-tender without requisite documents as per terms & conditions of DNIT will be treated as invalid one.
5. Tenderers should quote their rates for portable mechanical spring balance in the prescribed format (BOQ) for delivery of the material at office of the Commissioner of Excise, Government of Tripura, Gurkhabasti Agartala-799006.
6. Total quoted rate will be calculated inclusive of basic rate, GST (As applicable).
7. Rate(s) quoted by the tenderer(s) is final. No subsequent escalation of price will be acceptable to the Government.
8. There shall be no separate re-imbusement or increase of rate or payment of compensation in any ground.
9. The rate should be offered as per destination points mentioned in the BOQ.
10. Earnest money shall be refunded to all unsuccessful tenderers after final decision about acceptance of tender.
11. If any bidder fails to fulfil the requirement in the technical bid, the financial bid shall not be opened and is liable for rejection.
12. The successful tenderer shall have to execute an “**AGREEMENT**” with this Department for execution of work within **30 (thirty) days** from the date of issue of AOC (Award of Contract) failing which AOC (Award of Contract) shall automatically stand cancelled and earnest money of the tenderer will be forfeited to the Government account.
13. None need to participate in the tender who does not accept/fulfill the terms & conditions indicated above.
14. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.
15. No conditional tender will be accepted whatever may be.
16. The undersigned reserves the right to reject or accept any tender including the lowest one partly or wholly without assigning any reason or distribute the same to two or more tenderers, if necessary.
17. The quantity mentioned in NIT may increase or decrease at any time.

TERMS AND CONDITIONS-II**1. SPECIFICATION OF WEIGH MACHINE:-**

- Type of WEIGH MACHINE :- Portable Mechanical Spring Balance
- Capacity of Weigh Machine: - 100 Kgs.
- Accuracy Parameter of the Weigh Machine :- Class- III

2. GUIDELINES FOR TECHNICAL & FINANCIAL BID:-

The bid to be submitted by the bidder shall consist of 2(two) parts:- Technical Bid and Financial Bid.

3. Special Instructions:-

If any bidder fails to fulfil the requirement in the Technical Bid, the Financial Bid shall not be opened and is liable for rejection.

4. Language of Bids:-

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the client, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language as long as it is accompanied by an English translation in which case, for purpose of interpretation of the bid, the English translation shall govern.

5. The offered rate of the quotation shall remain valid for acceptance for a period of 180 days from the date of opening of tender.
6. The Department shall not bear any travelling, boarding and lodging expenses.
7. Dealers or Agents quoting on behalf of Manufacturer must enclose valid dealership certificate.
8. Valid certificate to prove the genuineness of the products and of International standard, as mentioned below, must be enclosed. (a) Manufacturer's Certificate (b) ISO/ISI certificate.
9. The Technical Bid may be opened first. After evaluation of the Technical Bid, only the technically qualified tenderers will be invited to attend the opening of the price Bid.
10. The Department reserves the right to reject or cancel and/all of the quotation(s) without assigning any reason thereof.
11. Lowest Bidder will be selected as per rate quotation for procurement of mechanical spring balance.
12. The Earnest Money deposited by the unsuccessful bidder alongwith Bid will be released after finalisation of the Bids.
13. Successful bidder need to deposit security money of Rs.18,800/- after signing the Award of Contract (AOC).
14. Security money will be released after faithful discharge of the contract and final settlement of payment.

15. Whole amount of security money will be liable to be forfeited to the Government in case of violation or breach of any of the terms of contract. The contract may be terminated by the Government at any time without previous notice and without showing any reason, whatsoever.
16. Supply should be completed in full within the time period to be indicated in the supply order. Supply order, Agreement and security money will liable to be forfeited by the Government in the event of failure to supply in full as per supply order within the time schedule and the supply order (s) will likely to be treated as cancelled.

TECHNICAL TERMS AND CONDITION:

The interested bidders should furnish the bids in 2 covers, namely “Technical Bid” and “Financial Bid” with necessary documents as follows.

List of the documents to be scanned and uploaded within the period of bid submission date:

Technical Document:

- ✚ Evidence of having experience in similar type of works during last 3(three) financial years.
- ✚ Scan copy of Demand Drafts of Earnest Money and Tender fee as per the terms and condition of the DNIT.
- ✚ Certificate of Model approval by Competent Authority of Government of India.
- ✚ Income Tax Return of last 3(three) financial years and GST registration number.
- ✚ Declaration mentioning that the firm is not blacklisted.
- ✚ PAN Card of the agency.
- ✚ Scan copy of duly filled Annexure-I (Declaration).

Financial Document:

- ✚ BOQ (Bill of Quantity).
- ✚ Annexure II

INSTRUCTION TO BIDDERS:

1. Bidder shall take separate printout of the formats of Declaration (**Annexure-I**), and Price Quotation (**Annexure-II**). He / She shall fill the necessary information & put signature with stamp/seal, and then scan them into PDF (**PDF should be in good resolution**). Finally those documents should be uploaded (with digital signing) in Technical folder/Cover. If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their EMD will be forfeited.
2. The bidder should sign each page of the DNIT after being downloaded from the website and upload the signed DNIT in “**My document**” folder.
3. **Last date / time for Submission of the Bids:** Bids must be submitted within the Bid Submission start and end date and time specified in DNIT. The Commissioner of Excise, Govt. of Tripura, Agartala may extend the dates for issue and receipt of Bids by issuing corrigendum in which case all rights and obligations of the department and the bidders will remain same as previously.

4. **Late Bids** - The e-Procurement application <https://tripuratenders.gov.in> will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in DNIT.
5. Tender shall not be accepted for the product / products for which the concerned company has been blacklisted / banned / debarred either by Tender inviting authority of Govt. of Tripura or by any other State / Central Govt.
6. The concerned company/firm who stands blacklisted/banned / debarred either by Tender inviting authority or Govt. of Tripura or by any other State / Central Govt. and its procurement agencies on the date of bid submission shall not be eligible to participate in the tender.
7. The concerned firm / company whose product has been declared as of spurious or adulterated quality and any criminal case is filed and pending in any court shall not be eligible to participate for those particular products in the tender. Similarly convicted firm / company shall also not be eligible to participate in the tender.
8. **Bid Opening:** The bid will be opened online by the designated bid openers at the office of the Commissioner of Excise, on behalf of the Commissioner of Excise, Tripura as per time, date and venue specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.
9. **Bid Evaluation & Comparison of Bids:** All the statement, documents, certificates, demand draft, shall be submitted/uploaded by the bidder will be verified, for evaluation of bids. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. Bids will be evaluated against the specified parameters / criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

Sd/-

(S. Karmakar, TCS SSG)
Additional Commissioner of Taxes
Government of Tripura

ANNEXURE-I**DECLARATION**

I do hereby declare that I have personally gone through the relevant Detailed Notice Inviting Tender and understood all the clauses, specifications of e-tendered items, instruction of the NIT and having been fully satisfied, I have quoted the rate of item. This is further to certify that I have suppressed no fact in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other punitive action against me as per terms and conditions of the tender. I do affirm that all the terms & conditions of the NIT are unconditionally accepted by me. I have no objection if any extra term & condition, mutually accepted by me and purchaser is incorporated into the agreement.

(Bidders' Signature)

ANNEXURE-II

**FORMAT FOR QUOTING RATES FOR PROCUREMENT OF PORTABLE
MECHANICAL SPRING BALANCE**

<p>Validate Print Help</p> <p>Tender Inviting Authority: <OFFICE OF THE COMMISSISONER OF EXCISE , Government of Tripura, Gurkhabasti, Agartala, 799006></p> <p>Name of Work: < Procurement of 9(Nine) numbers portable mechanical spring balance ></p> <p>Contract No: < F.I-1(5)-EX/2016 ></p>						
<p>Name of the Bidder/ Bidding Firm /</p>						
<p align="right">PRICE SCHE (DOMESTIC TENDERS - RATES ARE TO</p> <p align="center">[This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant column]</p>						
NUMBER	TEXT	NUMBER	TEXT	NUMBER	NUMBER	TEXT
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST in (%) percentage as applicable	Name Of the Manufacturer
1	Item Name:					
1.01	Procurement of 9(Nine) numbers portable mechanical spring balance (Capacity of 100 kg) Accuracy parameter of the machine should be of CLASS-III	9.00	NOS			
Total in Figures						
Quoted Rate in Words						

MODULE**TO BE GIVEN IN RUPEES (INR) ONLY)****For all items, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)**

TEXT	NUMBER	NUMBER	TEXT
Name of supplier	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
	Rs. P	Rs. P	
	0.00	0.00	INR Zero Only
	0.00	0.00	INR Zero Only
INR Zero Only			

Bidders' Signature: