

GEN (037)/Heat Paint/61/2020/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

Date: 15.07.2020

Tender Document

Subject: Proposal for Heat reflecting Paint on the roof Top

Sealed tenders are invited for the painting of the roof top with the heat reflecting Paint as per details given in the Tender Document. The terms and conditions governing the Tender are as under:

1. The tender document can be downloaded from the website of the Bureau (<http://ncrb.gov.in>) or CPP portal of Government of India.
2. **Scope of tender:**
 - 2.1 The Employer is: National Crime Records Bureau
 - 2.2 The name of the tender process is:
 - Proposal for Heat reflecting Paint on the roof Top.
 - GEN (037)/Heat Paint/61/2020/NCRB
 - Financial year for the operations of the Procuring Entity: 2020-2021
3. The sealed tenders are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page as their unconditional acceptance to the terms prescribed by the NCRB. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
4. Bids are invited in two Bid system. Each tenderer shall submit the tender in separate sealed envelope. Each envelope will contain two separate envelopes 1) **Envelope No. 1: Technical bid** along with EMD should be put in envelope No. 1 (Please mark the envelope as "**No. 1 – Technical Bid**"), 2) Envelope No. 2: Financial bid and annexure-II to IV (Please mark the Envelope as "**No.2 – Financial Bid**").
5. The tenderer bidding should quote for entire quantity, not parts, for the work they are bidding.
6. **Time schedule:** The sealed tender duly superscripted, "Tender for Heat reflecting paint on roof top", should be addressed to Joint Assistant Director (G), NCRB, NEW DELHI and must be delivered at the National Crime Records Bureau, NH-8, Mahipalpur, Within **two weeks of uploading the tender document**. Tenders received after the stipulated date and time shall not be entertained.
7. The **Bids shall be opened by committee** members nominated by the Director, NCRB, in the premises of NCRB, NH-8, Mahipalpur, New Delhi

8. NCRB shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, NCRB may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened.
9. Prices quoted should be 'FOR'NCRB, Mahipalpur premises and should be inclusive of all charges in line with the work scope in which the same are being done. The Bidder must quote Escalation matrix and toll free number.
10. Envelope containing the quotation must be super scribed '**Quotation for Heat reflecting paint on the Roof top of the Bureau**'. The bidder must have an office in Delhi/NCR and the relevant document must be submitted for the same.
11. The area of the terrace is 20,000 Sqft approx. which can be inspected by the vendor for assessing the rate of the work during any working day between 2 P.M to 5 P.M. with prior appointment with JAD (G) on telephone 26735450 Ext 436.
12. **Payment schedule:**
 - 1) No advance payment will be made to successful bidder.
 - 2) Further, payment is subject to completion of the painting work. The vendor should produce the self-attested photocopies of documents related to allocation of GST Registration Number, PAN number.
 - 3) **Performance bank guarantee (PBG)/SD:** A performance security of 5% of the value of the contract would be furnished in the form of Account Payee Demand Draft, Fixed Deposit Receipt from Indian Public sector bank or commercial banks by successful bidder. It should be furnished before signing of the contract and should be valid for entire term of the contract. Bank guarantee to remain valid up to 60 days beyond date of completion of all contractual obligation.
 - 4) **Liquidated damages (LD):** In the event of failure of vendor to complete the work as per schedule, NCRB, MHA may also deduct from the bidder as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered services for every week of delay or part of a week, subject to the maximum value of the liquidated damages being not more than 10% of the value of delayed services. The right to claim any Liquidated damages shall be without prejudice to other rights and remedies available to NCRB/MHA, under the contract and law.
13. The rates quoted should be valid for at least 90 days from the date of opening of financial bid quotations. Item quoted should be completed in all respects along with cost of the other required items. No hidden cost should be mentioned for accessories.
14. **Submission of EMD:** The tenderers are required to deposit an earnest money of Rs 50,000/- by way of demand draft drawn in favour of "**AO, PAO, DCPW**", payable at "**New Delhi**" except in the case of Micro and Small Enterprise (MSEs) as defined in MSME Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. The tender not accompanied with earnest money shall be rejected summarily except in the case of MSME.
15. **The bid security to be valid for a period of minimum 60 days beyond the final bid validity period. Certificate to be given.**
16. The Bidder must submit the GST registration and the minimum past 3 years relevant experience.

17. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party.
18. EMD amount of the successful tenderer will be refunded without any interest/bank commission/collection charges after the order has been executed successfully and payment to the vendor for the procurement has been settled as per the terms and conditions of the purchase order and acceptance test period is over.
19. The EMD of the bidder shall be forfeited in the following circumstances:-
 - (i) The bidder withdraws his bid;
 - (ii) The bidder does not accept the Purchase / Work Order;
 - (iii) The bidder fails to supply goods / services as per the terms of the Tender and Purchase Work Order.
 - (iv) Any other justified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the tender, involvement in forming ring / cartel, submission of multiple bids in different names etc.
20. Kindly submit duly filled in and signed Technical & Financial Declaration & Acceptance of Terms and conditions, as per Performa enclosed in Annexure -I to IV.

GENERAL CONDITIONS:

- a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the MHA, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
- b) NCRB reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Director, NCRB will be final and binding on all concerned.

M.P. Sharma
15/7/2020
(M.P.Sharma)

Joint Assistant Director (G)
National Crime Records Bureau

To

JAD (DCT) for uploading
CPP and NCRB website

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TECHNICAL BID PROFORMA

1.	Name of the Bidder	
2.	Period of validity of the offer (Min. 90 days)	
3.	Type of Firm (Proprietary, Pvt. Ltd., PSU, others) (Give Details)	
4.	Former name of firm (if any)	
5.	Certificate of Registration No.	
6.	PAN	
7.	Service Tax/GST	
8.	Address for communication	
9.	Contact person's details	
	a) Name	
	b) Telephone no. /Mobile No.	
	c) Fax. No.	
	d) E-mail id	
10.	Year of establishment	
11.	Total turnover in last 3 financial years	2016-17 2017-18 2018-19

12.	Have you failed to complete any work awarded to you. (if so, when, where and why?) Give complete details.			
13.	Any penalties for delay/Unsatisfactory performance?			
14.	Address of the workshop/service centre with Tel. No., Fax No. at New Delhi			
15.	Details of EMD deposited			
	Date	Draft No.	Bank details	Amount

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

I/we also undertake that the firm has not been barred or blacklisted by any of the Central / State Government / Departments / Organizations / Central or State PSU and no such case are undergoing/pending upon the firm.

Date :

(Signature of the authorized signatory)

Place :

Name & Office seal.

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Annexure - II

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Declaration & Acceptance of Terms and conditions

Certified that, I have read all the points mentioned in terms & conditions, and understood the same. I agree with all the terms mentioned in Tender Document No. GEN (037)/Heat Paint/61/2020/NCRB dated....2020.

Date :

(Signature of the authorized signatory)

Place :

Name & Office seal

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FINANCIAL BID PROFORMA

Sl. No.	Item	Approx. Quantity*	Unit Cost (Rs.)	GST	Total cost (Rs.)
1.	Heat reflecting paint	2400 liters for 3 layer coating.			
Total amount (in Rs.)					
TAX (any)					
Grand total (in Rs.)					
Grand total amount in words :					

- Coating of roof will be in 3 layer (Primer plus two layer coating)

Remarks:

1. Total cost should include the cost incurred in the completion of the work at NCRB Hqrs, Mahipalpur, NewDelhi.
2. No advance payment will be paid to the successful bidder

Date :

(Signature of the authorized signatory)

Place :

Name & Office seal.

Annexure-IV

GUARANTEE/ WARRANTY

- 1) The seller/ contractor hereby declares that the services rendered to the purchaser under this contract shall be of the best quality and workmanship and good in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the tender.

- 2) The Buyer/Consignee shall be entitled to call upon the seller/ contractor to rectify the said portion thereof as is found to be defective by the purchaser within a reasonable period, or such specified period as may be allowed by the buyer/consignee in his discretion on an application made thereof by the seller/ contractor and in such an event, the above mentioned warranty period shall apply to the said portion rectified from the date of rectification thereof, otherwise the seller/ contractor shall pay to the purchaser such compensation as may arise by reason of the breach of the warranty herein contained.

- 3) If within the period of warranty, the services are reported by the Buyer to have failed to perform as per the specifications, the seller shall rectify them within maximum 7 working days of notification of such defect received by the seller, provided that the site/goods are used and maintained by the buyer as per instructions given by the vendor.

Date :

Place

(Signature of the authorized signatory)
Name & Office seal