

No. C/ 37 /2016  
GOVERNMENT OF PUDUCHERRY  
POLICE DEPARTMENT

Puducherry, Dt: 04 .11.2018

To

The Web Officer,  
Police Department,  
Puducherry.

**QUOTATION NOTICE**

Sealed quotations in two bid system viz. Part-I Technical bid and Part-II Financial bid on behalf of the President of India are invited for supply of **Ceremonial items** for the use of Ceremonial parades i.e in the function of Republic Day, Independence Day & VVIP , VIP functions of this Department.

The following are the terms and conditions :-

**Two bid system**

1. The Technical bid and the Financial bid should be wax-sealed by the bidders in two separate covers duly superscribed as "Technical Bid" and "Financial Bid" and both these sealed covers have to be kept in a bigger cover, which should also be sealed and duly superscribed as "**Quotations for the supply of "Ceremonial items"**".

i) **The Technical bid cover should contain**

(a) the quotation Document downloaded from the web site, in which the bidders should indicate the specification without rate.

(b) copy of the TIN/ GST Registration

(c) copy of the PAN.

(d) A Demand Draft in original for Rs.9,400/- towards EMD should be kept in the cover for the Technical bid.

ii). **The Financial bid cover should contain**

a) Only details of Price/Rate, etc., for the item.

b) Rates should be quoted only in the financial bid both in words and figures. The rate to be furnished should be valid at least for 12 months from the date of quotation.

iii) **Sample:**

Only one sample is allowed for each bidder. The sample pack should be handed over either to the Tapal Receipt section or sent by post to reach the office of the SP (HQ) before the date and time given for submission of Technical and Financial bids.

2. **EARNEST MONEY DEPOSIT**

(i) The intending bidders (s) shall have to send the **EMD for Rs.9,400/-** (Rupees nine thousand four hundred only) in the form of crossed Demand Draft from any Nationalized Bank in favour of Superintendent of Police (Head Quarters), Puducherry 605 001. The DD should be in original. **Tender without D.D. for the prescribed amount of EMD will not be considered.**

Sl.No.	Name of the items	Qty
1.	Pugree cap (Red, white & Dark blue -210 Nos. + Black, Yellow & Red 120 Nos.)	330
2.	Scarf with printed Police Crest (Red, white & Dark blue -210 Nos. + Black, Yellow & Red 120 Nos.)	380
3.	Kamarband with Jallilar with printed Police Crest (Red, white & Dark blue -210 Nos. + Black, Yellow & Red 120 Nos.)	380
4.	Hand gloves white	380
5.	Anklet white rexine (1 ft)	330
6.	Sling Nylon white	380
7.	Dress Cord P.O. Red	380
8.	Lanyard P.O. Red	380
9.	Slash Red	63
10.	Shoulder Flap Blazer red cloth	380
11.	Belt Nylon white	330
12.	Anklet Red Colour (1 set)	50
13.	Feather (9inch) Blue & Red	50

(ii). No interest shall accrue on the above said EMD as long as they are held by the Government. The EMD in respect of unsuccessful bidder(s) will be released after finalization of bids.

(iii). The SSI Units are exempted to pay the EMD / Security Deposit prescribed under Government Rules. For this purpose, SSI Units shall have to furnish Registration Certification and functional certificates of SSI Units issued by Competent Authority with the Tender failing which the benefit of SSI Units will not be allowed.

(iv). Only after ensuring that all the required documents including Demand Draft towards Earnest Money Deposit are furnished, the sample will be considered to be allowed for the selection by the Quality Control Committee and selection to open the Financial Bids.

3. The bidders should furnish the copy of the GST / TIN Number Registration and PAN

4. Rate should be quoted Free On Rail(F.O.R), Puducherry and it should cover all incidental charges such as freight, packing, forwarding, insurance, etc., In case of local bidders delivery should be given in the Police Head Quarters. GST may be levied at the rate admissible to this Territory for the goods taxable, which should be specifically stated by the bidder, otherwise it will be treated that the rates are inclusive of such taxes.

5. Bids in wax-sealed covers subscribed 'quotations for supply of Ceremonial items' addressed to the Superintendent of Police (Head Quarters), Puducherry 605 001 may be sent by Registered post or handed over to Receipt Section of the Superintendent of Police(HQ) under acknowledgement or can be dropped in the Tender Box placed in the office of the Superintendent of Police(HQ) before 16 00 hrs. on 27.11.2018. The quotations box will be sealed at 16 00 hrs. on 27.11.2018. The sample should also simultaneously reach the Office of the Superintendent of Police (Headquarters), Puducherry on or before 27.11.2018

at 16 00 hours. Quotations and sample pack received by post or personal handing over the to Receipt Section after 16 00 hrs. on 27.11.2018 will not be entertained. The Police Department is not responsible for the delay in transit if the tenders are sent by post. Quotations received will be opened at 17.00 hours on the same day (27.11.2018) in the presence of available bidders or their authorized representatives. In case of unforeseen circumstances the date of receiving and opening of quotations (main cover and the Technical bid) is a holiday, the day of receiving and opening will be next working day.

6. The rate once quoted and approved will be final until the supplies are received and accepted and no deviation in rates will be allowed thereafter due to market fluctuations or any other reasons. Failure to produce the samples will lead to summary rejection of quotations after opening of technical bids. . The samples of the unsuccessful tenderers will be returned at their cost. The EMD of those bidders who were rejected before seeing the sample by the Committee, will be returned.
7. The Financial Bids of those bidders, who are not short-listed for the reason that during inspection by the concerned committee their samples are found not good in quality and not conforming to specification will not be opened.
8. At the second stage, Financial bids of only those bidders whose samples are acceptable based on the quality and conforming to specification will be opened.
9. The successful bidder/supplier shall ensure to supply the items as per the time schedule mentioned in the supply order. The item so supplied shall be of same quality/specification as those of the sample submitted at the time of opening of the technical bids.
10. The successful bidder shall be bound to deliver the article ordered within the delivery period prescribed, failing which the Security Deposit is liable to forfeiture.
11. All the articles supplied by the successful tenderer shall be subject to inspection and acceptance or rejection by Survey Committee of the Department and its opinion there on shall in all respects be final and conclusive.
12. If the successful bidders fails to supply the article ordered, it shall be lawful for the Director General of Police or any person authorized by him on his behalf to purchase as per rule other than the accepted quotations, such quantities of articles as shall not have been supplied by the accepted tenderer and to collect from him the difference in the increased cost of such articles, in addition to the forfeiture of the security deposit.
13. If the successful bidder fails to remit the security deposit or withdraws his quotation or goes back after acceptance of his tender, it shall be lawful for the Inspector Director General of Police or any person authorized by him on his behalf to cancel his tender at any time and the Earnest Money deposited by him along with his tender will be forfeited to Government. Further, he will also be liable for all damages sustained by the Director General of Police by reasons of such breach. In that case next lower rate will be accepted and the first successful tenderer will have to make good the loss.

14. Requirement of the item may be increased or decreased and or cancelled in whole or in part of any article shown in the schedule of requirements enclosed and no correspondence in this regard will be entertained. **Any of the prescribed condition mentioned in the quotations?**

15. In case of unforeseen circumstances the date of opening of bids will be the next working day or as notified separately.

16. If the Tenderer happens to be any type of firm/association or organized body, only such person(s) who are legally competent to sign should sign the concerned papers such as the Bids/Tenders, Deed, etc. on behalf of the firm. Such person(s) shall furnish an undertaking to that effect and such other functionary as also the firm responsible jointly and individually on all connected matters. Failure to do so will result in the right to rejection of offer without any notice and compensation.

17. The supplies delivered by the successful bidder shall be surveyed and verified by the Inspection / Survey Committee. The Purchase Committee shall be at liberty to put to scrutiny / verification of the sales tax clearance etc so furnished by the successful bidder. As soon as the acceptance of the tender is communicated to the successful tenderer, the contract shall be binding on him. Rejected articles shall be removed by the bidders at their own expenses forthwith. After each rejection, the bidder shall and will forthwith supply and deliver equal quantity of such articles of the quality, size and specification.

18. The EMD of the bidder who backs out or withdraws his tender or fails to abide by it, after acceptance thereof is communicated / posted to him shall be forfeited besides other penal remedies, that may be available to the Government under the law in force in the UT of Puducherry.

19. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the firm who resort to canvassing will be liable for rejection.

20. The decision of the Purchase Committee on selection of items which are in conformity to the quality will be final.



2/5  
(KONDA VENKATESWARA RAO)  
SUPERINTENDENT OF POLICE(HQ)  
for INSPECTOR GENERAL OF POLICE  
PUDUCHERRY