



सत्यमेव जयते

Government of India
E-Governance & Information Technology Division
Jawaharlal Nehru Bhawan, 23-D Janpath
New Delhi – 110011, INDIA

E-notice Inviting Tender for “Supply of Flags to Ministry of External Affairs” situated at 23D Janpath, Jawaharlal Nehru Bhawan, New Delhi.

Tender No.	DV-215/1/2017
Dated 06.11.2017	
Important Dates	
Date of Publishing the Tender	06.11.2017
Date from Which document can be download from CPP Portal	06.11.2017
Date from which bidders can start seeking Clarification regarding the tender document	06.11.2017
Last date for seeking clarification	27.11.2017 (1200 hrs)
Bid submission start date (online)	06.11.2017
Bid submission end date (online)	27.11.2017 (1200 hrs)
Date of Technical Bid opening (online)	28.11.2017 (1400 hrs)

The bid shall be submitted online only at Central Public Procurement Portal Website :
<http://eprocure.gov.in/eprocure/app>. Manual bid will not be accepted.

1. (a) Online bids in two envelope system (Envelope 1 – Technical bid, Envelope 2– Financial bid) is invited from Authorized suppliers/distributors for “ **Supply of Flags to Ministry of External Affairs**” as follows :-

Annexure 1-A

Sl. No.	Item	Required specifications	Unit cost
01	House Flag	6' X 4'	
02	Table flag	6'' X 4''	
3.	Car Flag	9'' X 6''	
4.	Post Flag	3' X 2'	
5.	Aircraft Flag	18'' X 12''	

- 1 (b) Online bids in two envelope system (Envelope 1 – Technical bid, Envelope 2 – Financial bid) is invited from Authorized suppliers/distributors for “**Supply of Flag Poles (Inside and outside) to Ministry of External Affairs**” as follows :-

Annexure 1- B

Sl. No.	Item	Required specifications	Unit Cost Rental (Per Day)
01	House Flag Pole	Inside	
02	House Flag Pole	Outside	

2. **The bid system shall be followed for this tender.** The bid (complete in all respect) shall be submitted online only at Central Public Procurement Portal **Website** : <http://eprocure.gov.in/eprocure/app>. **Manual bid will not be accepted.**

3. Eligibility Criteria for Bidders :-

- 3.1 The bidder shall be distributor/Supplier/Manufacturer of such items.
- 3.2 The bidder shall have minimum 5 years experience of supplying of such items covered under this tender

to the Departments/Ministries of the Government of India/State Govt. (Valid proof has to be attached).

- 3.3 Bidder shall not have been blacklisted by any of the Departments/Ministries/Organization of the Govt. of India. A duly signed undertaking to this effect must be submitted with the bid.
- 3.4 Bidder should have submitted Income Tax return for last three financial year.
- 3.5 Bidder should have a valid Tin No/GST No.
- 3.6 Bidder shall have valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective tenderer.
- 3.7 The annual turnover of the bidder should be minimum of Rs.20 Lacs for the last three years.

4. Submission of online bids :-

- 4.1 The bid shall be submitted online only at Central Public Procurement Portal Website : <http://eprocure.gov.in/eprocure/app>.
Manual bids will not be accepted under any circumstances.

Financial Bid (to be submitted in BOQ format online)		
Sl. No.	Document	File Type
01	Financial bid as per Annexure I A & B of this tender document	.xls

Technical Bid (following documents to be uploaded online in .pdf format)		
Sl. No.	Document	File Type

01	Submit a brief company profile.	.pdf
02	Copy of Tin No./GST No.	.pdf
03	Copy of Sales Tax Certificate.	.pdf
04	Income Tax return for last three financial year	.pdf
05	The bidder should not have been blacklisted by any of the Departments/Ministries/Organization of the Government of India. A duly signed undertaking to this effect must be submitted with the bid.	.pdf
06	Annual Turnover for the last three years	.pdf
07	A certificate stating that all the terms & conditions of the tender notice are acceptable to the bidder.	.pdf
08	The bidder shall have minimum 5 years experience of supplying of such items covered under this tender to the Departments/Ministries of the Government of India/Stage Govt. (Valid proof has to be attached).	.pdf

- 4.2 Bidders are advised to follow the instructions provided in the “**Instruction to Bidder**” specified in this Tender document for e-submission of bid online through Central Public Procurement Portal Website : <http://eprocure.gov.in/eprocure/app> before proceeding with the tender;
- 4.3 All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> and further **no documents will be accepted offline.**
- 4.4 Financial bid to be submitted duly digitally signed on the Central Public Procurement Portal;
- 4.5 The bidders shall have valid digital signature certificate for participation in the online tender. The

cost of digital signatures, if any, will be borne by respective tenderer;

- 4.6 Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal;

5. **Financial Bid :-** The bidder must submit their financial bid in the prescribed format - specified at Annexure I (A & B) of this tender document and no other format is acceptable. Once the details have been completed, the bidder should save it and submit it online, without changing the file name.

6. **Critical Date Sheet :-**

Published Date	06.11.2017
Document download start date	06.11.2017
Bid submission start date (online)	06.11.2017
Bid submission end date (online)	27.11.2017 (1200 hrs)
Date of Technical Bid opening (online)	28.11.2017 (1000 hrs)
Date of Financial Bid opening (online)	28.11.2017 (1500 hrs)

7. **Extension of last date at the Discretion of the Ministry:-** The Ministry, may in its discretion extend the last date for e-submission of the online bid and such extension shall be binding on all the Bidders. Addendum/Corrigendum, if any in this regard, will be published on the Ministry of External Affairs' website : www.mea.gov.in and Central Public Procurement Portal Website : <http://eprocure.gov.in/eprocure/app>

8. **Opening of Technical and Financial Bid :-**

- 8.1 Online bids (complete in all respect) will be opened as per stipulated time and date indicated in para 6 of the tender document.
- 8.2 A duly constituted committee will evaluate eligibility criteria of bidders.

8.3 In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day;

9. **Validity of Bid & Rates :-** The bids shall be valid for a period of 180 days. The validity of rates is for 1 year and contract will be signed initially for one year extendable for another one year at the same rates, terms & conditions if the services of the firm are found satisfactory during the initial period of contract.

10. **Non Transferability :-** This tender is non transferable.

11. **Basis of awarding the contract :-**

11.1 The contract shall be awarded on the basis of the lowest quote for each item.

11.2 If two or more bidders have offered the same rate, the Ministry reserves the right to classify all such bidders as lowest and divide the purchase order suitable between them;

11.3 During the period, no request for increase in quoted rates shall be accepted under any circumstances;

12. **Purchasers Rights :-**

12.1 Ministry reserves the right to accept/reject any or all the bid in whole or in part and annul bidding process without assigning any reason whatsoever;

12.2 Ministry reserves the right to award the supply orders in parts to more than one Bidder;

12.3 Ministry reserves the right to black list a bidder for a suitable period in case the firm fails to honour its bid without sufficient grounds;

13. **Delivery of Service :-**

13.1 Once all the formalities are completed, the supplier must ensure the delivery(Free on delivery) of goods

on demand in satisfactory condition to the following address :-

Shri Vipul Pawar
Protocol Officer
Protocol-1 Section, Room No. 1139 ,
Jawaharlal Nehru Bhawan, 23 D Janpath,
Ministry of External Affairs, New Delhi – 110011.
Tel : 011-49016646
e-mail : protocol1@mea.gov.in

14. **Mode of payment :-** Payment will be made directly to the supplier by cheque or through NEFT/RTGS. No request for other mode of payment will be entertained. NO advance payment will be made

15. Terms & Conditions :-

15.1 The contract shall be valid and effective initially for a period of one year from the date of issue/acceptance of confirmed ARC. The ARC may be extended for a further period of one year at the same rates, terms & conditions subject to mutual consent.

15.2 The items as per the given particulars specifications should be supplied within three working days after receipt of the purchase order, failing which a penalty will be imposed (equal to 20% of indent cost per day of delay, if the delay is attributable to supplier).

15.3 Bidder is required to deposit a Earnest Money Deposit (EMD) of Rs. 60,000/- (Rs. sixty thousand) value in the form of a cheque/Demand draft/FDs favoring PAO, MEA.

15.4 Bidder is required to deposit a Performance security deposit@ 5% of the actual contract value at the time of signing the contract.

16. Force Majeure :-

16.1 Ministry may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in

performance or failure to perform its obligations under the contract is the result of Force Majeure;

16.2 Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise, etc.

17. Settlement of Disputes and Arbitration :-

17.1 All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary, MEA or any person nominated by her/him.

17.2 The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties.

17.3 No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

17.4 The decision of the sole arbitrator shall be final and binding on the parties.

18. Governing Laws and Disputes: - This shall be construed and governed by the Laws of the India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law. In case of disputes, Delhi Court alone shall have the territorial jurisdiction to ad-judicate upon the matter arising out of this contract.

(Vipul Pawar)
Protocol Officer
Ministry of External Affairs
1139, 'C' Wing, Jawaharlal Nehru Bhawan,
23 D Janpath, New Delhi – 110001

Tel No. : 011-49016646
E-Mail : protocol1@mea.gov.in

“ Supply of Flags to Ministry of External Affairs” as follows :-

Annexure 1-A

Sl. No.	Item	Required specifications	Unit cost
01	House Flag	6' X 4'	
02	Table	6'' X 4''	
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Annexure 1- B

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