

# TENDER FORM

File No.2-83/Mementos/MGNCRE/2018-19 Dt: 24.07.2018

## NATIONAL COUNCIL OF RURAL INSTITUTES

5-10-174, SHAKAR BHAVAN, GROUND FLOOR, FATEH MAIDAN ROAD,  
HYDERABAD – 500 004



TENDER DOCUMENT  
FOR SUPPLY OF MAHATMA GANDHI MEMENTOS

LAST DATE OF RECEIPT OF FILLED IN TENDER  
**At 17.00 Hrs on 31.07.2018**

OPENING OF TENDER  
**At 16.00 Hrs on 01.08.2018**

COST : Rs.500/-

## **CONTENTS OF TENDER DOCUMENTS**

<b>S.No</b>	<b>Description of contents</b>	<b>Page No</b>
1	Tender Notice dated .....	3
2	Scope of Work and general instructions for tender	5
3	Tender Application – Financial Bid	7
4	Terms and Conditions	8
5	Annexure – I	10
6	Schedule of work	11

**National Council of Rural Institutes**  
**Department of Higher Education,**  
**Ministry of Human Resource and Development, GoI**  
**5-10-174, Shakar Bhavan, Ground Floor, Fateh Maidan Road**  
**Hyderabad – 500 004**

Date: 24<sup>th</sup> July 2018

**TENDER NOTICE**

1. Sealed tenders are invited from reputed and experienced Agencies/ Firms for supply of Mahatma Gandhi Mementos as listed in the Schedule of works to National Council of Rural Institutes, Hyderabad.
2. The tender document can be had from O/o National Council of Rural Institutes, 5-10-174, Shakar Bhavan, Ground Floor, Fateh Maidan Road, Hyderabad – 500 004 on payment of Rs.500/- (Rupees Five hundred only) in the form of Demand Draft / Bankers cheque only (Non-refundable) (cash will not be accepted) drawn in favour of “National Council of Rural Institutes” payable at Hyderabad. The last date of receipt of the filled in Tender document is **31.07.2018, 17.00 Hrs.**
3. The tender document may also be downloaded from the NCRI website [www.ncri.in](http://www.ncri.in). The Agencies / Firms who download the Tender document from the website of NCRI shall submit the Tender form along with the application fee of Rs.500/- in the form of Demand Draft / Bankers cheque only (Non-refundable) (cash will not be accepted) drawn in favour of “National Council of Rural Institutes” payable at Hyderabad **failing which the tender will not be accepted.**
4. The interested Agencies / Firms can submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand only) and other requisite documents by **17.00 Hrs on or before 31.07.2018.** The tenders shall not be entertained after this deadline under any circumstances whatsoever.
5. The Bid/Tender shall be opened on the scheduled date and time in the presence of the representatives of the Agencies / Firms. Hence the representatives of the Agencies / Firms shall be present on the spot at the scheduled time & date.
6. The various crucial dates related to Tender for supply of Gandhi Mementos to NCRI, Hyderabad are cited as under:

- a. Date and time for submission of Tender : **17.00 Hrs on or before 31.07.2018.**
- b. Date and time of opening bids: **16.00 hrs on 01.08.2018.**
7. NCRI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Member-Secretary, NCRI in this regard shall be final and binding on all. In the event of taking decision on the rates quoted by the tenderers, selection of suitable Agency / Firm, in the event of quoting of same rate only by more than one Agency / Firm, the decision of the NCRI is final and binding on all.
8. All entries in the Tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid Form.

**MEMBER SECRETARY**

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. NCRI, Hyderabad requires Mementos with Mahatma Gandhi. The detailed specifications of the Mementos are given in the schedule of work enclosed to this tender form.
2. The selected Agency / Firm shall supply the goods as shown in the schedule of work. The Agencies / Firms shall quote the cost of each Memento including GST in the Financial Bid.
3. The tenderer should have minimum three years experience of providing/supplying of similar goods to any Government / Quasi Government departments or Private Institution.
4. Financial Bid : The Financial Bid as per the schedule attached with this tender shall be furnished, quoting the cost / amount.
5. The contract is for a period of **One Year**, and the period of the contract may be further extended at the discretion of the National Council of Rural Institutes and on mutual consent. The Council however, reserves right to terminate this initial contract at any time after giving one week notice if the services rendered by the service provider companies / labour contractors are not found satisfactory.
6. Tenders have been invited under one bid system ie., Financial Bid. The interested Agencies / Firms are advised to submit the sealed envelopes super scribing “Financial Bid for supply of Mementos” to NCRI, Hyderabad.
7. The Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) refundable (without interest), should be necessarily accompanied with the Financial Bid of the Agency / Firm in the form of Demand Draft **drawn in favour of National Council of Rural Institutes, Hyderabad** payable at Hyderabad failing which the tender shall be summarily rejected.
8. The Agencies / Firms shall submit a copy of the following documents along with the sealed Tender :-
  - i. Registration Certificate of the Firm / Agency
  - ii. PAN Card
  - iii. Registration Certificate / Number of GST

9. The Tender document should be filled and signed in all pages with date before submission of the tender to the NCRI, failing which the tender will be liable to be rejected.
10. The National Council of Rural Institutes reserves the right to reject the tenders or to accept the tenders for carrying out the scheduled work or part thereof or all the scheduled works, without assigning any reason for doing so.

MEMBER SECRETARY

## **FINANCIAL BID APPLICATION**

For supply of Mahatma Gandhi Mementos to National Council of Rural Institutes.

1. Name of Tendering Agency / Firm :
2. Date of establishment of the Agency / Firm :
3. Detailed office address of the Agency :  
with office telephone number, fax no.  
mobile number and name of the contact  
person and his mobile no.
4. Details of EMD :
  - a. D.D.No & Date : \_\_\_\_\_
  - b. Issuing Bank : \_\_\_\_\_
  - c. Amount : \_\_\_\_\_
5. Cost for supply of each memento (incl.GST): \_\_\_\_\_

Signature of the Authorized Person

Date:

Name:

Place:

Seal:

## **TERMS AND CONDITIONS**

### **GENERAL**

1. The contract shall be for **ONE** year and extendable based on the satisfactory performance of the contractor, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of services, breach of contract, reduction or cessation of the services requirements etc.
2. The contract shall automatically expire on the completion of **ONE** year from the date of award of contract, unless extended further by the mutual consent of contracting agency and this office.
3. The contract may be extended, on the same terms and conditions or with some addition / deletion / modification, for a further specific period mutually agreed upon by the successful Agency / Firm and National Council of Rural Institutes.
4. The acceptance or otherwise of the offer made by NCRI shall be communicated by the tenderers in writing.
5. The successful Agency / Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Council.
6. The NCRI at present is in requirement of the Mementos with Mahatma Gandhi as detailed in the schedule of works attached to the tender notice. The requirement of the Council may increase or decrease during the period of initial contract period also and the tenderer would need to supply the required additional quantities, if required on the same terms & conditions as required by this Council from time to time. However, additional cost would be paid by this Council for the additional quantities indented if any.
7. The successful Agency / Firm will be bound by the details furnished by him/her to this Council, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be breach of terms of contract, making him / her liable for legal action besides termination of contract and liable for forfeiture of Earnest Money Deposit (EMD).
8. The National Council of Rural Institutes reserves the right to terminate the contract during initial period also after giving a week's notice to the service providing agency. The successful service providing agency will not be entitled for any compensation whatsoever in respect of such termination.
9. The selected Agency / Firm shall ensure that the goods supplied are as per the specifications and requirements of the NCRI. Damaged / Broken goods will be summarily rejected and no payment would be made for such goods.



10. The contract should not be sublet without the written permission of the Member-Secretary, National Council of Rural Institutes.
11. Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Act, as amended from time to time and a certificate (Form 16A) to this effect shall be provided by NCRI to the selected Agency / Firm.
12. The Finamcail bid should be accompanied with Earnest Money Deposit (EMD), refundable of Rs.50,000/-(Rupees Fifty thousand only) in the form of Demand Draft or pay order drawn in favour of National Council of Rural Institutes, payable at Hyderabad failing which the tender shall be rejected out rightly.
13. The EMD in respect of the Agencies / Firms which do not qualify the Financial Bid shall be returned to them without any interest. However, the EMD in respect of the successful Agency / Firm shall be refunded after completion of the supply in all aspects.
14. The National Council of Rural Institutes reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
15. The quantum of works may vary from time to time as per the requirements of NCRI.

**MEMBER SECRETARY**

**DECLARATION**

1. I/We enclose herewith Demand Draft for Rs. \_\_\_\_\_ towards Earnest Money Deposit.
2. I/We bind myself/ourselves to the conditions prescribed in the Tender Form.
3. I/We the Tenderers agree to have the Earnest Money forfeited to National Council of Rural Institutes in case of my/our failure in full or part to undertake the contract upon the acceptance of this Tender.

Signature of the Authorised person:

Designation:

Name of the firm and address with seal:

# **SCHEDULE OF WORK**

## **FOR SUPPLY OF MAHATMA GANDHI MEMENTOS TO NCRI**

Sl.No	Particulars	Specification
1	Details of the Mementos	Mahatma Gandhi Mementos in Acrylic material with name and address plate of the NCRI affixed at the bottom of the Memento
2	Size	5" x 6"
3	Quantity	2,000 Mementos

**MEMBER SECRETARY**