

**National Green Tribunal
(Principal Bench)**

Faridkot House, Copernicus Marg,
New Delhi-110001

Limited Tender Enquiry for Procurement of Jute Laptop Pithu Bags

No.NGT/(PB)/ 42/Store/20

Dated: 17/01/2017

National Green Tribunal proposes to purchase Jute Laptop Pithu bags for Organizing World Conference on Environment, 2017, on 25 & 26th March at Vigyan Bhawan New Delhi. Accordingly sealed tenders are invited for Supply, of Jute Laptop Pithu Bags from vendors/firms with the following details:

1. **Name of work :** Supply of Jute Laptop Pithu Bags
2. **Specifications:** Quantity- 1500 Nos.
 - (i) Size 17"x 12"x 5½"with provision of laptop section 13"x12"duly covered with viola and padded with 8 mm foam.
 - (ii) Front Pocket size 9"x 14"duly padded with 8 mm foam and back of bagbe provided with two pockets of 9"x 7"and on that pocket size 9"x 4"duly enforced with first quality nylon tape.
 - (iii) Back of the bag to be padded with 8 mm foam inside duly cover with same quality jute and outside to be provided with 2 Cushions of 3" x 17"on each side duly filled with 8 mm foam and covered with nylon jally. Handle to be made of Viola Jute filled with 8 mm foam duly enforced with first quality Namar (Niwar).
 - (iv) Rest of the bag to be provided with nylon fabric lining. Bag should be sealed with Nawar (Niwar) inside.
 - (v) Zip of 8 nos. and good Quality runner to be provided.
 - (vi) Material to be used :
 - (a) Jute Viola quality blended foam (natural duly laminated)**
75% Jute & 25% Cotton
280 gsm/m²
25x24 psi
All over the bab
 - (b) Pocket Fabric**
Mat Weave (Natural & white duly laminated)
100% Jute 350 gsm/ m²
25x 24 psi
 - (vii) Both sides of the bag to be provided with pockets with nylon stuff for keeping water bottles.
3. Estimated cost of Tender : Rs. 5 Lac
4. Amount of E.M.D. Rs. 10,000/- (Ten Thousand Only)
5. Last Date and Time of submitting Tender 27 Jan, 2017 at 3:00PM
6. Date and Time of Opening of Technical Bids: 27 Jan, 2017 at 4:00PM
7. Date and Time of opening of Financial Bids: 28 Jan, 2017 at 4.00pm



Mode of EMD and Tender fee: Tenderers should make separate D.D. for "EMD" in favour of "The Registrar General, National Green Tribunal" payable at New Delhi.

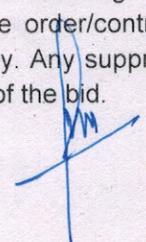
Important Note for the Bidder: Envelopes Superscribed with "**Tender for Procurement of Jute Laptop Pithu Bags**" shall be addressed to "The Registrar General, National Green Tribunal, (Principal Bench) Faridkot House, Copernicus Marg, New Delhi-110001" and dropped in the Tender Box, Kept for the purpose near R& I Section.

BID PROCEDURE AND FORMS (TWO BID FORMAT)

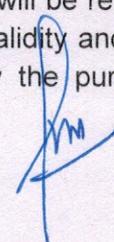
- (i) The tender should be submitted in two covers: One super scribing Technical Bid and Second Financial Bid and both the envelopes should be put in another envelope and this envelop should be superscribed "**Tender for Procurement of Jute Laptop Pithu Bags**". All the three envelopes are to duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Price will be made in the Technical Bid.
- (ii) Tender will be opened in the presence of Bidder on the due date as per schedule mentioned in the Tender document. No correspondence in this regard will be entertained. Incomplete Tender or Tender in which both Technical Bid and Financial Bid are found in the same envelope is liable to be rejected. All Columns should be furnished with relevant details and no column should be left blank. The Financial Bid will be opened only in case that fulfill the eligibility conditions and furnish all documents as given in the Technical Bid.
- (iii) Bidder shall furnish the documents as per Technical Bid Form at **Annexure-I**
- (iv) The bidder are required to strictly adhered to specification mentioned in para No. 2 and may submit a prepared sample duly super scribed with the name of their firms on the packing material. They may also put their firm's name duly typed inside the bag. This sample be deposited in the R&I Section, National Green Tribunal, Principal Bench at the time of submission of the tender documents. These samples shall be considered by the Tender Committee at the time of opening of Tender Bids. Unsuccessful bidders may take their sample back after the completion of proceedings of the Tender from Store Section at National Green Tribunal within 30 days.

Please Note that the tender document is subject to verification with the original tender document, and if any discrepancy is found, the tender would be rejected. The Tribunal reserves the right to reject any or all tenders, without assigning any reason thereof.

TERMS AND CONDITIONS

1. Prices quoted shall be Firm and strictly as per specifications and shall be inclusive of all charges. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes.
 2. Though NGT prefers to deal with manufacturers/Principal manufacturers directly, it may also consider the offer received through its authorized channel partners, provided the principal manufacturers authorize the said channel partner in this regard.
 3. The Bidder shall ensure that they have rendered satisfactory performance during the last three years and the order/orders placed subsequently should not have been cancelled and closed by any department of Government of India or Public Sector Undertaking in the last three years due to unsatisfactory performance. All such firms whose order/contract have been cancelled or closed or the firms debarred are not eligible to apply. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the bid.
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4. The bidder shall submit all the documents as indicated in the Technical Bid Performa in support of their eligibility failing of which the bidder will be disqualified.
5. NGT reserves the right to accept or reject any or all Bids including the lowest Bid/s without assigning any reason. The decision of the NGT will be final and binding on all concerned. The prices quoted by the bidder should be firm and definite.
6. Bids are liable to be summarily rejected due to incomplete information/incorrect information/non fulfillment of technical qualification. NGT's decision in this regards shall be final.
7. The quantities indicated in **Annexure-II** are tentative and may be increased /decreased at the sole discretion of the NGT and the Bidder shall have no right to claim any minimum/definite volume of business.
8. The payment for the ordered item would be made after the articles have been received and found in order. Normally payment shall be made through a crossed cheque /E- payment system within reasonable time of the receipt of goods to our entire satisfaction.
9. The rates should be valid at least for one year from the last date of receipt of quotations/Tenders.
10. All the columns of the annexure attached shall be duly filled in separately. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.
11. The payment will be made on actual basis after receipt of goods as per specifications. In case the goods are rejected these have to be removed by the supplier at his own cost.
12. No payment will be made in advance for any supplies under this tender. The valid documentary proof of Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN) should be submitted along with the quotation. Tribunal reserves the right to accept or reject any tender without assigning any reason.
13. The Tribunal reserves the right to verify/seek confirmation of all original documentary evidence submitted by the venders in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected.
14. **Earnest Money:**
 - (a) The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the purchase order. No interest will be payable by the purchaser on the Earnest Money Deposit.



(b) **Forfeiture of Earnest Money:** The earnest money will be forfeited in the following cases:

- (i) When the bidder does not deposit the security money after the purchase order is given.
- (ii) When the bidder fails to commence the supply of items as per the purchase order within the prescribed period.
- (iii) When information/certificate/document furnished is found false at any stage.

15. Performance Security: The successful bidder shall be required to deposit performance Security for an amount equal to 5% of the anticipated cost of the tender within 2 weeks for conveying NGT's intention for accepting the bid and execute agreement. Performance Security shall be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee from a Commercial Bank in favour of "Registrar General , National Green Tribunal, New Delhi" Performance Security will not bear any interest while in the custody of NGT. The performance Guarantee should be valid up to 60 days from the actual date of completion of the work.

Performance Security will be discharged after completion of vendor/firm's performance obligations under the contract. If the Service Provider fails or neglects any of his obligations under the contract, it shall be lawful for NGT to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

16. Termination of Supply order :- The tribunal Shall have the right to cancel the supply order in part or in full in any of the following cases:-

- (i) The supply delayed for causes not attributable to natural calamity for more than 25 days after the scheduled date of Work Order.
- (ii) For any other reasons which, in the opinion of NGT, warrants cancellation of supply order.

(Mukesh Kumar Gupta)
Registrar General &HOO

17 JAN 2017

(Technical Bid)

(To Be Filled By the Vendor/ Bidder)

1. Nature of work: Supply of Jute Laptop Pithu Bags
2. Name of the Vendor :
3. Full Address of the Vendor:

4. Telephone/ Mobile No. / Fax:
5. Details of the D.D.For E.M.D Amount (Refundable):
D.D. No. _____ dated _____ drawn
from the bank _____

6. PAN of the Company:

7. Service tax Registration number (if any):

8. VAT (TIN No.) if any:

9. Details of works carried out with Govt. Department
in the last three years. (Enclose copy of work order)

10. Annual turnover for last three years.
(Enclose Income Tax Return)

11. Whether work order/contract received from Govt.
Department was cancelled/closed or firm was
debarred.

Seal and Signature of the
bidder/Vendor.

: - Financial Bid:-

Rates Quoted should be net unit rate (Inclusive of all charges such as packing, forwarding, freight, labour and excise duty as applicable in various states and installation charges at sites, excise duty and sales tax/VAT as applicable should also be included while quoting the rates, failing which bidder will not be eligible for payment of the above levies). The price must be quoted in form given below in typed form only failing which the bid would be rejected. No price shall be quoted in hand writing.

S. No	Particulars	Quantity	Price per unit (Inclusive of Taxes) In figures and words	Total Amount I (Inclusive all taxes)
1	Supply of Jute Laptop Pithu bags	1500		
			Total Amount	
	Total Amount (In words)			

I accept unconditionally all the terms and conditions of the Bids document and undertake to abide by all of them.

Seal and Signature of the bidder/Vendor

Name:

Mobile no.

Address: