

# TENDER DOCUMENT

FOR SUPPLY OF OXYGEN CYLINDERS TO BENEFICIARIES OF  
FISHERIES DEPARTMENT, GOVERNMENT OF ANDHRA PRADESH

LAST DATE FOR SUBMISSION: 17/ 1 /2017 UP TO 3.00 P.M.

## *Issuing Authority*

JOINT COLLECTOR/CHAIRMAN  
DISTRICT PURCHASE COMMITTEE (DPC)  
WEST GODAVARI DISTRICT

Cost: Rs.500/-

(Rupees Five hundred only)

### **Issued to:**

Name of the Tenderer:

Address:

Date:

**TENDER SCHEDULE FOR SUPPLY OF OXYGEN CYLINDERS TO BENEFICIARIES OF FISHERIES  
DEPARTMENT, GOVERNMENT OF ANDHRA PRADESH**

**TERMS AND CONDITIONS**

These terms and conditions have to be agreed and signed by the bidder and to be retained as one of the enclosures.

- a) Sealed tenders are invited from AUTHORISED DEALERS of OXYGEN CYLINDERS for supply to the beneficiaries of West Godavari District in Andhra Pradesh as per terms and conditions detailed in tender schedule.
- b) The Tender Schedules can be obtained at O/o Dy. Director of Fisheries, Srinivasa Nagar, Eluru during office hours on all working days from 10 -1-2017 to 17 -1-2017 up to 3.00pm.
- c) Form of Tender Schedule can be obtained on payment of Rs.500/- (Rupees Five hundred only) towards cost of Tender Schedule in the shape of Demand Draft of any Nationalized/ Scheduled Bank drawn in favour of Dy. Director of Fisheries Eluru .
- d) The required specifications of the OXYGEN CYLINDERS are described in clause 5 of this Tender Document

**APPROXIMATE UNITS REQUIRED IS 45**

- e) The Department of Fisheries proposes to supply oxygen cylinders for use in plastic water tanks to beneficiaries in West Godavari district .
- f) The bidder has to bear in mind that the DPC/ Fisheries Department may decrease or increase the quantity of vehicles required for supply even substantially depending on the budget availability, demand from beneficiaries, administrative exigencies, etc. under this scheme or under any other scheme. The bidder cannot dispute such decisions.

**1.0 ELIGIBILITY:**

- 1.1 Authorized Dealers or manufacturers only are eligible to participate in the Tender.
- 1.2 The Tender Committee has the right to reject the bid of a bidder with bad track record or a history of unsatisfactory performance on any count.
- 1.3 Retail distributors / Suppliers / Agents who are not Manufacturers or Authorized Dealers are not eligible to participate in the tender.
- 1.4 No firm which has been blacklisted can participate in the tender during the period of blacklisting.
- 1.5 Bidder should give a Declaration that the Bidder has not been debarred/ blacklisted as on bid calling date by any Central or State Govt. / Quasi-Govt. Departments or organizations for non satisfactory performance or for corrupt, fraudulent or unethical business practices.
- 1.6 If it is noticed at a later date that any supplier who was disqualified / blacklisted has participated in the tenders, such bidder will be disqualified summarily.
- 1.7 The bidder should have VAT license and submit the VAT Registration number

**2. SUBMISSION OF FILLED IN TENDER FORM**

- 2.1 Filled in tender form should be signed on every page by the bidder / person (s) authorized by him through general power of attorney. Submission of documents without signature or without filling the columns shall make the tender invalid.

- 2.2 In case of Authorized dealers, letter of authorization from manufacture or self declaration, literature have to be furnished.
- 2.3 The Sealed covers containing the Tender forms should be super scribed “Tenders for supply of oxygen cylinders in Annexure - I (Technical Bid)” and “Tenders for supply of oxygen cylinders in Annexure - II (Financial Bid)”. Duly filled in tender forms Annexure - I (Technical Bid) and Annexure - II (Financial Bid) be submitted in two separate sealed covers which should be placed within one big sealed cover.
- 2.4 Tenders not received in a sealed cover shall be rejected summarily.
- 2.5 The covers containing the Technical and Financial Bid document should reach the o/o Dy. Director of Fisheries, Eluru on or before 17-1-2017 up to 3.00 P.M. Technical bids will be opened at the o/o Joint Collector/Chairman, DPC , Eluru in the presence of bidders or authorized agents who choose to be present at 3.00 P.M. on 17-1-2017 or at the place, date and time as specified by the Tender Committee.
- 2.6 The Tender form is Non-transferable.

### **3. SCHEDULE FOR TENDERING EVENTS:**

Description	DATE & TIME	PLACE
Issue of tender forms	10-1-2017 to 17-1-2017 up to 3.00pm	o/o Dy. Director of Fisheries, Eluru
Last date for filing the tender schedule	17-1-2017 Up to 3.00PM	o/o Joint Collector, Eluru
Opening of Technical bid	17-1-2017 4.00 P. M.	o/o Joint Collector, Eluru
Opening of Financial bid	To be decided by the Tender Committee	

- 3.1 If for any unforeseen reasons, the last date for submission of tenders and opening of tenders is declared as a public holiday, the next working day will be considered to be the last date.
- 3.2 Tenders which are received late will not be considered for any reason, whatsoever.
- 3.3 The Jt. Collector/Chairman, DPC is not responsible for non-receipt of tenders or late receipt of tenders due to postal delay or for any other reason, whatsoever.
- 3.4 Failure to fill and sign the declaration and non submission of any documents shall make tender invalid.

### **4. DOCUMENTS TO BE ENCLOSED:**

- 4.1 All the enclosed documents shall be in English or Telugu. If any document is produced in any language other than English or Telugu, true translation copies of such documents in

English shall be enclosed duly attested by a Gazetted Officer. Failure to submit English translation shall make tender invalid. All originals are to be produced at the time of scrutiny.

- 4.2 Necessary VAT registration number must be furnished along with the tender.
- 4.3 The bidder shall enclose the following documents to the Tender in the following sequence in the cover of Technical Bid.

1	Letter of Authorization from manufacturer or Self declaration for Authorized dealers
2	Earnest money deposit in the shape of DD/bank guarantee for Rs 30,000/- (fifty thousand only) in favour of the Dy. Director of Fisheries, Eluru
3	VAT Registration Number with supporting documents for the preceding two years 2014-15 and 2015-16.
4	PAN card copy & I.T. return should be submitted for the years 2014-15 and 2015-16
5	Letter of the bidder declaring that the bidder has not been debarred or blacklisted
6	Self declaration to pay the sales tax for the supplies made in this tender
7	List of supplies made by the bidder during the previous 2 years i.e. 2014-15 and 2015-16 to Govt agencies and others

#### 5. SPECIFICATIONS FOR OXYGEN CYLINDERS FOR WHICH TENDERS HAVE BEEN CALLED FOR:

Oxygen cylinders of 10.20 ltr (40cft) ; material: seamless steel capacity: 10 lt capacity ,working pressure(max) : 150 kgf/cm<sup>2</sup> at 150c test pressure(max) 250kg/cm<sup>2</sup> at 150c; wall thickness : 4.2mm, TARE Weight: 15kg ; height: 865mm without valve / 940-950mm with valve. Use: 10hrs @ 2LPM. CCOE Explosive certificate should be provided.

Tenderers may however quote their rates for all sizes and capacity of oxygen cylinders

5.1 The bidder has to arrange for samples and literature of the oxygen cylinders for inspection by the tender committee on 17-1-2017 at 3pm at the Collectorate, Eluru

#### **6. EARNEST MONEY DEPOSIT(EMD)**

- 6.1 Earnest Money Deposit (EMD) in the form of crossed Demand Draft for Rs. 30,000/- (Rupees thirty thousand only) drawn on any nationalized bank or Bank Guarantee for Rs. 30,000/-in favour of Dy. Director of Fisheries, Eluru payable at Eluru
- 6.2 The EMD in the form of D.D or Bank Guarantee should be enclosed in the Technical Bid cover only.
- 6.3 The EMD of the selected bidder will be retained by the Fisheries Department for the period of Contract or until the supply of the oxygen cylinders for the beneficiaries and any additional indented quantity as decided by the Fisheries Department and ordered during the contract period is completed.
- 6.4 The EMD of the unsuccessful bidders will be released soon after the finalization of agreement of tenders with the successful bidders.

6.5 EMD in respect of successful bidder (s) will not carry any interest and will be returned after completion of the supplies under this tender

6.6 Tenders received without EMD for Rs. 30,000/- will not be considered.

6.7 Cheques, cash deposits, term deposits or fixed deposits will not be accepted towards earnest money deposits.

6.8 Earnest Money of other bidders furnished with the Department for other purposes during any period of time shall not be considered for this tender

6.9 The Annexure – I (Technical Bid) received with EMD and as per the specifications and Terms and Conditions and with necessary enclosures as stipulated will only be considered.

6.10 If any Tender is rejected for any reason, as decided by the Committee, the EMD enclosed will be released to the bidder.

## **7. QUOTING OF RATES**

7.1 The rates have to be quoted per one unit of oxygen cylinder in the specified column of Annexure-II (Financial bid) only .

7.2 The rates quoted for the item shall be in Indian Rupees and must be entered both in figures as well as in words.

7.3 The rates quoted should be inclusive of all taxes, packing, transport and other incidental charges, and inclusive of duties such as Excise duty/ Customs duty (in case of imported items) and other duties such as Sales Tax etc..

7.4 No Insurance Charges will be paid by the Department.

7.5 The rate quoted and accepted will be final and binding for the stipulated period up to completion of supply of the oxygen cylinders and any subsequent increase in the price will not be entertained.

7.6 The rates quoted by the tenderer should not exceed the market/ show room price. In case the show room price falls below the rate quoted in the tender at any time during the contract period, only such lower price will be considered for payment.

7.7 If there is any deviation in this regard, the Jt.Collector/Chairman, DPC, Eluru has the power to terminate the rate contract.

7.8 The Fisheries Department / DPC has the option to increase the indent

beyond the number of oxygen cylinders initially indicated within the period of Contract. If the DPC/Fisheries Department increases the indent beyond the number/ quantity of units initially indicated within the period of Contract, the supplier is bound to supply them on the same conditions and for the same price if the order for additional quantity is received by the tenderer within the contract period

#### **8. SELECTION OF OXYGEN CYLINDERS BY BENEFICIARIES:**

8.1 The tender committee, on examining the literature/ oxygen cylinders and other documents submitted by the tenderers open the financial bids in the presence of tenderers who choose to be present.

8.2 The oxygen cylinders displayed by the tenderer shall match the quality of those at the time of supply to the beneficiaries failing which the DPC/Fisheries Dept can reject their supply.

8.3 Those empanelled tenderers who are not selected by any beneficiary shall not dispute the process in any manner.

#### **9. GENERAL CONDITIONS:**

9.1 The successful bidder should supply the cylinders indented by the Department by delivering them as described at clause 14.2 at his cost within the period of 7 days from the date of issue of supply order.

9.2 The supplied cylinders shall conform to the specifications as offered in the bid at the price offered in the bid, failing which the water tanks supplied are liable to be rejected and may also result in the cancellation of the agreement along with forfeiture of EMD.

9.3 The approved bidders have to supply the cylinders as per indent placed as specified by the DPC/ Dy. Director of Fisheries, Eluru at his own cost including cost of transport, packing, loading, unloading, taxes, duties or any other costs etc.

#### **10. BID PROCESS:**

10.1 No bidder shall be allowed on any ground whatsoever, to claim revisions of or modifications in the rates quoted by him. Clerical errors, typographical errors, etc., committed by the bidder in the tender forms shall not be considered after opening of the tenders. Conditional tenders with conditions such as "SUBJECT TO AVAILABILITY", "SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc. will not be considered under any circumstances and the tenders of those who impose such conditions shall be summarily rejected.

- 10.2 Bids of the Annexure - II (Financial Bid) of technically qualified bidders only will be opened under the supervision of the Tender Committee in the presence of bidders or persons who are authorized by them and who choose to be present at the date, time and place as notified by the Tender Committee. The financial bids of technically not qualified bidders will not be opened.
- 10.3 If any bidder withdraws his tender at any time after opening of sealed tenders, on any plea or offers to modify any rate quoted by himself, the request of such bidder will not be considered under any circumstances and EMD of such bidder shall be forfeited. Besides, such firm will be debarred from participating in the annual tenders of this Department, for a minimum period of THREE YEARS and the total period will be decided by the DPC.
- 10.4 The Tender Committee will depute officers to carry out checks and inspections on the infrastructure available in the bidder's shop, quality and take the help of experts, if necessary to verify the quality and confirm about the standards.
- 10.5 The bidder will provide the address where the shop is situated. The inspecting officers will visit the address and verify whether the shop exists as claimed.
- 10.6 If artificially low rates are quoted, the Tender Committee reserves the right to cross-verify them and ignore them from consideration in order to prevent unethical trade practice.
- 10.7 The bidder shall observe all the relevant rules of the Competition Act.

#### **11 SECURITY DEPOSIT:**

- 11.1 The successful tenderer has to provide 10% of the value of the supply order towards security deposit through crossed Demand Draft or a Bank Guarantee . The security deposit will not carry any interest and will be returned after the contract period has ended
- 11.2 The Security Deposit along with other declarations will have to be submitted within 15 days from the date of communication of tentative approval of qualified tenders.

#### **12. AGREEMENT**

- 12.1 Every successful tenderer on intimation by this office shall execute an agreement bond on Rs.100 (Rupees One hundred only) non-judicial stamp paper in the prescribed form, which will be supplied along with the list of the items tentatively approved. Agreement should be typed only on one side of stamp paper with due attestation on each paper
- 12.2 In the event of failure to execute agreement bond in proper form along with the security deposit by successful tenderer within 15 days, the EMD of such tenderer will be forfeited and such defaulters will forego the right to participate for future tenders for a minimum period of 3years and the total period will be decided by the DPC.

#### **13. PERIOD OF CONTRACT :**

- 13.1 The Contract will be in force from the date of agreement up to 31-3-2017. The Tender Committee has the discretion to propose extension of the period of Contract beyond

31-3-2017 by mutual consent. If the supplier proposes extension of period beyond 31-3-2017, the Tender Committee has the right to accept or reject the offer.

13.2 The Contract shall become invalid, if the material proposed to be supplied by the bidder fails under any restrictions or bans imposed for the compliance of Environmental norms by law, from the time such restrictions or bans come into force by law.

**14. PAYMENT PROVISIONS:**

14.1 No advance payments will be made to the successful bidder on or after the execution of agreement.

14.2 Payments will be made to the successful bidder upon receipt of the cylinders by the FDOs at the places indicated upon receipt of satisfactory certificate from the concerned officer and delivery challans as mentioned at clause 14.3.

S. No.	Name of the place of delivery	No. of units to be supplied
1	In the respective mandal as per the residential place of beneficiary	45

14.3. The bidder should produce delivery challan in duplicate duly signed by the concerned Fisheries Officer and Invoices in triplicate for claiming payments.

14.4. Payments to the suppliers will ordinarily be made within a period of 30 days from the date of receipt of all documents in correct shape. However, this period may get extended under special or unforeseen circumstances.

14.5 If the oxygen cylinders delivered by the selected bidder are not of the stipulated quality or if they are delivered without the correct invoice, the DPC has the right to reject such supplies fully or partly unless the said bidder himself suitably replaces them forthwith. In addition, the DPC reserves the right to cancel the agreement and forfeit the EMD.

14.6. Rejected items shall be taken back by the bidder at their own expense within 15 days of the notice of the rejection, failing which the DPC or any officer authorized by him shall have them removed and recover the costs incurred from the bidder.

14.7 In the event of the successful bidder failing to supply the cylinders under this

contract within 30 days, the DPC shall have the right to resort to local purchase and recover the excess cost, if any, over and above the accepted bid price and any extra expenditure involved while doing so from the EMD of the bidder in whole or in part and if the amount falls short, the shortages will be recovered from any other amount payable to the bidder by the DPC or else will be recovered along with legal charges, if any, by applying the Revenue Recovery Act. In addition the DPC reserves the right to cancel the agreement and forfeit the EMD and the defaulter will be banned from participating in future tenders of the Government for a minimum period of THREE YEARS and the total period will be decided by the DPC.



14.8 The DPC can BLACK LIST a bidder for malpractices or for violation of the Terms and Conditions of Tender.

**15. LIABILITY & SETTLEMENT OF DISPUTES:**

15.1 No suit, prosecution or any legal proceedings shall lie against the DPC or any person for anything which is done or intended to be done in good faith in pursuance of this tender.

15.2 Disputes, if any, that may arise in respect of supply of the cylinders under this tender are subject to the jurisdiction of the District Court, Eluru.

Only those agreeing with the above tender conditions may offer their tenders.

I agree to the conditions stated in the bid document.

DATE:

PLACE:

SIGNATURE OF THE TENDERER

Name:

Address:

Phone No:

Fax

e-mail.

**ANNEXURE-I (TECHNICAL BID)**

**FORM FOR SUPPLY OF OXYGEN CYLINDERS TO BENEFICIARIES OF FISHERIES DEPARTMENT, GOVT. OF  
ANDHRA PRADESH**

(Note : Please go through the terms and conditions carefully before filing up of tender form).

- 1) a. Name of the Bidder :  
(BLOCK LETTERS)
- b. Indicate whether individual /  
Partnership firm/company :
- 2) Details of the bidder  
(BLOCK LETTERS)
  - A) Name of the Bidder :
  - B) Father's name / Husband name :
  - C) Age :
- 3) In case of company /firm
  - a) Type of entity i.e. company/firm :  
Coop. society etc
  - b) Registration No. :  
Please enclose photocopy of registration
- 4) Address for all correspondence :
  - a) Postal address :
  - b) Phone number, land line :
  - c) Mobile :
  - d) FAX
  - e) E mail :
- 5) a) Details of Demand Draft for EMD
  - i D.D No.
  - ii Amount of Demand Draft
  - iii Date
  - iv Name of the Bank & Branch

6. List of enclosures attached to this Annexure-I Technical bid(Check List)

<b>S.No</b>	<b>Name of the Document</b>	<b>Whether enclosed. (Yes / No)</b>
1	Letter of Authorization from manufacturer or Self declaration for Authorized dealers	
2	Earnest Money Deposit in the shape of D.D/ Bank Guarantee for Rs. 30,000/-	

	(Rupees thirty thousand only) in favour of Dy. Director of Fisheries, Eluru	
3	VAT Registration Number with supporting documents for the preceding two years 2014-15 and 2015-16	
4	PAN card copy & I.T. return should be submitted for the years 2014-15 and 2015-16	
5*	List of supplies made by the bidder with details for the last two years (2014-15, 2015-16).	
6	Letter of the bidder declaring that the bidder has not been debarred or blacklisted	
7	Self declaration to pay the sales tax for the supplies made in this tender	

\* For information only.

Certified that the information furnished above is true, I abide by the terms & conditions described and enclosed to this tender form.

Signature of the tenderer

(Affix firm/company seal)

Date :

Place:

**ANNEXURE-II (FINANCIAL BID)**

**FORM FOR SUPPLY OF OXYGEN CYLINDERS TO BENEFICIARIES OF FISHERIES DEPARTMENT,  
GOVERNMENT OF ANDHRA PRADESH**

(Note : Please go through the terms and conditions carefully before filing up of tender form).

- 1) Name of the Bidder (BLOCK LETTERS) :  
2) Address :

- 3) Rate quoted: (The rates quoted shall be inclusive of all Taxes , Packing , Transport and Incidental Charges and inclusive of duties such as Excise duty / custom duty and other duties such as sales Tax, etc.)

4)

S.no.	Brand make	Specifications if any	Rate quoted in Rs. per unit

Place :  
Date :

SIGNATURE OF THE TENDERER  
(Affix firm/company seal)