

आपदा प्रबंधन विभाग

राज्य आपदा रिस्पॉस फोर्स

अल्पकालिक निविदा आमंत्रण सूचना सं0 1/13

1. विभाग का नाम – राज्य आपदा रिस्पॉस फोर्स(आपदा प्रबंधन विभाग), **Opposite IIT Campus and adjacent to HPCL, Lai Road**, बिहटा, पटना।
2. विज्ञापनदाता का नाम और पता– समादेष्टा, राज्य आपदा रिस्पॉस फोर्स,बिहटा, पटना,बिहार
3. निविदा प्राप्ति की तिथि एवं समय – 28 अक्टुवर 2013(सोमवार) 11.00 बजे।
4. निविदा खोलने की तिथि एवं समय – 28 अक्टुवर 2013(सोमवार) 12.00 बजे।
5. निविदा प्राप्ति का स्थान – समादेष्टा, राज्य आपदा रिस्पॉस फोर्स कैम्प, बिहटा, पटना के कार्यालय कक्ष में।
6. क्रय किये जाने वाले उपकरणो / सामग्रियों का ब्योरा :-

क्रमांक	मद का नाम एवं गुण स्तर	सामग्री का गुण स्तर (Specification)	खरीद की मात्रा(अदद में)
1.	Digital multi Functional copier machine(Size A-3)	Minimum copying speed (cpm): 45/45, paper ,Size (Original/Image): A3/A3, RAM Hard Disk(MB):256 WITH 20GB HDD, Bye Pass:50 SHEETS	02

क्रय किये जाने वाले items के specification की जानकारी के लिए राज्य आपदा रिस्पॉस फोर्स से कार्यालय अवधि के दौरान सम्पर्क किया जा सकता है इसे आपदा प्रबंधन विभाग, बिहार की वेबसाइट www.disastermgmt.bih.nic.in पर भी देखा जा सकता है।

TERMS AND CONDITIONS

1. The tender should be submitted in two parts : (1) Technical bid and (2) Financial bid, duly sealed in two separate envelopes. If the two bids are submitted in the same envelope, then it shall be summarily rejected.
2. The rates shall be quoted only in the Financial bid. All charges like BST/CST/Service Tax/VAT etc. Shall be clearly mentioned but net rate (in figures and words) including all taxes and duties shall also be quoted, Vague offers like “Taxes as applicable” will be summarily rejected. There should be no cutting, overwriting or correction in the rates .

3. All relevant papers/certificates/specification etc. of items should be enclosed in the Technical bid. Authorised dealers/authorized suppliers of manufacturing firm will have to enclose a copy of the authorization letter from the manufacturer.
4. The envelopes should be marked "Tender No.1/13 (Technical Bid) and Tender No.1/13(Financial Bid) alongwith the name and address of the firm. The sealed envelopes containing the Technical and Financial bids should be enclosed in another sealed envelope which should be marked as " Tender No.1/13. This envelope should not bear the name and address of the firm.
5. Uptodate Income Tax Returns of the preceding 3 years and photocopy of PAN of the participating firm should be submitted alongwith the technical bid. I.T. Returns should have stamp and signature of the concerned Firm, whether filed manually or electronically.
6. The turn-over of the firm for the financial year 2012-13 should be at least double the amount of the supply order which is being issued. A copy of the profit and loss a/c of the firm for the financial year 2012-13 certified by a Chartered Accountant should be submitted alongwith the tender. If the tenderer is an authorized dealer and authorized supplier of a manufacturing firm, Then the certified details of the turnover of the authorizing firm will be accepted.
7. If the bidder has local corporate office/Local office/Agent/Authorised Dealer in Bihar, registered with the Commercial Taxes Department, Govt of Bihar, Patna, the relevant details should be mentioned in the Tender. Registration of bidder with the commercial tax Dept, Govt of Bihar is essential.
8. If there is some discount in the price of any item, it should be deducted from the price itself and should not be quoted separately.
9. It will be responsibility of the successful bidder to deliver the items at SDRF Camp Bihta. The rates should be quoted taking the transportation costs into account.
10. Firms will have to deposit a sum equivalent to ten percent of the bid amount, rounded off to the next thousand, subject to minimum of **Rs. 10,000/-** (Ten Thousand) and a maximum of **Rs. 50,000/-** (Fifty Thousand) only as earnest money in the form of postal savings pass book/NSC/Bank draft duly pledged in favour of Commandant SDRF, Bihta, Patna alongwith the quotations.
11. Technical bids will be opened on 28 Oct 2013 at 12.00 AM in the office of the undersigned. The representatives of the tenderers may remain present at the time of opening of technical bids.

12. The Technical bids will be put up before the Purchase Committee. The date, time and venue of the Purchase Committee meeting for the purpose will be intimated to the tenderers in advance. The representative of the tenderers may remain

present in this meeting and may have to participate in discussions with this Committee and/or be required to demonstrate the quoted product. Any more papers/documents will not be accepted after opening the tender.

13. Only those Tenderers whose technical bids are found successful, their Financial bids will be opened by the Purchase Committee in the office of the undersigned on date & time to be intimated to bidders in advance. Representatives of the tenderers may remain present at the time of opening of the Financial bids.

14. Successful firm will have to enter into an agreement after depositing a sum of 5% of the total value of the stores as security money in the form of Postal Savings Pass Book/NSC/Bank Guarantee duly pledged in favour of Commandant, SDRF, Bihta, Patna.

15. The firm should give details of item wise after-sale service to be provided by them.

16. The firm will be required to supply all the items within 30 days from the date of placing of order. However, the Commandant, SDRF, Bihta, Patna may extend this period in case of genuine difficulties/reasons put up by the firm.

17. Payment for delivered items will be made after receiving OK report from the inspection Committee.

18. The firm whose quotation is approved shall be issued memo of Acceptance of the Tender (A/T). Purchase order shall be issued only after the firm enters into an agreement with the undersigned. Terms & Conditions of the agreement shall be intimated in the A/T.

19. The firm shall have to ensure Hands on Training of the SDRF personnel.

20. Commandant, SDRF, Bihta, Patna reserves the right to reject any or all the quotations partially or fully without assigning any reason.

Dated :

(Gopal Prasad)
Commandant,
SDRF, Bihta