

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.
(An ISO 9001:2008 Certified Company)

(A Govt. of India Undertaking, Ministry of Textiles)



**“E-TENDER FOR HIRING A TATA-407 CLOSED BODY TEMPO
ON MONTHLY BASIS”**

MSME Development Act, 2006 benefits applicable

E-TENDER DOCUMENTS

1. BID DATA SHEETS
2. E-TENDER NOTICE
3. TECHNICAL-CUM-FINANCIAL FORMAT (ANN-A)
4. TERMS & CONDITIONS
5. STANDARD INSTRUCTIONS TO BIDDERS
6. BENEFITS TO MICRO AND SMALL ENTERPRISES
7. NEFT/RTGS MANDATE FORM

BID DATA SHEET

| | | |
|---------------------------|--|--|
| 1. | NIT RFP No. | CCIC/G.A./TS/2017/ET3-II |
| 2. | Project | Hiring a TATA-407 closed body Tempo on monthly Rate Contract basis. |
| 3. | Contact Person | Shr. Manish Singh Asstt. Manager (Gen.Admn.) Ph.011-23310804 Email : admin@cottageemporium.in |
| 4. | Bid to be submitted | Online |
| 5. | Bidding Process | Single Bid (Technical-cum Financial Bid) |
| 6. | Website for NIT download and any other related information | www.thecottage.in |
| 7. | Portal for Online Submission | www.eprocure.gov.in/eprocure/app |
| 8. | Validity of bid | The Bid shall be valid for a period of 120 days from the date of opening of bids |
| 9. | Selection Method | L1: Lowest Price among technically qualified bidders |
| 10. | Time frame for implementation | As per tender document |
| Schedule of Events | | |
| | EVENT | VENUE/DATE/TIME |
| 1. | Submission of relevant documents | Central Cottage Industries Corporation of India Limited, Jawahar Vyapar Bhawan, Janpath New Delhi-110001 Before 09.03.2017, 03:00 PM |
| 2. | Submission of Online Bids | e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) Latest by 09.03.2017, 03:00 PM |
| 3. | Opening of Bids | e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) 10.03.2017, 04:00 PM |

Note: In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue.



® CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

(An ISO 9001:2008 Certified Company)

(Govt. of India Undertaking, Ministry of Textiles)

Jawahar Vyapar Bhawan, Janpath New Delhi -110 001.

Tel : +91-11-23310804, 23326790, 23320439

Fax : 011-23328354, 23310804

Website : www.thecottage.in

CCIC/G.A./TS/2017/ET3-II

17.02.2017

E-Tender Notice

Sub:- Contract for hiring closed body TATA-407 Tempo on monthly basis

1. Request for quotation (RFQ)

CCIC invites E-tenders under single bid system (Technical-cum-Financial Bid) from reputed transportation firms for hiring a TATA-47 closed body tempo on monthly basis **with driver and 3 labours for loading and unloading works**, in order to transfer goods (mainly Handicrafts and Handlooms items) from Weavers Service Centre, Weaver Complex, Bharat Nagar, Delhi to Jawahar Vyapar Bhawan, Janpath, New Delhi, Rajiv Gandhi Bhawan, Baba Kharak Singh Marg, New Delhi, Noida Sector-2 and vice versa.

Interested firms/parties may submit their bids online using e-Procurement portal of NIC (eprocure.gov.in) in the prescribed formats alongwith all necessary documents and information requested herein.

The bids may be submitted latest by **3.00PM on 09.03.2017**. The bids shall be opened on **10.03.2017 at 4.00 PM**.

All details regarding the subject RFQ are available on websites: www.thecottage.in, and www.eprocure.gov.in/eprocure. Any changes/modifications/corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. CCIC shall not be liable to send any individual information or issue a public notice.

2. Electronic Submission of Bids

- i. Bids (Technical-cum-Financial Bid) against this RFQ shall be received only electronically through the e-Procurement Portal of NIC (eprocure.gov.in). No bids shall be accepted in hard copy or in any other form.

- ii. For submission of e-bids, bidders are required to get themselves registered with eprocure.gov.in website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. Earnest Money Deposit (EMD) is required to be submitted online through e-procurement portal as per bank details mentioned in the tender.

The bidders are required to upload soft copies of the following:

- Technical cum Financial Bid (prepared on Company's Letter head).
- Copy of PAN No., TIN No. & Service Tax No.
- Scanned copy of UTR No. generated through online payment of EMD.

For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel Nos.:1800-3070-2232, +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

3. Earnest Money Deposit (EMD)

- (a) All Bidders are requested to furnish Earnest Money Deposit of **Rs.40,000/-** (Rupees Forty Thousand only) by NEFT/RTGS mode only as per following bank details.

Name of Account holder : - Central Cottage Industries Corp. of India Ltd.

Account Number :-10185775245

IFSC Code :-SBIN0001639

Bank Name : - State Bank of India

Branch : - Chanderlok Bldg., Janpath, New Delhi

- (b) The bidders who are registered with either NSIC/MSME or DGS&D are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for startups regarding prior experience under Public Procurement Policy for MSE's and preferences earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate.
- (c) Bids for which EMD is not received in the prescribed manner shall be rejected summarily.
- (d) CCIC shall not be responsible for non-receipt/non-delivery/delayed receipt of the EMD due to any reason whatsoever.

- (e) EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall be adjusted against Security Charges (50% of monthly charges) and shall be refunded after expiry of the contract without interest within a period of two months.

4. Bid Details

Bidders are required to furnish the monthly rate including all taxes etc., strictly in the prescribed Technical-cum-Financial Format (Ann-A). Rates should be firmed and no escalation will be allowed during the currency of contract.

Technical-cum-Financial Format (Ann-A)

RC FOR PROVIDING CLOSED BODY TATA-407 TEMPO ON MONTHLY BASIS

To be filled by the tenderer (Provide copy of documents to support your document)

| Sl. No. | Particulars | Information to be filled by the party |
|---------|---|--|
| 1. | Name of the firm | |
| 2. | Address | |
| 3. | Contact Person | |
| 4. | Telephone Number | Office: Shop: Res.: Mobile: Fax No.: |
| 5. | Is your concern Recognized/Registered (Attach Photocopy as a proof) | YES/NO (tick as applicable) a. Regd. Under Companies Act, b. Regd. Under Shops & Establishment Act c. Proprietorship/ Partnership Firm d. Any other (Please Specify) e. Sister confirm of |
| 6. | Annual Turnover of the last three years (Attach audited copy of Balance sheet) | FY 2013-14: Rs. _____ Lakks FY 2014-15: Rs. _____ Lakks FY 2015-16: Rs. _____ Lakks |
| 7. | PAN No. (Attach proof) | |
| 8. | Service Tax No.(Attach proof) | |
| 9. | Registration/Allotment No. of ESI(Attach proof) PF(Attach proof) | |
| 10. | Experience as Closed Tempo Service Provider (Attach proof) | |
| 11. | Name a few Govt./PSU/State Govt./Reputed companies for Which Services Provided in the last three years (Attach order copies). | |
| 12. | No. of TATA-407 Tempo owned by company only (Please mention their RC No.& Model No.) | |

| | | |
|-----|--|--|
| 13. | <p>a. Whether registered under MSME/NSIC & DGS&D (If yes, attach certificate of registration)</p> <p>b. Whether MSE owned by ST/SC (attach proof)</p> | <p>Yes/No</p> <p>Yes/No</p> |
| 14. | <p>Mandatory Eligibility Criteria</p> <p>1. The bidder should own minimum one Closed Body Tempo registered as commercial vehicles in their names or firm's name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the bid documents; (Attach proof)</p> <p>2. The bidder should have experience of minimum period of 3 years for similar type of contract of supplying not less than one commercial vehicles to Govt./State Govt./Govt. Organization or any PSU/Reputed Companies.(Attach proof).</p> <p>3. The average turnover of the bidder for last three (03) financial years ending on 31st March, 2016 should be atleast Rs.10.00 lakhs. (attach proof)</p> <p>(The similar contract means works related to providing Tempo services for transportation of merchandise, etc. for reputed institutions / PSUs, Govt. Bodies and renowned showrooms.)</p> | |
| 15. | <p>EARNEST MONEY DEPOSIT</p> | |
| | <p>An Earnest Money Deposit of Rs.40,000/- (Rupees forty thousand only) may directly transferred through NEFT/RTGS mode only as per details given in tender. (MSME/NSIC or DGS&D parties are exempted)</p> | <p>UTR No. _____</p> <p>Date _____</p> <p>Amt. _____</p> <p>Bank _____</p> |

| | | |
|-----|--|--|
| 16. | <p>Minimum one trip per working day between 10.00 AM to 7.00 PM (to and fro) which may be maximum upto 30 trips in a month and in addition, if needed upto Five (05) extra trips within the same monthly charges during Peak Sales Seasons/Emergency from CCIC's Stores at Weavers Services Centre, Bharat Nagar to Showroom at Jawahar Vyapar Bhawan, Janpath, New Delhi, Baba Kharak Singh Marg, New Delhi & Sec-2, Noida.</p> <p>(To & fro shall be counted one trip) (with driver and 3 labours for loading and unloading)</p> | <p>Rate (Rs.) per month (Not be subject to any price escalation)</p> |
| 17. | <p>Taxes, if any</p> | |
| 18. | <p>Security Deposit (Interest free-Refundable)</p> | <p>Agreed to deposit 50% of the quoted monthly charges towards interest free refundable security deposit before signing of contract.</p> |

Signature of authorized signatory &
Seal
Name
Address

Date.....
Place.....

Contact no.(LL)
(Mobile)

CCIC OF INDIA LTD.

Terms and conditions of the Contract

1. Tata-407 Closed Tempo services would be available on all CCIC working days at the option of CCIC from 10.00 a.m. to 7.00 p.m.
2. The monthly charges for above services would be inclusive of all expenses payable in the subsequent month for previous month on presentation of bill after proper verification of no. of trips undertaken.
3. No escalation of monthly charges on account of any increase in price of petrol, diesel, CNG and rate of taxes, etc. would be entertained during the tenure of the contract.
4. **Green tax shall be paid on actual basis by the corporation for trip undertaken official duty in Delhi NCR region.**
5. Three labours would always be provided with the Tempo for loading and unloading of merchandise.
6. The service provider will be responsible for proper and safe handling of goods to and fro from following four locations:-

| Sl. No. | Locations |
|----------------|---|
| A. | CCIC of India Ltd., Store Department, Weavers Service Centre, Weaver Complex, Bharat Nagar, Delhi – 110 052 |
| B | CCIC of India Ltd., Showroom at Jawahar Vyapar Bhawan, Janpath, New Delhi- 110 001 |
| C | CCIC of India Ltd., Rajiv Gandhi Bhawan, Baba Kharak Singh, Marg, New Delhi |
| D | CCIC of India Ltd. A-36 to A-39, Sec-2, Noida-201301 |
| E | CCIC exhibitions venue within Delhi NCR |

7. Minimum one trip per working day which may be maximum upto 30 trips in a month and in addition, if needed upto **Five (05) extra trips within the same monthly charges may be taken during Peak Sales Seasons/Emergency** between the above locations.
8. CCIC would be paying extra per trip charges **on pro-rata basis** for trip undertaken by the Service Provider beyond 35 trips in a month.

9. The service provider will have to maintain a logbook detailing movement of vehicle and no. of trips undertaken countersigned by Manager (Showroom) and Manager (Stores).
10. The service provider will take all type of clearance from Transport Authority and will pay all type of challan and taxes, if any to the concerned authority.
11. The services provider will take necessary plying permission on in No Entry Zone Area from concerned authority.
- 12. For any trip loss due to non-availability of Traffic Permission/breakdown, Pro-rata deduction shall be made from monthly charges.**
13. The service provider will be responsible for all third party liabilities/damages accidental or of any other nature, if any.
14. The service provider will be responsible for insurance of labours, driver and insurance of damages to goods, if any while loading and unloading.
15. The service provider will be responsible for payment of ESI, PF & any other statutory dues payable to any authority in respect of Labours and drivers.
16. The service provider shall also transport other office items like display structures, furniture, packing materials, etc. as per the requirement of CCIC.
17. The service provider will solely be responsible for misconducts of labours and driver, if any.
18. The service provider will arrange for an alternative immediately in the eventuality of any break-down to the vehicle at the disposal of CCIC.
19. The service provider will submit a copy of RC / Insurance/Permit of the vehicle, names and addresses of labours and driver with their attested photographs with Genl. Administration Deptt. of CCIC.
- 20. The contract will be for a period of one year initially and will be extended / renewed for another year on mutual consent.**
21. Service provider shall be responsible for theft / pilferage / damage of merchandise while in transit.
22. CCIC or the Service provider may terminate the arrangement by giving one month's notice.

Central Cottage Industries Corporation of India Ltd.

(A Government of India Undertaking, Ministry of Textiles)

Jawahar Vyapar Bhavan, Janpath,

New Delhi-110001

STANDARD INSTRUCTIONS TO BIDDERS

1. Period of Contract

Contract shall be effective from 01.04.2017 and can be renewed with mutual agreement for another one year on same terms and conditions.

2. Tender Validity

The Tender shall remain valid for 120 days from the date of opening of Technical-cum-Financial bids.

3. EMD

- a. All Bidders are requested to furnish Earnest Money Deposit of **Rs.40,000/-** (Rupees Forty Thousand only) by NEFT/RTGS mode only as per following details.
(MSME/NSIC or DGS&D registered parties are exempted)

Name of Account holder: - Central Cottage Industries Corp. of India Ltd.

Account Number:-10185775245

IFSC Code:-SBIN0001639

Bank Name: - State Bank of India

Branch : - Chanderlok Bldg., Janpath, New Delhi

- b. The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible and no interest would be paid thereon.
- c. In case of successful tenderer the same shall be kept as interest free security deposit and shall be refunded on expiry/termination of contract.

4. Forfeiture of EMD

- I. If a tenderer withdraws his tender during the period of tender validity, EMD shall be forfeited.
- II. In case successful bidder fails to provide services at L-1 rate, EMD shall be forfeited.

5. Security Deposit

- a. The Earnest money of the successful bidder shall be converted into interest free security deposit equivalent to 50% of quoted monthly charges which shall be refunded within a period of two months on expiry of the contract. The successful bidder shall deposit shortfall in Security deposit to bring it equivalent to 50% of monthly charges after adjusting EMD.

- b. Security deposit shall be forfeited in case of unsatisfactory performance as decided by CCIC which shall render into the termination of the contract.

6. Bid Documents Consists of:

- i. Bid Data Sheets
- ii. E-Tender Notice
- iii. Technical-cum-Financial Format (Ann-A)
- iv. Terms & Conditions
- v. Standard Instructions to the bidders.
- vi. Benefits to Micro and Small Enterprises
- vii. NEFT/RTGS Mandate Form

The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid documents or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

7. Tender Prices

- a) Prices quoted by the tenderer shall be exclusive of all taxes/duties/levies/ service tax, which shall be shown separately.
- b) The tenderer is required to quote prices as per Bid in tender documents.
- c) The rates quoted should be clearly typed / written in figures and words, repeat in figures and words free from over typing or over writing. The corrections, if any, must be authenticated by the full signature of the person who has signed the Bid.
- d) There shall be no escalation in the price during the contract period.

8. Award of Tender

The tender shall be awarded to lowest financial bidder i.e. L-1 party among technically qualified bidders.

9. Mandatory experience in the subject of tender / Eligibility Criteria

1. The bidder should own minimum one Closed Body Tempo registered as commercial vehicles in their names or firm's name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the bid documents (Attach proof);
2. The bidder should have experience of minimum period of 3 years for similar type of contract of supplying not less than one commercial vehicles to Govt./State Govt./Govt. Organization or any PSU/Reputed Companies.(Attach proof);
3. The average turnover of the bidder for last three (03) financial years ending on 31st March, 2016 should be atleast **Rs.10.00 lakhs.** (Attach proof);

10. Payment terms

Payment shall be made through RTGS/NEFT mode within 15 days of submission of Bill alongwith copy of logbook of trip made. No advance payment shall be made.

11. Management's right to accept any tender and reject any or all tenders

Management reserves the right to accept or reject any tender, and to annul the tender process and reject all the tenders, at any time prior to award of contract.

Signature of authorized signatory & Seal

Date.....

Place.....

Benefits to Micro and Small Enterprises

- i) Exemption from submission of Earnest Money/Bid Security : MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs : Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security : Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference :- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 20% of total tendered value. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 20% target of annual procurement from MSEs, a sub target of 4% (i.e. 20% out of 20%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

Definition of MSEs owned by SCIST is as given under:

- (a) In case of proprietary MSE. proprietor(s) shall be SC/ST.
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
- (c) In case of Private Limited Companies, at least 51% share shall be held by SCIST promoters.
- v) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.
JAWAHAR VYAPAR BHAWAN
JANPATH, NEW DELHI-01**

**Mandate for payment through NEFT/RTGS
(Please use capital letters only)**

| | | |
|-----|-----------------------------|--|
| 1. | Name of the party | |
| 2. | Party address | |
| 3. | Contact No. | |
| 4. | Email ID | |
| 5. | PAN No. | |
| 6. | Aadhar Number | |
| 7. | Name of Bank Account holder | |
| 8. | Bank A/C No. | |
| 9. | Bank Name | |
| 10. | Branch Code/ Address | |
| 11. | IFSC Code | |
| 12. | MICR Code | |

1. **Cancelled cheque** of above mentioned account and **Copy of Pan Card** must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 12 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also under take that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date : _____

(Signature of party)