

No.CCIC/GA/TS/2011-12/

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

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



**“CONTRACT FOR HIRING A TATA-407 CLOSED BODY TEMPO
ON MONTHLY BASIS IN OUR SHOWROOM AT JAWAHAR
VYAPAR BHAWAN, JANPATH, NEW DELHI”**

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TENDER DOCUMENTS

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Speed Post

CCIC/GA/2011-12/

July 13, 2011

M/s. _____

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

Dear Sirs,

Central Cottage Industries Corporation of India Ltd. (CCIC) is a Government of India Undertaking under Ministry of Textiles. CCIC has its premier retail sales showroom of Handicrafts and Handloom items at Jawahar Vyapar Bhawan, Janpath, New Delhi.

In order to transfer goods (containing Handicrafts and Handloom items) from Weavers Service Centre, Weaver Complex, Bharat Nagar, Delhi to Jawahar Vyapar Bhawan, Janpath, New Delhi and vice versa, CCIC would like to hire a TATA-407 closed Tempo. The Tempo on average will be require to undertake following trips:-

Bharat Nagar to Jawahar Vyapar Bhawan,
Janpath and vice versa (25-30 trips a month)
(with driver and 3 labourers for loading and unloading)

At times, the Tempo will be required to undertake above trips from Bharat Nagar to Jawahar Vyapar Bhawan and vice versa via Rajiv Gandhi Bhawan, Baba Kharak Singh Marg, New Delhi.

It is requested that interested parties may send their offers as per enclosed limited tender notice.

CCIC reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.

Thanking you,

Yours faithfully,

Sd/-

(Manish Singh)
Asstt. Manager(G.A.)
Tel No. 0120 -2532820

Central Cottage Industries Corporation of India Ltd.
(A Government of India Undertaking)
Jawahar Vyapar Bhavan, Janpath
New Delhi - 110 001
Tel. No.0120-2532820, 011-23326790, 23311964,
Fax No. 011-23328354, 0120-2532820
Website : www.thecottage.in

CCIC/GA/TS/2011-12/

July 13, 2011

LIMITED TENDER NOTICE
FOR HIRING A CLOSED TATA-407 TEMPO ON MONTHLY
BASIS

CCIC of India Ltd. invites sealed offers from reputed parties in two bid format Technical Bid and Financial Bid **FOR HIRING A CLOSED TATA-407 TEMPO ON MONTHLY BASIS.**

Interested parties may send their bids as per details mentioned in the enclosed tender documents alongwith a **DD of Rs.13,000/-** drawn in favour of "Central Cottage Industries Corporation of India Ltd." payable at New Delhi towards EMD by **20th July, 2011 upto 3.00 PM** at the following name and address:-

Manager (Pers./Admn.)
CCIC of India Ltd.
A-36 to A-39, Sector-2,
Noida-201301

CCIC reserves the right to accept or reject any / all quotations without assigning any reason whatsoever.

CCIC OF INDIA LTD.

TECHNICAL BID

PROVIDING A CLOSED TATA-407 TEMPO ON MONTHLY BASIS

(To be filled in by the tenderer (Provide copy of documents in support wherever necessary))

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 concern of
6.	Annual Turnover of the last three years (Attach audited copy of Balance sheet)	FY 2007-08: Rs. _____ Lakks FY 2008-09: Rs. _____ Lakks FY 2009-10: 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 were 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>Eligibility Criteria</p> <p>1. The average Turnover of the Contractor for last 3 financial years ending on 31st March 2010 should be atleast Rs.6.50 lakhs(Attach proof); or</p> <p>2. Contractor must have completed /executed atleast one similar work amounting to not less than Rs.5.20 lakhs(Attach proof); or</p> <p>3. 2 similar works amounting to not less than Rs.3.25 lakhs(Attach proof); or</p> <p>4. 3 similar works amounting to not less than Rs.2.60 lakhs, in last 3 years ending on 31.03.2010(Attach proof).</p> <p><i>The similar work means works related to providing professional Tempo services for transportation of merchandise, etc. for reputed institutions / PSUs, Govt. Bodies and renowned showrooms.</i></p>	
14.	EARNEST MONEY DEPOSIT	Yes/No
	<p>An Earnest Money Deposit of Rs.13,000/- (Rupees Thirteen Thousand only) by way of a DD in favour of Central Cottage Industries Corporation of India Ltd. payable at New Delhi.</p>	<p>DD No. _____</p> <p>Date _____</p> <p>Amt. _____</p> <p>Bank _____</p>

Signature of authorized signatory & Seal
Name
Address

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

Contact no.(LL)
(Mobile)

CCIC OF INDIA LTD.

FINANCIAL BID

PROVIDING A CLOSED TATA-407 TEMPO ON MONTHLY BASIS

Sl. No.	Particulars	Information to be filled by the party
1.	Name & Address of the party	
2.	Contact Person	
3.	Telephone / Cell No.	
4.	Fax No.	
5.	Email No.	
6.	Daily trips from 10.00 AM to 7.00 PM (to and fro) for transporting handicrafts and handlooms items 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 Average minimum trips 25-30 trips a month (To & fro shall be counted one trip) (with driver and 3 Labourers for loading and unloading)	Rate(Rs.) per month (Not be subject to any price escalation)
7.	Taxes, if any	
8.	Security Deposit (Interest free-Refundable)	Agreed to deposit 50% of the quoted monthly charges towards interest free refundable security deposit before signing of contract.

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 Rs._____ 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. Three labourers would always be provided with the Tempo for loading and unloading of merchandise.
5. The service provider will be responsible for proper and safe handling of goods to and fro from following three 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

6. Total 25-30 trips a month (minimum two trips a day) between the above locations would be required to be undertaken by the service provider.
7. CCIC would be paying extra per trip charges for trip undertaken by the Service Provider beyond monthly quota of 30 trips on pro-rata basis.

8. 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).
9. 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.
10. The services provider will take necessary plying permission on in No Entry Zone Area from concerned authority.
11. The service provider will be responsible for all third party liabilities/damages accidental or of any other nature, if any.
12. The service provider will be responsible for insurance of labourers, driver and insurance of damages to goods, if any while loading and unloading.
13. The service provider will be responsible for payment of ESI, PF & any other statutory dues payable to any authority in respect of Labourers and drivers.
14. The service provider shall also transport other office items like display structures, furniture, packing materials, etc. as per the requirement of CCIC.
15. The service provider will solely be responsible for misconduct of labourers and driver, if any.
16. The service provider will arrange for an alternative immediately in the eventuality of any break-down to the vehicle at the disposal of CCIC.
17. The service provider will submit a copy of RC / Insurance/Permit of the vehicle, names and addresses of labourers and driver with their attested photographs with the Genl. Administration Deptt. of CCIC.
18. The contract will be for a period of one year initially and will be extended / renewed for another year on mutual consent.
19. Service provider shall be responsible for theft / pilferage / damage of merchandise in transit.
20. CCIC or the Service provider may terminate the arrangement by giving one month's prior notice.

Central Cottage Industries Corporation of India Ltd.
(A Government of India Undertaking)
Jawahar Vyapar Bhavan, Janpath,
New Delhi-110001

STANDARD INSTRUCTIONS TO BIDDERS

- 1. Period of Contract**

Rate contract shall be valid for the period upto 31st March, 2013 w.e.f. date of award of contract and can be renewed with mutual agreement on same terms and conditions.
- 2. Tender Validity**

The Tender shall remain valid for 120 days from the date of opening of financial bid.
- 3. EMD**
 - a) Earnest Money Deposit of **Rs.13,000/-** (Rupees Thirteen Thousand only) may be submitted by Bank Draft only drawn in favour of **“CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.”** drawn on any Nationalized / Scheduled Bank payable at 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.**
- 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 bidders fails to supply the goods / services / works at L-1 rate, EMD shall be forfeited.
- 5.** The tenderer is required to submit his offer in a master envelope giving reference to Tender Notice No. date and Name of the work and name of Tenderer/Agency containing offer in the envelope containing the Technical Bid and the Financial Bid separately as specified in the enclosed tender documents.
- 6.** Last date of Receipt of Tender : 20 July, 2011 by 3.00 p.m.
- 7.** Date of Opening of the Tender : 22 July, 2011 at 3.00 p.m.
- 8.** Tender document is to be submitted as specified in the Tender Notice.
- 9.** Incomplete, unsigned and unstamped tender will summarily be rejected.
- 10.** Relevant address for correspondence/submission of tender is given below:-

Manager (Pers./Admn.)
CCIC of India Ltd.
A-36 to A-39, Sector-2,
Noida-201301

11. Tender Prices

- I. The tenderer is required to quote prices as per tender document of as per BOQ, if any attached.
- II. Prices quoted by the tenderer shall be exclusive of all taxes/duties/levies/ service tax, which shall be shown separately.

12. Late Tenders

Any tender received in the office of CCIC after the deadline prescribed for submission of tenders will not be entertained.

13. Award of Tender

The tender shall be awarded to lowest financial bidder i.e. L-1 party. Financial bids shall be opened only for technically qualified bidders.

14. Eligibility Criteria

- I. The average Turnover of the Contractor for last 3 financial years ending on 31st March 2010 should be atleast **Rs.6.50 lakhs(Attach proof)**; or
- II. Contractor must have completed /executed atleast one similar work amounting to not less than **Rs.5.20 lakhs(Attach proof)**; or
- III. 2 similar works amounting to not less than **Rs.3.25 lakhs(Attach proof)**; or
- IV. 3 similar works amounting to not less than **Rs.2.60 lakhs**, in last 3 years ending on 31.03.2010(**Attach proof**).

The similar work means works related to providing professional tempo services for transportation of merchandise, etc. for reputed institutions / PSUs, Govt. Bodies and renowned showrooms.

15. Payment terms

a) For supply of Goods/Services

Payment shall be made within 15 days of submission of Bill alongwith delivery challan for supply of goods and services.

b) For purchase of Goods/Execution of works payment terms would as specified in the tender documents.

16. 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.....