

Central Cottage Industries Corporation of India Limited (CCIC)

(A Govt. of India Undertaking)
Jawahar Vyapar Bhawan
Janpath
New Delhi – 110 001
Tel: 011- 23320439, 27306965
Email: - ccic.shipping@gmail.com
Website: www.thecottage.in



**E-Tender for packing of Handicraft/Handloom Items for export
/ domestic sales**

TENDER DOCUMENTS

1. BID DATA SHEET
2. E-TENDER NOTICE
3. TECHNICAL CUM FINANCIAL BID (ANN-A & ANN-B)
4. STANDARD INSTRUCTIONS TO BIDDERS AND GENERAL TERMS AND CONDITIONS
5. BENEFITS TO MSME FIRMS AND STARTUPS
6. MANDATE NEFT FORM

BID DATA SHEET

1.	NIT RFP No.	No. CCIC/P&S /2018-19/ET-01
2.	Project	E-Tender for packing of Handicraft/Handloom Items for export / domestic sales.
3.	Contact Person	Shri Surendra Kaul Dy. Manager (Packing & Shipping) Ph.011-27306965 Email : ccic.shipping@gmail.com
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
11.	Value of Tender	Rs.20.00 lakhs
Schedule of Events		
	EVENT	VENUE/DATE/TIME
1.	Date of NIT	26/10/2018
2.	Submission of Online Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) Latest by 15/11/2018, 03:00 PM
3.	Opening of Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) 16/11/2018, 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.
(Govt. of India Undertaking, Ministry of Textiles)
Jawahar Vyapar Bhawan, Janpath New Delhi -110 001.
Tel : +91-11-23320439, 27306965
Fax : 011-23328354, 23320439
Website : www.thecottage.in

No.CCIC/P&S /2018-19/ET-01

26 October, 2018

E-Tender Notice

Sub :- e-Offers for packing of Handicraft/Handloom Items for export / domestic sales.

CCIC invites E-tenders under single bid system (Technical-cum-Financial Bid) from reputed, experienced firms/agencies/companies for packaging of merchandise (mainly Handicraft and Handloom Items) for domestic and export sales as per technical cum financial format.

Only Delhi NCR based 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 **3.00 PM on 15.11.2018**. The bids shall be opened on **16.11.2018 at 04.00 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.

1. 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., CIN No. & GST 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.1.00 lakh** (Rupees One lakh 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 refunded after expiry of the contract without interest within a period of two months.

4. Bid Details

Bidders are required to furnish their rates strictly in the prescribed Technical-cum-Financial Format (Ann-B). Rates should be firmed and no escalation will be allowed during the currency of contract.

Technical cum Financial Bid Format

Sl. No.	Details	Information to be furnished by the party
1.	Name & Address of the party	
2.	Status of the firm/Company (Proprietorship, Partnership, Limited etc.)	
3.	Name of the Proprietor / Partner/ Managing Director etc.	
4.	Telephone / Cell No. and Fax No	
5.	Email No.	
6.	PAN No.	
7.	GST No.	
8.	CIN No.	
9.	Provident Fund No. & ESI No	
10.	List of Existing Clients	
11.	Annual Turnover of the last three years (Attach copy of Balance sheet)	FY 2015-16: Rs._____Lakh FY 2016-17: Rs._____Lakh FY 2017-18:Rs._____Lakh

12.	<p>Eligibility Criteria</p> <p>a) The bidder should have its registered office or branch office in Delhi NCR Region. (Attach proof)</p> <p>b) The bidder should have minimum experience of 3 years (as on 31-03-2018) for packaging of merchandise for domestic and export sales. (Attach proof)</p> <p>c) The Average Turnover of the bidder for last 3 financial years ending on 31st March, 2018 should be at least Rs.20.00 lakhs (Attach proof).</p>	
13.	<p>EARNEST MONEY DEPOSIT</p> <p>An Earnest Money Deposit of Rs.1.00 lakh (Rupees one lakh only) may directly transferred through NEFT/RTGS mode only as per details given in tender.</p>	<p>UTR No. _____</p> <p>Date _____</p> <p>Amt. _____</p> <p>Bank _____</p>

Declaration:-

I/ we do hereby declare that the entries made in the application are true to the best of my /our knowledge and belief. I /we do also confirm that I / we have read and understood Terms of the tender and agree to abide by the same in all respects.

Signature of authorized signatory & Seal
Name
Designation
Address

Bill of quantity (BOQ)
(Financial)
(Description of items)

ANN-B

S.No.	DESCRIPTION	RATE * PER CFT (Rs.)
1.	Packing in wooden boxes of 1" thickness (Wood Name)	
2.	Packing in double Gunny (Good Quality)	
3.	Packing of post Parcels with Cloth wrapping	
4.	Packing of post Parcels in 3 mm Plywood boxes with thermocol & Bubble, cloth wrapping	
5.	Packing in 6mm plywood boxes (ISI Marked)	
6.	Supply of 9 ply cardboard box empty (all semicraft-outer waterproof) 24"x18"x18" or equivalent	
7.	Thermocol lining all side(1")	
8.	Bubble Air Polythene packing for individual items in the box	
9.	Foam lining on all sides 72mm or equivalent	
10.	Special wooden handle (two pcs) to carry, plywood/wooden box	

*** Rates quoted above should be excluding of any kind of taxes**

GST (Pl. Specify separately) %

- 1. NOTE:-The packing includes brown paper, tissue paper corrugated, polythene, paper cutting, steel/ plastic band, stencil, etc. usually used in world class packing & marking, address, net weight of item, weight, size etc. on the consignment.**
- 2. Packing of merchandise will be done at Bharat Nagar premises / showroom at Jawahar Vyapar Bhawan of CCIC or any other places as required by CCIC. The packing tape invariable required having CCIC logo branding in Single Colour.**

Date _____
Place _____

Signature of authorized signatory & Seal
Name
Designation
Address
Contact No. (LL)

STANDARD INSTRUCTIONS TO BIDDERS AND GENERAL TERMS AND CONDITIONS

1. Nature of Contract

The tenderer shall pack the merchandise mainly handicraft and handloom items for domestic/Export sale by using the packaging materials to be arranged by him as instructed by CCIC. The Packaging materials include brown, tissue paper corrugated, polythene, paper cutting, steel/ plastic band, stencil, etc. usually used in world class packing. The contract also includes marking, address, weight, size of the consignment on Boxes, etc.

2. Place of packing

Packing of merchandise will be done at Bharat Nagar premises / showroom at Jawahar Vyapar Bhawan of CCIC or any other places (Delhi NCR) as required by CCIC. All packing tape required to carry single colour Cottage Logo branding on it.

3. Period of Contract

The rate contract shall be valid for one year and can be renewed for further one year with mutual agreement on same terms and conditions.

4. Tender Validity

The e-Tender shall remain valid for 120 days from the date of opening of bid.

5. EMD

- (a) All Bidders are requested to furnish Earnest Money Deposit of Rs.1.00 lakh (Rupee one lakh 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 refunded after expiry of the contract without interest within a period of two months.

6. Forfeiture of EMD

- (a) If a tenderer withdraws his tender during the period of tender validity, EMD shall be forfeited.
- (b) In case successful bidders fails to supply the goods / services / works at L-1 rate, EMD shall be forfeited.

7. Performance Security Deposit

- a) The Earnest money of the successful bidder shall be converted into interest free security deposit which shall be refunded on expiry of the contract.
- b) Security deposit shall be forfeited in case of unsatisfactory performance as decided by CCIC or variation in the quality of packing material which shall render into the termination of the contract.

8. Bid Documents Consists of:

- i) Bid Data Sheet
- ii) E-Tender Notice
- iii) Technical Cum Financial Bid (Ann-A & Ann-B)
- iv) Standard Instructions To Bidders and General Terms And Conditions
- v) Benefits To MSME Firms And Startups
- vi) Mandate NEFT 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.

9. Right to accept or reject a bid

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

10. Tender Prices

- i) Prices quoted by the tenderer shall be exclusive of all taxes/duties/levies/ service tax, which shall be shown separately.

- ii) The tenderer is required to quote prices as per BOQ.
- iii) 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.
- iv) There shall be no escalation in the price during the contract period of one year.

11. Eligibility Criteria

- a) The bidder should have its registered office or branch office in Delhi NCR Region (Attach proof).
- b) The bidder should have minimum experience of 3 years (as on 31-03-2018) for packaging of merchandise for domestic and export sales (attach proof).
- c) The Average Turnover of the bidder for last 3 financial years ending on 31st March 2018 should be at least Rs.20.00 lakhs (attach proof).

12. Award of Tender

The tender shall be awarded to lowest financial bidder i.e. L-1 party and who fulfils the eligibility Criteria as mentioned herein above.

13. Payment terms

The payment of the Monthly bills shall be made as far as possible within 30 days from the date of submission of bill after satisfactory completion of work. Payment shall be made directly in party's bank account after making statutory deductions, if any as applicable. No advance payments will be made.

14. Penalty terms

- a) For delay in assigned work as required by stipulated date informed from time to time, penalty of 5% on amount of item value, will be levied for every week of delay in work
- b) If merchandise found broken, distorted, damaged, lost its shape due to mishandling or improper packing of the items, loss on this account if any will be recovered from the contractor.
- c) The losses incurred by CCIC which are directly attributable to the tenderer shall be deducted from the bills /adjusted from the interest free Security deposit.

15. Termination terms

The contract may be terminated under the following circumstances:

- a. Either party may terminate the contract without assigning any reasons by giving one month prior written notice of termination to the other party.
- b. In case of unsatisfactory performance as decided by CCIC or variation in the quality of packing material, shall render the termination of the contract with forfeiture of interest free Security deposit.

16. Warranty: The supplier shall warrant that the material supplied for packing under the contract is new, unused and of standard quality.

17. Statutory Compliance:

The supplier shall be responsible for complying with all the applicable laws/bye laws/regulations in force from time to time.

18. Dispute:

In the event of any dispute or difference arising between the parties, to the agreement, in any manner touching the subject matter of agreement, the same shall be referred for the decision of the sole arbitrator who shall be the Managing Director of CCIC, New Delhi or any person appointed by him. The decision of MD CCIC or his nominee shall be final and binding on both parties.

Date _____
Place _____

Signature of authorized signatory & Seal
Name
Designation
Address
Contact No. (LL)

Benefits to Micro and Small Enterprises and Relaxation to startups

- 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 SC/ST 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 SC/ST 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.
- vi) **Relaxation to Startups** : Condition / criteria of prior turnover and prior experience is relaxed for **Startups Medium Enterprises** whether Micro & Small Enterprises (MSEs) or otherwise subject to their meeting of quality and technical specifications. All startups (recognized by Department of Industrial Policy & Promotion) are also exempted from payment of EMD.

**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.	Name of Bank Account holder	
7.	Bank A/C No.	
8.	Bank Name	
9.	Branch Code/ Address	
10.	IFSC Code	
11.	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)