



Request for Proposal (RFP) for the Supply of Stainless Steel Tumbler for the 35th National Games

Tender No: 156/NGOC/2014-15

Date: 25/01/2015

The Chief Commissioner & Principal Coordinator, National Games Secretariat (NGS), invites manual tenders from reputed Agencies for the supply of the following items. Bids should be submitted at the NGS Office before 5:00 p.m on January 28, 2015.

Items Required

- A.** The items as per the minimum specifications required as detailed in **Annexure 3** are to be delivered at Games Village, Menamkulam, Thiruvananthapuram.
- B.** Bidders may quote for supplying the tendered items in part or in full. Please use the format for financial bid, provided as Annexure 1 to this RFP, to submit the bid.
- C.** The quantities indicated are indicative and orders will be placed as per the actual requirements.
- D.** NGS reserves the right to select more than a single supplier through this tender process. At least 50% of the order quantity shall be awarded to the L-1 Bidder and the NGS may distribute the remaining quantity among the L-2 and L-3 Bidders, subject to the condition that the other Bidders shall match the rate of the L-1 Bidder.

Please note that brand names and specifications wherever mentioned are meant for guidance to the bidders. Any alternative product of an equivalent or higher specification may be offered.

NGS reserves the right to vary the quantity to be purchased and also to purchase from more than one agency.

Key Dates

No	Events	Details
1	Commencement of issuance of RFP document	January 25, 2015
2	Last date for Submission of Bid	5:00 pm, January 28, 2015
3	Date and Time of Opening of Financial Bids	To be intimated later
4	Declaration of Successful Bidder	To be intimated later

Document Fee and Earnest Money Deposit

1	Document Fee	Rs. 500/- + 5% VAT (Rupees Two Thousand + 5% VAT)
2	Earnest Money Deposit	Rs. 2,600/- (Rupees Two Thousand Six Hundred only)

Scope of Supply

1. The Selected Bidder(s) should supply the required items at Games Village, Menamkulam, Thiruvananthapuram for the duration specified.
2. The Selected Bidder(s) should ensure that the item is supplied as per the specification given below and matches the sample approved by NGS.

Submission of Tender

Interested Applicants may submit their bid to the address mentioned below in a sealed Envelope, superscribing “**Tender for Supply of Stainless Steel Tumbler for the 35th National Games**”, before **5:00 p.m, January 28, 2015**. The envelope should contain:

1. The completed proforma as per **Annexure 1**
2. Financial bid as per **Annexure 2**
3. Demand Drafts for Earnest Money Deposit and Document Fee

Chief Commissioner & Principal Coordinator
National Games Secretariat,
Chandrasekharan Nair Stadium, Palayam,
Thiruvananthapuram, Kerala, India
Phone: +91 471 2302287
Fax: +91 471 2302267
Email: greenprotocol@kerala2015.com,
purchase@kerala2015.com

Annexure 1: Proforma for Submitting Bid

From

Name of Bidder:

Address:

Contact Person:

Telephone:

Email:

To

Chief Commissioner & Principal Coordinator

National Games Secretariat,

Chandrasekharan Nair Stadium, Palayam,

Thiruvananthapuram, Kerala, India

Phone: +91 471 2302287

Sir,

I/We hereby tender to supply, under the terms and conditions specified in Appendix 1 of the RFP, the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by Government, at the rates quoted against each item.

The articles will be delivered within the time and at the places specified in the schedule.

*I/We am/are remitting/have separately remitted the required amount of Rs.....
(Rupees..... only) as earnest money.

Yours faithfully

Signature & Seal

Address... ..

Date:

*(To be scored in cases where no earnest money deposit is furnished)

Annexure2: Formats for Financial Bids

S No.	Item	Quantity (A)	Units	Rate per Unit (in Rs), inclusive Of all Taxes and all Other Charges (B)		Total Amount In Rs. (Rate * Quantity) (C)= (AxB)	
				In Figures	In Words	In Figures	In Words
1	SS Tumbler (350 ml)	7000	Nos.				

Name of Bidder:

Signature and Seal of Bidder:

Other conditions:

1. Rates should be quoted for delivery for Games Village at Menamkulam, Kazhakuttam, Thiruvananthapuram including loading, unloading, transportation and all other charges.
2. The supplier should note that the quantity mentioned in the schedule is indicative and the actual quantity may vary +/- 10% of the indicative quantity. The supplier should also be ready for the supply of any excess stores at the time of games in the same rate quoted.
3. NGS may decide to purchase the required total number of Tumbler meeting the minimum specifications given as Annexure 3, either 750 ml or 1000 ml capacity. NGS may also decide to purchase the required number as a combination of both capacities.

Annexure 3: Specifications

Any specification equivalent or higher than that listed below is acceptable

Schedule of Materials

Sl. No	Item Description (Make, Model, Specification of product offered)	Size	Material	Details	Qty (No.s)
1	Stainless Steel Tumbler	350 ml	Stainless Steel	80 gm	7000

Other Conditions:

1. Bidders should submit samples of all the items along with the tender.
2. The goods should be delivered within 1 week from the date of placement of Purchase Order

Appendix 1: Terms & Conditions

1. **Document Fee:** The Bidder shall be required to remit a non-refundable sum of Rs. 400/-, plus VAT @ 5% towards the cost of the Document Fee as a Demand Draft in favour of “CEO & Secretary, National Games Secretariat”, payable at Thiruvananthapuram. Any Bid that is not accompanied by the Document Fee, shall be summarily rejected.
2. **Earnest Money Deposit:** The bidders are required to send their tenders along with a Demand Draft of Rs.2,600/- (Rupees Two Thousand Six Hundred only) drawn in favour of “CEO & Secretary, National Games Secretariat” payable at Thiruvananthapuram, as Earnest Money Deposit, which will be refunded to the unsuccessful Bidders on their written request. The Earnest Money of the Successful Bidder will be refunded upon submission of the Performance Security Deposit and award of work.
3. **Performance Security:** The successful bidder shall have to give performance security @10% (by way of Demand Draft) of the total amount quoted by the successful Bidder within 3 days from the date of receiving of the Letter of Award, which will be refunded after 30 days from the date of completion of the contract successfully and payment of last Bill whichever is later.
4. NGS reserves the right to not to follow up this RFP, modify the RFP process or terminate the entire RFP Process, without assigning any reason or without any obligation to any of the Applicants.
5. This RFP in no way forms any commitment or indication of any business from NGS. Submission of the RFP shall not guarantee an automatic selection or empanelment of the Applicant.
6. Each Applicant shall be liable to individually bear the cost of data collection, preparation and submission of this RFP.
7. Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither NGS, nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed work, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP document or on which this RFP

document is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

8. The Tender may be sent by post sufficiently early so as to reach the National Games Secretariat or may be delivered by hand to the office of NGS within the closing date and time for submission of the tender.
9. The tender received after due date and/or time and/or without earnest money (unless he is a registered vendor for t for shall be summarily rejected.
10. Over-writing/over-typing or erasing of the figures in the tender submitted by the bidder are not allowed and shall render the tender invalid, if it appears to be ambiguous and doubtful.
11. Conditional tenders will be rejected outright.
12. Tender once submitted shall not be allowed to be withdrawn or altered.
13. The National Games Secretariat, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefore.
14. The National Games Secretariat reserves the right to terminate the contract at any time, if the services of the successful bidder are not found satisfactory.
15. In addition to the above, all conditions in the Stores Purchase Manual of Government of Kerala apply for this tender.