

**Council for Advancement of People's Action and Rural Technology  
(CAPART)**

(Under the aegis of Ministry of Rural Development. Govt. of India)  
Core-C, Zone V-A, 2nd Floor, India Habitat Centre,  
Lodhi Road, New Delhi - 110 003

**TIME SCHEDULE OF TENDER**

1. Tender No. 11-63/2009/MKT
2. Dilli Haat at Pitampura For supply of Beddings and Pedestal Fans to the participants of SARAS in the dormitory of Dilli Haat Pitampura,
3. Cost of Tender Nil
4. Due date of submission  

	Date	Time	Place
All envelopes	19-09-2011	12:00 Noon	CAPART, New Delhi
5. Opening of tender  

Envelope No. 1	20-09-2011	11:00AM	CAPART, New Delhi
Envelope No. 2	22-09-2011	02:00PM	-do-

**Special Conditions**

The last date for receipt of financial bids is 19.09.2011 by 12:00 Noon. Bids received after this date and time will not be accepted.

**For any further information/clarification you may contact Mr. N.N Banik on 24642395/EXT 128.**

Quotations complete in all respects should be addressed to:

**Director (Marketing)  
Council for Advancement of People's Action and Rural  
Technology (CAPART),  
Core-C, Zone V-A, 2nd Floor,  
India Habitat Centre, Lodhi Road, New Delhi 110003**

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Lodhi Road, New Delhi - 110003

The Council for Advancement of People's Action and Rural Technology (CAPART) is maintains 44 permanent stalls at Dilli Haat Pitampura, New Delhi on behalf of Ministry of Rural Development. The participants of SHGs from various states are participating in Dilli Haat Pitampura on 15 days rotation basis over the year. For this purpose there is need of supply of complete set of beddings (including bedcover/mattress/pillow/quilt/Rajai) and pedestal fans for the artisans/participants.

**Scope of the Job**

The firm should provide complete set of beddings (including pillow, mattress, quilt during winter) and pedestal fans to the participants of SARAS lived in the dormitories of Dilli Haat Pitampura (approximately for 70 individuals) coming from all over India to participate in Dilli Haat Pitampura, New Delhi including following job responsibilities :-

1. The firm should change the beddings and pillows every 15 days on rotation basis.
2. Beddings should be new and clean.
3. Pedestal fans should be new. (new models)
4. Pedestal fans need to be supply only for 7 months(March to September)
5. Complaints on the supplied goods should be addressed regularly and immediately.
6. If the work provided by agency is not satisfactory and within stipulated time than a penalty of 2% of the total amount will be imposed on monthly basis.

**Submission of Bids**

The bidders will have to submit their bids in two separate sealed envelopes as mentioned below:-

**(i). Technical Bid**

First envelope should contain the filled up questionnaire **(Annexure-A)** credentials of the firm and the Earnest Money in the

form of a Bank Draft in favor of CAPART payable at New Delhi. The envelope should be superscripted "Technical Bid for providing complete set of bedding and pedestal fan" The tenders of Agencies that do not meet the criteria will be rejected.

**(ii). Financial Bid**

Second envelope will contain financial bid superscripted "Financial bids for providing bedding and pedestal fan". Financial bid should be submitted in the prescribed format given in "**Annexure-B**". Any agencies that do not quoted full rate/incomplete rates will be duly rejected.

**Earnest Money Deposit (E.M.D.)**

A sum of Rs.10,000/- (Rupees Ten Thousand only) should accompany each bid in the form of Bank Draft in favour of CAPART payable at New Delhi. The EMD may be placed in a separate sealed cover and shall be submitted along with the financial bid.

Bids/Offer not accompanied with the requisite EMD in a separate sealed cover or bid accompanied with bid guarantee of inadequate value shall not be entertained and in such cases bids shall be returned to the bidders without being opened.

In case of award of work, the EMD shall be converted into Security Deposit and shall be released after one month of successful completion of job. EMD of unsuccessful applicants will be returned immediately after the finalization of contract.

**Instructions for Tenders**

Rate for items should be on permanent basis and will be valid for two years from the date of entering into contract with CAPART.

**Mode of Selection**

The financial bids of only those parties will be opened who are prima facie found suitable for consideration.

The decision of CAPART with regard to selection of the agency is final and no communication in this regard will be entertained. It may be noted that CAPART reserves the right to reject any or all the

approaches without assigning any reason whatsoever. The Council will also have the right to amend the selection criteria.

### **Terms of Payment**

The payment will be made to the agency after submission of the bills on monthly basis after satisfactory supply of the Service/ item.

Secondly, payment will be made on actual number of uses.

The bidders are required to understand the work properly before quoting the rates. Submission of tender by the Agency will imply that it has read all the documents and has made itself fully aware about the work. CAPART reserves the right to assess bidder's capacity to perform the contract should the circumstances warrant such assessment in the overall interest of the owner.

This office reserves the right to reject any or all quotations without assigning any reason whatsoever.

## **GENERAL TERMS AND CONDITIONS GOVERNING THE CONTRACT**

### **1. DEFINITION OF TERMS**

1.1 Party shall mean the bidder whose bid will be accepted by CAPART for the award of the work specified and shall include such successful bidder's legal Representatives, successors and premised assigns.

1.2 Party shall be directly responsible for any/all disputes arising between him and his personnel/workers and shall keep CAPART indemnified against all losses, damages and claims arising thereof.

1.3 Party shall be solely responsible for payment of rent and allowances to his personnel that are applicable under the laws in force including any new act or order of Government that may become applicable. CAPART shall have no liability whatsoever in this regard.

### **2. OTHER TERMS AND CONDITION**

**2.1** Earnest money shall be forfeited in case of following.

- (i.) On revocation of tender or increase in rates after opening of the tender but before the validity of quotation expires.
- (ii). on refusal to enter into contract after the award of contract.

**2.2** The E.M.D. shall be returned to the unsuccessful bidders after the award of the contract.

**2.3** In case of any delay, liquidated damages @ 5 percent of the contract value per day would be levied.

**2.4** The contractor will work in close co-ordination with the Director (Mkt), or any other assigned officers of CAPART, New Delhi.

### **3. TERMINATION OF CONTRACT**

**3.1** At any time the party makes any default in proceeding with the work , the due diligence and continues to do so even after the notice in writing or commits any default in completing any of the terms and conditions, even after the notice in writing is given to him on that behalf by the Officer-in -charge, CAPART may without prejudice to any other right to remedy accruing to the party or accruing thereafter to the Council by written notice terminate the contract as a whole or part of the Contract. The party shall be liable to pay damages towards the breach of contract including but not limited to the extra costs, expenses, considerations etc incurred by CAPART on account of termination of the contract with the party.

**3.2** All instructions, notices and communications etc, under the Contract given in writing and if sent to the last known place of the business of the party shall be deemed to have been served on the date if in ordinary course of post these would have been delivered to the Party.

**3.3** CAPART reserves the right to terminate the contract at any time or stage during the period of contract by giving 15 days notice without assigning any reason without any financial consideration/implication.

### **4. ARBITRATION**

(a) In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to

(b) Existing meaning and interpretation of this contract the same shall be referred to the sole arbitration of some other person appointed by the CAPART, New Delhi. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1999.

(c) There will be no objection that the Arbitrator is a person who has dealt with the matters to which the contract relates and/or in the course of his duties he has expressed any view on any matters

in dispute or differences. The award of the Arbitrator shall be final and binding on the parties.

(d) Notwithstanding any dispute between the parties the agency shall not be entitled to withhold, delay or defer his obligation under the contract.

(e) And the same shall be carried out strictly in accordance with the terms and conditions of the contract.

(f) The Arbitrator shall give speaking and reasoned award with respect to the referred to him by either of the parties.

## **5. DEVIATION**

The Parties must comply with the tender specification and all terms and conditions of contract. No deviation shall be entertained.

## **6. TAX DEDUCTION AT SOURCE**

Income Tax and other tax shall be deducted at source from the running bills as per applicable Tax rules.

## **7. RISK & COST**

If the Agency does not work on full or part thereof at the stipulated time the same will be got done by CAPART at the risk & cost of the agency.

**Authorized Signatory for CAPART**

CAPART

**QUESTIONNAIRE**

1. Name of the Firm :
2. Address:
3. Telephone No:
4. Fax No:
5. Email:
6. Name & Address of Proprietor/Partners
7. Date of Establishment of the Firm:
8. Whether Registered under Sales Tax(Please attach necessary document):-
9. PAN No of the Firm:-
10. Copy of Income Tax return of the firm:
11. Give a brief description of the 2 major assignments done by the firm during the last financial year:-

<b>Sl. No.</b>	<b>Details of the work</b>	<b>Value</b>	<b>Place</b>	<b>Period for completion</b>

## Annexure B

<b>S. No</b>	<b>Particulars</b>	<b>Rate per bedding per day</b>
1.	<b>For complete set of bedding (including mattress/pillow/quilt during winter)</b>	
	The firm should change the beddings every 15 days on rotation basis and Beddings should be new and clean.	

	<b>Particulars</b>	<b>Rate per Fan per day</b>
2.	<b>For Pedestal Fan</b>	
	Pedestal fans should be new (new models) and Pedestal fans need to be supply only for 7 months(March to September i.e. during summer)	



**Annexure B**

**Financial Bid**

Sl No.	Particulars / items	Duration	Rate per bedding / per day
1	For complete set of bedding (including bed cover/ mattress/pillow/quilt or Razai)	A) From April to October (without quilt or Razai) B) November to March (With quilt or Razai)	A)  B)

The agency should changes the old bed cover every with new / fresh bed cover in every 15 days and it should be clean and wash.

Sl No	Particulars / items	Duration	Rate per pedestal fan / per day
1	For pedestal Fan	March to September	

The agency should supply working condition fans (low sound) and non-working fans should be replaced immediately.

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*Above adv. is uploaded on 07-09-2011, recd. through email from DIR(MKT)*