

REQUEST FOR PROPOSAL  
FOR  
SUPPLY OF MEMENTOs AND COFFEE MUGs  
FOR  
7-STAR RAINBOW SCHEME AWARD CEREMONY

RFP DOCUMENT No. EP-08/Part-2/2019/49506

Date of RFP Issue : 24/07/2019

Last date of Bid submission : 31/07/2019 upto 05:00 PM

Opening of Technical Bids : 01/08/2019 at 03:00 PM

Opening of Financial Bids : 01/08/2019 at 05:00 PM

PUBLISHED BY

DEVELOPMENT AND PANCHAYATS DEPARTMENT, HARYANA

HARYANA PANCHAYAT BHAWAN, PLOT 3, MADHYA MARG, SECTOR 28, CHANDIGARH

## Table of Contents

SECTION-1: INVITATION TO THE BIDS.....	3
SECTION 2 – INSTRUCTIONS TO BIDDERS.....	4
SECTION 3 – CONDITIONS OF CONTRACT .....	8
SECTION-4: SCOPE OF WORK .....	12
SECTION-5 ANNEXURES .....	16

## SECTION-1: INVITATION TO THE BIDS

RFP No.	EP-08/Part-2/2019/49506
RFP Date	July 24, 2019
Item Description	Request for Proposal for Supply of Mementos and Coffee Mugs for 7-Star Rainbow Scheme Award Ceremony
Last date & time of submission of bid :	July 31, 2019 up to 05:00 PM
Place of Submission of bids	Haryana Panchayat Bhawan, Plot no. 3, Madhya Marg, Sector 28, Chandigarh - 160001
Submission of bids	Two Bid System: Bidder must submit their offer in two separate sealed envelopes namely, Technical Bid and Commercial Bid. Both the technical bid and commercial bid envelopes should be clearly marked as "Envelope No. 1 - Technical Bid" and "Envelope No. 2 - Commercial Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our RFP No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
Opening Date & Time of bid	August 01, 2019 at 03:00 PM (Technical) August 01, 2019 at 05:00 PM (Financial)
Earnest Money Deposit	Rs. 50,000 (Rupees Fifty Thousand Only)
Place of opening of bid	Office of the Director, Development and Panchayats Department, Haryana, Chandigarh
Clarification	0172- 2640230
E-mail ID	<a href="mailto:7starscheme@gmail.com">7starscheme@gmail.com</a>

[Name, Designation]:

[Signature]:

## SECTION 2 – INSTRUCTIONS TO BIDDERS

### 1. PREPARATION AND SUBMISSION OF BID:

1. The Bid must be enclosed in a SEALED COVER super scribing RFP number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed, it will be rejected.
2. The Bid should be submitted in the office of the Director, Development and Panchayats department, Haryana, Chandigarh and handed over to the personal staff of Director, Development and Panchayats. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier. Development and Panchayats Department, Haryana (may also be referred as D&P Department) shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the item offered is possible.

### 2. COST OF BIDDING:

The Bidder shall bear all costs associated with the preparation and submission of their bid and the D&P Department shall not be responsible or liable for those costs.

### 3. VALIDITY OF THE BID:

180 Days from the date of submission of bid.

### 4. AMENDMENT OF BIDDING DOCUMENTS:

1. At any time prior to the deadline for submission of bids, D&P Department may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder may modify the bid document.
2. All prospective bidders who have downloaded the bidding document may visit D&P Department, website for amendments / modifications which will be binding on them.

5. DEADLINE FOR SUBMISSION OF BIDS

Bids must be received by D&P Department before the due date and time at the address specified in the RFP document. In the event of the specified date for the submission of bids being declared as a holiday for D&P Department the bid closing deadline will stand extended to the next working day up to the same time.

6. BID OPENING PROCESS:

1. In the two-bid system, Technical Bid will be opened in the first instance in the presence of Bidder or their representatives in the Committee Room of Haryana Panchayat Bhawan, Plot no. 3, Sector 28, Chandigarh.
2. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the Bidder or their representatives subsequently later for further evaluation.
3. One authorized representative of each of the bidder would be permitted to be present at the time of opening of the bids.
4. The authorized representative of bidders presents at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the commercial bid opening.

7. EVALUATION OF BID:

1. D&P Department evaluates technical and commercial acceptable bids on landed net Price basis / Least cost based selection method.
2. In case any bidder is silent on any clauses mentioned in this RFP, D&P Department shall construe that the bidder has accepted the clauses as per the invitation to the RFP and no further claim will be entertained.
3. No revision in the terms and conditions quoted in the bid will be entertained after the last date and time fixed for receipt of bid.
4. In case, the committee seeks that L1 presentation is not upto the marks then, the committee may ask another bidder to do work on where L1 lacks or can distribute the work.

8. PRICE BID:

1. Quoting of Price (s): Price quoted should be in Indian Rupee inclusive of GST and inclusive of delivery charges.

2. PRICE BID must be submitted in enclosed Price Bid Form only (as per annexure-5 Form FINANCIAL BID).
  3. If the price is not quoted in Price Bid Form only provided in RFP then, D&P Department reserves right to reject bid.
  4. If bidder wish to give pricing details, may be attached in separate sheet.
  5. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
  6. Quantity: The quantity mentioned in the RFP can be increased or decreased to any extent depending upon the actual requirement.
  7. It is mandatory to quote optional items in separate sheet otherwise quote will be rejected.
9. REJECTION/CANCELLATION OF BID:
1. Notwithstanding anything specified in this RFP, D&P Department in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
    - i. To accept OR reject lowest RFP or any other RFP or all the RFPs.
    - ii. To accept any RFP in full or in part.
    - iii. To reject the RFP offer not confirming to the RFP's terms.
  2. Offer which deviates from the vital conditions (as illustrates below) of the RFP shall be rejected:
    - i. Non-submission of complete bids.
    - ii. Receipt of bid after due date and time and or by email / fax (unless specified otherwise).
    - iii. Receipt of bids in open conditions (not sealed).
    - iv. Bids providing information that is found to be incorrect/ misleading at any stage/time during the Tendering process.
  3. Conditional bids and Unsigned bids will be rejected.
  4. Bidder must sign on each page of bid document and attach technical bid document and Financial bid.

10. CORRECTION OF ERROR:

- Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the commercial proposal is received by D&P Department
- Arithmetic errors in proposals will be corrected as follows:  
In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

11. DELIVERY OF MATERIAL:

- a. The successful bidder shall have to deliver the material as per bid document/purchase order.
- b. The successful bidder should emboss stickers of purchase order number on the material. Bidder has to deliver the Mementos and Coffee Mugs in the all the District Offices of the D&P Department, list of which be provided by the department.
- c. Mementos and Coffee Mugs shall be packed in the boxes arranged Block wise with name of district and block alongwith names of Gram Panchayats and total quantities pasted on each box.
- d. D&P Department may change the place of delivery fully or partially to any place within Haryana or Chandigarh, bidder shall be bound to supply the mementos and coffee mugs accordingly without claiming any extra cost inclusive of transportation, handling, labour and/or any other charges shall be paid for mobilizing/delivery of items at the sites or its clearance after the event is over.

## SECTION 3 – CONDITIONS OF CONTRACT

### A. AWARD OF CONTRACT

1. The bidder must show a sample of Memento and Coffee Mugs as per the specification mentioned in the RFP clause Section-4 Scope of work (A) Technical Bid.
2. The bidder will be abiding by all the Terms & Conditions of the RFP.
3. The samples of bidder's will be reviewed by committee set up for this purpose and D&P Department, reserve all the rights to select any sample of their choice or reject all samples.
4. The selected bidder would be given a work order by the department.

### B. EARNEST MONEY DEPOSIT & SECURITY DEPOSIT

While submitting bid, the bidder shall deposit an amount mentioned in RFP as Earnest Money, with the D&P Department through the following instruments:

- a) Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft in the favour of "Director, Development and Panchayats Department, Haryana" payable at Chandigarh to be submitted in Technical Bid failing which, submitted bid will be rejected. Bid security in any other form will not be accepted.
- b) The Earnest Money shall be valid upto a period of 90 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the D&P Department , including warranty period, whichever is later.
- c) No interest shall be payable by the D&P Department to the BIDDER on Earnest Money for the period of its currency.
- d) For successful bidder, EMD will be converted into Security Deposit and will be retained with D&P Department till the expiry/termination of rate contract without interest.
- e) Security deposit shall be released after successful completion of the work order subject to compliance and settlement of all outstanding dues.
- f) The Earnest Money will be forfeited on account of one or more of the following reasons:



- i. The bidder withdraws its bid during the validity period specified in RFP.
- ii. The bidder does not respond to requests for clarification of its Bid.
- iii. The bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- iv. In case of a successful bidder, the said bidder fails to sign the work order in time; or does not furnish the work to be executed in time.
- v. The bidder materially alters his bid during the bid processing period.

C. TERMS OF PAYMENT

- a. 100% Payment will be made within 45 days after delivery and acceptance certificate from the D&P department to the selected bidder.
- b. Bidder shall take receiving of the supplies from the concerned office and submit to the department as proof of supply for claiming payment.
- c. Payment shall be made by Cheque or electronic mode offered by the bank.
- d. No payment will be admissible for goods rejected.
- e. Payment would be released on the basis of the bills submitted by the selected bidder, in the name of DIRECTOR, DEVELOPMENT AND PANCHAYATS DEPARTMENT, HARYANA, CHANDIGARH.

D. DISCUSSIONS/NEGOTIATIONS

Discussions/negotiations may be conducted with bidders who are deemed to be within the final competitive range; however, D&P Department reserves the right to award a contract without discussions/negotiations.

The competitive range will be determined by D&P Department and will include only those initial proposals that D&P Department determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, bidder(s) may be required to submit a best and final offer. The best and final offer may be required as early as 24 hours after completion of negotiations/discussions.

E. BEST AND FINAL OFFER

Best and final offer must be received by the date/time provided during discussions/negotiations, or the originally submitted proposal will be used for further evaluation and award recommendation. In case, committee observes that the quality of

sample shown by L1 bidder is not upto the standards, in that case, the Committee reserves the right for negotiation with other bidders whose quality of sample is found upto the standards for accepting to supply the material on the rates equal to or less than L1.

F. PENALTY CLAUSE

After delivery, if it is found that the Material and quality of material differs from the specification, the D&P Department shall entitled to reject the whole lot and such rejected quantity will not be returned to the bidder and this office will not pay any claim for such quantity and terminate the work order. Quantum of damages assessed and levied by the purchaser shall be final and not challengeable by the bidder.

G. LIQUIDITY DAMAGES

In the event of bidder's failure to provide the specified item at specified date & time, poor quality or not as per specification, D&P Department may without prejudice to any other rights, hereunder recover from the bidder, as Liquidated Damages and not by way of penalty the sum of 10% of the work order price.

H. RISK PURCHASE CLAUSE

If the agency after placing of work order fails to abide by the terms and conditions of tender document or fails to execute the work as per the tender or at any time repudiates the work order, will have the right to forfeit the EMD and execute the works from other agencies at the risk and cost of the agency. The cost difference between the alternative arrangements and agency - tenderized value will be recovered from the agency along with other incidental charges. In case of execution of work through alternative sources and if price is lower, no benefit on this account will be passed to agency.

I. FORCE MAJEURE

It is agreed by both Parties that if due to Bandhs, strikes, riots, natural calamities, Act of God or other unforeseen circumstance, agency is unable to perform or complete the assignments or responsibilities in the manner and time mutually agreed to, then in that event it shall not be held responsible for any loss or damage that may arise as a consequence thereof. Both Parties agree that the provisions of this Clause shall not lead to Termination of this Work Order.

J. ARBITRATION CLAUSE


Any and all claims, disputes, controversies or differences arising between the parties out of or in relation to or in connection with this work order or with a breach thereof, which cannot be satisfactorily settled by correspondence or mutual conference between the parties hereto, shall be determined by arbitration in accordance with the then prevailing rules or arbitration under the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be Chandigarh and the language of arbitration shall be in English. Each party shall bear its own cost of Arbitration.

## SECTION-4: SCOPE OF WORK

The Office of the Development and Panchayats Department, Government of Haryana, invites sealed quotations, in two separately sealed bids, (I) Technical and (ii) Commercial Bid for supply of Mementos & Coffee Mugs for 7-Star Rainbow Scheme award ceremony. The technical details of Mementos and Coffee Mugs to be prepared is as mentioned below:

### A. TECHNICAL SPECIFICATION

S. No	Item	Photo of Design	Quantity	Dimension and other details
1	Memento		3200 (approx.)	<ul style="list-style-type: none"><li>Wooden memento (walnut finished) of size 37 cm x 30 cm Printing : Colour digital UV printed romark sheet on front</li><li>*Text: Text can be different on different mementoes.</li><li>Packaging: Multi-piece packaging</li><li>The memento must have best finishing with minimum joints (major parts must be made in single part).</li></ul>

S. No	Item	Photo of Design	Quantity	Dimension and other details
2	Mugs (Coffee Mugs)	 <p>Front side</p>  <p>Back Side</p>	35,000 (Approx.)	<ul style="list-style-type: none"> <li>To Supply white Ceramic coffee mugs with text printed. The weight of Mugs would be around 300 grams and 11 ounces</li> <li>Length 9.4 cm &amp; Diameter 8 cm</li> <li>PRINTING: Multi-coloured full mug</li> <li>*TEXT: Text can be different on different mugs.</li> <li>PACKAGING: Single piece packing with proper insulation.</li> </ul>

Note: \*Text to be printed on Mementos and Mugs will be provided by D&P Department

Essential terms and condition:

- a. The mementos along with box made from card board packaging.
- b. After award of contract, bidder will submit one actual memento and Coffee Mug (not sample or dummy model) as per design for final approval to the D&P Department within 1 days w.e.f award of contract/work order.
- c. The matter for print on Memento and Coffee Mugs of awardee Gram Panchayats will be provided by the D&P Department.
- d. The minor changes in design and quantity may be done by D&P Department after placing the order, if required.
- e. The D&P Department will mark a sign on the set of memento and mug, submitted by Bidder and it will be kept in record by the Department. If, in case of any breakages/damages during the transportation, it will be solely responsibility of the bidder and the same will be replaced by bidder without demanding any additional cost.

**B. TECHNICAL BID**

- a. **ELIGIBILITY CRITERIA:** The selection committee will review the background, relevant experience, portfolio of the bidders to select the agency.

S. No.	Description	Details required
i.	Organizations should have experience of supplying Mementos, trophies, bags or Mugs to the Govt. Departments/Boards. Bidder would submit the work order copies as a supporting document.	Copy of Purchase order/Completion Certificate/Duly (Annexure 2)
ii.	Experience of having supplied at least 10,000 mugs & 1000 trophies in last Financial Year to the Government Departments.	Copy of Purchase order/Completion Certificate/Duly (Annexure 2)
iii.	The Bidder should not be currently blacklisted by any institution, bank in India or abroad	Self-Declaration (Annexure 4)

C. COMMERCIAL BID:

- i. The amount to be quoted by the bidder should be inclusive of all taxes/levies/charges including service charges etc.
- ii. It should be clearly understood that no transportation, handling, labour and/or any other charges shall be paid for mobilizing/delivery of items at the sites or its clearance after the event is over.
- iii. The bidder is expected to provide rates of separate of memento and mugs as per the format enclosed as Annexure-5: Financial bid format.
- iv. In case the quantity increased by the D&P Department, selected bidder shall be bound to supply the items as per the rates of the work order.
- v. The bidder with the lowest financial bid would be considered as "L1" and would be awarded the work order after obtaining the approval from competent authority.

## SECTION-5 ANNEXURES

### ANNEXURE-1: BIDDER INFORMATION (On Company/Firm's Letter Head)

Details of the bidders:		
1	Name of The Bidder	
2	Address of The Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Valid GST Registration No.	
5	Details of the Incorporation/ Registration of the Company	Date:  Reference Document:
6	Permanent Account No. (PAN)	
7	Goods and Service Tax No. (GSTIN)	
8	Experience in supply of Trophies/ Memento (in years)	
9	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
10	Telephone No. (with STD Code)	
11	Email Address of the company/ Firm or Contact person	

Signature of the bidder:

Name:

Designation:

Date:

Business Address:

Office Seal



ANNEXURE-2: DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS

(On Company / firm's Letterhead)

To,

Date:

The Director,  
Development and Panchayats Department, Haryana  
Chandigarh

Re: RFP No. [                    ] dated [                    ] for "Request for proposal for supply of Mementos and Coffee Mugs for 7-Star Rainbow scheme award ceremony"

Respected Sir,

I have carefully gone through the Terms & Conditions as mentioned in the above referred RFP Document. I declare that all the provisions of this RFP are acceptable to my company. I further certify that I am an authorized signatory of my company and therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)

Name:

Designation:

Date:

Business Address:

Office Seal

ANNEXURE-3: EXPERIENCE IN SIMILAR WORK (On Company / firm's Letterhead)

To,  
The Director,

Date:

Development and Panchayats Department, Haryana  
Chandigarh

Sir,

Re: RFP No. [ ], dated: [ ] for "Request for proposal for supply of Mementos and Coffee Mugs for 7-Star Rainbow scheme award ceremony".

It is to confirm that the [name of agency/firm] has experience in supply for [years] of Mementos and Coffee Mugs. We have experience of supplying at least 10,000 mugs & 1000 trophies in last financial Year to the Government Departments.

The details of the work executed by the [name of the agency/firm] is as mentioned below:

S. No.	Name of the Department with contact person details (Name, Address and Contact no.)	Type of documentary proof (Work order/ Work Completion Certificate etc.)	Order Quantity (Separate for Mugs and Trophies)	Amount of work order	Page no. of enclosed documentary proof
					Page__
					Page __
					Page__

Yours faithfully,

(Signature of the bidder)

Name

Designation

Date:

Office Seal

*Encl: As above*

Annexure-4: DECLARATION FOR NON-BLACKLISTING (On Company / firm's Letterhead)

To,

Date:

The Director,  
Development and Panchayats Department, Haryana  
Chandigarh

Sir,

Re: RFP No. [ ], dated: [ ] for "Request for proposal for supply of Mementos and Coffee Mugs for 7-Star Rainbow scheme award ceremony".

I, authorized representative of \_\_\_\_\_, hereby solemnly affirm that the agency/firm [Name of firm] is not Blacklisted or Debarred by any State / Central Government or any Government Institution in India. In the event of any deviation from the factual information/ declaration D&P Department, Government of Haryana, reserves the right to terminate the work order without any compensation to the agency/firm.

Yours faithfully,

(Signature of the bidder)

Name

Designation

Date:

Business Address:

Office Seal:

ANNEXURE-5: Form: FINANCIAL BID

S. No.	Categories of Trophies	No. of Trophies	Per Trophy Amount (Inclusive of all taxes) and delivery to District office	Total Cost
1	Memento	3200 (approx.)		
2	Coffee Mug	35,000 (approx.)		
Grand Total (in INR)				
Grand Total (in words):				

SIGNATURE OF THE BIDDER

Name:

Designation :

Date:

Business Address:

Office Seal: