



# DIRECTORATE GENERAL OF HOME GUARDS

Government of National Capital Territory of Delhi

Govt. of NCT of Delhi

Directorate General of Home Guards

Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-110027

## NOTICE FOR E-TENDERING

For and on behalf of Director General Home Guards, Delhi, E-Tenders (on line tenders) are invited from, experienced and registered Firm/Vendors/Agents for "Purchase of Brass Band Instruments". The NIT may be download along with terms and conditions from website [www.delhihomeguards.nic.in](http://www.delhihomeguards.nic.in) or <http://govtprocurement.delhi.gov.in>. All the tenderers should apply online before the Last Date and Time. The important details of the e- tender are as follows:

| Sl.No. | Estimated Cost   |   |
|--------|--|---|
| 1      | Date of release of tender through e-procurement solution             | 14/07/2022  |
| 2      | Last Date & Time for Downloading the tender                          | 04/08/2022 (10AM)   |
| 3      | Last Date/Time of filing up of tender through e-procurement solution | 04/08/2022(10AM)  |
| 4      | Date & Time opening on line Technical Bids                           | 04/08/2022 (12 Noon)  |
| 5      | Date & Time of opening of on line Financial Bids                     | After evaluation of technical bid.  |
| 6      | Address where Bids will be opened                                    | Directorate General of Home Guards,<br>Nishkam Sewa Bhawan, CTI<br>Complex, Raja garden, New Delhi 27 |
| 7      | Further information can be seen at                                   | <a href="https://delhigovtprocurement.com">https://delhigovtprocurement.com</a>                       |

  
(D.S.RAWAT)  
CCTI/HOO

Nishkam Sewa Bhawan, CTI Complex ,Raja Garden New Delhi-27

Phone No. – 011-25448148, Fax No. 011-25107058

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## **SELECTION OF FIRM FOR "Purchase of Brass Band Instruments"**

### **TERMS AND CONDITIONS:-**

#### **1. GENERAL:-**

Tenders are invited under Two Bid System from reputed agencies, manufacturers, authorised distributor and trader either by themselves or as a Joint Venture/Consortium/Partnership having the capacity to execute the purchases of "Band Instruments" as per requirement of this Directorate General.

Last Date for submission/receipt of tender is 04/08/2022 at 10.00 hrs. and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the said date and time in the Department of Directorate General of Home Guards, Government of National Capital Territory of Delhi. In case, if there is any holiday on the day of opening, the tender will be opened on the next working day at same time.

Bidders are advised to submit the online tender and quote their rates after careful study of the following terms and conditions of the tender:-

- On line e-tender shall be in two systems i.e. TECHNICAL BID and FINANCIAL BID for the purchase of various Band Instruments for use of the Band Contingent of Directorate General of Home Guards, Delhi.
- Bidders are advised to study the tender documents carefully and thoroughly online submission of tender shall be deemed to have been done after careful study and examination of the tender documents with full understanding.
- The person signing the tender documents should be authorized for signing the tender documents and his signature should be attested by owner/partner/director of the tendering company/firm. A scanned copy duly self-attested of certificate in this regard, duly issued by the Director/Owner/partner, must be attached along with tender documents.
- Only authorized representative will be allowed to attend the meeting of the purchase committee. He/She should also bring authority letter on company/firm's letter head that any decision/negotiation taken by him/her would be accepted by company/firm.
- Not more than one representative shall be allowed to attend the meeting of

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the purchase committee on behalf of one tendering company/firm and no bidder shall be allowed to bid for more than one principal firm. The representative, who is deputed to attend the meeting, should be Director of Partner or Owner or an employee of the company bearing an authority letter, whose specimen signatures should be attested by the company/firm's authorized signatory having seal of the company/firm.

- Offline tenders shall not be accepted and no request will be entertained on any ground/reason.

## 2. ELIGIBILITY CRITERIA:-

- The agency/firm should be manufacturers, authorised distributor and trader have a valid (PAN) Permanent Account Number, issued by income tax department.
- The agency/firm should also have a valid VAT/TIN Number issued by the Department of Trade & Taxes or Registered GST Number.
- The firm should have a service tax number, issued by department of service tax.
- The agency/any of its Directors/Partners etc. should have not been black listed by any Govt. organizations/Department or have been convicted for any offence by any court of law as on date (Provide an Undertaking in Annexure-'B').
- The firm/agency should be located in Delhi only.

## 3. PROCESS FOR SUBMISSION OF BIDS:-

- "For selection of Agency for **Purchase of Brass Band Instruments**" the tenderer may quote rates as per the requirements mentioned at Annexure-"A". No firm shall quote two rates of same service in the tender otherwise the tender of the firm shall be rejected.
- The Purchase Committee nominated by the department to assess eligibility will carry out evaluation of the Bids.
- Each Tender (**Technical bid**) must be accompanied by scanned copy of "E.M.D" as per Annexure "A". This amount should be in the form of Demand Draft. Without EMD the tender will not be considered.
- The rates should be quoted in Indian Rupees by the tenderer as per the format given on the e-procurement site. The finalized rate of this tender shall be valid till



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1 year, or as decided by both the parties mutually. The rates quoted should be indicated in words as well as figures.

- (v) The bid submitted after the last date/time of filling up of tender stipulated in e-tender notice will not be accepted. The bids submitted by Telex/Telegram/Facsimile/e-mail or any manner other than specified in this tender document through on line e-tender system shall not be considered. No correspondence shall be entertained on this matter from any Agency.
- (vi) The on line tender involves a two stage scrutiny.
- (A) **TECHNICAL BID:-** will contain the below mentioned scanned documents without which the tender of the firm shall be rejected. No price shall be indicated in the **Technical Bid**.
  - (i) Earnest Money Deposit (EMD) at the prescribed rates mentioned at Annexure 'A'.
  - (ii) EMD Exemption Certificate as per GFR, if applicable.
  - (iii) Signed and stamped undertaking on prescribed Proforma enclosed as per Annexure-'B' on non judicial stamp paper worth Rs. 10/- duly attested by Public Notary.
  - (iv) Self Attested copy of the PAN card.
  - (v) Copy of the sales tax Registration number/VAT/TIN/registration on GST Number allotted by state sales Tax Authorities and Central sales Tax number allotted by sales Tax Authorities.
  - (vi) Copy of experience of services in Government Department.
  - (vii) Copy of Address proof.
  - (viii) Self attested copy of Service Tax registration No.
  - (ix) Self attested copy of valid registration No. of Agency.
  - (x) The bidders will have to submit one sample of each Band Instruments as per Annexure "A", duly tagged and stamped along with the tender. Sample after opening of e-tender will not be accepted. No tender will be acceptable without sample.

### **THE COPIES OF ABOVE MENTIONED DOCUMENTS DULY SIGNED WITH SEAL OF THE TENDERER TO BE COLOUR SCANNED AND UPLOADED ON E-PROCUREMENT SITE.**

EMD should reach physically in the Tender Box before 12.00hrs. on the date of opening of Bids in the Directorate General of Home Guards, Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-27. If, EMD is not submitted in hard copy as mentioned above, the bid will be summarily rejected.

- (B) **FINANCIAL BID:-** Should be submitted in the prescribed proforma as per (Annexure 'A') on e-procurement site. Firstly Technical Bid will be opened. Firms, which qualify in the Technical Bid, shall only be eligible for evaluation of Financial Bid. Tenderer quoting fluctuating rates such as "this is prevalent market rates and rates shall be applicable at the

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time of delivery as per the market rates" etc. shall be rejected. Conditional tenders shall be summarily rejected.

### **4. EARNEST MONEY DEPOSIT (EMD):-**

- (i) Earnest Money Deposit (E.M.D.) for Rs.30,000/- (Rs.Thirty Thousand only) must be deposited in the form of D.D. from any Bank in favor of Delhi Home Guards & Civil Defence band fund, payable at Delhi. (**Annexure 'D'**)
- (ii) The exemption from depositing earnest money will only be allowed as per the provisions of the G.F.R for which exemption certificate must be attached with the tender.
- (iii) EMD should be deposited physically in hard copy in the "Tender Box", Directorate General of Home Guards along with Annexure-'C' (Technical Bid) as well as required documents duly attested by the bidder & its seal, before 12.00-hrs. on the date of opening of Technical Bid at the Directorate General of Home Guards, Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-110027.
- (iv) EMD will be refunded to Un- successful bidders.
- (v) EMD Amount will not be converted/adjusted into Performance Security for successful bidder.

### **5. PROCEDURE FOR EVALUATION OF BIDS:-**

- (i) A duly constituted Technical Committee shall evaluate the Technical Bid as per the terms and conditions of this tender document and then Purchase Committee shall evaluate the financial Bids on the basis of quoted rates and shortlist the tenderer for further processing.
- (ii) Department reserves the right to reject any bid or the tender without assigning any reason. Department also reserves the right, at its own discretion, not to award any order under the present tender. The decision of department in this regard shall be final and no representation of any kind shall be entertained. Department shall not pay costs incurred towards preparation and submission of the bid or any other expenditure in this regard to the tenderer.
- (iii) The Directorate General of Home Guards, Delhi reserves the right to accept the tender in whole or in part with respect to all the items quoted by the tenderer in Annexure-„A“.
- (iv) On acceptance of the bids of successful bidder it will become a contract after completing all the codal formalities and the tenderer shall be bound by the present terms and conditions.
- (v) Printed conditions mentioned in the Bids by the vender shall not be binding on us.

### **6. SUCCESSFUL BIDDER:-**

Contract shall be awarded to the lowest evaluated bidder who has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per

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the terms & conditions incorporated in this tender document. The contract shall be awarded on the TOTAL LOWEST PRICE of the bidders. However, the rates of the individual Instruments must be quoted in the financial bid.

#### **7. LATE AND DELAYED TENDERS:-**

Bids must be uploaded within the stipulated period of time as mentioned above. The Department may, at its discretion, extend, the deadline for submission/upload of bids in which case all rights and obligations of the Department and bidder will be same.

#### **8. RIGHTS TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-**

- (i) The Department is not bound to accept the lowest or any bid and may terminate the tendering process at any time by notice in writing to bidder.
- (ii) The Department may terminate the contract if it is found that the Supplier/firm is black listed on previous occasions by the any of the Department/Institution/Local Bodies/Municipalities/PSU etc.

#### **9. PAYMENT TERMS & CONDITIONS:-**

- (i) The firm shall submit the bills for payment in triplicate after completion of a task to the satisfaction of Department. The payment at each stage will be released after deduction of penalty amount, if, any or TDS/ Service Tax etc, if applicable. Payment will be made only after Department is satisfied with the quality of Instruments. No advance payment will be made.

#### **10. PENALTIES:-**

- (i) The department shall have the right to cancel the contract with the Supplier/firm or to forfeit the security deposit or to debar/blacklist the contractor as deemed fit simultaneously on account of delay/non-supply of Items.
- (ii) In case of any dispute regarding imposition of penalty or forfeiture of security/ EMD amount/debar or black-listing of the firm, due to late services, the decision of the Director General Home Guards or the person nominated by him, shall be final and binding on the contract.
- (iii) If, a tenderer gives wrong or incomplete information in his/her tender, the department reserves the right to reject such bid at any stage or to cancel the contract, if awarded and forfeit the E.M.D/Performance Security Deposit or to debar/blacklist the contractor.
- (iv) If, any firm with whom contract/agreement has been executed, failed/back out from the contract shall be liable to be debarred/blacklisted as deemed fit by the competent authority, apart from forfeiture of EMD/Performance Security deposit, if any.

#### **11. ARBITRATION:-**

- (i) In case of any dispute arising out of the tender or any breach of agreement (except those decisions which are otherwise herein above provided for) the matter will first be referred by Department/ Contractor to Director General Home Guards for Arbitration.





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Director General Home Guards reserves the right to appoint any person as arbitrator to sort out the dispute. The award of the arbitrator so appointed shall be final and binding on the contractor and the department.

- (ii) There will be no objection to any such appointment that the arbitrator so appointed is a Home Guards Department Officer and that he had to deal with the matters to which this indenture relates and that in the course to his duties as such Govt. Servant he had expressed view on all or any matters in disputes or differences.

### **12. FORCE MAJEURE:-**

In any time, the continuance of firm contract, the performance in whole or in part either party under obligation as per this contract to presented or delayed by reasons of any war, act of the public enemy, civil commotion, fire, flood, explosion, strike, provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence. Thereof neither party shall be reason of such an "eventuality" be entitled to terminates the contract nor shall either party have any claim or damages against other of such non performance of delay in performance and delivery under the contract.

### **13. OTHER TERMS & CONDITIONS:-**

- (i) **Alteration in the services:-** The Items required with this form of tender must not be altered by the bidders.
- (ii) **Incomplete Tenders:-** Tenders will not be considered if complete information is not given at the time of tendering, or, if the particulars and data (if any) asked for in the Tender Notice, are not given.
- (iii) **Cancellation of Tender/Contract/ in Part or in Full, in case of Default in Contract/Supply:-**
- (iv) If the Supplier in the opinion of the Directorate, fails or neglects to comply with any of the terms & conditions forming part of the tender, Director General of Home Guards shall, without prejudice to any other right or remedies under the contract, has the right to cancel the contract/order by giving 15 days' notice in writing to the Contractor without being liable to pay compensation for such cancellation.
- (v) Tender shall be uploaded as per guidelines indicated in e-Procurement procedure displayed at the site: <https://govtprocurement.delhi.gov.in>.
- (vi) Bidder to confirm availability of all required Instruments.




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- (vii) If a tenderer gives wrong or incomplete information in their tender, department reserves the right to reject such bid at any stage or to cancel the contract, if awarded and forfeit the EMD/Performance Security Deposit.
- (viii) The Items prescribed in the tender is tentative & can be increased or decreased by the Department, depending upon necessity/requirement.
- (ix) Canvassing in any form in connection with this tender is strictly prohibited and the tender submitted by the vendor who resorts to canvassing are liable for rejection.
- (x) All the terms & Conditions for the payment terms, penalty clause etc. shall be as those mentioned herein. No change whatsoever in terms & Conditions shall be acceptable.
- (xi) It will be the discretion of Director General Home Guards or his representative to make enquiries in order to judge the suitability and the capacity to any particular firm/Supplier and decision to enter into contract or otherwise would rest with the Director General Home Guards finally.
- (xii) The bid should be in conformity with clauses mentioned in the tender document otherwise the bid shall be rejected. Tender once submitted shall be final and no amendment shall be permitted after the close of the bid.
- (xiii) The submission of a bid by a tenderer implied that he has read the entire tender Document and has made himself aware of the scope and services to be performed and of the local conditions and other factors which have a bearing on the execution of the work.
- (xiv) The acceptance of terms and conditions of the tender are to be signed by the tenderer in the prescribed form at (**Annexure „E“**) and also submit physically along with Technical Bid. Any other document which is not asked for will not be entertained by the department. Technical Bid received without the above acceptance shall be rejected.
- (xv) All disputes are subject to the jurisdiction of Delhi Courts only.

#### **14. INSTRUMENTS:-**

1. Successfull Vendors will carefully quote the rates of instruments mentioned at annexure "F". During the financial Bid, no changes on price will be considered after and during the Bid.

  
(D.S. RAWAT)  
CCTI/HOO

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**(ANNEXURE-..A")**

## **ON LINE TENDER FOR PURCHASE OF BRASS BAND INSTRUMENTS(IMPORTED).**

### **FINANCIAL BID**

EMD AMOUNT RS =

| <b>NAME OF INSTRUMENTS</b> | <b>QTY</b> |
|----------------------------|------------|
|                            |            |

Current Rate of Taxes applicable:

- **RATE OF TAXES TO BE CHARGED SHOULD BE MENTIONED**

Signature of the Tenderer\_\_\_\_\_

Name of the Tenderer\_\_\_\_\_

Stamp of the Tenderer

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**(ANNEXURE-„B“)**

**(To be printed on a non judicial stamp paper for Rs.10 and dully attested by public Notary)**  
**UNDERTAKING**

**To,**

**The Director General of Home Guards  
Nishkam Sewa Bhawan,  
CTI Complex, Raja Garden,  
New Delhi-110027.**

**Sir,**

1. I/We undertake that myself/ourselves/firm/company/anypartners/Directors have never been blacklisted by any govt./Semi-/Govt. Department all over India.
2. I/We undertake that no criminal proceedings/enquiry is pending against me/us/firm/Company/any partner/Directors thereof.
3. I/We undertake that there is no personal/official dealings whatsoever with the officers/officials of the Directorate General of Home Guards, Delhi.
4. I/We agree to all the terms and conditions which are the part of this tender and are ready to enter into agreement accordingly with the Directorate General of Home Guards.

**Place:**

**Date:**

**SIGNATURE:**

**NAME:**

**SEAL OF THE TENDERER:**





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(ANNEXURE-"C")

## ON LINE TENDER FOR PURCHASE OF "BAND INSTRUMENTS".

### TECHNICAL BID

| Sl. No. | Particulars  | To be filled by Bidders  |
|---------|--|--|
| 1.      | Name of the Bidder   |  |
| 2.      | Complete Office Address  |  |
| 3.      | Phone No.  |  |
|         | Mobile No.   |  |
|         | e-mail.  |  |
| 4.      | TIN/Vat Registration No./GST No.   |  |
| 5.      | Services Tax Registration No.  |  |
| 6.      | PAN No.  |  |
| 7.      | EMD in the favor of "Delhi Home Guards & Civil Defence band fund".                           | <b>EMD Details</b><br>Amount = _____<br>DD No.= _____<br>Dated = _____<br>Bank = _____ |
| 8.      | EMD Exemption Certificate, if any.   |  |
| 9.      | Whether undertaking attached as per Annexure-„B“   |  |
| 10.     | Whether duly signed and stamped terms & conditions performa as per (Annexure- „E“) submitted |  |
| 11.     | Whether tender form attached as per (Annexure- „F“)  |  |

Signature of the Tenderer\_\_\_\_\_

Name of the Tenderer\_\_\_\_\_

Stamp of the Tenderer

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**(ANNEXURE - 'D')**

All the terms and conditions mentioned in Tender Document are accepted by me/us.

Demand Draft amounting to Rs..... (Rupees.....

.....D.D.No.....date.....

Name of the Bank..... for the services

mentioned in Annexure „A“ (or as the case may be.) is attached.

**(Signature & Seal of the Tenderer)**





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(ANNEXURE –“E”)

## TENDER FORM

### TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

TENDER NOTIFICATION NO. \_\_\_\_\_

To,

Director General of Home Guards.  
Nishkam Sewa Bhawan,  
CTI Complex, Raja Garden,  
New Delhi-110027.

Sir,

I/We the undersigned (herein after called as Agency/Firm/Vendor/Contractor) hereby Offer to execute the purchase of “Band Instruments” as per our quoted rates. Further, this tender may be accepted at the rates stated here in subjected to the terms & conditions set forth in the Tender Document for purchases, or, as may be ordered by the **Director General of Home Guards, Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-27** or any other officer authorized by him.

Signature of Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

SIGNATURE:

NAME:

SEAL OF THE TENDERER:

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(ANNEXURE –“F”)

The details of Instruments required for Brass Band are as under:-

| S.NO | NAME OF ITEMS                         | BRAND          | QTY. |
|------|---------------------------------------|----------------|------|
| 1    | Eb Clarinet Diplomat USA              | Diplomat U.S.A | 1    |
| 2    | Bb Clarinet Diplomat U.S.A            | Diplomat U.S.A | 8    |
| 3    | Bb Tenor Sax Diplomat U.S.A           | Diplomat U.S.A | 2    |
| 4    | Eb Alto Sax Diplomat U.S.A            | Diplomat U.S.A | 3    |
| 5    | Bb Euphonium Diplomat U.S.A           | Diplomat U.S.A | 4    |
| 6    | Bb Slide Trombone Diplomat U.S.A      | Diplomat U.S.A | 2    |
| 7    | Eb Bass Diplomat U.S.A                | Diplomat U.S.A | 2    |
| 8    | Bb Trumpet/Cornet Diplomat U.S.A      | Diplomat U.S.A | 7    |
| 9    | Cymbal Diplomat U.S.A                 | Diplomat U.S.A | 1    |
| 10   | Side Drum Diplomat U.S.A              | Diplomat U.S.A | 1    |
| 11   | Music Folio Leather                   | -              | 13   |
| 12   | Music Stand Stainless Steel (Folding) | -              | 13   |
| 13   | Bugle with Cord                       | -              | 5    |