

**E-TENDERING DOCUMENT**

[Date]

Federation of Indian ChamberS of Commerce and INDUSTRY

Federation House, Tansen Marg, New Delhi 110 001

**Table of Content**

|  |  |  |
| --- | --- | --- |
| **SL. No.** | **Topic** | **Page No.** |
|  | Tender Timelines | 2 |
|  | Tender Guidelines | 3-4 |
|  | Annexure A- General Terms & Conditions | 5-7 |
|  | Annexure B- Technical Bid Format | 8 |
|  | Annexure C- Financial bid Format | 9 |

**Dated \_\_\_\_\_\_\_\_\_\_\_\_**

**TENDER TIMELINES**

Online Quotations are invited for award of Contract for the bid of events (Conferences, Seminars and Exhibitions, Goods and Services) with expenditure budget of INR. 1 Crore and above for FICCI.

|  |  |  |
| --- | --- | --- |
| **SL. No.** | **SCHEDULE OF TENDER** | **DATE AND TIME (*WILL VARY FROM TENDER TO TENDER)*** |
|  | Cluster Head/ Team Leader will submit procurement specification/RFP to e-Tendering Committee. | Day – 0 |
|  | e-Tendering Committee will give inputs to CH/TL. Once it is resubmitted by CH/TL, e-Tendering Committee will forward it to Web Initiatives Team to upload it on FICCI website for invitation of bids. | 0+3 Days |
|  | Pre-bid conference will be held for resolving vendor queries. | 10th Day |
|  | Time for submitting e-Tender documents by Vendors on FICCI website and Physical documents (*In case advertisement is required in print media, Tender document will be sent to Media Division*) | 0+13 Days |
|  | Evaluation of qualified bids (including presentation by Bidders) and opening of financial bids will be done by e-Tendering Committee. | 0+20 Days |
|  | Selected Tenders will be presented to Vendor Selection Committee (SG and one past President) by the Chairperson, e-Tendering Committee. The name of the finalized Vendor will be communicated back to e-Tendering Committee and CH/TL. | 0+22 Days |
|  | Issue of Letter of Intent/ Purchase Order/ Work Order/Signing of Contract will be done by  e-Tendering Committee. | 0+23 Days |
|  | e-Tendering Committee will meet twice a month | Every first and third Tuesday of the month |

**Shobha Mishra Ghosh**

**Chairperson, e-Tendering Committee and**

**Asst. Secretary General**

**FICCI – Tansen Marg,**

**New Delhi 110001, India**

**TENDER GUIDELINES**

Dated ­­­\_\_\_\_\_\_\_\_\_\_\_

**Sub: Tender Enquiry on ­­­\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**

Sir/ Madam

Online quotations are invited on FICCI Website/Portal (http://etenders.ficci.in) from experienced, financially sound and reputed organizations. The general terms & conditions of bidding to be fulfilled with respect to Tender No. \_ \_ \_ \_ \_ \_ \_dated \_ \_ \_ \_ \_ \_ \_ \_ \_ is available at **Annexure –A**. The Technical bid format is available at **Annexure –B.** The Financial bid Format is at **Annexure –C**.

2. The bid will be accepted as an e-Tender only.

3. Interested & qualified companies are invited to submit their quotations (technical and financial) online at http://etenders.ficci.in as per the prescribed Pro-forma. The quotations are to be submitted only online through e-procurement http://etenders.ficci.in portal. No

e-Tender documents will be accepted after the expiry of stipulated date\_ \_ \_ \_ \_ \_and time \_ \_ \_ \_ . This timeline will not be extended under any circumstances whatsoever.

4. Earnest Money Deposit (EMD) of 1% of the total value of the contract less than INR. 1 crore and 0.5% for a value of INR. 1 crore and above needs to be deposited in the form of crossed Demand Draft/Bankers Cheque in favour of FICCI by 3.00 pm on stipulated date. EMD should be valid for a period of at least 90 days from the date of opening of the Tender. In case EMD is submitted late or not submitted at all, the bid will be considered unresponsive and incomplete and will be summarily rejected.

5. FICCI will charge INR. 5000/- (Five Thousand only) plus GST as applicable as the Tender fee through online mode.

6. The technical bid and the financial bid should be submitted separately following the procedures of two bid system. Technical bids are to be examined by the e-Tendering Committee constituted by FICCI at the first instance. At the second stage, financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract. The bids that will qualify both technically and financially will be called for the presentation in front of e-Tendering Committee.

7. The selected bids after presentation shall be placed in front of the e-Tendering Committee for the final approval.

8. The EMD shall be returned to the unsuccessful Bidders after finalization of the Tender within 7 days.

1. The General terms & conditions to be fulfilled for bidding are available in **Annexure –A**. The Technical bid format is available in **Annexure- B**, and The Financial Bid Format is in **Annexure- C.**
2. Self-Declaration by the vendors required on the following:

No Conflict of Interest.

No involvement in Anti- Money Laundering Cases.

No involvement in Child Labour law Cases.

Disclosure of any court case/arbitration pending against vendor promoters/directors

Any previous association with FICCI

The bidding documents including Annexure A & B can be downloaded from FICCI website (<http://etenders.ficci.in>)

Yours faithfully,

**Shobha Mishra Ghosh**

**Chairperson, e-Tendering Committee and**

**Asst. Secretary General**

**FICCI – Tansen Marg,**

**New Delhi 110001, India**

**ANNEXURE-A**

**GENERAL TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR \_\_\_\_\_\_\_**

1. ITEMS & QUANTITY REQUIRED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| S.No. | Description |  |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  | | |
| 4. |  | | |

1. **SPECIFICATION**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **SCHEDULE OF WORK**

The work should be completed in all respect and material should be delivered within stipulated time mentioned in the signed agreement.

|  |  |  |
| --- | --- | --- |
| (a) |  |  |
| (b) |  |  |
| (c) |  |  |

1. **EARNEST MONEY**

* The Quotation along with **EMD** of INR. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the form of Bank Draft/Banker’s Cheque issued in favour of FICCI, in sealed cover for the type of works as mentioned above **latest by 3.00 pm on or before the stipulated date.** The Bidders will be duly informed about opening of the bids by FICCI.

1. **PENALTY**

In case of default in maintaining time schedule, FICCI will impose a penalty of amount equivalent to 5% of the total Tender cost per day subject to a maximum of 10 days. Delay beyond the scheduled time of more than 10 days will lead to cancellation of the Order

**Note**: The vendor must ensure safe custody and maintain confidentiality.

1. **OTHER TERMS & CONDITIONS**
2. **RATES ONCES QUOTED SHALL BE TREATED AS FINAL**.
3. The Tender validity period is 90 days from the date of opening Tender, the rates quoted by the Bidders will remain valid for a period of 90 days or till the date of finalization of Tender as successful bid has been communicated, whichever is later.
4. e-Tendering Committee will open the Financial bids of only those Bidders who stands qualified based on details provided in Technical bid.
5. The commercial offer would be inclusive of statutory levies like GST, etc., to be indicated and included in the Financial bid Format. However, the Bidder shall indicate the actual rates of all statutory levies and charges.
6. The Tender document must be filled in neatly and clearly. **Incomplete or conditional Tenders will not be entertained and rejected.**
7. Tenderer will not be allowed to withdraw his offer after opening of the Tender. EMD shall be forfeited at the risk of Tenderer, if the Tenderer fails to honour the contract.
8. Service/Supply order, after due compliance of all formalities, will be placed to the selected service provider/ supplier.
9. The selected vendor will be required to supply one sample each of the material to the competent authority. The selected vendor shall ensure the delivery of the items to FICCI. No separate charges shall be paid for delivery of goods.
10. The contract will remain operative for a period as mentioned in the signed agreement.
11. FICCI has the right to conduct the performance review of any item during the contract period. In case of any deficiencies noticed, the vendor will be required to rectify the same to the satisfaction of FICCI. If the Tenderer fails to rectify the deficiencies or fails to comply with other directions/instructions of FICCI, the contract is liable to be terminated. FICCI further reserves the right to suo moto terminate the contract at any point of time without giving any prior notice.
12. Any request for increase in quoted and/or accepted rates will not be entertained for any reason during the current contract period. However, changes in statutory levies would be acceptable, subject to indication of prevailing rates on the date of opening and submission of proof of revised rates.
13. The **rates must be written in figures as well as in words.** In case of discrepancy between rates in figures and words, **the rates in words** would be taken as final.
14. Canvassing in any form is strictly prohibited and Tender of the Tenderer who resorts to such activities will be summarily rejected.
15. The EMD shall be forfeited in case the vendor does not fulfil/produce the documents/promises made before FICCI or any committee constituted by FICCI for this purpose.
16. **Performance Security**: 5% of the total contract value will be the “Security Deposit” in the case of successful Bidder, which may be furnished in the form of Bank Draft/Banker’s Cheque in favour of FICCI. **The Performance Security should be valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor including warranty obligations.** Earnest Money will be refunded to the successful Bidder on receipt of performance Security.
17. While normally only the lowest quoted bid will be selected, the e-Tendering Committee may choose to recommend a higher bid to the e-Tendering Committee for final approval.
18. FICCI reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest Bidder without assigning any reason therefore and giving any compensation. The decision of FICCI in this regard shall be final and binding on all.
19. TDS, and other applicable taxes as per prevailing rates, will be deducted before making the payment.
20. Advance payments to the vendor shall be made as per the signed agreement between vendor and FICCI. On successful and timely completion of works, all the bills submitted by the executing vendor would accompany with the work vouchers duly signed by the concerned officers/ officials of FICCI.
21. In case the successful Bidder is found in breach of any condition(s) Tender at any stage, legal action as per rules/laws shall be initiated against the vendor concerned. In that case Earnest Money Deposit/Performance security shall be forfeited after giving proper opportunity of being heard.
22. All disputes are subject to the jurisdiction of courts in the **National Capital Territory of Delhi** and Agreement will be governed by and be prepared and implemented in accordance with the laws of India.
23. Interested vendors/parties need to submit unconditional acceptance to the above terms and conditions at the time of submission of the Tender.
24. The Tender of Tenderer who does not fulfil any of the above conditions and incomplete Tenders are liable to be summarily rejected at the risk and cost of the Tenderer only and any further correspondence in this regard will not be entertained.
25. FICCI reserves the right to accept or reject the Tender in full or in part without assigning any reason.
26. FICCI would conduct the event through one of the registered vendor/sub vendors. The event insurance would be done by FICCI.
27. Payment Terms: - FICCI undertakes to make payment to the bidder within 30 days, on receipt of verified and approved bills as well as supporting documents by the user department for the work performed under this tender.

**ANNEXURE-B**

**Technical Bid Format**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Items** | **Information** |
|  | Name of the Vendor (With Tel/Mob. Nos.) |  |
|  | Office Address (Tel./FAX/.Mob. No/E-mail |  |
|  | Address of the Vendor (Tel./Fax/.Mob. No/E-mail. ) |  |
|  | Contact Person(s) Name Tel./FAX/.Mob. No. |  |
|  | Year of Establishment (Supported by copy of valid Registration). |  |
|  | Annual Turnover for the last 2 financial years. |  |
|  | PAN No.../TAN No. /GST Reg. No. |  |
|  | List of major clients including government departments/organizations. |  |
|  | Important work done in the recent past supported by samples. |  |
|  | List of Qualified technical manpower available if applicable. |  |
|  | Infrastructure available to carry out the desired work. |  |
|  | Work Orders/Performance certificates. |  |
|  | Self –certification by the Firm that the Firm has not been blacklisted by any Govt. Dept. |  |
|  | Whether Terms & conditions issued by FICCI are acceptable to the vendor. |  |

**(Signature of Owner/ Authorized Representative)**

**ANNEXURE-C**

**Financial Bid Format**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description Work** | **Quantity** | **Rate (In INR.) [Rates of statutory levies like GST to be indicated and included]** | **Total Cost**  **(Rate in Rupees)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total value of Offer** |  |  |

**(Signature of Owner / Authorized Representative)**