GOVERNMENT OF MANIPUR
DIRECTORATE OF MINORITY AFFAIRS
SECURED OFFICE COMPLEX, AT-LINES, IMPHAL

TENDER NOTICE

Imphal, the 3rd November, 2021

No. 1/ESDP/Plumbing/MA-2021: /1291 As approved by the Work Advisory Board (WAB) of the Department of Minority Affairs, Government of Manipur in its meeting held on 14/07/2021, Tenders in 2 (two) bids system (Technical and Financial) are invited through open tender for supply of ***General Purpose Plumbing Tool Kits*** under ESDP Scheme. The estimated cost of the bid is Rs. 2.20 lakh.

2. The critical dates for the tender are as follows:

Particular	Start Time & Date	End Time & Date
Publishing/downloading Tender Documents	11:00 hrs of 03-11-2021	14:00 hrs of 23-11-2021
Seeking Clarification	11:00 hrs of 03-11-2021	14:00 hrs of 15-11-2021
Submission Bid Securing Declaration & Tender Fee as Bank Draft in original	11:00 hrs of 03-11-2021	14:00 hrs of 22-11-2021
Submission of Tender Documents (Bids in hard copies)	11:00 hrs of 03-11-2021	14:00 hrs of 23-11-2021
Technical Bid Opening	12:30 hrs of 24-11-2021	
Price Bid Opening	12:30 hrs of 29-11-2021	

3. Other details can be seen in the bidding documents.

4. Modification/Amendment/Corrigendum, if any, shall not be advertised in the newspapers, but shall be uploaded in the official website (https://manipurminority.gov.in) only.

5. Both the technical bid and price bid will be opened in the Directorate of Minority Affairs, 1st Floor, South Block, Secured Office Complex, A.T. Lines, Imphal.

(***Ng. Bhogendra Meitei***)
Director (Minority Affairs)
Manipur

Copy to:

1. Secretary to Chief Minister (i/c Minority Affairs), Manipur
2. Secretary (Minority Affairs), Government of Manipur
3. Editor, ...for publishing the tender notice in his esteemed daily. The bill in triplicate for publication of tender notice may be sent to the DDO (Minority Affairs), Manipur for making payment.
4. Web-Manager, DIT - He is requested to upload the notification in the Manipur Government website.
5. CFO/Scheme Officers/Account Officers (Minority Affairs), Manipur for information.
6. File concerned/Notice Board.

GOVERNMENT OF MANIPUR
DIRECTORATE OF MINORITY AFFAIRS
SECURED OFFICE COMPLEX, AT-LINES, IMPHAL

INVITATION FOR BIDS (IFB)
Imphal, the 3rd November, 2021

No. 1/ESDP/Plumbing/MA-2021: The Director, Directorate of Minority Affairs, Manipur invites bids for the supply of under-mentioned items from registered suppliers, Govt. approved firms/ suppliers as per details below:

Sl. No.	Scheme/Programme	Particulars (Details in Para-4)	Estimated cost(Rs. In lakh)	EMD (Rs. in lakh)	Tender fee (Rs.)	Time allowed for supply
1	***General Purpose Plumbing Tool Kits*** under ESDP Scheme	Pipe wrenches (2 piece, one of 16" & one of 12")	2.20	0	1000	3 months from the date of issue of supply order
		Adjustable wrench (10")				
		Rib-joint pliers (10")				
		Locking pliers				
		Hacksaw (12" Frame with 5 Blades)				
		Screw Driver Set (12 cm x 4cm x 6cm)				
		Measuring Tape (10 metres)				
		Tube & plastic Pipe cutter (42 mm Blade)				
		Plumber's torch				
		Thread sealing tape 10 meter x 12mm (Pack of 5)				
		Gloves				
		Bag/Cage				

2. The critical dates of bids are as follows:

Particular	Start Time & Date	End Time & Date
Publishing/downloading Tender Documents	11:00 hrs of 03-11-2021	14:00 hrs of 23-11-2021
Seeking Clarification	11:00 hrs of 03-11-2021	14:00 hrs of 15-11-2021
Submission of Bid Securing Declaration & Tender Fee as Bank Draft in original	11:00 hrs of 03-11-2021	14:00 hrs of 22-11-2021
Submission of Tender Documents (Bids in hard copies)	11:00 hrs of 03-11-2021	14:00 hrs of 23-11-2021
Technical Bid Opening	12:30 hrs of 24-11-2021	
Price Bid Opening	12:30 hrs of 29-11-2021	

3. ***General Conditions:***

i) Bidding documents may be downloaded from the website https://manipurminority.gov.in w.e.f. **11:00 hrs of 03-11-2021**. Interested bidders may obtain further information from the same website.

ii) The originals copies of the BSD and/or MSE registration certificate and Tender Fee as Bank Drafts issued by Nationalized Bank/Scheduled Commercial Bank are to be submitted in hard copies to the Director, Minority Affairs, Manipur on or before 14:00 hrs of 22-11-2021. In case BSD and /or MSE registration certificate or Tender Fee in original are not received within the specified time, the Bid shall be considered non-responsive and may not be considered or evaluated.

iii) All documents and papers submitted by the bidder must be legible.

iv) The **Tender Fee**, non-refundable, is to be in the form of Bank draft only issued by any Nationalized Bank/Scheduled Commercial Bank payable at Imphal, drawn in favour of the Minority Affairs DDO.

v) **Earnest Money Deposit**: Provision of Bid Security (EMD) has not been kept in the bid document in pursuance of Secretariat: Finance Department, Government of Manipur (Finance Commission Cell) O.M. no. 7/2/2020-e-FD dated 13/11/2020. The bidder shall submit a **Bid Securing Declaration** in the prescribed format as per **Annexure - I**.

vi) All MSEs having registration as per provisions of the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 i.e. registration with District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Industries Board (KVIB) or Coir Board or National Small Industries Commission (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhaar Memorandum or any other body specified by Ministry of MSME, are exempted from payment of EMD. **Certification of such registration** is to be submitted in the Technical Bid, in case exemption is sought.

vii) The successful Bidder has to furnish a **Performance Guarantee** of 3% of the contract amount valid for a period of **six days** beyond the date of completion of all contractual obligations. All contractual obligations shall be completed within a period of four (4) months from the date of issue of supply order / work order, or signing of contract agreement, whichever is earlier. The Performance Guarantee shall be issued by any Nationalized Bank including Public Sector Banks or Private Scheduled Commercial Banks authorized by RBI (operating in India and having branch at Imphal) in prescribed format as per **Annexure - II**.

viii) The Directorate shall not be responsible for any delay in postal service or disruption of web service.

ix) **The rates quoted should be inclusive of all taxes/GST and F.O.R. Imphal.**

x) Submitted documents of successful bidder will be verified against original documents before signing the contract agreement or issue of supply order, whichever is earlier. The successful bidder has to provide the **original documents** to the designated authority on receipt of such letter for award of contract and within such deadline as may be specified therein; the said original documents shall be sent through registered post or submitted directly to the designated authority.

xi) Subsequent **Corrigendum/Addendum**, if any, shall be notified through the website indicated above.

xii) The Authority reserves the right to cancel/split any or all bids without assigning any reason thereof.

xiii) Bidders shall deposit **sample** General Purpose Plumbing Tool Kits of each item to the Directorate, 2(two) days before the opening of the Technical Bids. The samples shall be inspected by a duly constituted committee to certify its quality. Based on such inspection, in respect of the samples which do not meet the prescribed quality standards, the bids shall be considered technically invalid and may stand rejected at the Technical Bid stage. The sample so submitted/deposited with the Directorate shall be received by the Directorate. Any item(s) supplied by the successful bidder later will be compared with the sample submitted by him/her.

xiv) Both the Technical bid and the Price bid will be opened in the Directorate of Minority Affairs, Manipur in its office located at 1st Floor, South Block, Secure Office Complex, AT Lines, Imphal.

xv) Wherever mentioned, the '**designated authority**' is the Director of the Directorate of Minority Affairs, Manipur.

xvi) In case of discrepancy between the price bid quoted in figure and in words, in the prescribed format, the amount in words shall prevail.

xvii) In case the bidder to whom supply order is issued, fails to supply the requisite quantity of acceptable items within such stipulated period of delivery, the Directorate may cancel the supply order/ work order and have the balance quantity of work executed through other suppliers, on such terms and condition as may be stipulated by the Department in this regard.

4. ***Technical Bid***

The bidder shall furnish technical bid consisting of the following:

a) **Copy of the Registration Certificate of the firm and GST Registration.**
b) **Tender fee of prescribed amount.**
c) **Bid Securing Deposit, as prescribed.**
d) **MSE registration certificate, in case exemption from payment of EMD is sought.**
e) Copy of **PAN Card**.
f) Bank account details: This shall be the business account(s) of the firm / bidder.
g) Sample items, as per para 3 (xiii).
h) The warranty period of the product is 1(one) year form the date of completion of the supply.

i) Annual audited statement of the last three financial years ending 31-03-2021 and a consolidated turnover statement to be prepared in the prescribed format by a duly registered CA firm in the format at **Annexure-II**.

j). Bidders offering products must comply with the technical specifications mentioned below:

SL. No.	Product	Technical specification
1	Pipe wrenches (2 piece, one of 16" & one of 12")	Two-piece Pipe wrenches of 16" and 12" with easy grip handle with good quality material and durable.
2	Adjustable wrench (10")	Adjustable wrench of 10" with easy grip handle with good quality material and durable.
3	Rib-joint pliers (10")	Ergonomically designed with a tilted head, superior grip for fastening or opening motors, Insulated handle, corrosion resistant and durability.
4	Locking pliers (10")	10-Inches Curved Jaw Locking Pliers with four pressure points and cutting surface. Bi-material, non-slip ergonomic handle. Should be extremely sturdy and durable.
5	Hacksaw (12" Frame with 5 Blades)	Metal Compact Frame Hacksaw of 12" with 5 new Blades. It should be Compact, resistant and light in use to make fast and precise cuts.
6	Screw Driver Set (12 cm x 4cm x 6cm)	Screw Driver kit with 8 blades and electrical tester for multipurpose application/precision screwdriver set. Material: Alloy Steel, Plastic; Head Style: Phillips; Product dimension: 12 cm x 4cm x 6cm, can stand any rough use even hammering. The blade tip should be magnetized to lift small screw or to hold the screw with no lost motion.
7	Measuring Tape (10 metres)	Good quality and durable measuring tape of 10 metres.
8	Tube & plastic Pipe cutter (42 mm Blade)	Pipe Cutter with cutting range of 3 - 42 mm, ideal for cutting PVC, Plastic, PPR, Vinyl and Rubber Tube, Aluminum. Long lasting, easy operation with Stainless Steel Blades of 42mm.
9	Plumber's torch	Rechargeable Flashlight Torch of water resistant with ultra-brightness technology.
10	Thread sealing tape 10-meter x 12mm (Pack of 5)	Premium quality Thread sealing tape of 12 mm x 10 metre.
11	Gloves	PVC Multipurpose Heavy-Duty Plain Coating Reusable Washable Coated Work Safety Anti-Cut Protection Hand Gloves.
12	Bag/ Cage	Bag/ Cage of Standard quality along with a distinct Department logo for proper packaging/ holding the above tool kits.

5. ***Price Bid***

a) The financial bids (price bids) of only those bidders who are technically qualified, based on Technical Bids, shall be opened.

b) The price bid shall be submitted in format as per **Annexure-IV**.

c) The rates should be quoted per General Purpose Plumbing Tool Kits inclusive of all taxes, charges, storage charges, transportation costs, etc.

6. ***Validity of Tender***

The validity of tender shall be 1(one) year.

7. ***Payment Terms***

a) No advance payment shall be made to the selected successful bidder. Payment shall be made only on receipt of full quantity against the supply order, **subject to meeting all delivery conditions at para 9**.

b) No payment shall be made for supply of rejected/damaged/unfit item not meeting the technical specifications of the items sought to be procured.

8. ***Procedure for submission of Tender documents***

Tender should be submitted through "Two envelope system". Bidder shall submit the tender and documents in two sealed envelopes as detailed under.

A. Envelope No.1: Technical Bid

The bidder shall superscribe the envelope as "Envelope no. 1: Technical Bid" and the sealed envelope shall contain the following documents

i). Tender fee of the prescribed amount.
ii). Downloaded tender document, duly signed and stamped by the bidder on each page
iii). **Copy of the Registration Certificate of the firm and GST Registration.**
v) **Bid Securing Declaration, as prescribed.**
vi) **MSE registration certificate, in case exemption from payment of EMD is sought.**
vii) Copy of **PAN Card**.
viii) Bank account details: This shall be the business account(s) of the firm / bidder.
ix) Sample items, as per para 3 (xiii).
x) The warranty period of the product is 1(one) year from the date of completion of the supply.
xi) Annual audited statement of the last three financial years ending 31-03-2021 and a consolidated turnover statement to be prepared in the prescribed format by a duly registered CA firm in the format at **Annexure-III**.

B. Envelope no. 2: Financial Bid

The bidder shall superscribe the envelope as "Envelope no. 2: Financial Bid" and the sealed envelope shall contain the price bid in the prescribed format only.

The Bidder shall enclose the sealed Envelope No. 1 and No. 2 complete in all aspects together into a single sealed envelope superscripted with **Tender Enquiry number, name of the work and date of opening** by registered post/speed post/courier/ by hand addressed to the "Director, Directorate of Minority Affairs, 1st Floor, Secured Office Complex, North AOC, Imphal, Manipur" as to reach on or before the scheduled time and date as mentioned in the bid document.

9. ***Delivery Condition***

a) The place of delivery shall be at Imphal and shall be notified before commencing of supplies.

b) The successful bidder will provide good quality bag/Cage of appropriate size to ensure proper packing of the items for distribution of the General Purpose Plumbing Tool Kits to the beneficiaries imprinted with a distinct Department **logo**. Such logo will be communicated to the successful bidder by the Department subsequent to the issue of supply order / work order, or along with it.

c) The time allowed for delivery of items being procured shall be **three (3) months**, from the date of issue of supply order or signing of contractual agreement, whichever is earlier.

d) The items delivered by the successful bidder will be accepted only after quality and quantity thereof is **verified and certified** by a duly authorized official / committee.

e) The successful bidder, on his/her **own cost**, will **replace** items which are found to be defective in terms of quality, or make good which are deficient in terms of quantity, within such period as the competent authority shall indicate in this regard in the form of written instruction.

f) For supply of any items which fail to meet the quality of items sought to be procured, the bidder may be blacklisted, and shall be debarred from participation in any bidding process taken up by the Department in future for a period of five (5) years after such **debarment**.

(***Ng. Bhogendra Meitei***)
Director (Minority Affairs)
Manipur

Annexure-I

------LETTER HEAD OF THE BIDDER/FRIM---------

Bid Securing Declaration Form

Tender No: ..... dated .....

To

The Director,
Directorate of Minority Affairs, Manipur
1st Floor, South Block, Secured Office Complex,
North AOC, Imphal

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from that date of notification, if I am/ We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/ modified/ amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall ceases to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/ our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)
Dated on ..... day of ..... (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Annexure-II

Performance Guarantee
(Bank Guarantee)

(To be stamped in accordance with Stamp Act)

Bank Guarantee No. .....
Date.....

To
The Director
Directorate of Minority Affairs, Manipur
1st Floor, Secured Office Complex, South Block
AT Lines, Imphal - 795001

Sir,

In consideration of Directorate of Minority Affairs, Manipur (hereinafter referred to as Directorate which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s ..... with its Registered/Head Office at ..... (hereinafter referred to as the 'Supplier ' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Letter of Award No..... dated ..... valued at ..... for ..... (Scope of Contract) and the Supplier having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to 3 percent (%) of the said value of the Contract to the Minority Affairs, Manipur.

We ..... (Name and Address) having its Head Office at ..... hereinafter referred to as the 'Bank' which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay the Directorate, on demand any and all moneys payable by the Supplier to the extent of ..... as aforesaid at any time up to.....(day/month/year) without any demur, reservation, contest, recourse or protest and or without any reference to the Supplier.

Any such demand made by Directorate on the Bank shall be conclusive and binding, notwithstanding any difference between Directorate and the Supplier or any dispute pending before any Court, Tribunal or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of Directorate and further agrees that the guarantee herein contained shall continue to be enforceable till thirty (30) days after the validity of this guarantee.

Directorate shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the Contract by the Supplier.

Directorate shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Supplier and to exercise the same at any time and any manner, and either to enforce or to forbear to enforce any covenants, contained or implied in the Contract between Directorate and the Supplier or any other course of remedy or security available to Directorate. The Bank shall not be released of its obligations under these presents by any exercise by Directorate of its liberty with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on

the part of Directorate or any other indulgence shown by Directorate or by any other matter or thing whatsoever which under the law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that Directorate at its option shall be entitled to enforce this guarantee against the Bank as a Principal debtor, in the first instance without proceeding against the Supplier and notwithstanding any security or other guarantee that Directorate may have in relation to the Supplier's liabilities.

Notwithstanding anything contained herein above, our liability under this guarantee is restricted to ..... and shall remain in force up to and including ..... and shall be extended from time to time for such period, as may be desired by M/s ..... on whose behalf this guarantee has been given.

All rights of Directorate under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless a demand or claim is lodged by Directorate under this guarantee against the Bank within thirty (30) days from the above-mentioned date or from the extended date.

Dated this ..... day of .....at .....

Witness:

.....
(Signature)

.....
(Name)

.....
(Official Address)

.....
(Signature)

.....
(Name)

.....
(Official Address)

Authorized vide
Power of Attorney No.....
Date.....

Note:

1. Complete mailing address of the Head Office of the bank to be given.
2. The Stamp paper of appropriate value shall be purchased in the name of guarantee issuing Bank or the party on whose behalf the Bank Guarantee is being issued.

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Annexure-III

----------**Letter Head of the CA Firm**----------

Name of the Firm :

Address :

As per Audited Balance Sheet for last Three Financial Years, the turnover of the concerned client is as follows:

Sl. No.	Financial Year	Turnover (Amount in lakhs)
1	2018-19	
2	2019-20	
3	2020-21	
Total Turnover in last 3 years		
Average Annual Turnover for the last 3 years		

Place:

Date:

Signature& Seal of the CA Firm

ICAI Registration No:.....
Region code no. :.....

Annexure – IV

Tender Inviting Authority: Directorate of Minority Affairs, Manipur

Name of Work: Supply General Purpose Plumbing Tool Kits under ESDP Scheme.

Contract No: 1/ESDP/Plumbing/MA-2021

Name of the Bidder/ Bidding Firm / Company :	

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST (If applicable in Percentage)	GST Amount in Rs. P	TOTAL AMOUNT including taxes Rs. P	TOTAL AMOUNT In Words	HSN / SAC Code
1	2	3	4	5	6	7	8	9	10
1	***General Purpose Plumbing Tool Kits under ESDP scheme***								
1.01	Pipe wrenches (2 piece, one of 16" & one of 12")	1.00	Nos						
1.02	Adjustable wrench (10")	1.00	Nos						
1.03	Rib-joint pliers (10")	1.00	Nos						
1.04	Locking pliers	1.00	Nos						
1.05	Hacksaw (12" Frame with 5 Blades)	1.00	Nos						
1.06	Screw Driver Set (12 cm x 4cm x 6cm)	1.00	Nos						

1.07	Measuring Tape (10 metres)	1.00	Nos						
1.08	Tube & plastic Pipe cutter (42 mm Blade)	1.00	Nos						
1.09	Plumber's torch	1.00	Nos						
1.10	Thread sealing tape 10 meter x 12mm	5.00	Nos						
1.11	Gloves	1.00	Nos						
1.12	Bag/Cage	1.00	Nos						
Total in Figures									
Quoted Rate in Words					**INR Zero Only**				

Authorized Signatory
(Signature of the Bidder, with official Seal)
Email Id for correspondence: .....