

REQUEST FOR PROPOSAL

For

Selection of a manufacturer for supply of bicycles for Girls'/Boys' of construction workers registered with the Punjab Building & Other Construction Workers Welfare Board

Bid Reference: PBOCWFB/February, 2015

**Secretary
Punjab Building & Other Construction Workers Welfare Board
17 Bays Building, Sector 17-D, Chandigarh
Tel no. 0172-2540125
Fax: 0172-2704091
E-mail: alcpunjab@gmail.com**

Bid Reference: PBOCWFB/February, 2015

Issued NIT/Tender Document to M/s._____

Serial No. : _____

Vide Receipt No. _____ **Date** _____

On account of payment of cost of tender document for Rs. 50/-

(Rupees fifty only)

**for Secretary,
Punjab Building & Other
Construction Workers
Welfare Board**

NOTICE INVITING TENDER

NIT NO.: Short Term TENDER

The Secretary, Punjab Building & Other Construction Workers Welfare Board, 17 Bays Building, Sector 17-D, Chandigarh, invites tenders in two bid system (Technical Bid & Financial Bid) as mentioned below. Tenders for annual rate contract basis will be opened on 2.3.2015. All terms & Conditions & other details are available on our website pblabour.gov.in or bocw.punjab.gov.in :

Sr. No.	Name of the Item
1	Ladies Bicycle 20" and 22"
2	Gents Bicycle 22" and 24"

1. Period of Sale of Documents : From 9.2.2015 10.00 Hrs to 27.2.2015 TIME 11.00 Hrs.
2. Last Date and Time for Receipt of tenders etc : Date 2.3.2015 TIME 01.00 Hrs.
3. Time and Date of Opening of Technical Bids : Date 2.3.2015 Time 2.00 Hrs
4. Place of Submission of Tender Document : Punjab Building & Other Construction Workers Welfare Board, 17 Bays Building, Sector 17-D, Chandigarh
5. Samples : Samples may be handed over to the Assistant in the office of Punjab Building & Other Construction Workers Welfare Board, Room No. 320 17 Bays Building, Sector 17-D, Chandigarh Date 2.3.2015 Up to 1.00 Hrs.
6. Place of opening of Technical Bid : Secretary, Punjab Building & Other Construction Workers Welfare Board, SCO 47/2, Sector 17-E, Chandigarh
7. Earnest Money Document : Rs. 5000/-
8. Processing fee : Rs. 3000/-
9. Cost of Tender form : Rs. 50/-
10. The Board reserves the right to bring any other party/parties on parallel rate contract at the subsequent stage within the pendency of rate contract.
11. The Board also reserves the right to cancel any tender without assigning any reason.

12. Amendment/Addition/Correction, if any, will be shown on the website.
13. Earnest money of Rs. 5000/- & processing fee of Rs. 3000/- must accompany with each tender in the form of DD in favour of Punjab Construction Workers Welfare Board, Chandigarh only.
14. Interested bidders can purchase the tender documents on any working day from the office of Punjab Building & Other Construction Workers Welfare Board (Labour Department) Room No. 320, 17 Bays Building, Sector 17-D, Chandigarh.

H.S. Nanda, I.A.S
Labour Commissioner-cum-Secretary
Punjab Building & Other Construction
Workers Welfare Board

SCHEDULE 'A' NOTICE INVITING TENDER

Secretary, Punjab Building & Other
Construction Workers Welfare Board,
17 Bays Building, Sector 17-D, Chandigarh

PH : 0172-2540125

FAX. : 0172-2704091

Short Term Tender Notice No :

Due on : 5.3.2015

i) Receipt time up to 1.00 P.M.

ii) Opening Time 2.00 P.M. (Same day) Technical
Bid only

The tender is invited with duplicate offer for the supply of following items:

Sr. No.	Description of Stores. Specifications	Qty.
1	Technical Specification of : Girls Bicycle 20" & 22" Boys Bicycle 22" & 24"	1500 Bicycles Approx. 2500 Bicycles Approx.

Girls Bicycles conforming to IS: 10613-2004 (with up to date amendments) with Hand Operated Lever Brake System, other parameters of the bicycles are as follows:

1. **Brakes:** Shall Conform IS: 10613-2004
2. **Handle Bar:** Shall conform to IS: 625-2006. The ends of the Handle Bar shall be fitted with suitable hand grips on each end that will withstand a removal force of 70N.
3. **Steering Head Assembly:** Shall conform to IS: 2973-1983/10613-2004
4. **Frame:** Shall be of curved bar type for girls and strait type for boys conforming to IS: 623-2008
5. **Fork:** Shall conform to IS: 2061-1995 reaffirmed 2000
6. **Hub Assembly:** Shall conform to IS: 629-1988
7. **Spokes:** Shall Conform to IS: 630-2005
8. **Rim:** Shall conform to IS: 624-2003. The rims shall be Bended Edge Type.
9. **Tyre:** Shall conform to IS: 244-2005 and it should be ISI marked.
10. **Tube:** Shall conforms to IS: 2415-2004 and it should be ISI marked.
11. **Pedal Assembly:** Shall conforms to IS: 628-1993/10613-2004
12. **Saddle and Seat Pillar:** Seat Pillar shall conform to IS: 626-1979 reaffirmed 2006. Seat pillar shall be fitted with good quality PVC Saddle. Saddle shall conform to IS: 10613-2004

13. **Chain:** Shall conform to IS: 2403-1991 reaffirmed 2001. The chain shall have a minimum breaking load of 8010 N.
14. **Chain Guard:** Bicycle shall be equipped with min, thickness of 05mm.
15. **Cranks & Chain Wheel:** Shall conform to IS: 1281-1996
16. **Free Wheels:** Shall conforms to IS: 1283-1995
17. **Mudguards:** Shall conforms to IS: 6218-2008
18. **Spokes & Nipples:** Shall conforms to IS: 630-2006
19. **Steel Tubes for frame & Fork:** Shall conforms to IS: 2039 Part-I to III-2002
20. **Lock:** Bicycle shall be fitted with frame Lock 7 levers with 2 keys.
21. **Stand:** Bicycle shall be fitted with Full Stand with spring locking system
22. **Carrier:** Bicycle shall be fitted with rear carrier 04 part Type
23. **Bell:** Chrome plated Bell shall be fixed on Handle Bar Assembly of the Bicycle.
24. **Colour:** Dark Blue color
25. **Weight:** Min. weight of the bicycle shall be 22.5 kg.
26. **Reflectors:** Shall be fitted to comply with statutory requirements.

General Requirements:

1. Tenderer/Bidder are required to submit one sample of Lady Bicycle. 20" and 22" and Gents bicycle 22" & 24" along with requisite ISI Certificate.
2. Warranty: Bicycle shall be supplied with a warranty for a period of one year against the manufacturing defects.
3. Tenderer shall declare the model name of the Bicycle for which they are quoting rates. Tenderer shall also submit the brochures/pamphlets of the quoted models along with technical data.
4. Tenderer shall also declare the weight of assembled bicycle including all accessories.
5. Tenderer shall submit ISI Certificate of various components like Frame, Fork, Handle Bar, Hub, Chain, Free Wheels Cranks, Chain Wheels, Rim, Seat Pillar, Steel Tubes.
6. Tenderer shall also provide any other items/part that is essential for complete bicycle which is not mentioned above. Wherever the specifications of an item is not mentioned, it should be of standard quality/reputed make.
7. Each Bicycle shall be visibly and legibly marked with Manufacturer's name and model.
8. Monogram of the Punjab Building & Other Construction Workers Welfare Board should be fixed on the frame, so that the Monogram is clearly visible (as approved by the Board) as shown in the picture of bicycle.
9. In the above Technical Specifications where ever it is mentioned that a particular part "shall conform" to a particular IS: specifications, the same shall be accepted only if particular part is IS mark. A supplier cannot take the plea that in case the part is not IS mark then this department can check that the part conforms to the specifications of IS

thus, the supplier shall have to produce IS Certificate for each of the parts mentioned in the technical specifications”.

10. During joint inspection 100% supply will be physically checked and compared with approved sample. Out of every 500 (five hundred) numbers of bicycles, one bicycle will be got tested for destructive tests. Bicycles will be tested by Research and Development Centre (Bicycle) Ludhiana and they will charge Rs. 10/- per bicycle as testing charges.
11. Only the original manufacturers having manufacturing units in Punjab who have monthly manufacturing capacity of more than 10000 can quote the rates against this tender and they will have to submit the proof of manufacturing capacity.
12. Delivery Period: 30 days from the issue of supply order. If the party/parties fail to supply the bicycles within this delivery period, a penalty of 2% per month or part thereof will be imposed.
13. Any clarification regarding specifications can be obtained from the office of Punjab Building & Other Construction Workers Welfare Board, 17 Bays Building, Sector 17-D, Chandigarh.

Important Note:

1. Only the original manufacturers having manufacturing units in Punjab who have monthly manufacturing/supplying capacity of more than 10000 can quote the rates against this tender and they will have to submit the proof of manufacturing capacity.
2. The following documents are to be submitted in separate covers/envelops super scribed as Technical Bid and Financial Bid. Both these envelops must be put in a single envelops on which the complete address of the party be mentioned.

TECHNICAL BID DOCUMENTS

- a. ISI Licence valid upto date as per requirement of the NIT wherever applicable.
- b. Authority Letter in original wherever applicable.
- c. Earnest Money of Rs. 5000/-
- d. Production Capacity of the unit item wise and size wise along with the delivery period. The delivery Period should be specific and not in span-period and it should not be more than 30 days.
- e. Manufacturing proof i.e. SSI Registration Certificate/ Large medium registration certificate or any other proof by the bidders.
- f. Sales Tax Registration No./VAT No. & details along with attested copy of Authority.
- g. Copy of PAN card & PAN details including the details of Assessing Authority.
- h. Certificate regarding the rates quoted as per requirement mentioned in the condition No.3.
- i. Complete tender form i.e. printed condition of NIT Schedule 'B' of tender form duly stamped & signed on each page must be put in Technical Bid without quoting rates/ taxes and duties.
- j. Any other supporting technical documents

FINANCIAL DOCUMENTS:-

Quotation of rates along with taxes duties to be charged must be quoted separately failing which no Tax or Duty will be allowed.

NOTE:- All other remaining documents other than mentioned above be put in the Technical Bid as per requirement of the NIT.

CONDITIONS OF NIT

1. **F.O.R.** :Destination any where in Punjab as per the requirement of the field officers of Labour Department
2. **PRICE/TAXES:** Rates should be quoted on firm basis for contract period from the date of work order up to 31.3.2016 without prices escalation or force majeure clause. Rate of Sales Tax/VAT/Inter State Sales Tax or any other chargeable duty must be specifically mentioned failing which no sales tax or duty will be allowed at a subsequent stage.
3. **PRICE CERTIFICATE:-** The tenderer must certify that the price quoted by them are not higher than those quoted to DGS&D and other Govt. Department.
4. **VALIDITY:** 90 days from the date of opening.
5. **PAYMENT:** 90% payment shall be made only against delivery at the destination and inspection Note. Balance 10% payment will be made within 30 days after the execution of complete order and receipt of goods as per NIT specifications of the Rate Contract / Supply order at destination.
6. **COMMITTED SUPPLY CAPACITY:** Quantum of committed supply per month basis item wise & size wise against this tender must be indicated clearly in technical bid.
7. The tendering firms from Punjab are required to furnish an affidavit on non-judicial stamp paper of Rs. 25/- duly attested from Magistrate 1st class that they are not defaulter in repaying the Punjab Govt. Loans if any obtained or not black listed by Punjab State.
8. **DISCOUNT:** Discount, if any applicable should be mentioned in the quoted prices. Discounts mentioned separately will not be considered. This should be part of Financial Bid only.
9. **EARNEST MONEY:** Earnest money of Rs. 5000/- & processing fee of Rs. 3000/- must accompany with each tender in the form of DD in favour of Punjab Construction Workers Welfare Board, Chandigarh only. No other form of payment will be acceptable. Earnest money deposited by the tenderer/supplier shall be forfeited if the tenderer withdraws his tender during the currency of its validity period.
10. **DOCUMENTS/COPIES:** Copies of any other supporting documents must be renewed upto date and duly attested from a Gazetted Officer/Notary Public. Unattested documents shall be ignored.
11. The Technical Offer/Financial Offer Documents must be signed by proprietor or Director or partner/ Managing Director of firm. The offer should also accompany with valid

authorization letter/resolution. Any offer, if found signed by another person or employee other than above shall not be considered.

12. Technical Bids/ Financial Bids shall be submitted separately. Each copy of Bod of the tender should be covered in a separate sealed cover superscribing the working "TECHNICAL BID/FINANCIAL BID" each copy should also be marked as "Original" and First Copy." Both the copies should be put in a single sealed cover superscribing the superscribed number and due date.
13. Please note that tenderer should not quote the prices in the Technical Bid. Rates should only be quoted in the Financial Bid, failing which his offers will be rejected straightway.
14. Technical Brochures/Product catalogue wherever applicable of the product quoted and also certificates asked for in the detailed technical specifications should also be enclosed duly signed by the tenderers in the technical bid.
15. The cover thus prepared should also indicate clearly the name and address of the tenderer to enable its Bid to be returned unopened in case it is received "Late".
16. Tenderers imposing their own conditions other than specified in the NIT and the tender documents would be liable for rejection.
17. The Board reserves the right to reject any or all tender(s) without assigning any reason.
18. **INSPECTION:** The Stores for inspection may be offered to this office within the stipulated delivery period and the inspection will be carried out jointly by the inspection staff of this office before dispatch at the Regd. premises. You are, therefore, requested to keep adequate stock ready for inspection at your godown and dispatch only such material which has been duly inspected and accepted. The inspection of stores shall only be arranged after execution of agreements.
19. **TESTING CHARGES:** In case of samples sent to the laboratory charges will be borne by the suppliers.
20. Commercial offer will only be opened in case of those parties who meet all the technical specifications/ requirements and terms and conditions of the NIT for Technical Offer.
21. Rates quoted in the tenders shall be both in figures and words.
22. The offer/tender should be typed or written in ink. Offer/tender written by pencil may be ignored. All corrections must be signed by the tenderers
23. The tenderer are required to submit sample of lady bicycle 20" & 22" and gents bicycle 22" & 24" which may be handed over to the sample Assistant in the office of Board before 1.00 P.M. on the due date of tender.

IMPORTANT NOTE:

- i) Further detailed terms and conditions are incorporated in enclosed printed conditions of NIT and scheduled 'B' of tender form and all these must be adhered to and each page duly stamped and signed must accompany the offer with the Technical Bid.

- ii) If any condition of Schedule 'A' and printed terms and conditions of Schedule overlaps each other, the condition mentioned in Schedule 'A' will prevail.

H.S. Nanda, I.A.S
Labour Commissioner-cum-Secretary
Punjab Building & Other Construction
Workers Welfare Board

SCHEDULE-‘B’

TERMS AND CONDITIONS

1. Rates should be quoted F.O.R. Destination else the same will be ignored straightway.
2. The Secretary Board does not bind himself to accept the lowest tender and reserves himself the right to reject any or all tenders without assigning any reason.
3. The Conditions of contract i.e. Schedule ‘B’ attached to the Schedule ‘A’ should be returned to this office duly stamped & signed along with Schedule ‘A’ otherwise tender will be ignored.
4. In case the date of opening falls on a holiday declared by the Government tenders will be opened on the next working day, following the close day, at the scheduled time.
5. Any tender which is not on the proper tender form or is received late will not be considered.
6. Tenders without Earnest Money of Rs. 5000/- and processing fee of Rs. 3000/- will not be considered.
7. Offers are to be submitted in duplicate in two bid system along with only one tender form. Offers not received in duplicate will be ignored.
8. All disputes will be settled within the jurisdiction of the Head quarter of the Board i.e. Chandigarh.
9. Rate of Sales tax/VAT/Inter State Sales tax or any other chargeable duty must be specifically mentioned failing which no sales tax or duty will be allowed at a subsequent stage.
10. 100% payment will be allowed against actual receipt of bicycle and inspection note by the Department Officer. Tenderers should not quote their own mode of payment, as their offer is liable to be ignored.
11. Tenders/offers of such if the firms as do not conform exactly according to the advertised specifications/terms and conditions will be ignored straightway.
12. “The copies of documents attached with the tenders (even Photostat copies) should be attested”.
13. The Board reserves the right to amend the terms and conditions.
14. The Tenderers should certify unequivocally that the stores offered are strictly to the advertised specification of this office.
15. Tenderers will have to pay the testing charges of samples to be sent to any laboratory in India at the discretion to this office.
16. The tenders will be regarded as constituting an offer or offers open for acceptance in whole or in part or parts at the discretion of the Secretary, Punjab Building & Other Construction Workers Welfare Board for 90 days from the date of opening of tender.
17. Incomplete or conditional offers incorporating price variation and force majeure clause etc will not be considered.

18. Tenderers should certify in their offers that rates quoted by them are not higher than those quoted to D.G.S.&D and other state Govt. Departments.
19. Tenderers must indicate their Sales Tax/ VAT registration No. in their offers.
20. The Board reserves the right to bring any other party on parallel rate contract at any subsequent date during the pendency of the rate contract.

21. Disqualification or Rejection of Tender

The Tender is liable to be rejected or the bidder be disqualified at any stage on account of the following.

- a) If the bid or its submission is not in conformity with the instructions mentioned herein.
 - b) If the bid is not accompanied by the requisite receipt of purchase of TENDER document or tender document cost.
 - c) If the bid is not accompanied by the requisite EMD.
 - d) If it is not signed with seal, on all the pages of the bid document.
 - e) If it is received after the expiry of due date and time.
 - f) If it is incomplete and required documents are not furnished.
 - g) If it is misleading or false statements/ representations are made as part of pre-qualification requirements.
 - h) If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.
22. If any condition of Schedule 'A' overlap with any of the above conditions then the conditions mentioned in Schedule 'A' shall prevail.

H.S. Nanda, I.A.S
Labour Commissioner-cum-Secretary
Punjab Building & Other Construction
Workers Welfare Board

NOTE: Download from website pblabour.gov.in or bocw.punjab.gov.in

Proforma and Annexures

ANNEXURE-1

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN RFP DOCUMENTS

To,

Secretary

Punjab Building & Other Construction

Workers Welfare Board

17 Bays Building, Sector 17-D, Chandigarh

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [BOCWFB/February 2015] regarding selection of manufacturer for supply of bicycles for Girls'/Boys' of construction workers' registered with the Punjab Building & Other Construction Workers' Welfare Board.

I declare that all the provisions of this RFP/Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of Tenderer

Date:

Place:

REPRESENTATIVE AUTHORIZATION LETTER

Date: _____

Ref: _____

To,

Secretary
Punjab Building & Other Construction
Workers' Welfare Board
17 Bays Building, Sector 17-D, Chandigarh.

Ms./Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with invitation reference No. _____, Dt: _____ She/ He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking You,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

SELF DECLARATION

Ref : _____

Date : _____

To,

**Secretary
Punjab Building & Other Construction
Workers Welfare Board
17 Bays Building, Sector 17-D, Chandigarh.**

In response to the invitation No. _____, Dt: _____. Of
Ref. Ms./Mr. _____, as a _____, I /
We hereby declared that _____ M/s _____ (Name
of the Company) has unblemished past record and was not declared ineligible for
corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal

ANNEXURE-4**Check list for Technical bid**

Sr. No.	Description of Item	Prescribed IS No.	Conforming to IS Mark Yes/No	Certificate of IS attached Yes/No
1	Brakes	10613-2004		
2	Handle Bar	625-2006		
3	Steering Head Assembly	2973-1983/10613-2004		
4	Frame	623-2008		
5	Fork	2061-1995		
6	Hub Assembly	629-1988		
7	Spokes	630-2005		
8	Rim	624-2003		
9	Tyre	244-2005		
10	Tube	2415-2004		
11	Pedal Assembly	628-1993/10613-2004		
12	Saddle	10613-2004		
13	Seat Pillar	626-1979		
14	Chain	2403-1991		
15	Chain Guard	05 mm		
16	Cranks & Chain Wheel	1281-1996		
17	Free Wheels	1283-1995		
18	Mudguards	6218-2008		
19	Spokes & Nipples	630-2006		
20	Steel Tubes for frame & Fork	2039 Part-I to III-2002		
21	Lock	7 levers with 2 keys		
22	Stand	Full Stand with spring locking system		
23	Carrier	Rear carrier 04 part Type		

24	Bell	Chrome plated on Handle Bar Assembly		
25	Colour	Dark Blue Color		
26	Weight	22.5 kg.		
27	Reflectors	Fitted		

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

Price Schedule

We M/s _____ offer the following price.

Sr. No.	Item Description	Quantity	Unit rate	Total cost
1	Bicycle for Girls 20"			
2	Bicycle for Girls 22"			
3	Bicycle for Boys 22"			
4	Bicycle for Boys 24"			

The rates should be quoted inclusive/exclusive of taxes

Signature of witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal

DECLARATION OF COMMERCIAL & ADMINISTRATIVE DETAILS

Company Name & Address

Name :

Address :

City : District :

State : Pin :

Telephone : Cell :

Fax : E-mail :

SL#	COMMERCIAL YEAR	TURN OVER	PROFIT BEFORE TAXES (PBT)	PROFIT AFTER TAXES (PAT)
01	FY 2010-2011			
02	FY 2011-2012			
03	FY 2012-2013			

Copies of Audited Balance sheets for the above mentioned financial years are attached.

Signature of witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal

Check List

Prequalification bid

Compliance Statement

Sr. No.	Eligibility Criteria	Yes/No
1	Acceptance of terms & conditions of tenders (Please refer Schedule B)	
2	Acceptance letter (Please refer to Annexure 1)	
3	Authorization letter (Please refer to Annexure 2)	
4	Self certification (Please refer to Annexure 3)	
5	The bidder should have submitted Rs. 50/- towards the cost of the tender document	
6	The bidder should have furnished the Earnest Money Deposit (EMD) of Rs. 5000/- (Rs. Five thousand only)	
7	The bidder should have furnished the processing fee of Rs. 3000/- (Rs. Three thousand only)	
8	No consortium bidding is attached	
9	The bidder must have been manufacturing/ supplying capacity of 10000 cycles per year (Annexure 6) The bidder have to submit copies of balance sheets/profit & loss accounts/ annual reports & last 3 financial years (up to 31.3.2014)	

10	The bidder must have a manufacturing unit in Punjab.	
11	Technical bid attached. (Price Schedule Annexure 4)	
12	Commercial bid attached. (Price Schedule Annexure 5)	

Signature of witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal