



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1 Safdarjung Enclave,
New Delhi . 110029
Tel. No. 26701736, Fax 26701852



=====
No. 15-20/2016-17-Genl.

Date: 18.07.2016

To

(As per attached list of dealers)

Subject: **Procurement of one Canon make Camera with additional Lens for NDMA**

I am directed to say that this Authority intends to purchase **one Canon make Camera with additional Lens**. It is requested that sealed quotations may be sent to the undersigned at NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi ó 110029 on or before 08.08.2016 at 3.00 PM. The tender will be opened on the same day at 04:00 p.m. in front of the representatives of the firms. A copy of the terms and conditions are enclosed herewith as Annexure-I and the format of price bid is enclosed as Annexure-II.

(R.K. Mishra)

Under Secretary to the Govt. of India

Copy to: Programmer, NDMA with request that the tender may please be uploaded / displayed on the NDMA website.

TERMS AND CONDITIONS

Critical Date Sheet

Sl. No.	Particulars	Date	Time
01	Date of Publication of Tender	18.07.2016	17.00 Hrs.
02	Bid submission Close Date	08.08.2016	15.00 Hrs.
03	Opening of Bids	08.08.2016	16.00 Hrs.

1. Bid documents

The bid should contain original/Signed and stamped copies of below mentioned documents. Non submission of any of these documents may result in cancellation of bid:

- a) Check list.
- b) Bid Security in the form of Account Payee Demand Draft/FDR/ Banker's Cheque of **Rs. 4,000/-** in favour of DDO, NDMA.
- c) Clause by clause compliance demonstrating substantive responsiveness to the commercial conditions by **signing and stamping on all the pages** of the original bid document by authorized person/persons.
- d) ITR for the financial years 2013-14, 2014-15.
- e) (i) Valid Service Tax Registration and TIN no..
(ii) PAN card.
- f) Supply order/any other proof for having carried out similar work during last 3 years from two clients (Govt. Deptts./PSUs).
- g) Rate quote/Financial bid as per format at annexure-II.

2. SUBMISSION OF BID

- 2.1 It is required to submit the Bid (including EMD/Bid Security and Financial quote) in sealed envelope superscripted as **“Supply of Canon make Camera with additional lens for NDMA”** in Tender Box at Main Reception, NDMA Bhawan, A-1 Safdarjung Enclave, New Delhi 110029 on or before the closing date and time.
- 2.2 EMD submitted should be **valid** for a period of **45 days** beyond the final bid validity period (i.e. 120 days). The bid security of the unsuccessful bidder will be discharged /returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the job. EMD of the successful bidders will be returned only after receipt of Performance Security in form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank.
- 2.3 The amount of EMD is liable to be forfeited if the tenderer refuses the offer after submission of the tender or service delivery after the acceptance of the offer by the NDMA or fails to sign the contract or to remit the Performance Security Deposit.

The bidder will not be eligible to participate in the tender for same item for one year from the date of issue of APO. The bidder will not approach the court against the decision of NDMA in this regard.

- 2.4 The successful bidder will have to deposit performance security, amounting to 5 % of the tendered cost valid beyond 60 days of the warranty period of the product. The security money will be forfeited if the firm fails to perform any of the terms or conditions of the Tender.
3. The component of taxes, if any, should be indicated separately and clearly in the quotations. This should not be added on in the basic prices of the items.
4. The evaluation shall be done on basis of total package cost of all the items and accordingly L1 shall be selected. The comparison for evaluation shall be of price of the goods offered inclusive of all Taxes and levies.
5. **Payment Schedule:** Payment will be made within 30 days from the date of receipt of valid bills in the office of NDMA. Bills shall be submitted to the Under Secretary (Gen.), NDMA along with the copy of requisition & receiving slip.
6. The contract is liable to be cancelled without notice if any of the conditions of the rate contract are violated by the firm or the delivery is not made within the stipulated time.
7. This Authority reserves the right to accept or reject any quotations in whole or in part at any time without assigning any reasons thereof.
8. The decision of the Authority regarding the interpretation of the terms & conditions of the contract or any dispute arising out of it will be final and binding on the firm.
9. Notwithstanding anything contained in the above the Authority reserves the right to terminate the contract at any stage without assigning any reason thereto.
10. The item should be of prescribed specifications. In case it is found that the items supplied are of sub-standard or of unacceptable nature, it would be open to this office to return the supplies or even forfeit the security money.
11. The firm shall be responsible for delivery of items in office as per supply order in good condition. Selected firms should deliver the items at site free of cost.
12. The firm shall replace any item at its own cost, if not found in good condition, substandard or not as per the specifications.
13. The above particulars are also available on NDMA website i.e. www.ndma.gov.in

14. Delivery Period:

(i) **Time allowed for delivery, installation, commissioning and testing/ demonstration is two weeks** from the time of placement of supply order and, if supply is not completed within stipulated period, compensation to the Department @ 0.5% per week subject to maximum of 10 % of total cost would be levied, if extension is not granted by the Competent Authority.

(ii) Installation & commissioning: If required, it is to be noted that supply, installation testing and commissioning of system with all accessories, auxiliaries, and any item not covered in the specification but essential for proper installation, operation and maintenance of equipment shall be included and executed by the vendor.

15 LIQUIDATED DAMAGES:-

15.1 The date of supply of materials to NDMA stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later

than the dates specified therein. Extension will not be given except in exceptional circumstances. Should, however, supply of materials be made after expiry of the contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of his right to recover liquidated damage as in para 14 (i) above.

16. Arbitration

16.1 In the event of any question, dispute or difference arising under the agreement in connection herewith (except as to matters, the decision to which is specifically provided under this agreement) the same shall be referred to sole arbitration of the NDMA. The Competent Authority, NDMA shall appoint an Arbitrator. In case his designation of the Arbitrator is changed or his office is abolished then in such case to the sole Arbitration of the officer for the time being entrusted whether in addition to the function of the NDMA or by whatever designation such officer may be called (herein after referred to as the said officer) and if the NDMA or the said officer is unable or unwilling to act as such, than to the sole arbitration of some other person appointed by the NDMA or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

16.2 The arbitrator may from time to time with the consent of both the parties extend the time frame for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

16.3 The venue of the arbitration proceeding shall be the NDMA at New Delhi or such other place as the arbitrator may decide.

The rates of the individual items are enclosed in the prescribed proforma.

THE TERMS AND CONDITIONS MENTIONED ABOVE ARE AGREED TO

Signature in full with date-----

Telephone Number-----

e-mail-----

Quotations for supply of one Canon make Camera with additional Lens for the National Disaster Management Authority

Name of the firm (in Block letter):

Complete Address (With telephone No.):

In response to the tender inquiry letter No. ----- dated the -----, We hereby submit our quotations as follows:-

S. No	Item description	Quantity (units) (a)	Rate (in Rs. per unit) (b)	Total (in Rs.) excluding taxes (c)=(a) x (b)	Taxes	Total including taxes (both in words & figures)
1.	Canon make Camera (Model no. EOS80D (Body)) (including atleast 1 year manufacturer's standard warranty)	1				
2.	Lens for above camera (Canon, model no. EF24-105mm f/4L IS USM Zoom lens for Canon DSLR Cameras) (including atleast 1 year manufacturer's standard warranty)	1				
	TOTAL AMOUNT (Both in Words and Figures)					

Signature in full with date----- Telephone No.-----