

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SOCIAL WELFARE

No.1, Main Road, Sarathambal Nagar, Puducherry 605 005.
Telephone- (0413) 2205871, 2205872 Fax: (0413)2206762.

No.886/DSW/VO-I/e-Tender (Groceries)/2019-20

Puducherry, Dated 27.06.2019.

NOTICE INVITING E-TENDER
FOR SUPPLY OF DIET & NON-DIET ITEMS FOR THE YEAR 2019-20

On behalf of the President of India “e-Tenders” are invited by the Director, Directorate of Social Welfare, Puducherry from the DWCRA units/Self Help groups (SHGs)/ NRLM Self Help groups or any other Self Help groups (supported by Govt. / NABARD / Scheduled Banks) and Public Sector Undertakings those who belongs to Puducherry region only, for supply of Diet and Non-Diet items (Groceries/provisions) for the year 2019-20 (from August 2019 to March 2020).

TENDER SCHEDULE

Sl. No.	Subject	Date and time
1.	Download of Documents Start Date	From 27.06.2019 at 09.00 A.M.
2.	Bid submission start date	27.06.2019 at 09.00 A.M.
3	Last date for submission of Tender online	17.07.2019 at 04.00 P.M.
4.	Last date for Submission of Tender Fee and EMD in a cover at this Department	17.07.2019 at 04.00 P.M.
5.	Date for opening Technical bid online by the Committee.	18.07.2019 at 10.00 A.M.**

A pre bid meeting shall be held on 1st July 2019 at 10.00 AM in the chamber of the Director, Directorate of Social Welfare, Puducherry.

** If the date scheduled for opening of bid happened to be declared as holiday the tender will be opened on the next working day. Date of opening financial bid online by the Tender Committee will be intimated at a later date

Fee particulars		
Tender Form Cost (Non re fundable)	: Rs. 500/- (Rupees Five hundred only)	Separate Demand Drafts or Bankers cheques shall be drawn from any nationalized bank in favor of ' The Senior Accounts Officer, Directorate of Social Welfare, Puducherry payable at Puducherry.
Earnest Money Deposit	: Rs. 30,000/- (Rupees Thirty thousand only)	

1. SCOPE OF WORK :

This e-tender meant for supply of Diet and Non-Diet items (Groceries & Provision) to be delivered at various Homes run by Social Welfare Department in Puducherry region.

The details of destinations i.e, the homes where the items are to be delivered and the list of items tentatively required per month are listed below:-

DESTINATIONS

Sl. No.	NAME AND ADDRESS OF THE HOMES WHERE THE DIET & NON DIET ITEMS ARE TO BE SUPPLIED
1	Anandha Rangapillai Special School for Differently Abled Children, E.C.R Main Road, Pillaichavady, Puducherry.
2.	Observation Home and Special School, Cuddalore Road, Ariyankuppam, Puducherry.
3.	Home for Aged and Infirm, No.14, II – Cross, 3 rd Street, Krishna Nagar, Puducherry.
4.	Aravanippu Illam (Beggar Home), No.24, Vinayagar Koil Street, Pethuchettipet, Lawspet, Puducherry.
5.	Home for Differently Abled Persons (Visually Challenged), Lawspet, Puducherry.
6	Home for Differently Abled Persons (Mentally Challenged Children), No.3 Pugazh Illam, Ist Cross, Brindhavanam, Puducherry.

REQUIREMENTS:

TENTATIVE MONTHLY REQUIREMENTS OF GROCERIES & PROVISIONS (in Kg/Lit/Nos)			
Sl. No.	Items	Units for estimate	Quantity estimated per month (in KG / lit / Nos.)
1	2	3	4
1	Boiled Rice (Ponni) (Free from husk & sand)	Kg	1695
2	Raw rice (Ponni) (Free from husk & sand)	Kg	163
3	Idly rice (Ponmani)(Free from husk & sand)	Kg	95
4	Thoor dhal (Grade 1)(Free from dust, sand & pest etc)	Kg	189
5	Orid dhal (Full) (Free from dust ,sand, pest etc)	Kg	45
6	Orid dhall (Splited)	Kg	1
7	Ragi flour(Free from dust & sand, pest)	Kg	63
8	Broken Wheat (Free from dust & sand, pest etc)	Kg	63
9	Wheat Flour (Free from dust & sand, pest etc)(Aashirvaad)	Kg	40
10	Rava (Free from dust & sand, pest etc)	kg	158
11	Kuzhambu Milagai powder (Chilli and Coriander Powder mixed)	Kg	46
12	Chilli Powder	kg	3
13	Turmeric powder	Kg	3
14	Salt (Iodised)	Kg	84
15	Salt(Crystal)(Iodised)	Kg	54
16	Karupu Kadalai (Free from dust & sand, pest etc)	Kg	82
17	Pattani	Kg	63
18	Garlic	Kg	9
19	Groundnut oil (Agmark)	Litre	91

20	Ghee (Agmark)(Krishna)	Kg	9
21	Mustard	Kg	5
22	Pepper	Kg	5
23	Cumin seed	Kg	5
24	Sombu	Kg	5
25	Sugar	Kg	123
26	Dry chillies	Kg	7
27	Jaggery (1st Quality)	Kg	5
28	Vermicelli	Kg	86
29	Cashew (Broken)	Kg	1
30	Raisin	Kg	1
31	Bengal gram dhal (Free from dust & sand, pest etc)	Kg	17
32	Cardamon	Kg	0.20
33	Sago	Kg	2
34	Tamarind (1st quality)	Kg	48
35	Compound Asofoetida	Kg	3
36	Asofoetida powder	Kg	2
37	Vadagam	Kg	3
38	Broken Black Gram dhal(Free from dust & sand, pest etc)	kg	1
39	Fenugreek seed	kg	3
40	Green Gram Dhall (Free from dust & sand, pest etc)	kg	15
41	Gingelly Oil (Agmark)	Litre	15
42	Curry powder	Kg	15
43	Pottukadalai	kg	46
44	Pattai	Kg	0.20
45	Soap nut powder	Kg	15
46	Tea Dust	Kg	15
47	Cocount Oil (Agmark)	Litre	25
48	Bathing soap (Hamam) (150 gms.)	No.	182
49	Washing Powder	Kg	11
50	Tooth paste (Colgate strong teeth) (50 gms)	No.	132
51	Face Powder (Ponds Dreamflower) (100 gms)	No.	32
52	Washing soap (100 gms)	No.	785
53	Tooth powder (Colgate Tin) (50 gms)	No.	30
54	Comb	No.	30
55	Tooth brush (Colgate)	No.	30

2. **ELIGIBILITY CRITERIA :**

- 1) DWCRA units / Self Help groups (SHGs) / National Rural Livelihood Mission (NRLM) Self Help groups or any other Self Help groups (supported by Govt. / NABARD / scheduled banks) and Public Sector Undertakings those who are belongs to Puducherry region are only eligible to participate in the e-tender.
- 2) Bidders who are blacklisted by any Government/ Government Undertaking are not entitled to participate in the tender.
- 3) The intending bidder should have minimum three years of experience in the field of supply of Groceries & Provisions to Homes/Hostel/any other institutions. (Experience certificate to be enclosed)

- 4) Their average annual turnover for the years 2015-16, 2016-17 & 2017-18 must be not less than two lakhs.(auditor's report to be enclosed).
- 5) The intending bidder should possess valid GST number.
- 6) The intending bidder should possess valid Registration Certificates obtained from Registrar of Companies / Registrar of Societies. (Certificate to be enclosed).

3. GENERAL TERMS & CONDITIONS :

- 1) The Tender / Bid shall only be submitted through online tendering system of <https://pudutenders.gov.in> with proof of payment of tender fee and EMD. No physical / offline bid shall be accepted. Conditional tenders and casual letters sent by the bidders also will not be accepted.
- 2) Tender fee and EMD in the form of demand draft as specified in the tender document should be sent in a separate, sealed cover-I superscribed as "Tender fee and EMD for supply of Groceries / Provisions" on or before prescribed date and time to the Directorate of social welfare, No.1, Main Road, Sarathambal Nagar, Puducherry-605 005.
- 3) The contract shall initially for a period of 8 months (August 2019 to March 2020) and may be extended further for a period upto one year subject to satisfactory performance on the same terms and conditions on acceptance of both the parties.
- 4) It was determined by this Department to go in accordance with the periodical rate issued by the Department of Economics and Statistics, Puducherry to settle the bills to the relevant period of supplies with minus or plus percentage (discount or margin) agreed upon the Government rate by the buyer and seller. For the items that are not covered by Statistical Department the prevailing market rate shall be taken in to account.
- 5) Tenderer need not to quote rate for each item while uploading BOQ. Latest Economics & Statistical Department rate for each item is already preloaded in the BOQ for administrative reasons. The tenderers are informed to ignore the preloaded rate.
- 6) The tenderers are only to quote minus or plus percentage what they wish to offer on total monthly estimated amount. It is informed that it is to be inclusive of all taxes, transportation service and handling charges etc.,
- 7) **The percentage of minus or plus (discount / margin) what the tenderer prefer to quote must be within the range between -3% to +3%.**
- 8) The successful tenderer (L1) shall be arrived on the basis of the minus or plus percentage what they offer.
- 9) The Director, Social Welfare department, Puducherry reserves the rights to reject/accept any/all tenders with or without assigning any reason.
- 10) **Pre Bid Meeting: A pre bid meeting shall be held on 1st July 2019 at 10.00 AM in the chamber of the Director, Directorate of Social Welfare, Puducherry.**
- 11) The successful bidder shall execute an Agreement in a stamp paper to a value of Rs.100/- in the event of award of contract / supply order.

- 12) During the period of agreement if it is found that the contractor is not providing proper services or charging higher rates by fraudulent manner or otherwise, the Director, DSW reserves the right to forfeit the security deposit and agreement will be terminated after giving 30 days notice. In such situations, tender can be allotted to second lowest bidder.

4. INSTRUCTIONS TO BIDDERS :

- 1) The Tenderers are requested to adhere to the date and time specified strictly. Tenders will be accepted only if submitted in the prescribed manner. Tenderers are requested to read the instructions. For their own benefit, it is suggested that the Tenderers may contact the below mentioned number of the Social Welfare Department, Puducherry for assistance during working days/hours. Phone No.0413-2205871 and 2205872.
- 2) The Tenderer must apply for Digital Signature Certificate from authorized agency of the Government of India. For further details and assistance in e-bidding, the Tenderers may contact the “e-Procurement Cell, Chief Secretariat, Puducherry”. The help desk number is Toll Free Number 0120-4200462, 0120-4001002, Telephone no. 0120-4200462, 0120-4001002, 0413-2220225/2233262, Mobile no. 8826246593 and e-mail id: support-eproc@nic.in.
- 3) If any Bidder fails to submit the on-line tender due to pending procedure for taking valid digital signature certificate or any other reason, neither e-procurement cell nor the Social Welfare Department, Puducherry is responsible for it.
- 4) Before electronically submitting the tenders, it should be ensured that all the tender papers are digitally signed by the Bidder.
- 5) While submitting the tender through online the bidders shall have to enter / upload the relevant documents in the respective online “cover” as per the following order;

(A) Technical Cover:

- (a) In the fee cover (in PDF format):

Scanned copies of DD/ Bankers’ Cheque for Tender cost and EMD in favour of the Senior Accounts Officer, Social Welfare Department payable at Puducherry-605005 should be uploaded / enclosed.

- (b) In the Technical document cover (in PDF format)

Scanned copy (signed & sealed) of the Technical Bid along with the supporting papers (except BoQ Sheet) for evaluation of Technical Bids.

(B) Financial Cover (.xls format)

- (a) Bidder shall enter the name of the firm on BoQ.
- (b) Bidder are requested not to edit or change any item or quantity
- (c) Rates i.e., only the minus or plus percentage on total amount of monthly requirement shall be filled on BoQ
- (d) The percentage of minus or plus (discount / margin) what the tenderer prefer to quote on total amount must be between the range of -3% to +3%.**

5. DOCUMENTS :

The Tenderers are requested to upload the following Documents seriatumwise.

- (i) The Tender Fee of **Rs.500/-** in the form of Demand Draft in favour of Senior Accounts Officer, Social Welfare Department, Puducherry.
- (ii) The Demand draft towards Earnest Money Deposit of Rs. 30,000/- in favour of the Senior Accounts Officer, Social Welfare Department, Puducherry should be made payable at State Bank of India, Puducherry or any Nationalized bank, Puducherry.
- (iii) Experience certificate.
- (iv) Registration Certificate
- (v) Income tax clearance certificate for the last three years viz., 2015-16, 2016-17 and 2017-18.
- (vi) Declaration as specified below.
- (vii) Annual Turnover Statement from Chartered Accountant for three years i.e., 2015-16, 2016-17 and 2017-18.
- (viii) If the tenderers (SHGs) are authorized dealers then they should enclose Letter of authority. (All copies of certificate/ licences should be duly attested by Notary public).

Note:

- a) The originals of the photo copy of documents wherever placed shall be produced when called for by the Purchase Committee for verification failing which the tenderer will be treated as disqualified and the tender will be rejected summarily.
- b) The documents once submitted will not be returned to the tenderer.

6. TERMS AND CONDITIONS FOR SUPPLY :

1. The supply of the food items are in the 1st quality with FSSAI Standards prescribed by the Government of India. The packing should clearly mention the date of packing and expiry date.
2. The supplied material should be without adulteration. If adulteration is noticed the supplier will be prosecuted besides blacklisting the firm and forfeiting the EMD and Security Deposit.
3. Groceries should be supplied on Monthly basis. Wastage or shortage at the time of delivery will not be accepted. Door delivery should be made during working hours on all working days. If shortage in quantity or substandard quality in the supplied items is found, the goods will be rejected and the same should be replaced by the good ones.
4. Supply should be made from ready stock within a week from the date of receipt of indent from the officers concerned.

7. OPENING OF TENDER :

- a. Technical Bid will be opened on the scheduled date and time. If the date fixed for opening of Tenders happens to be Govt. holiday, the tenders filed/received will be opened on the next working day at the same time.

- b. During opening of the technical bid, the tenderers may attend either personally or through their authorized representative. The authorized person should produce authorization letter duly attesting the signature of the authorized representative by the tenderer.
- c. The Financial Bid of the tenderer who qualifies in the Technical Bid only will be considered. Only the successful tenderers in Technical Bid are eligible to participate in further proceedings. The Director with the assistance of Tender Committee may evaluate the facilities and capabilities of the tenderer to determine the technical qualification. After evaluation the Director will take a decision regarding the technical qualification of every tenderer.
- d. The lowest bid will be evaluated on the basis of minus or plus percentage (discount / margin) quoted upon the Economics & Statistics Department rate by the bidders in the financial bid on overall total monthly estimated amount.
- e. After deciding the Lowest Rate, The Director, Social Welfare Department Puducherry reserves the right to place purchase order on tenderer at the lowest rate for any quantity, as may be agreed to be supplied by the Tenderers on the same terms and conditions for supply of Groceries/provisions to various Homes at Puducherry within the time stipulated.
- f. The Director, Social Welfare department reserves the right to accept/reject any or all the tenders at any stage with or without assigning any reason whatsoever and the decision of the Director, Social Welfare department in this regard is final

8. NEGOTIATIONS :

- a. The Director, Social Welfare Department, Puducherry reserve the right to conduct negotiations with any qualified tenderer, if necessary, before finalizing the tender. No tenderer shall have right to insist on negotiations by Social Welfare Department, Puducherry at any time.
- b. The Social Welfare Department may conduct negotiation on the same day of opening of the tender or shall inform the tenderers about the date and time of the negotiations as per its decision.
- c. a) Depending on the same lowest rates received, negotiations may be conducted with L1 tenderer and in case, the lowest tenderer is not in a position to supply the required quantity, negotiations will be made with the other lowest tenderer to supply the items at the rate quoted by the first lowest tenderer(L1).
 - 1. The tender committee may negotiate to the other tenderers for the supply of the items at the lowest rate quoted by the L1 bidder. The Tender committee may decide the quantity to be supplied by each bidder according to their financial capacity.
 - ii. The tender committee will reserve the rights to negotiate the bidding prices.

9. NOTIFICATION OF AWARD AND SIGNING OF CONTRACT:

- i. The successful bidder will be informed about the acceptance of their tender in writing by registered letter that their bid has been accepted.
- ii. The notification of award will constitute the formation of the Contract.
- iii. Upon the successful Bidder's furnishing of performance security, the Purchaser will notify each unsuccessful bidder and will discharge their EMD.

- iv. At the same time as the Purchaser notifies the successful Bidder that his bid has been accepted, the Purchaser will send a Contract Form. Within 7 days of the receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the Purchaser.

10. PERFORMANCE SECURITY :

- i. Within 7 days after the receipt of notification of award of Contract, the Supplier shall furnish performance security to the Purchaser for an amount equivalent to 5% of the contract value valid up to 150 days after the date of completion of performance obligations including warranty obligations.
- ii. The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete his obligations under the Contract.
- iii. The Performance Security shall be denominated in Indian Rupees and shall be in any one of the following forms viz., an irrevocable Bank guarantee or Demand Draft, issued by a nationalized / scheduled bank.
- iv. The performance security will be discharged by the Purchaser and returned to the Supplier within a reasonable time after the completion of the Supplier's performance obligations, including the warranty obligations.
- v. Failure of the successful bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the performance security, in which event, the Purchaser may make the award to the next lowest evaluated bidder, who matches the L1 rate or call for new bids.

11. PENALTY ON DEFAULT/EXTENSION OF TIME :

- a. The entire ordered quantity should be supplied within the stipulated time. No extension of time will be granted for supply of beyond the specified date fixed.
- b. If the supplier requires an extension of time for completion of the contractual supply, on account of occurrence of any hindrances, he shall apply in writing for extension on occurrence of hindrance but not after the stipulated date of completion of supply. The Director, Social Welfare Department may extend the delivery period with or without liquidity damage in case they are satisfied that the delay in the supply of goods are on account of hindrances beyond control, such reason shall be recorded while granting extension.

12. PAYMENT :

- i. Payment will be considered on monthly basis. The contractor shall submit the bill in duplicate to the Director, Social Welfare Department along with the acknowledgment of the goods delivered and any other document as may be prescribed by Social Welfare Department.
- ii. The payment to the supplier shall be made by means of crossed cheque / electronic mode in favour of the tenderer within 30 days from the date of submission of the bills.
- iii. No advance payment will be considered.
- iv. TDS will be deducted as per provisions under Income Tax Act if any.

13. LIQUIDTY DAMAGES :

- a) If the supplier fails to deliver any or all of the goods or perform the services within the time period(s) specified in the Contract, the Purchaser shall, without prejudice to their other remedies under the Contract, deduct from the Contract Price as liquidated damages a sum equivalent to 0.5 percent of the delivered price of the delayed goods or unperformed Services for each week of delay or part thereof until actual delivery or performance, up to a maximum deduction of 10 percent of the delayed Goods or services on the contract price.
- b) Social Welfare Department reserves the right to charge penalty as decided by the Director or withhold payment for any unsatisfactory stocks supplied by the supplier without prejudices to other rights and the decision of the Director is final and cannot be called into question.

14. FORCE MAJEURE :

- a. In any of the force majeure circumstances, namely act of God, natural calamities, fire, Govt. of India's policy, Govt. of Puducherry's policy, any restriction imposed by State/Central Government strikes or lock out by workers, war, military operations of any nature and blockades preventing the supplier from performing his obligations under the contract, the period for making the supplies shall be extended for as long as these circumstances prevail.
- b. In the event the above mentioned circumstances, continuously takes place for more than three months, the party can have the right to refuse its contractual obligations without prejudice to indemnification of any losses which it may thereby sustain. The party which is unable to carry out its contractual obligations shall immediately advise the other party about the commencement and the continuation of the circumstances preventing the performance of the contract.

15. SUB-LETTING :

The supply tender awarded should be executed by the successful tenderers only and sub-letting is not permitted.

ANNEXURE – I

FORMAT OF COVERING LETTER (TECHNICAL BID)

To
The Director,
Social Welfare Department,
Puducherry

Sir,

Sub: Submission of Technical Bid – reg.

Ref: Tender for supply of Groceries and Provisions to various Homes

I /We have read and understood the terms of the tender document. I/We agree to abide by the terms and conditions of the tender. I/We are herewith submitting our technical bid complete in all respects along with the documents mentioned in the checklist. I / we also understand that non compliance of any documents will be treated as non-respective tender and I/ we will lose our claim to participate in the Tender automatically and our tender is liable to be rejected. I /we assure that the information submitted are true to the best my / our knowledge and also understand that in case of any information provided by us found to be false our EMD is liable to be forfeited and the department is free to initiate any legal action against furnishing such false information / certificates.

SIGNATURE OF THE TENDERER

NAME:

ADDRESS:

ANNEXURE – II

Affidavit

I _____ S/o _____

Hereby solemnly affirm and declare as under:-

That I am the Secretary/President of M/s. _____ situated at _____ and carrying on with the Food business licensed under FSSAI.

That I or my firm is not blacklisted or debarred by any Govt. Dept/ Organization/Government undertaking.

That I or my firm has not been convicted under PFA / FSSAI or any other Statutes.

DEPONENT

Verification:

Verified at _____ on _____ day of _____ 2019, that the contents of this above affidavit are true and correct to the best of my knowledge and belief.

Proprietor/Partner/Director/

ANNEXURE-III

PROFILE OF THE BIDDER

1	Name & Address of the Bidder	
2	Contact.No	
3	E-mail I.D	
4	Fax	
5	GST.Registration No.	
6	PAN No.of SHGs/DWCRA/PSUs	

ANNEXURE-IV

(TECHNICAL BID)

CHECK LIST

Sl. No.	PARTICULARS	Yes/No
1	Duly Filled and signed tender document	
2	Tender form fee receipt / Demand Draft / Banker's Cheque for Rs. 500/-	
3	Earnest Money Deposit in the form of Demand Draft / Banker's Cheque for Rs.30,000/-	
4	**Copy of GST Registration Certificate of the bidder.	
5	Copy of Food License (FSAAI) issued by competent Authority.	
6	Affidavit for having not blacklisted.	
7	Copy of the PAN CARD for the SHG / DWCRA	
8	Updated / Renewal Registration Certificate of the SHG / DWCRA/PSUs	
9	Copy of Experience Certificate	
10	Annual Turnover Report / Auditors report for three years	
11	Income Tax Clearance Certificate	

DECLARATION BY THE TENDERER

A declaration as given below in token of acceptance of all the terms and conditions of tender shall be furnished by the participating tenderers. Otherwise the tender will be rejected.

“I / We the
[Name of the firm (Proprietor)]

undersigned hereby solemnly declare that the terms and conditions of tender schedule for supply of items are accepted by me / us and that in the event of selection of my/our rates, the supply will be effected in full and satisfactorily as per your specifications in respect of quality at the specified places at Pondicherry, region at my / our own costs / risks within the prescribed time limit laid down by Social Welfare Department, Government of Puducherry.

“I / We also declare / undertake that I / We shall execute an Agreement in a stamp paper to a value of Rs.100/- in the event of award of contract / supply order.

SIGNATURE OF THE TENDERER
WITH SEAL OF THE FIRM

(K. SARANGAPANI)
DIRECTOR