

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE FOR THE  
WELFARE OF BACKWARD CLASSES & MINORITIES**

**NOTICE INVITING TENDER**

(Through e-Tender mode)

1. Tender for e – Procurement  
Of Diet and Non Diet Articles : Procurement of Diet and Non  
Diet Articles to the  
Directorate for the  
Welfare of Backward  
Classes and Minorities.
2. Tender fee for each item : **Rs. 590/-**(Rs.500/- Tender Fee  
+Rs. 90/-GST)
3. EMD amount for each item is  
mentioned below : Rs.40,000/-
4. This Tender notice contains : 9 pages.
5. Period of E-Procurement : **Twenty four months** validity
6. Inviting Officer : The Director,  
Directorate for the Welfare of  
Backward Classes & Minorities,  
(Govt. Automobile Workshop  
premises)  
Kamaraj Salai,  
Saram,  
Puducherry-605013

**DESTINATIONS**

<b>Sl. No.</b>	<b>NAME AND ADDRESS OF THE HOMES WHERE THE DIET &amp; NON DIET ITEMS ARE TO BE SUPPLIED</b>
1	Govt. Backward Class Boys Hostel, Bahour, Puducherry.
2.	Govt. Backward Class Girls Hostel, Kirumampakkam, Puducherry.
3.	Govt. Backward Class Girls Hostel, Kurinji Nagar, Puducherry.

**REQUIREMENTS:**

<b>TENTATIVE MONTHLY REQUIREMENTS OF GROCERIES &amp; PROVISIONS (KG/Lit/Nos)</b>			
<b>SL.No</b>	<b>Items</b>	<b>Units for estimate</b>	<b>Quantity Required estimated per month (in Kg&amp;Ltr.&amp;Nos)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	
1	Rice	Kg	1512
2	Rava	Kg	96
3	Wheat Rava	Kg	86.4
4	Ragi flour	Kg	36
5	Semia (Vermicelli)	Kg	91.2
6	Toordhall	Kg	180
7	Bengal gram dhall (for vadai)	Kg	7.2
8	Blackgramdhall	Kg	19.2
9	Pottukadalai	Kg	96
10	Kuzhambu Chilli Powder	kg	32.4
11	Turmeric	Kg	3.6
12	Tamarind	kg	72
13	Table salt	Kg	108
14	Pattani	Kg	96
15	Groundnut seeds	Kg	96
16	Bengal gram Whole	Kg	144
17	Garlic	Kg	18
18	Groundnut oil	Litre	75
19	Mustard	Kg	3.6
20	Black gram dhall (White split)	Kg	3.6
21	Pepper	Kg	3.6
22	Cumin seed	Kg	3.6
23	Sugar	Kg	186
24	Coffee/Tea powder	Kg	7.2
25	Asafoetida	Kg	3.6

26	Green gram dhall for pongal	Kg	72
27	Dry chilies	Kg	7.2
28	Curry masala powder	Kg	0.6
29	Vadagam	Kg	0.48
30	Fenugreek	Kg	0.48
31	Sombu	Kg	0.48
32	Jaggery (for sweet pongal)	Kg	6
33	Dalda (For pongal/kitchedy)	Kg	20.4
34	Raw Rice	Kg	24
35	Cashewnut	Kg	0.6
36	Grapes/Raisin)	Kg	0.6
37	Sago	Kg	4.8
38	Ghee	kg	0.96
39	Cardamon	kg	1.200
40	Coconut oil	Litre	36
41	Gingelly Oil	Litre	16
42	Soapnut powder	Kg	12
43	Tooth paste/Powder	kg	120
44	Washing soap	Kg	120
45	Comb	No.	24
46	Toilet soap	No.	120
47	Washing soda/powder	Kg	30

- The Technical bid and then Financial bid will be taken into account one by one on merit basis. **The rate should be quoted in the BOQ to per item inclusive of all taxes upto door delivery.**

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE FOR THE WELFARE OF BACKWARD CLASSES & MINORITIES**

No.5555/DWBCM/E-tender/2019-20

Puducherry, dt.28/06/2019.

**e-Tender Notice**

**Notice Inviting Tender for Supply of Diet and Non-Diet Articles**

e-Tenders are invited from the agencies/firms for supplying Diet and Non-Diet Articles to the Directorate for the Welfare of Backward Classes and Minorities Puducherry region **as per details mentioned in BoQ.**

**(I). Tender containing the following specifications shall be submitted throughonline:**

- 1: Separate Technical specifications for each item(**without quoting price**) and all other certificates / documents superscribing

**"e-TENDER FOR SUPPLY OF DIET AND NON-DIET ARTICLES"**

**THE TENDERER SHOULD FURNISH THE FOLLOWING CERTIFICATES / DOCUMENTS ALONG WITH THEIR TECHNICAL BID:**

- Registration Certificate of the Firm from Government.
- Valid Licence with GSTIN.
- Financial soundness in the trade including income tax returns by latest.
- Copies of certificate, if any, on their past satisfactory supply of goods.
- Proof for regular filing of GST.
- Any other documents available that will confirm the reliability of the firms.

**NOTE: Failure to produce even any one of the above documents would entail rejection of their quotation.**

- 2: Separate Commercial specifications for each item superscribing **"e-TENDER FOR DIET AND NON-DIET ARTICLES" (COMMERCIAL SPECIFICATIONS- [Quoting Price])"**

**(II). The tenderer will be able to download the Press notice, upload the bid document online by verifying the tender assigned work from <https://pudutenders.gov.in>.**

The supplier who had downloaded the Tender Schedule from the website shall submit the Tender Schedule online only before the scheduled time of submission. No Tender Schedule should be sealed and brought to the Director, Directorate for the Welfare of Backward Classes and Minorities, (Govt. Automobile Workshop premises), Kamaraj Salai, Saram, Puducherry-13.

**Separate original Demand Drafts in respect of Tender Fee and Earnest Money Deposits should be produced on or before 23-07-2019, 05.00 PM to this Directorate directly / courier by the bidder.** And both the Demand Drafts of Earnest Money Deposit and Tender fee document are to be scanned and uploaded in the e-Tender and the separate Demand Drafts of Nationalized Bank towards Tender fee and EMD drawn for each item separately **in favour of Drawing and Disbursing Officer, Directorate for Welfare of Backward Classes and Minorities, Puducherry between 03.07.2019 and 23.07.2019** in original physical form is to be submitted to

**The Director,  
Directorate for Welfare of Backward Classes and Minorities,  
(Govt. Automobile Workshop premises),  
Kamaraj Salai, Saram, Puducherry - 605013.  
on or before 23-07-2019 upto 05.00 PM**

without fail in a separate sealed envelope for each item superscribed with words "Tender Fee and EMD for Supply of Diet and Non-Diet Articles" **on or before 23-07-2019 upto 05.00 PM**. Failure to produce original supporting documents at the time of bid opening for verification shall be considered as disqualification.

The following is the time table for uploading/opening of e tender in the website <https://pudutenders.gov.in> where in the conditions stipulated would be made available.

- i. Uploading of e tender : 03.07.2019 at 10.00 A.M (WEDNESDAY)**
- ii. Bid closing date : 23.07.2019 at 05.00 P.M (TUESDAY)**
- iii. Opening of e-tender : Diet and Non-Diet Articles: 24.07.2019 at 11.00 A.M. (WEDNESDAY) at the Directorate of Social Welfare, Puducherry.**

The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry reserves the right to change the opening time and date of the e-Tender for administrative reasons by notifying the same in the website. If the bid opening day falls on Holiday, the next working day will be considered.

**III. Scope of service:**

- 1) The online bidder shall digitally sign on all documents uploaded by him and bidder shall be responsible for their correctness and authenticity as per I.T. Act.
- 2) Before quoting the rate, the intending tenderers shall visit the premises to take stock of the scope of work to be carried out in Puducherry.
- 3) Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the tenders submitted by the agencies / firms who resort to canvassing shall be rejected.
- 4) The tender for supply of articles in the schedule is in accordance with all aspects of e-Procurement policy of the Government and terms and conditions and instructions of the e-tender notice.
- 5) The bidder should quote the rate for all the items viz Diet, Non Diet, Groceries inclusive of all taxes till door delivery. Partially quoted quotations will not be accepted. Lowest rate quoted under total of all the items of Diet, Non Diet and Groceries etc., in words and figures shall be considered as final. The rates should be quoted per unit (ie., kg/lit/nos) inclusive of all taxes and expenses till unloading pointie. Hostels in Puducherry for two years. The rates should be both in figures and words. Conditional tenders containing alternative proposals/rates are liable to be rejected. **The rate obtained from Economics and Statistics Department will be taken for consideration for finalizing the financial bid /rate.**
- 6) The supply of the food items are in the 1<sup>st</sup> quality with FSSAI Standards prescribed by the Government of India. The packing should clearly mention the date of packing and expiry date.
- 7) 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.
- 8) Groceries should be supplied on Monthly basis or any time based on necessity to each Hostels. 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 as per requirement.
- 9) In case of Groceries, supply should be made from ready stock within a week from the date of receipt of indent from the officers concerned.
- 10) **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 Director, Directorate for the Welfare of Backward Classes and Minorities payable at Puducherry-605013 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.

- 11) **Financial Cover (Excel format:** The Bill of Quantity (BoQ) must be uploaded after entering the rate in the BoQ for the Technical Specifications.
  - (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 are to be filled only on BoQ (in .xls format) sheet only.
- 12) EMD of Rs. 40,000/- by way of separate Demand Draft drawn in favour of The Drawing and Disbursing Officer, Directorate for the Welfare of Backward Classes and Minorities, Puducherry from any one of the Nationalised Bank.
- 13) Cost of **Tender fee of Rs.590/- (Rs.500/-Tender fee+Rs.90/- GST)** applicable shall be submitted by separate DD in favour of The Drawing and Disbursing Officer, Directorate for the Welfare of Backward Classes and Minorities, Puducherry as per the provisions contained in the website for e-Tenders for each service separately.
- 14) **Payment for the supply of articles will be made every month after deduction of taxes applicable under Govt. (IT, Service Tax, GST and any other to be recovered as per rules in force from time to time.)**
- 15) The successful bidder is bound to the conditions of rules/ Taxes of Government in force from time to time.
- 16) 24/7 Helpdesk details available in pudutenders.gov.in for any clarification contact e-Procurement cell, 3<sup>rd</sup> Floor, Chief Secretariat, Puducherry.Ph.No.0413-2220225.

**IV. The NIT shall form part of contract/agreement documents. The Department will not be responsible for any failure, malfunction or breakdown of electronic system used during the e-Procurement process.**

**V. GENERAL CONDITIONS:**

1. All tenders must be expressed both in words and figures and where there is a difference between the two, **the rates expressed in words or the sum expressed in words will be taken as correct.**
2. The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry reserves the right to reject any or all tenders without assigning any reasons therefor.
3. **The rates approved shall be applicable for the period of contract.** However, if it is deemed necessary the rate for Groceries shall be reviewed and re-fixed once in 12 months, after taking into account of rate as per the Economics and Statistics Department.
4. The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry is not bound to accept the lowest quotation and if the tenderer has quoted the same lowest rates, as others the decision of the tender committee will be final. The Director has the rights to stop/raise/reduce the commodities on administrative cause/reasons.

5. **The rate should be quoted in the format given in BOQ (e-tender) inclusive of all taxes.**
6. The particulars of the tenderer's organizations should be provided in e-Tender.
7. For finalizing the e-tender to each service, if same rate is quoted by different concerns, weightage will be given to the experience of the concern and good reputation.
8. Conditional Offers will be rejected.

**9. VALIDITY OF THE OFFER:**

The rates quoted will have to be valid for two years and no additional costs for any reason or at any cost shall be charged.

**10. PENALTY FOR NON-PERFORMANCE:**

In the event of non-performance or defective performance of the service as per specified standards, a recovery will be made proportionate to the extent of short-fall.

**11. CANCELLATION OF CONTRACT:**

The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry reserves the right to cancel the work order placed on the successful tenderer if the tenderer commits a breach of any of the terms and conditions of the tender/work order.

**12. PAYMENT TERMS:**

Payment will be made on or after the tenth of every succeeding month for the period of contract after effecting deduction against taxes applicable, on certification furnished by the Head of Officers concerned that the assigned supplier has been executed in accordance with the work order.

**13. TENDER FEE/ EARNEST MONEY:**

- i. A sum of Rs. 500/- Tender fee+ GST @ 18% Rs. 90/- = Rs. 590/- (Rupees Five Hundred and Ninety Only) towards tender fee and a deposit of Rs. 40,000/- (Rupees Forty Thousand only) towards Earnest Money Deposit shall be paid in the form of Demand Draft drawn in favour of "**The Drawing and Disbursing Officer, Directorate for the Welfare of Backward Classes and Minorities, Puducherry**" from any Nationalised bank payable at Puducherry.
- ii. The Earnest Money Deposit is non-interest bearing. It is refundable to the unsuccessful tenderers.
- iii. Besides the above, the tenderer should furnish a certificate as worded below in token acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.



**DECLARATION**

(After selection and acceptance of tender)

“I / We \_\_\_\_\_ the undersigned certify that the terms and conditions of agreement are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into”.

**Seal and Signature of the tenderer**

**14. TENDER OPENING:**

- (i) On the scheduled time and the date of opening, The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry authorizes the opening of tender on the notified time. Tenderer can access the particulars, after opening of tender in the website.
- (ii) If the opening day of tender happens to be a Public Holiday, the same will be opened next working day.
- (iii) Agreement shall be drawn between the successful tenderer and the Directorate for the Welfare of Backward Classes and Minorities, Puducherry on acceptance and finalization. Tenderer will quote their rate and adhere to the terms and conditions of this tender.
- (iv) The successful tenderer on acceptance of his tender by the committee members after getting concurrence with the Finance Department, Puducherry, the sanction/work order will be issued.