



**MATERIAL ORGANISATION  
CONTROLLER OF PROCUREMENT  
KANCHARAPALEM (POST)  
VISAKHAPATNAM – 530008  
PHONE 0891 – 2815670 FAX 0891 – 2558178  
TENDER NOTICE NO. MO (V)/CPRO/N3/TN/03**

1. Sealed tenders are invited on prescribed tender forms on behalf of PRESIDENT OF INDIA from Reputed Manufactures for procurement of following items.

Tender Enquiry No	Tender Fee (Rs)	EMD (Rs)
12V73C002	<b>500.00 (Five Hundred Rupees only)</b>	<b>7,40,000.00 (Seven Lakh Forty Thousand Only)</b>

SL. NO.	ITEM CODE	ITEM DESCRIPTION	DENO	QTY
1	N7320-TV00009	MOBILE RACKING SYSTEM WITH ADJUSTABLE	NO.	16.00

2. Further details of above tenders available on website [www.tenders.gov.in](http://www.tenders.gov.in) (Contact phone numbers. 011-2430 5112 / 2430 5505, if required) and [www.eprocure.gov.in](http://www.eprocure.gov.in) (help line no. 1800 2337315) and same can be downloaded.

3. Tender forms can be obtained a day prior to Tender Opening Date. **Tender submission would close at 1200 hrs. Tender opening scheduled on 28<sup>th</sup> Mar 2013 at 1400 hrs.** The tender document to be submitted along with tender fee and Earnest Money Deposit (EMD) as per RFP instructions. The necessary tender documents may be sent by Speed Post on special request in written or the vendor can collect the same from Controller of Procurement, Visakhapatnam in person. Standard Conditions of the Contract as per DPM 2009 and subsequent supplement 2010, available on "<http://mod.nic.in/dpm/welcome.html>." are applicable.

4. Tender fee/ Earnest Money Deposit (EMD) payable in the form of Demand Draft/pay Order to be made in favour of **JCDA (Navy), Visakhapatnam.**

Controller of Procurement  
For Material Superintendent

Reply should be addressed to  
the Material Superintendent

Material Organisation  
Kancharapalem (Post)  
Visakhapatnam – 530 008

MO (V)/CPRO/N3/12V73C002

Feb 13

M/s

**TENDER ENQUIRY NO. 12V73C002 DATED 11<sup>TH</sup> SEP 12**  
**FOR PROCUREMENT OF FOLLOWING ITEMS**

1. The subject TE is as per following details :-

SL. NO.	ITEM CODE	ITEM DESCRIPTION	DENO	QTY
1	N7320-TV00009	MOBILE RACKING SYSTEM WITH ADJUSTABLE BINS	NO.	16.00

2. The tender is on Two-Bid system. Technical bids and Commercial bids are to be forwarded in two separate covers clearly marked on top as **TECHNICAL BID** and **COMMERCIAL BID**. The item prices are not to be indicated in the technical bid. The technical bids will be evaluated by Technical Evaluation Committee and Commercial Bids shall only be opened for those firms whose technical bids are accepted by the Technical Evaluation Committee. You are requested to give as much technical details as possible along with Technical Bid.

3. Eligibility Criteria.

(a) Only Indian Companies registered with Material Organisations of Indian Navy, Director General of Quality Assurance (DGQA), Original Equipment Manufacturer (OEM), and OEM authorized traders of the products are eligible to quote for TE. The traders are required to be specifically authorised by the parent manufacturing company to quote against this TE by the OEM. In the absence of such authorization, quote would be null & void.

(b) The firm should have successfully carried out supply of the items to major Industry PSU or Govt departments in the past. The purchase Orders of the same could be called for any time before order placement.

(c) If the firm is DGS & D registered and / or NSIC registered, it should mention so and quote the registration number.

4. Request forward your Quotation duly indicating / confirming following terms and condition (as per format enclosed) :-

(a) Price must be quoted **ALL INCLUSIVE** on door delivery basis at **MO (V)** by road inclusive of packing forwarding, Freight charges, Transit insurance and any other charges for respective destinations.

(b) Item of Lower specifications than tendered should not be offered. However, product of any latest equivalent / higher specification would be considered if financially competitive.

(c) **Taxes & levies.** Details of taxes if any, service tax / VAT is to be indicated. Statutory levy will be paid against proof of challan. Exemption certificate for Octroi will be provided if specified & applicable. Cost wise break up for each category has to be given. As per taxation Law (Amendment Act, 2007), the facility of interstate purchase by Govt depts, against form "D" stands cancelled. You are requested to offer your best competitive price (All inclusive) for the items/services being tendered.

(d) **Payment Terms.** The payment will be made as per the following terms, on production of the requisite documents:

(i) 100% payment on delivery and acceptance by the user.

(e) **Earnest Money Deposit EMD.** EMD Rs. **7,40,000.00 (Rupees Seven Lakh Forty Thousand Only)** is to be submitted in favour of JCDA (Navy), Visakhapatnam in the form of Demand Draft / FDR Bank Cheque / Bank Guarantee from any Public Sector Banks or Private Banks duly authorized to conduct Govt transactions (ICICI Bank Ltd, Axis Bank Ltd and HDFC Bank Ltd are at present the Private Sector banks) authorized with a validity of 45 days beyond final bid validity. The EMD should be enclosed in the envelope containing the quotation & quotes without EMD will be rejected. EMD cheques / DD for other firms will be returned on determination of L-1. Firm registered with DGS & D, Central purchase organisation i.e (Material Organisation) and NSIC are exempt from EMD and should specifically quote so in their quotations. The registration with DGS & D and NSIC should be for the items tendered. Firms to clearly indicated their vendor code to confirm for registration with material organisation.

(f) **Tender Fee** All firms irrespective of their registration status are suppose to submit the tender fee as indicated. If the tender is download through the internet the tender fee should be deposited along with the quotation. The quotations will not accept without tender fee and EMD if applicable. **(for this enquiry tender fee Rs. 500/- to be made in favour of JCDA (Navy), Visakhapatnam).**

(g) **Performance Bank Guarantee (PBG).** The selected supplier of the L1 firm is to deposit Security Deposit by way of Bank Guarantee in favour of PCDA (Navy) for a sum Equal to 10% of the order value. The same is to be furnished within 30 days on receipt of confirmed order. Bank Guarantee should be valid for a period of 60 days beyond the contract including warranty period of stores and will be returned on completion of the period in accordance with Defence Procurement Manual 2009.

(h) **Liquidated Damages (LD).** In case of late delivery, LD @ 0.5% per week subject to a maximum of 10% of the value of undelivered stores will be recovered beyond the accepted delivery period.

(i) **Warranty.** Items are to be under Warranty / Guaranty for 12 months from date of supply at MO (V).

(j) **Validity of offer.** The validity of quote offer should be minimum 120 days from Tender Opening date.

5. You are requested to offer your best competitive price for the item/services being tendered. Overall L1 will be taken into consideration while awarding the tender. Purchaser, however reserves the right to place Order on individual L1 basis, in the interest of the state.

6. You are requested to indicate fax number, telephone number full address and the name of the contact person for any further communication. Clarification of bidding document should be sought in writing **not later than 14 days** prior to tender opening date.

7. Your offer should be complete in all respects such that the total order value could be arrived at without any ambiguity i.e., total cost of items to be mentioned clearly, inclusive of all cost elements, in the quotation.

8. Your offer should be prepared sequentially as per attached schedule with clear mention of the Naval Pattern number in the schedule.

#### 9. **IMPORTANT INSTRUCTIONS:**

(a). Further details of above tenders available on website [www.tenders.gov.in](http://www.tenders.gov.in) (Contact phone numbers. 011-2430 5112 / 2430 5505, if required) and [www.eprocure.gov.in](http://www.eprocure.gov.in) (help line no. 1800 2337315) and same can be downloaded and same to be submitted along with Tender Fee and EMD as per RFP instructions.. If you are downloaded document through internet it may be noted that made three separately envelope which should be enclosed at main envelope for avoid any uncertainty and write clearly on top of envelop in **BLACK & BOLD** similar to:-

(i) **TENDER FEE (500.00/-)** payable in the form of Demand Draft/pay Order to be made in favour of JCDA (Navy), Visakhapatnam.

(ii) **COMMERCIAL BIDS** for TE No. 12V73C002 dated 11<sup>th</sup> Sep 12 due on 28<sup>th</sup> Mar 13.

(iii) **TECHNICAL BIDS** for TE No. 12V73C002 dated 11<sup>th</sup> Sep 12 due on 28<sup>th</sup> Mar 13.

(b) It may be noted that as per provision without tender fee your valuable quotation for this tender would be rejected outrightly.

(c) Tender forms can be obtained a day prior to Tender Opening Date. **Tender submission would close at 1200 hrs. Tender opening scheduled on 28<sup>th</sup> Mar 2013 at 1400 hrs.** The tender document to be submitted along with tender fee and Earnest Money Deposit (EMD) as per RFP instructions. The necessary tender documents may be sent by Speed Post on special request in written or the vendor can collect the same from Controller of Procurement, Visakhapatnam in person. Standard Conditions of the Contract as per DPM 2009 and subsequent supplement 2010, available on "[http://mod.nic.in/dpm/welcome.html.](http://mod.nic.in/dpm/welcome.html)" are applicable.

(d) Tender documents completed fill up in prescribed format with signed by the appointing authority by the firm.

(e) Tender documents furnished by the vendor have been verified and found correct as per given instruction.

- (f) If tender documents have not been received by vendor there it is likely his tender documents has not being received/ late receipt/lost in post and no correspondence in this connection will be entertained post TOD. This office will not be responsible for any postal delay or delivery default by postal agency.
- (g) Only qualifying vendors will be informed of selection in tender. No correspondence on this subject would be entertained.
- (h) The procurement process can be cancelled/suspend/terminated by the organisation at any stage and decision in this regards is final and no appeal will be entertained.
- (i) Additional information, if any which you would like to mentioned in support of your suitability for this tender, you can enclose along with tender documents.

11. **INELIGIBILITY CRITERIA:**

- (a) False documents/information or incomplete formulated in the tender document
- (b) Vendor must ensure that no column is left, blank or wrongly filled are liable to rejected, and organisation will not entertain any claim after such rejections.
- (c) Firms which are **Banned/Black Listed/ 'F' Category/Tender Holidays** in Indian Navy are not eligible to participate for such tender enquiry.

12. You are requested to drop/Post quotations complete in all respect as per the enclosed schedule to reach the office of Controller of Procurement tender box kept at the Material organisation, Visakhapatnam, main gate latest by **1200 hrs on 28<sup>th</sup> Mar 2013**. The quotations will be opened on the same day at **1400 hrs** at Material Organisation, Kancharapalem (Post), Visakhapatnam – 530008. Your company representative may attend it. To avoid any complications with regard to late receipt / non receipt of Tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach this Office before due date. Late quotes will be rejected out rightly.

13. In case your firm is not willing to quote due to any reasons your regret should be faxed well before the due date failing which your firm can be de-listed from vendor list.

14. **Risk and expense purchase.** Risk and expense purchase can be under taken by the purchaser in the event of the supplier failing to honour the contract obligations within stipulated period at the contractor's expense.

15. **Quality Assurance.** After the contract is negotiated, the firm would be required to provide the standard Acceptance Test Procedure (ATP). Inspecting Authority reserves the right to modify the ATP when necessary, item would be accepted subject to evolution and clearance by the inspecting Authority. Firm would be required to provide all the test facilities at OEM premises for acceptance of inspection by DQA, New Delhi. The details in this regard will be co-ordinated during the negotiation of contract. The item should be latest manufacture to current production standard having 100% defined life at the time of delivery. Warrantee should be minimum 12/18 months from the date of supply.

16. **Option Clause.** The contract shall have an option clause, wherein the buyer can exercise an option to order upto 50% of the original contracted quantity in accordance with the same terms & conditions of the existing contract. The bidders to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the buyer to exercise this option or not.

17. **Repeat Order Clause.** The contract shall have a Repeat Order Clause, wherein the buyer can order upto 50% quantity of the item under the present contact within six months from the date of successful completion of this contract, cost, terms & conditions remaining the same. Request confirm acceptance of this clause. It will be entirely the discretion of buyer to place the repeat order or not.

18. **Quantity Tolerance clause:** The quantity tendered may be revised up to  $\pm 50\%$  at the NLC/Order stage.

19. **Standard Conditions of Contract (SCOC).** Standard Conditions of the Contract listed in DPM 2009, available on website "<http://mod.nic.in/dpm/welcome.html>." would be applicable.

Thanking you,

Yours faithfully,

Controller of Procurement  
For Material Superintendent



**Controllerate of Procurement**  
Material Organisation  
Kancharapalem (Post) , Eastern Naval Command  
Visakhapatnam - 53000  
Phone : 2558353, Fax : 0891-2701622  
EMail : cprov@ilms.gov.in  
invizag@ilms.gov.in

Dated : 11 Feb 2013 11:57 AM

**Tender Opening Place**

Material Organisation

### Tender Enquiry

TE No: 12V73C002

Dated : 11 Sep 2012

Date Time Receipt : 28 Mar 2013 2:29 PM

Date Time Opening : 28 Mar 2013 2:30 PM

M/s UNKNOWN ( Z9999V )

Document Despatch Mode :

-  
-  
-  
-  
-

"Sealed bids are invited for supply of items listing in this tender enquiry.  
Please super scribe TE No/ TE date and opening date on the envelope."  
Please indicate duties/taxes leviable separately, if applicable.  
The following certificates will be provided, if applicable, on  
acceptance of Tender, however rates of these duties are to be indicated :-

- (I) Octroi Exemption Certificate, if required.
- (II) Excise Duty Exemption Certificate.
- (III) Custom Duty Exemption Certificate

**TO BE FILLED UP BY THE VENDOR**

**Quote Number :**  
**Date :**  
**Valididty :** .....days  
(minimum 90 days)

**Delivery Period :** .....days

Address details for sending bid or seeking clarifications for this RFP are mentioned on top of this document.

- (a) " The purchase will be governed by Standard Conditions of Contract of Indian Navy, Standard Conditions of RFP, Special Conditions of RFP. These documents are available at website [www.mod.nic.in](http://www.mod.nic.in) in DPM 09 and are also available with CPRO (Admin) on payment of Rs 20."
- (b) If due date of opening is declared a closed holiday then tender would be opened at the same time on next day, or as intimated by the buyer.
- (c) All quotations must be inclusive of door delivery charges till the Consignee's Premises.
- (d) All pages of quotation must be stamped and signed by authorized signatory with full name and contact details. Bid should be submitted under original memo/letter head of the bidder containing postal and EMail address.
- (e) For Two-Bid system, both technical and commercial bids should be submitted in two separate sealed cover. Only T- bid would be opened on tender opening date. Commercial bid will be opened only after acceptance of Technical Bid.
- (f) Only authorised representative of the company with authorization in firm's letter head would be allowed to attend tender opening.
- (g) Payment would be made by Principal Controller of Defence Accounts (Navy) (Payments gets released faster if supply is made within EDS)
- (h) The quantum of max LD has been increased to 10% of undelivered goods{ @0.5% per week for delay} w.e.f 01 Jun 09, as per Defence Procurement Manual-09.



- Specification of Items - Enclosed  
SCOC - As per schedule B of general condition of contract concluded by MoD.  
SCOC Variation - Quote validity should be min. 90 days. Indicate Freight/ P & F/Disc/ percentage Duty/ Tax without exemption cert.  
Inspection - Vendor Premises / Consignee's End /  
Mode of transportation of items - Road

---

**Please add Tax Structure of your offer**

<u>TaxCodeNo</u>	<u>ST %</u>	<u>Excise %</u>	<u>Spl Excise %</u>	<u>Customs %</u>	<u>Octroi %</u>	<u>Misc %</u>
101						
102	10.00					
103	4.00					
104	16.00					
105	15.00					
VTaxcode1						
VTaxcode2						
VTaxcode3						
VTaxcode4						
VTaxcode5						

---

**Consignee :** CWH(V) : Controller Warehousing(Vizag)  
Material Organisation,  
Naval Store Depot,  
Kanchrapalem (PO)  
Vishakhapatnam - 530 008  
Andhra Pradesh

**Details of Eqpts :** MOBILE RACKING SYSTEM FOR MO(V)

Signature : \_\_\_\_\_  
Name : **Pradeep Rana**  
Rank : **Cmde**

Vendor's Signature, Name,  
Designation and Stamp

Note :- "Indian Navy has implemented E- Procurement. All vendors are required to register on <http://navy.govtprocurement.com> for the same. Contact "M/s C1 India" (0091-22- 32444300/ 28391220) for further details."





## **MOBILE RACKING SYSTEM**

- Over all Dimensions of the block: 3210 mm (H) x 8631 mm (L) x 2805 mm (W)
- Over all Dimensions of Single Faced Fixed Unit (SFFD) / Single Faced Movable (SFMD): 3210 mm (H) x 2745 mm (W) x 624 mm (D)
- Over all Dimensions of Double Faced Movable Unit (DFMD): 3210 mm (H) x 2745 mm (W) x 924 mm (D)

### **TECHNICAL SPECIFICATIONS:**

#### **I. Super Structure:**

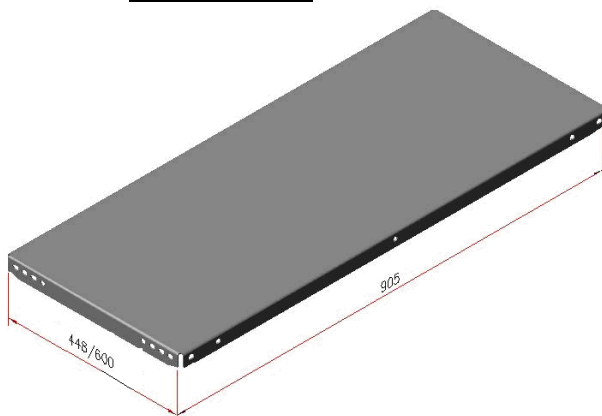
The Super structure should be constructed from the following:

- Slotted Angles of size 60 mm x 40 mm x 1.8 mm Thick and 40 mm x 40 mm x 1.6 mm Thick.
- The Slotted Angles should be designed as per design code IS 800 / 801 with a factor of safety of 1.67 with respect to yield stress
- The steel used should conform to IS 5986 Fe410 or its equivalent and should be roll formed.

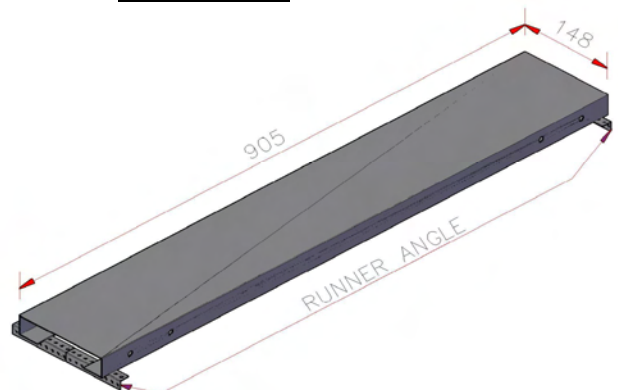
#### **II. Panels:**

- The bottom two loading levels should be made from 4 bend panel which would rest on runner angles. The load per loading level should be 300 Kgs UDL. The size of each panel should be 905 mm x 148 mm x 0.8 mm Thick. The runner angle should be of size 60 mm x 40 mm x 1.8 mm thick
- All other loading levels should have 6 bend panels. Each loading level should take a load of 100 Kgs UDL. The size of the 6 bend panel should be 905 mm x 600 mm x 1 mm thick for the single faced units and 905 mm x 448 mm x 0.8 mm thick for the double faced units
- 2 Panel dividers to be provided for each shelf to make 3 Pigeon Holes from 3<sup>rd</sup> level to 6<sup>th</sup> level as shown in the drawing
- Deflection criteria as per (Storage Equipment Manufacturer Association) SEMA guidelines should be followed.
- The steel used for the manufacture of panels should be as per IS 513D or equivalent.

#### **6 Bend Panel**

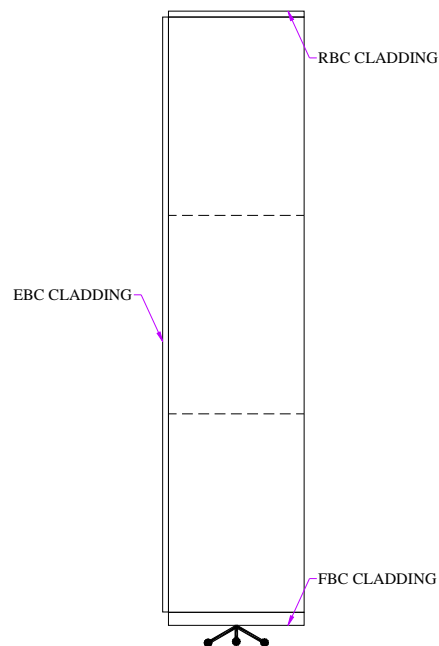


#### **4 Bend Panel**



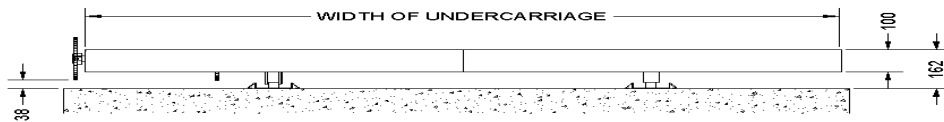
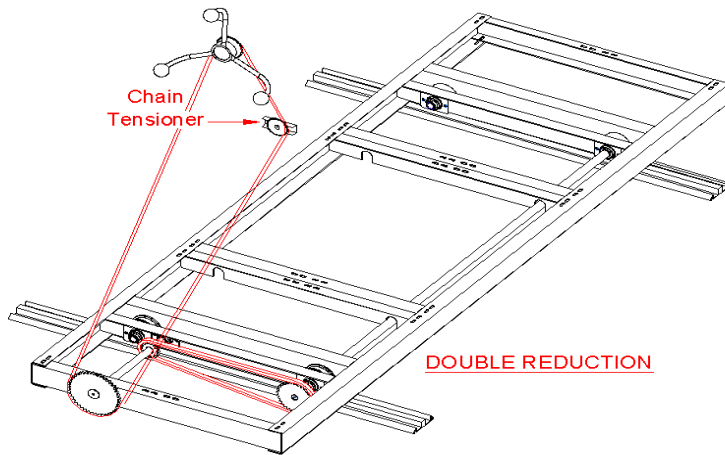
### **III. Box Claddings:**

- Box claddings should be provided for the full height on the front rear and end.
- The box claddings should be made from suitable pieces of size 27 mm x 1 mm thick. Label holders should be provided at the top of front box cladding.
- Strips of size 108 mm x 0.63 mm should be provided on each loading level on the front side of front box cladding to prevent items from falling.
- The front and rear box cladding should be slid into end brackets and fitment done accordingly.
- The steel used for the manufacture of Box Claddings should be as per IS 513 Grade D



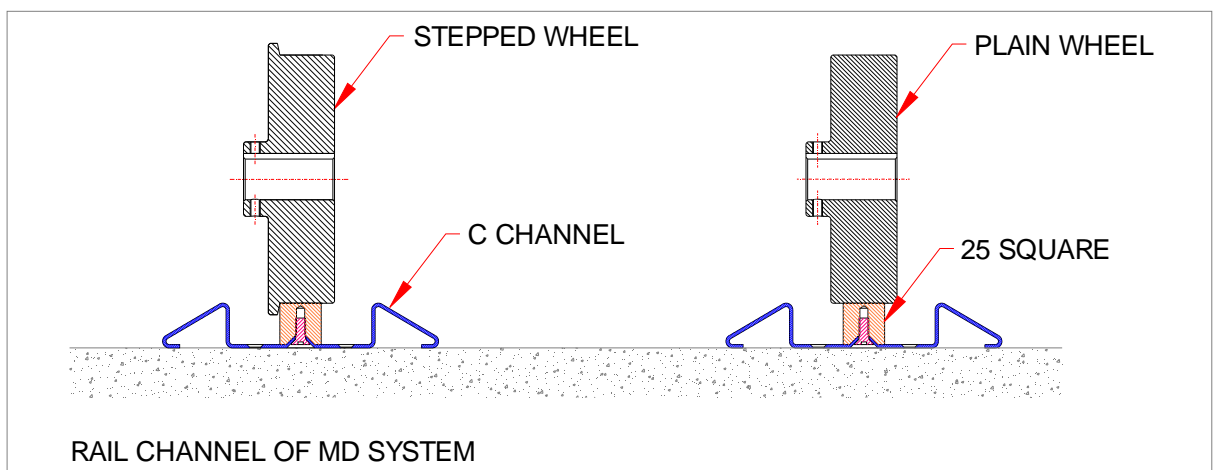
### **IV Trolley (Under Structure):**

- The frame of the understructure should be made from cold formed section as per IS 10748 or equivalent.
- The height of the frame should be 100 mm
- Grooved pair of wheels should be provided for smooth movement.
- The understructure should consist of main, front and rear channels and wheel channels. The channels should be of a minimum size of 100 mm in height ( +/- 5 mm). The thickness of the channel should be 3.15 mm approx
- The understructure should consist of a pair of plain wheels and a pair of stepped wheels. The Diameter of the wheels should be 150 mm.
- The understructure should have a double reduction mechanism consisting of 25 mm Dia shafts, 25 mm Dia pipes and 3 nos sprockets
- The overall construction should be as shown below:



**V. Rails:**

- The rails should be designed for smooth and effortless movement of the system.
- The rails should be mounted on the floor and grouted.
- The rail should be made from 25 mm bright (Zinc plated square bars) which should be welded to the C Channels with taper on both sides to facilitate easy movement of trolley and prevent derailment.
- The rail should be provided with end stoppers
- The drawing of the rail section is enclosed.



## **VI. Drive Mechanism:**

- The Drive mechanism should consist of Chain and Sprocket mechanism to enable movement of the trolley and super structure.
- The mechanism should consist of double reduction drive feature.
- The Hand wheel should have curved spokes with chrome plating.
- The drive mechanism should have a chain tensioner assembly to ensure that chain is not loose.
- The chain link should be Simplex of ½ Inch pitch.

## **VII Centralized Locking:**

- The entire block should have centralized locking arrangement so that once all the units are bought together they can be locked as a block.
- The lock should consist of a 9 mm shooting bolt and provided with a Godrej lock with keys in duplicate.

## **VIII Temporary Locking:**

Temporary locking arrangement should be provided on all the units to avoid accidental jamming during use.

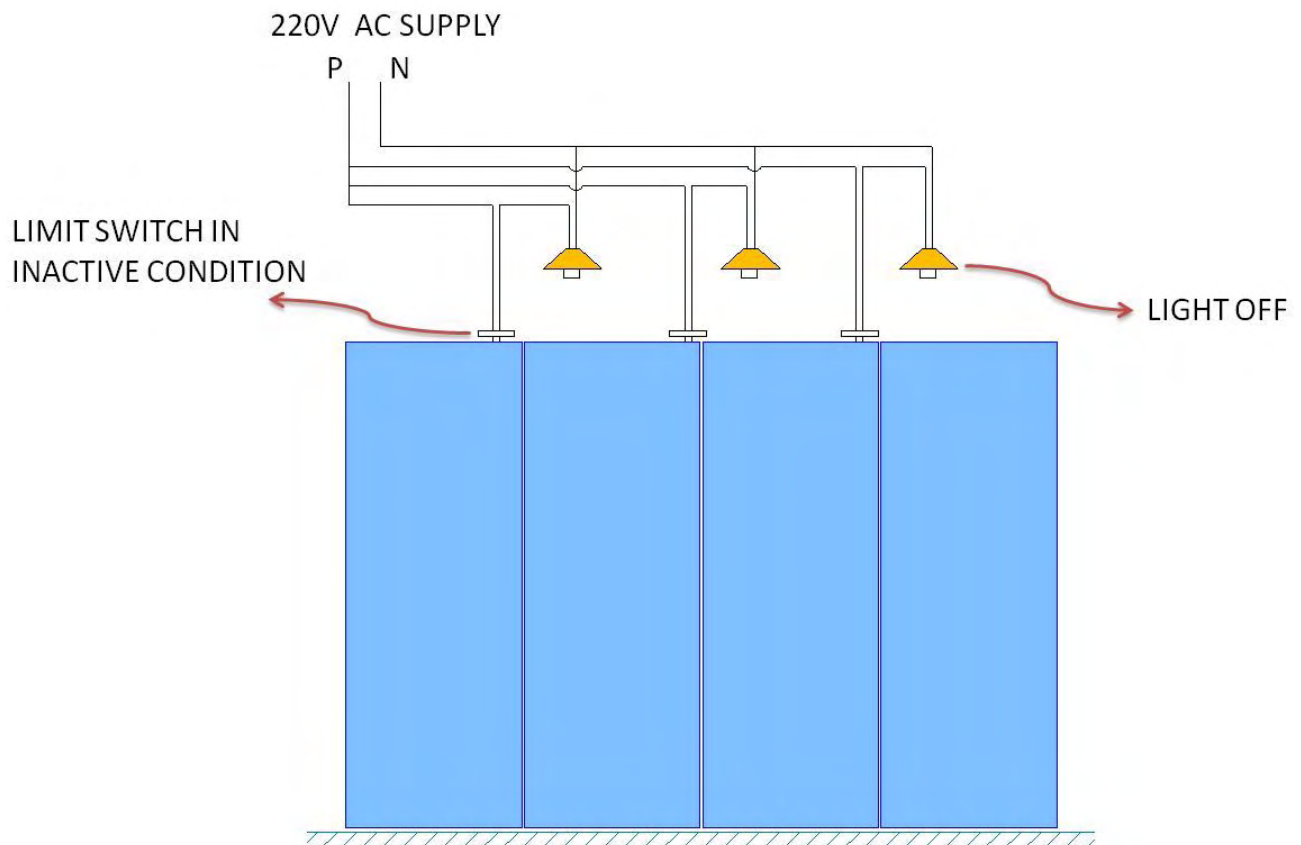
## **IX Automatic Mobile lighting:**

The Mobile system shall be integrated with the automated lighting system.

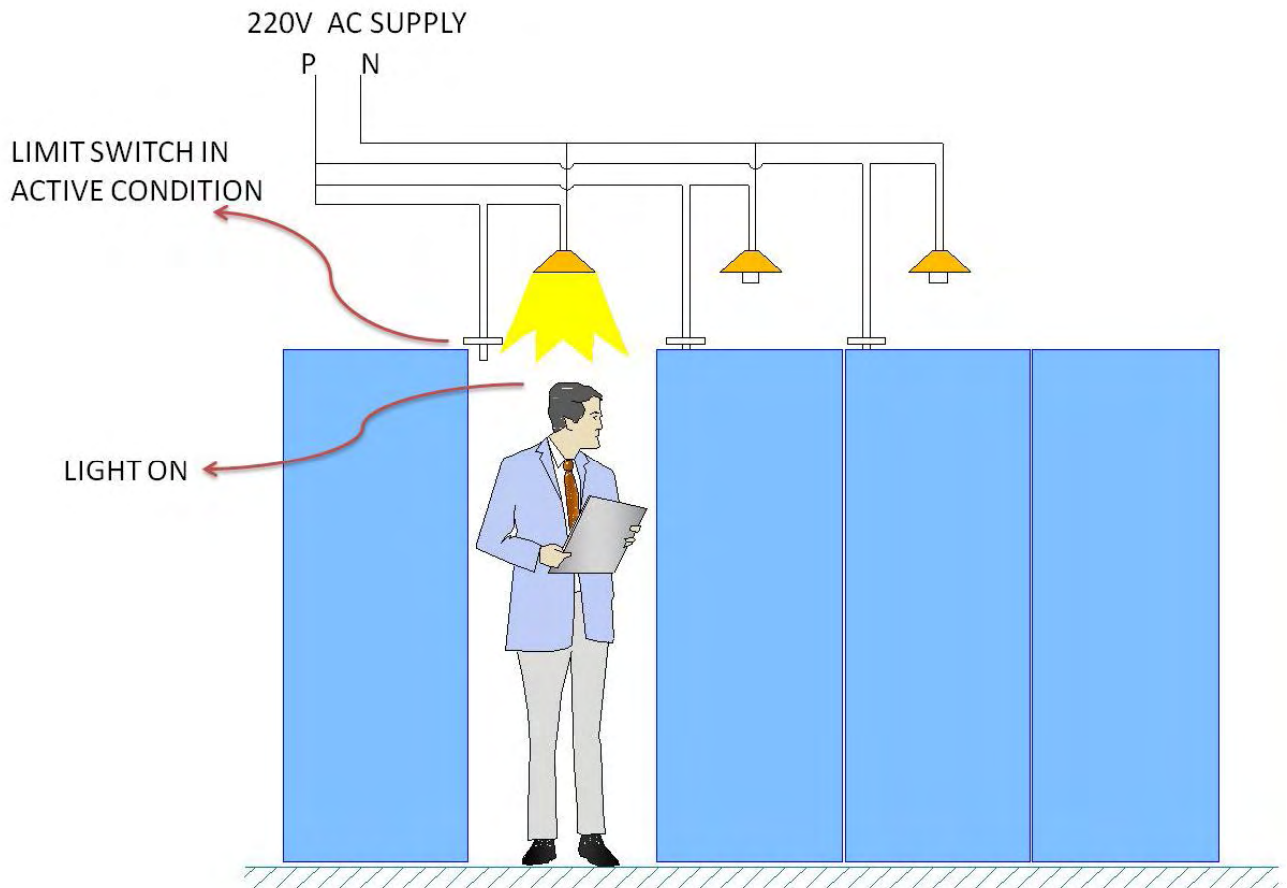
The mobile system shall be illuminated with the lights placed above all the respective aisle locations in such a way that the light should be switched on only when the aisle is open. Total number of light locations used for this application shall be 128 nos.

The basic requirement of power supply shall be 220V.

### **WHEN AISLE IS IN CLOSED CONDITION.**



### WHEN AISLE IS IN OPEN CONDITION.



### **IX Stability of the System:**

Stability guidelines as per SEMA standards should be followed and necessary stability members like straps etc should be provided depending on the configuration (Height / Depth) for ensuring stability of the entire system while in motion

### **X Corner Plates, Fasteners:**

Corner plates should be provided at the edge of the slotted angles to impart stability and ensure rigidity in the system. The corner plates should be powder coated. All Fasteners should be supplied in packetized condition

### **XI Pretreatment and Final Finish of the system:**

#### **1. Super Structure: (Storage Units)**

- A) All the components should be subjected to five zone eight stage pre treatment. Pretreatment process should consist of Degreasing, Phospating and Demineralised water rinse. All these processes interspersed with rinsing at appropriate temperatures.
- B) All the components should be painted with Epoxy – Polyester powder coating subsequent to the above surface treatment as mentioned above.
- C) Dry film thickness should be maintained at a minimum of 35 microns

**Trolley (Understructure):**

All the components should be spray painted with one coat of high quality stove enamel paint.

**Color Combination:**

Color Combination should be of Shell White and Graphite Grey. However other combination also acceptable subject to finalization during NLC /order stage

**XII Test Certificates:**

Test certificates should be furnished for the quality of steel used.  
Design Calculations for the loads should be furnished by the firms.

- The stability of the movable units to be as per recommendations of SEMA code of practice for the design of mobile shelving systems.
- The shelving super structure mounted on to the movable trolleys to be designed as per recommendations of SEMA code of practice for low rise shelving.

**XIII** Product from only Indian manufacturer are acceptable, else, authorization from principal firm to be produced along with the tender and same be mentioned in **BOLD** clearly in the Technical bid .Failing to which the quote will be rejected outrightly

**XIV** Life span of the item to be 10 years. As life is item as expected is 10 yrs. , an undertaking be given by the firm that it will be able to give support in terms of providing spares and servicing as and when required for a period post expiry of G/w and AMC.

**XV** AMC required for a period of 1 year, after expiry of the Guarantee/Warrantee period.

**XVI** Price quoted by the firm to be inclusive of installation and service charges.

Basic price	
Taxes on basic price	
Total	
Excise duty/custom duty if required	
Miscellaneous charges	
Total	

**Abbreviation Used Word:-**

- SFFD : SINGLE FACED FIXED DRIVE
- SFMD : SINGLE FACED MOVABLE DRIVE
- DFMD : DOUBLE FACED MOVABLE DRIVE
- UDL : UNIFORMLY DISTRIBUTED LOAD
- SEMA : STORAGE EQUIPMENT MANUFACTURERS ASSOCIATION
- EBC : END BOX CLADDING
- RBC : REAR BOX CLADDING
- FBC : FRONT BOX CLADDING
- MD SYSTEM : MOVABLE DRIVE SYSTEM

(PROFORMA TO BE SUBMIT ALONG WITH QUOTES(QUOTES NOT ACCOMPANIED BY THIS PROFORMA ARE LIKELY TO BE REJECTED)

1. Rates inclusive of Taxes (Conditional discounts will not be considered) : Yes / No
2. Quote Validity days \_\_\_\_\_ days (form TOD) (for RC's-Min 365 days. All Single Bid- Min 90 days, All 2 Bid – Min 120 days only)
3. If Taxes applicable\* :
  - (a) Custom Duty with Exemption Cert. \_\_\_\_\_% Custom Duty without Exemption Cert. \_\_\_\_\_%
  - (a) Excise Duty + ED Cess with Exemption cert. \_\_\_\_\_% Excise Duty + ED Cess without Exemption Cert. \_\_\_\_\_%
  - (a) Octroi Duty with Exemption cert. \_\_\_\_\_% Octroi Duty without Exemption Cert. \_\_\_\_\_%
  - (d) VAT/CST Duty without Exemption cert. \_\_\_\_\_%
  - (e) Other Taxes (Specify) without Exemption cert. \_\_\_\_\_%
4. If taxes applicable without Exemption Certificate are not indicated Maximum Taxes applicable for the category of goods will be loaded at the time of preparation of Comparative Statement and for determination of L I firm.
5. IF Custom Duty is applicable on CIF Rates which differ from quoted Basic rates, CIF rates are to be clearly indicated along with the initial quotation failing which Custom duty at Maximum rates will be loaded on Basic rates for determination of L I firm.
6. Delivery period: \_\_\_\_\_ days with Inspection (from date of receipt of PO) : \_\_\_\_\_ days without Inspection.
7. With or without inspection is at Sole discretion of this office and irrefutable Firms not willing to offer the stores for inspection are not required to submit their Quotation.
8. F.O.R. Door delivery only. Yes / No (if no please indicated approximate transporters charges on prepaid basis only, which are payable at Actual, on submission of transporters bills in original).
9. Packing & forwarding Charges extra (if applicable) \_\_\_\_\_ % of Basic rates.
10. Inspection at (place i.e. city /town): \_\_\_\_\_ / As desired by CPRO Inspection Agency (if Known : \_\_\_\_\_
11. Part Supply /Part Payment Required: Yes / No (If yes, indicate Max no. of lots): \_\_\_\_\_
12. All terms conforming to TE Specs: Yes / No, items at TE SIs. \_\_\_\_\_ 13. Samples Submitted: Yes / No / Not asked in TE.
14. Any other additional rates: \_\_\_\_\_ % for \_\_\_\_\_
15. Order to be placed on (Also indicate Exemption Cer required On same firm) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  - (a) Tele No : \_\_\_\_\_
  - (b) Fax No: \_\_\_\_\_
  - (c) Mobile No: \_\_\_\_\_
  - (d) Email ID : \_\_\_\_\_
16. Payment terms :100% within 30 days or 95% on receipt by consignee along with copy No. 1 of 1 Note & DC and balance 5% within 30days, after accounting of stores and copy Nos2 & 5 of 1-notes.
17. Bank details for payment: (a) Account No.: \_\_\_\_\_ (b) Income Tax PAN No. \_\_\_\_\_  
(b) Bank Address \_\_\_\_\_  
\_\_\_\_\_
18. Order pending on firm as on date \_\_\_\_\_. If orders are pending, please indicate likely date of execution: \_\_\_\_\_. If many Orders are pending, please enclose separate sheet with complete status.
19. Standard Conditions of Contract governing the contract are available on MoD website [http //mod.nic.in/dpm/welcome.html](http://mod.nic.in/dpm/welcome.html).
20. Sealed quotation are to be dropped in the Tender Box duly super scribed "TE No. \_\_\_\_\_ dated \_\_\_\_\_ Due for Opening on \_\_\_\_\_ at \_\_\_\_\_ Hrs. "Quotations are not to be addressed by Name of the Procurement Officers.
21. It is mandatory for the Firm Reps. To carry Authorization letter to attend tender opening clearly Indicating Name and Designation Visiting cards will not be considered as Authorization to attend Tender Opening.
22. Additional Details (for use by procurement officer only)
23. Warrantee/Guarantee Certificate: \_\_\_\_\_ (Months)

FIRMS SEAL WITH DATE

AUTHORISED SIGNATORY

## **IMPORTANT INSTRUCTIONS**

1. QUOTATION SHOULD BE RECEIVED ON OR BEFORE TENDER OPENING TIME IN A SEALED ENVELOPE WITH THE FIRM'S NAME AND TENDER ENQUIRY DETAILS INSCRIBED ON THE COVER.
2. QUOTATION MAYBE SUBMITTED IN YOUR OWN LETTERHEAD HOWEVER IT MUST INCLUDE EACH AND EVERY ASPECT OF THIS OFFICE TENDER ENQUIRY.
3. ENCLOSED PROFORMA IS TO BE FULLY FILLED IN RESPECT OF ALL PARAGRAPHS. NO PARAGRAPH IS TO BE LEFT BLANK/AMBIGUOUS. THIS PERFORMA IS TO BE SUBMITTED EVEN IF QUOTATION IS IN YOUR OWN LETTERHEAD.
4. THE ENCLOSED PROFORMA, THE SPECIFICATION SHEET AND THIS IMPORTANT INSTRUCTION SHEET MUST BE STAMPED AND SIGNED BY AUTHORIZED SIGNATORY WITH FULL NAME AND CONTENT DETAILS AS HAVING READ AND UNDERSTOOD THEM AND SAME TO BE SUBMITTED ALONG WITH QUOTE.
5. ALL QUOTATIONS MUST BE INCLUSIVE OF DOOR DELIVERY CHARGES TILL MATERIAL ORGANIZATION VISAKHAPATNAM.
6. IN CASE THE SPECIFICATIONS OF YOUR OFFERED ITEM (S) IS AT VARIANCE WITH WHAT HAS BEEN TENDERED, THE SAME IS TO BE CLEARLY AND UNAMBIGUOUSLY EXPLAINED IN THE QUOTATION, OR ELSE YOUR ADHERENCE TO THE TENDERED SPECIFICATIONS WILL BE AUTOMATICALLY ASSUMED.
7. YOU ARE ALSO REQUIRED TO INDICATE WILLINGNESS TO SUPPLY PARTIAL QUANTITY OF THE TENDERED ITEMS AND ALSO LESSER ITEMS THAN WHAT IS TENDERED. IF INDICATION TO THIS EFFECT IS NOT GIVEN IT WILL BE CONSTRUED TO BE ACCEPTANCE OF THE SAME ON YOUR BEHALF.
8. ALL QUOTED ARE REQUIRED TO BE VALID FOR MINIMUM 120 DAYS FROM TENDER OPENING DATE.
9. LIQUIDITY DAMAGES @0.5% PER WEEK SUBJECT TO A MAXIMUM OF 10% OF THE UNDELIVERED STORES WILL BE RECOVERED IN CASE OF DELAY IN DELIVERY BEYOND THE ACCEPTED DELIVERY PERIOD AS PER SCOC.
10. **PERFORMANCE GUARANTEE.** THE VENDOR SHALL FURNISH A PERFORMANCE GUARANTEE BY WAY OF BANK GUARANTEE FOR A SUM EQUAL TO 10% OF THE CONTRACT VALUE WITHIN 30 DAYS OF RECEIPT OF CONFIRMED ORDER. BANK GUARANTEE SHOULD BE VALID FOR A PERIOD OF 60 DAYS BEYOND THE DATE OF COMPLETION OF CONTRACT INCLUDING WARRANTY.
11. SCOC TERMS & CONDITIONS AS PER CHAPTER VII PAGE 63-78 OF DEFENCE PROCUREMENT MANUAL 2009 AVAILABLE ON WEBSITE <http://mod.nic.in/dpm/welcome.html>.
12. QUOTATIONS, WHICH DO NOT COMPLY WITH ABOVE INSTRUCTIONS, OR INDICATE ANYTHING TO THE CONTRARY, ARE LIABLE TO BE SUMMARILY REJECTED.
13. SSI UNITS ARE TO FORWARD THEIR SSI REGISTRATION CERTIFICATE COPY ALONG WITH THE TE.
14. IF UNABLE TO SUPPLY IN OUR STANDARD PACK SIZE TENDERED YOU ARE TO INDICATE THE PACK SIZE YOU ARE ABLE TO SUPPLY.
15. FOR ECS THE FOLLOWING IS REQUIRED:-
  - (e) NAME OF FIRM (B) POSTAL ADDRESS (C) PAN NO (D) NAME OF BANK (E) ADDRESS OF BANK
  - (F) ECS CODE NO (G) CURRENT ACCOUNT NO (H) CURRENT ACCOUNT NO (I) COPY OF MICR CHEQUE.
16. QAP FOR THE ITEMS WILL BE DRAWN UP BY THE FIRM. NO. OF DAYS REQUIRED FOR FURNISHING QAP TO INDICATED.
17. **FORM 'D' IS NO APPLICABLE.**
18. COPY OF THE APPROVED QAP IS TO BE FORWARDED ALONG WITH BILLS.
19. DIGITAL PHOTOGRAPH OF THE ITEMS TO BE FORWARDED TO THE PROCUREMENT OFFICER DURING THE TIME DELIVERY OF ITEM.
20. ALL QUOTES TO BE AS PER TENDERED DENOMINATION.
21. **TOLERANCE CLAUSE:** TO TAKE CARE OF ANY CHANGE IN THE REQUIREMENT DURING THE PERIOD STARTING FROM ISSUE OF RFP TILL PLACEMENT OF THE SUPPLY ORDER, BUYER RESERVES THE RIGHT TO 50% PLUS/MINUS INCREASE OR DECREASE THE QUANTITY OF THE REQUIRED GOODS UP TO THAT LIMIT WITHOUT ANY CHANGE IN THE TERMS & CONDITIONS AND PRICES QUOTED BY THE SELLER.
22. YOU ARE REQUESTED TO ASK FOR DELIVERY PERIOD EXTENSION. AT LEAST 04 WEEKS PRIOR TO THE EXPIRY OF DELIVERY PERIOD FOR CURRENT ORDERS ON YOU AND ALL FUTURE ORDERS. IT MAY BE NOTED THAT AS PER DPM 2009, THE ORIGINAL DELIVERY PERIOD PLUS THE EXTENSION – DOES NOT EXCEED TWICE THE ORIGINAL DELIVERY PERIOD.
23. PACKING OF THE ITEMS SHOULD BE PREFERABLY IN BIODEGRADABLE GREEN PACKING MATERIAL.
24. FIRM IS REQUESTED TO QUOTE ONLY FOR ONE OPTION, AS PER RECOMMENDED STANDARD SPECIFICATION IN THE RFP. IF MORE THAN ONE BRAND QUOTED BY YOU OBSERVED, YOUR QUOTE LIABLE TO BE REJECTED.



**UPDATION OF DATA BASE OF VENDORS**  
**MATERIAL ORGANISATION, VISAKHAPATNAM**

WITH A VIEW TO REFINE ITS VENDOR DATA BASE, THIS ORGANIZATION IS IN THE PROCESS OF UPDATING THE RECORDS OF VENDORS. ALL THE VENDORS WHO WISH TO CONTINUE THEIR BUSINESS DEALINGS ARE REQUIRED TO FILL UP THE UNDER MENTIONED DETAILS AND SUBMIT IT ALONG WITH YOUR QUOTATION TO THE CONTROLLERATE OF PROCUREMENT, MATERIAL ORGANIZATION, VISAKHAPATNAM.

1. (A) NAME OF THE FIRM : \_\_\_\_\_  
(B) VENDOR CODE (IF ALREADY REGISTERED WITH MO (V) : \_\_\_\_\_  
(C) NAME OF THE PROPRIETOR/ OWNER : \_\_\_\_\_  
(D) MOBILE NO. OF PROPRIETOR/ OWNER : \_\_\_\_\_  
(E) BANK NAME AND ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
- (I) MICR CODE: \_\_\_\_\_ (II) ECS CODE : \_\_\_\_\_ (III)ACCOUNT NO : \_\_\_\_\_
2. CORRESPONDENCE ADDRESS OF THE FIRM WITH PIN CODE: \_\_\_\_\_  
\_\_\_\_\_
- (A) TELE NOS : \_\_\_\_\_ (B) FAX NOS : \_\_\_\_\_ (C) E-MAIL ADDRESS: \_\_\_\_\_  
(D) CONTACT PERSON (NAME WITH DESIGNATION & MOB NO): \_\_\_\_\_  
(E) LOCAL REP AND HIS CONTACT DETAILS : \_\_\_\_\_
3. FACTORY POSTAL ADDRESS AND PHONE NO (IF DIFFERENT FROM CORRESPONDENCE ADDRESS) : \_\_\_\_\_  
\_\_\_\_\_
4. STATUS OF FIRM I.E. (MANUFACTURER/AUTHORIZED DEALER/TRADER) : \_\_\_\_\_
5. (A) SALES TAX REG NO : \_\_\_\_\_ (B) CST REG NO: \_\_\_\_\_ (C) INCOME TAX PAN NO. \_\_\_\_\_
6. IF REGISTERED WITH DQAN/DQA (WP) DGS&D/OTHER NAVAL/ DEFENCE AUTHORITIES- GIVE DETAILS AND ALSO FORWARD XEROX COPIES OF VALID REGISTRATION CERTIFICATES: \_\_\_\_\_
7. IF YOU ARE MANUFACTURE, YOUR FIRM IS REGISTERED UNDER  
(A) DIRECTOR OF INDUSTRIES (GOVT. OF ANDHRA PRADESH OR OTHER STATE) : \_\_\_\_\_  
GIVE DETAILS SUCH AS REG NO & DATE OF REGISTRATION WITH PHOTO COPY) : \_\_\_\_\_  
(B) SMALL SCALE INDUSTRIES, GIVE DETAILS SUCH AS REG. NO & DATE ECT. WITH PHOTO COPY: \_\_\_\_\_
8. IF AUTHORIZED DEALER, LIST THE PRODUCTS AND FORWARD A COPY OF AUTHORIZATION: \_\_\_\_\_  
CERTIFICATES FROM THE PRINCIPAL/MANUFACTURER WITH VALIDITY: \_\_\_\_\_
9. LIST THE RANGE OF ITEMS FOR WHICH UPDATION IS REQUIRED: \_\_\_\_\_
10. ANY OTHER INFORMATION: \_\_\_\_\_