

Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan
Jawaharlal Nehru Marg, Near Zakir Hussain College
New Delhi - 110002.

No. 20-21/2018-GA

Dated: 23 April, 2019

BID DOCUMENT

NOTICE FOR INVITING SEALED TENDERS FOR SUPPLY OF VARIOUS GROCERY ITEMS LIKE TEA/COFFEE, MILK POWDER, SUGAR CUBES, TEA BAGS, JUICE AND BISCUITS ETC. FOR OFFICIAL USE IN TRAI OFFICE, NEW DELHI-REG.

Issuing Officer : Telecom Regulatory Authority of India (TRAI),
Mahanagar Doorsanchar Bhawan,
Jawahar Lal Nehru Marg, (Old Minto Road),
New Delhi-110002

Tender No. : No. 20-21/2018-GA

Date of issue of Tender : 23/04/2019

Last Date of receipt of Tender : 07/05/2019 Time 15:00 hrs.

Date of Opening of Tender : 07/05/2019, Time 15:30 hrs.

(If the tender opening date is declared a holiday by Govt. of India then the tender shall be opened on next working day at same time.)

Tender Forms Available From : A complete set of Tender Documents can be downloaded from TRAI web site i.e. <http://www.trai.gov.in/content/tender.aspx> and also From CPP Portal.

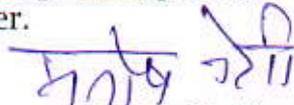
Earnest Money Deposit : Rs. 15,000/- only.

Total Estimate Cost of work : Rs. 10 lakhs annual.

Security Deposit/ Performance Guarantee: An amount of 10% of the contract value of 12 months *[on award of contract]*

Bidders are advised to go through the attached tender document carefully and understand various provisions contained therein along with their implications.

Intending eligible bidders may obtain a copy of bid document from TRAI website of www.trai.gov.in or CPP portal. In case the prospective bidders need any clarification regarding any terms and conditions of the bid document, the bidder may seek clarification from the undersigned in person or telephonically before the last date of submission of tender.


(Manish Negi)
Sr. Research Officer (GA)

Telecom Regulatory Authority of India
General Administration Section
Mahanagar Doorsanchar Bhawan
Jawaharlal Nehru Marg, Near Zakir Hussain College
New Delhi - 110002.

No. 20-21/2018-GA

Dated: 23 April, 2019

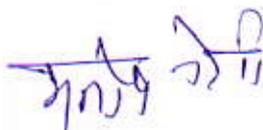
Open Tender Enquiry (OTE)

Subject: NOTICE FOR INVITING SEALED TENDER FOR SUPPLY OF VARIOUS GROCERY ITEMS LIKE TEA/COFFEE, MILK POWDER, SUGAR CUBES, TEA BAGS, JUICE AND BISCUITS ETC. FOR OFFICIAL USE IN TRAI OFFICE, NEW DELHI-REG.

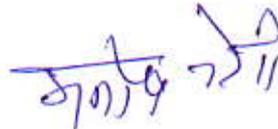
The undersigned on behalf of the Telecom Regulatory Authority of India (TRAI) is directed to invite sealed Open Tender Enquiry (OTE) for supply of various grocery items like tea/coffee, milk powder, sugar cubes, tea bags, juice and biscuits etc. for official use in the TRAI, New Delhi as detailed in scheduled of rates at ANNEXURE - I and terms & condition given below: -

Terms and Conditions of OTE

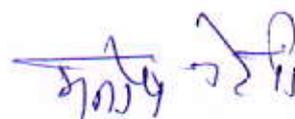
1. OTE must be in the form furnished by TRAI and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the Tender will not be considered. Tender written in pencil will not be considered.
2. OTE duly completed in all respect must reach the designated address up to 1500 hrs. on Tuesday the 07/05/2019 positively. OTE received after 1500 hrs. on 07/05/2019 will not be considered. OTE will be opened on same day at 15:30 hrs. in TRAI office by a duly constituted committee, in presence of the tenderers or their authorized representatives who may wish to be present. *[In case opening date is declared as holiday by the Government then the same will be opened on next working day at same time and venue].* Tenders shall be submitted in person only. Tenders submitted by Telegram/Fax/courier etc. will not be considered.
3. Bidders may quote their maximum %age discount on Maximum Retail Price (MRP). This % age of discount shall remain in force during the currency of the contract. It may specifically be noted that no change in the rates offered would be allowed except when the change occurs on the MRP of the item during the currency of the contract as mentioned in the point (5) below.
4. The successful bidder will submit revised MRP of the items (in writing) whenever any change is occurring on the MRP of the item to TRAI for revision of rate. Payment shall be made after considering the quoted discount for that items. However, the **rate of discount offered** finalized on each item will not be changed during the whole contract period.
5. Bidders will be required to quote their rates as per the schedule of rates as given in Annexure-I. L-1 will be decided on the basis of an overall cost on the basis of quantity indicated by TRAI in the SOR multiplied by the rate quoted by the firm. The rate must be quoted inclusive of all taxes.



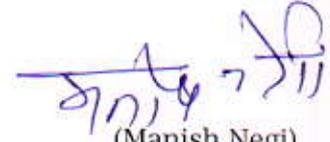
6. TRAI reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason there of and does not bind itself to accept lowest quotations.
7. A complete set of Tender Documents may be downloaded from TRAI website i.e. <http://www.trai.gov.in/content/Tender.aspx> and also From CPP Portal. In case the prospective bidders need any clarification regarding any terms and conditions of the bid document, the bidder may seek clarification from the undersigned in person or telephonically before the last date of submission of tender.
8. Manufacture's name and country of origin of materials offered must be clearly specified. Please quote whether your firm is large scale industry. If you have NSIC/ MSE/ MSI/ DGS&D Certificate, please attach it to the quotation. Mention your registration details.
9. At the initial stage, the contract shall be awarded for a period of two years from date of submission of security deposit amount. TRAI will have discretion for extending it for further term of one or more year on mutually acceptable terms and conditions. However, a formal agreement between TRAI and successful bidder is to be signed separately.
10. Complete details and ISI specification if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable.
11. Proof of registration for GST number shall be attached. A self-certificate shall be given in case the tenderer is not covered under GST.
12. All supplies are subject to inspection and approval before acceptance. Manufacturer/supplier warranty certificate and manufacturer/ Government approved lab test certificates shall be furnished along with the supply, wherever applicable.
13. The TRAI, New Delhi shall be free to test the sample of various items supplied by the supplier from any independent source for which all required cooperation/documentation shall be submitted by the suppliers.
14. The bidder shall ensure supply of items not later than Two month of manufacturing date. The TRAI, New Delhi also entitled to receive latest packing with all scheme relating free/gift/extra quantity items as may be available in the market upon such items.
15. The firm also ensure that supply items should be with the same brand/company as mentioned in the schedule, however, in case it is not available in market alternate brand shall be got approved from TRAI, New Delhi TRAI decision in this regard shall be final and bounding.

Handwritten signature and date: 27/01/19

16. TRAI reserves the right to modify the quantity specified in this enquiry.
17. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the OTEs likely to be rejected. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations.
18. The successful bidder would be required to supply the required items to the TRAI Office, New Delhi at his own cost. In case TRAI office will shift from present location to another location, within NCR supply will be made by vendor at new location. The firm supply required items on very short notice as and when required and within (03) three days from the date of issue of the order in normal course of delivery.
19. Demand Draft/Pay order of Rs. 15,000/- [Rs. Fifteen thousand only] towards Earnest Money Deposit (EMD) in favour of 'TRAI', payable at "New Delhi" should also be attached wherever applicable with the bid document by the bidder which will be released after completion of tender process. No interest will be payable on the EMD.
20. The successful Tenderer whose rates are finally accepted must deposit an amount of 10% of the contract value of 12 months as Security Deposit/ Performance Guarantee within 15 days from the of issue of work order. PBG should remain valid for period of 60 days beyond the date of completion of the contract.
21. Formal Agreement with the successful bidder will be signed after deposit of Security Deposit/Performance Guarantee. If the Tenderer fails to observe or comply with the said stipulation, the amount of earnest money shall liable to be forfeited.
22. No interest will be payable on the security deposit and the security deposit will be returned only after successful completion of the contract period.
23. TRAI reserve the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle TRAI to impose penalty @ ½% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
24. If the deliveries are not maintained and due to that account TRAI is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained thereby, will be recovered from security deposit of the defaulting supplier. Supply of poor-quality products would liable to forfeiting of Security deposit.
25. No advance payment will be made in any case. Payment of Bill shall be made after receipt the items at the prices approved by the TRAI, if found in order. In case of any complaint of non-fulfilment or any obligation under the contract, the TRAI reserves the right to deduct the payment due from the firm from monthly bill (s). The payment shall be made through RTGS/NEFT. TDS and all other taxes will be deducted as per applicable laws time to time.



27. The firm blacklisted at any point of time by any Ministry/Department need not apply. In case the fact is concealed, and it will come to the notice of the TRAI, during the period of contract, the contract shall be terminated straightway, and the security deposit will be forfeited. If the fact comes to notice before award of contract, his bid shall be rejected outright & tender may be awarded to L2 bidder. A declaration to the effect that the tenderer has not been blacklisted by Central/State Govt. Public Sector Units or its contracts have not been terminated on account of poor performance during last 3 years as per Annexure-II.
- 27 The tenderer will be required to keep the offer open for a period of 90 (Ninety) days from the last date of submission of tender.
28. In the event to any dispute arising between TRAI and the firm in any matter or arising directly or indirectly, the matter shall be referred to the Advisor (A), TRAI who may himself act as sole arbitrator or may nominate an officer of TRAI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of TRAI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.



(Manish Negi)

Sr. Research Officer (GA)

Phone No. 011-23664-141/142

Encl: - As above

Note: - Please see in next page.

Annexure as above

Note: The sealed quotations addressed to the Sr. Research Officer (GA), TRAI, Mahanagar Doorsanchar Bhawan, Jawaharlal Nehru Marg, (old Minto Road), New Delhi - 110002, and clearly marked supply of various grocery items like tea/coffee, milk power, sugar cubes, tea bags, juice and biscuits etc. should reach this office in person only by 3:00 PM on 07/05/2019. OTE will be opened by the Tender Evaluation Committee (TEC) on the same day at 3:30 PM in TRAI, Mahanagar Doorsanchar Bhawan, in the presence of the bidder who wish to be present. Any query in this regard may be ascertained from the office of TRAI during working hours on any working day on or before 07/05/2019 upto 12:00 Noon

F. No.20-21/2018-GA

I/we engage to supply the material(s) to your office and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/ tender specific conditions for this tender.
3. Terms and conditions printed in tender document.
4. I/we confirm that set off for the GST, etc. Paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
5. This offer is valid for 90 (ninety) days form the date of opening of the tender.
6. That have not been debarred by any Government Undertaking.
7. That the rates quoted are not higher than the rates quoted for same item to any Government/ Undertaking.
8. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

SIGNATURE OF THE TENDERER
With firm/ company seal

Name of Signatory _____

Firm Name _____

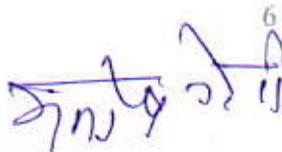
Address _____

Email Address _____

Phone (Landline) _____

Mobile _____

E-Mail Address_____

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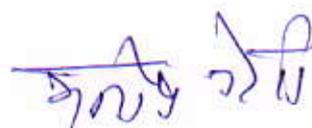
ANNEXURE-I

Schedule of rates

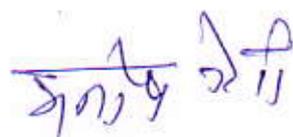
Sl. No.	Name of the items	Size/quantity/specification	Approximate quantity Annually	MRP of the item as on (date) of (₹)	% age of discount offered by firm on MRP/Printed rate (in %)	Rate after discount (₹)	Amount (₹) (DxG)
A	B	C	D	E	F	G	H
1.	Tea Bags- Taj Mahal	100 bags pkt.	1700 pkt				
2.	Tea Bags Twinings- Lemon Flavoured Tea	Per Pkt. (25x2g=50g)	90 pkt.				
3.	Tea Bags Twinings- Green Tea (plain)	Per Pkt. (25x2g=50g)	400 pkt.				
4.	Bru Coffee	pouch @ 1Rs	960 pouch				
5.	Nescafe classic Coffee	50 gms. Pkt.	370 pkt				
6.	DCM Shriram Sugar Cubes Double refined	500 gms. pack	600 pkt				
7.	Nestle Everyday Milk Powder	Per Pkt. (400 gms.)	630 Pkt.				
8.	Soft drinks (Coca cola/pepsi)	500 ml bottle	350 bottle				
9.	Britannia - Good Day Butter /Cashew Biscuit	75 gms. Pkt.	650 pkt.				
10.	Britannia - Good Day Cashew Biscuit	58 gms. Pkt.					
11.	Britannia - Nutri-choice Digestive Biscuit (High fiber)	100 gms. Pkt.	1100 ptk.				

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Sl. No.	Name of the items	Size/quantity/ specification	Approximate quantity Annually	MRP of the item as on (date) of (₹)	% age of discount offered by firm on MRP/Printed rate (in %)	Rate after discount (₹)	Amount (₹) (DxG)
	Britannia Bon-Bon Biscuit	120 gms. Pkt.	400 pkt.				
	Britannia Time Pass Biscuit	Per Pkt. (40 gms.)	60 pkt.				
	Haldiram's Roasted & Salted Peanuts	Per Pkt. (200 gms.)	250 pkt.				
	Haldiram's Roasted & Salted Gram (Chana cracker)	Per Pkt. (200 gms.)	250 pkt.				
	Bislary Mineral water bottle	500 ml bottle	300 box (containing 24 bottle in each)				
	Bislary Mineral water bottle	250 ml bottle	650 box (containing 24 bottle in each)				
	Britannia - Cream biscuit	84 gm. Pkt	400 pkt.				
	Britannia -Nice Time biscuit	73 gm. Pkt	200 pkt.				
	Britannia - Taste Jim jam biscuit	100 gm. Pkt	400 pkt.				
	Britannia - Marie gold biscuit	85gm. Pkt.	270 pkt				
	Britannia - Fifty-fifty biscuit (sweet n salty)	100 gm. Pkt.	600 pkt.				
	Haldiram - Peanut (200gm)	200 gm.	25 Pkt.				
	Haldiram - Chana (200gm)	200 gm.	25 Pkt.				
	Real/Tropicana Juice - Tetra Pack	1 Ltr.	50 Pkt.				
	Real/Tropicana Juice - 1 Ltr.	1 Ltr.	50 Pkt.				
	Roasted Kaju (per KG) (viz Royal/Coco)	½ Kg.	30 Pkt.				



Sl. No.	Name of the items	Size/quantity/ specification	Approximate quantity Annually	MRP of the item as on (date) of (₹)	% age of discount offered by firm on MRP/Printed rate (in %)	Rate after discount (₹)	Amount (₹) (DxG)
	Roasted Almond per KG) (viz Royal/Coco)	½ Kg.	30 Pkt.				
	Tea Bags Twinings-Green Tea (Lemon & Honey)	Per Pkt. (25x2g=50g)	25 pkt.				
	Tea Bags Twinings-Green Tea (Lemon)	Per Pkt. (25x2g=50g)	25 pkt.				
	Tea Bags Twinings-English Breakfast Tea	Per Pkt. (25x2g=50g)	25 pkt.				
	Tea Bags Twinings-Darjeeling Tea	Per Pkt. (25x2g=50g)	25 pkt.				
	Tea Bags Twinings-Earl Grey Tea	Per Pkt. (25x2g=50g)	25 pkt.				
	Tea Bags Twinings-Assam Tea	Per Pkt. (25x2g=50g)	25 pkt.				
	Tea Bags Tetley - Ginger Zing	Per Pkt. (25x2g=50g)	25 pkt.				
	Tea Bags Tetley - Masala Chai	Per Pkt. (25x2g=50g)	25 pkt.				
	Tea Bags Tetley - Elachi	Per Pkt. (25x2g=50g)	25 pkt.				
Total							



DECLARATION

1. I ,..... Son/ Daughter/ Wife of Shri..... and authorized Signatory of the (name of the Agency/ Firm), is competent to sign this declaration and execute this OTE document.
2. I have carefully read and understood all the terms and conditions of the OTE and undertake to abide by them.
3. My/our Agency/Firm has neither blacklisted/ debarred/ penalized from participating in tender of any Ministry/ Department of Government of India and Government of India Undertaking nor its contracts have not been terminated on account of poor performance during last 3 years.
4. The information/documents furnished along with the above application are true and authenticate to the best of my knowledge and belief. I know furnishing of any false information/fabricated document would lead to rejection of my OTE at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Tenderer duly

Affixed office Rubber Stamp

Name :

Address :

