

No.DMC(Sant)(F)8-2/2023 - 1552  
Office of the Commissioner  
Dharamshala Municipal Corporation

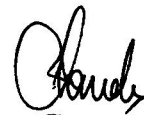
Dated: Dharamshala the 17<sup>th</sup> May,2023

**Tender Notice**

Sealed tenders are hereby invited by the undersigned for the Supply of Toori for the period 01-07-2023 to 30-06-2024 for F.O.R supply at Gau-Sadan(Store) Sarah. The complete tender form along with terms and conditions can be obtained from the O/o Commissioner Dharamshala Municipal Corporation on any working day (10:00 A.M. to 5:00 P.M.). The tender document can be downloaded from the official website [www.edharamshala.in](http://www.edharamshala.in) The cost of tender form is Rs.500 in the form of D.D. from any scheduled bank in favour of Commissioner, Dharamshala Municipal Corporation payable at Dharamshala. The schedule of the tender is as under:-

Date of sale of tender document	18.05.2023
Last date of receipt of tender	09.06.2023 (3:00 PM)
Date of pre-Bid meeting	29.05.2023 (11:00 AM) in this office of Additional Commissioner
Date of opening of Technical Bid	09.06.2023 (3:30 PM)

The date of opening financial bid will be intimated separately.



Commissioner

**Dharamshala Municipal Corporation**

**TENDER DOCUMENT**  
**(Period 01.07.2023 to 30.06.2024)**

**Tender in two bid format are hereby invited for the “Supply of Toori ” by  
Commissioner, Dharamshala Municipal Corporation.**

**F.O.R. Gausadan (Store) Sarah**

Tender Document No. \_\_\_\_\_

Serial No. of Document \_\_\_\_\_

Issued to \_\_\_\_\_

Against request No. \_\_\_\_\_ Dated \_\_\_\_\_

Payment of cost of tender document for Rs.500/- (Rupees Five hundred only).

Tender document issued on \_\_\_\_\_

**TENDER DOCUMENT**

**SECTION-I**

**INVITATION FOR BIDS**

Tenders are invited for the supply of the following item

**F.O.R at Gau Sadan(Store) Sarah**

<b>Sr. No.</b>	<b>Name of item</b>	<b>Approx. Qty.</b>	<b>Earnest Money Deposit (in Rs.)</b>
1.	Toori	900 Qtl. Annually	50,000/-

**TENDER**  
**DOCUMENT**  
**SECTION-II**

**Instructions to Tenderer**

- Technical Bid must be enclosed in a properly sealed envelope with the documents as per check list given in Schedule-C superscripted as Technical Bid for the supply of Toori addressed to the Commissioner, Dharamshala Municipal Corporation by designation and not by name. The financial bid ( schedule-A) should be sealed in a separate envelope superscripted as Financial Bid for the supply of Fodder/Turi( Wheat straw) . Both of these envelopes will be placed in a single envelop must be super scribed as.

**“Tender for the supply of Toori for the period 01-07-2023 to 30-06-2024 at F.O.R. Gau Sadan ( Store) Sarah for in tender notice, dated .....**

- The bid must reach the office of Commissioner, Dharamshala Municipal Corporation by **09/06/2023 (03P.M.)** of the date mentioned in the tender notice.
- The tenderer must have valid PAN number and tender bid should be accompanied by copy of PAN card.
- If the quotations are submitted by a partnership firm, it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, or in the case of a company the quotations should be executed in the manner laid down in the said company's Articles of Association. The signatures on the quotations should be deemed to be authorized signatures.
- All the columns of the quotation form shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall be filled both in the figures and words.
- All corrections must be attested by the tenderers.
- Earnest Money deposits mentioned in Section-I of the Tender Document should be in the form of a Bank demand draft or Fixed Deposit Receipt (FDR) in favour of the Commissioner, Dharamshala Municipal Corporation payable at Dharamshala along with the tender document, without which it will not be considered. If any successful tenderer fails to sign the contract within the time

## General Conditions

- Tenderers are advised to read the Tender Document carefully. Submission of Tender shall be deemed to have been done after careful examination of the tender document and after understanding its, full implications.
- Sealed offers will be submitted in the office of the **Commissioner, Dharamshala Municipal Corporation (District Kangra) H.P.** not later than **09/06/2023 at 03:00 PM**.
- Bids may be made for the item mentioned in Section-I and must be accompanied by Earnest Money Deposit as asked for in the tender notice in the form of bank demand draft in favour of **Commissioner, Dharamshala Municipal Corporation (District Kangra) H.P.** payable at Dharamshala. Bids not accompanied with requisite earnest money deposit will be rejected.
- This tender document is not transferable.
- **Address to which tenders to be submitted.**

Office of Commissioner, Dharamshala Municipal Corporation (District Kangra) H.P.

### Schedule for submission of Tender document

Last date and time for submission of Tender document, complete in all

respects Date - **09/06/2023** Time - **03:00 PM**

- **Place, Time and Date of opening of Technical bids:**

Office of **Commissioner, Dharamshala Municipal Corporation (District Kangra) H.P.**

Time **03:30 PM** Dated **09/06/2023**

The financial bid will be opened of only technical qualified bidders. The date of opening of financial bid will be intimated later on.

- Date of pre-bid meeting – 29-05-2023 (11 A.M.)
- **The tender period:** 01.07.2023 to 30-06-2024
- Dharamshala Municipal Corporation shall not be responsible for any postal delay/non-receipt/non-delivery of any document.

fixed by the competent authority and as per the terms and conditions, the said amount will be regarded as forfeited.

- Rs. 70000/- (Seventy Thousand ) will be deposited in the form of FDR as security, which will be released only on successful completion of the contract.
- Dharamshala Municipal Corporation will have the right to reject all or any of the quotations without assigning reasons.
- No tender will be considered unless and until all the documents are properly signed.
- The quotations will be regarded as constituting an offer or offers open to acceptance in whole or in part or parts at the discretion of Commissioner Dharamshala Municipal Corporation.
- In the event of tender being accepted, the quotations will be converted into a contract which will be governed by the conditions as laid down in these instructions and those in Section-II of Tender Document.

Read and accepted

Signature of the  
Tenderer/sDate:

I/We hereby quote to supply the item specified in Schedule-A in the manner in which and within the time specified as mentioned in the conditions of contract. The conditions of the contract will be binding upon me/us in the event of the acceptance my/our tender.

I/We herewith enclose deposit receipt for a sum of Rs.50,000 as Earnest Money Deposit and if I /We fail to execute the agreement embodying the conditions within 7 days of the acceptance of my/our tender, I/We hereby agree the above sum of Earnest Money Deposit to be forfeited by the authority competent to sanction the contract.

Signature of  
Tenderer/s  
Date:

**Section III**

**Specifications of the Items to be supplied (Year 2023-2024)**

<b>Sr. No</b>	<b>Name of the Item</b>	<b>Specification</b>
1.	Toori	Free from Dampness, Mould, Fungus or any other contaminants. Good Quality, to be fit for animal consumption.

Place:-

Signature of the Tenderer

Date:-

Name:-

**FINANCIAL BID**  
**SCHEDULE -A- OF RATES**

(Period 01.07.2023 to 30.06.2024)

Sr. NO.	Name of item	Approximate quantity	Rate quoted in Rs. Per quintal
01.	Toori (Wheat straw)	900 Quintol	
		GST as applicable (if any) :-	
		Grand Total :-	

**\*The quantity mentioned in Schedule-A is approximate and it may be increased or decreased anytime according to the requirements, season, circumstances etc by the Dharamshala Municipal Corporation.**

**Note:**

1. The rates must be quoted against the item in Rupees.
2. The rates quoted should be F.O.R.to Gau Sadan (Store) Sarah

Dated the \_\_\_\_\_ Day of \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Name of the Tenderer \_\_\_\_\_

Address of Tenderer \_\_\_\_\_

Mobile No. of Tenderer \_\_\_\_\_



## Schedule-B

### Terms and conditions for the supply of Toori to Dharamshala Municipal Corporation

1. Earnest Money Deposit:- Tender Form should be accompanied with an Earnest Money deposit as mentioned in the section I of tender document either in form of Demand Draft issued by a Scheduled bank in favour of the Commissioner, Dharamshala Municipal Corporation or Fixed Deposit Receipt duly pledged with Commissioner, Dharamshala Municipal Corporation . Tenders not accompanied with the requisite Earnest Money Deposit will be rejected. Earnest Money Deposit is liable to be forfeited to Corporation if the tenderer fails to comply with any of the stipulated conditions. The Earnest Money deposit of all the unsuccessful bidders shall be returned after finalization of all the processes of tender. No interest on Earnest Money will be paid.
2. Once the approval of competent authority is received the successful bidders (L-1) will be required to sign a contract and deposit Rs. 70000/- (Seventy Thousand only ) in the form of Fixed Deposit Receipt (FDR) issued by Post Office or Fixed deposit receipt (FDR) issued by scheduled bank duly pledged in favour of the Commissioner, Dharamshala Municipal Corporation. within ten days of the communication of offer from Indenting officer to do so. In case the successful bidder (L-1) fails to sign the contract and/or deposit the security within stipulated period, he will be liable to pay extra amount of late fees upto Rs.100/- per day at the discretion of the Commissioner, Dharamshala Municipal Corporation. upto 10 days. Thereafter, the offer is liable to be cancelled with the forfeiture of EMD and bidder may be black listed to participate in tender process in future.
3. The security so deposited by the contractor will only be released on the successful completion of the contract as per the terms & conditions of tender document.
4. The interested parties may inspect the area and enquire about the supply in their own interest before submitting their tenders. The successful bidder will have to execute an agreement after the sanction for acceptance of the offer is given by the competent authority. The period of the contract shall be for One Year from 01-07-2023 to 30-06-2024.
5. The rates so quoted will be firm and remain the same during the contract period of **One Year**. No increase in price of any item shall be allowed under any circumstances during the period of contract.
6. Cost of the items material/goods should be quoted clearly and GST (as applicable)

should be mentioned separately.

7. The contractor will not claim any compensation for any loss due to the change in the quantity of any item.
8. The contractor will be personally responsible for the quality and quantity of supply of the item to Commissioner, Dharamshala Municipal Corporation, or his authorized representative.
9. On receipt, the supplies will be weighed at any other place at the expense of the supplier and any shortage will be treated as non-supply and will be dealt as per the terms & conditions of tender.
10. The contractor will be responsible to obtain a receipt after weighing of supplies from the official deputed to receive the supplies which will be attached with the bills to be submitted by the contractor. The expenses of Weighing the material will be borne by supplier
11. The supply of all items shall conform to the required Prescribed standards, and fit for animal consumption, applicable of such articles by the competent Government authorities and should fulfill the requirement as specified in the section-III of tender document. The officer or his authorized representatives receiving the materials in the store has the right to reject the same, if not found as per the specified standard.
12. Once the rates quoted by the bidder are approved by competent authority and the bidder enters into agreement as per the conditions, he has to ensure supply of all the items for which the rates have been approved. If at any stage, the contractor stops the supply of any items (or any part of item) as agreed upon in the contract, it will be treated as the breach of the contract and his whole security money is liable to be forfeited along with the cancellation of the contract & contractor will be black listed.
13. The supplies/items/articles at any point of time may be inspected by Commissioner or his authorized representative and they will have the right to reject the supply in case of short supply or if the standard does not meet the specification given in section- III. It will be the responsibility of the supplier to supply the item F.O.R. up to the store. The labour expenses from vehicle to store will be borne by the supplier.

In case of defective/substandard supplies or in case of non supply/ short supply delayed supply, the purchase shall be effected by Commissioner or his authorized representative from the open market. Any amount so incurred for the said purchase including carriage, transportation etc. will be recovered from contractor or his security

deposit or as arrear of land revenue till the new contract is finalized.

14. Due to Administrative reasons/public interest/any emergency reasons, the supply of any of the item article may be stopped or quantity may be reduced/increased, at any point of time during the tender period. The source of the supply of any item can be changed at any time without any prior notice. The tenderer will not claim any compensation for any loss due to change in quantity/source of any of the item.
15. Due to administrative/Public interest/any emergency reasons, the Corporation may impose any restrictions/changes in the process of supply and delivery of any items.
16. TDS as applicable will be deducted from the payments of tenderer.
17. Commissioner, Dharamshala Municipal Corporation reserves the right to accept or reject the lowest tender without assigning any reason for such acceptance/rejection.
18. In the event of supplies not conforming to specified quality (as mentioned in section III of tender document), Commissioner may at his sole discretion reject or accept the supplies subject to such reduction in the price as the supplies or the quality of the supplies accepted.
19. The offer shall be valid for acceptance within one month from the date of opening of the tender. The tender once accepted will be valid upto 30-06-2024.
20. If the contractor or his representative, through any of his activities when supplying the articles to the Corporation is found to be violating any of the norms/sections of any relevant Act, the contract may be immediately cancelled without any notice and suitable action will be initiated as per the applicable laws and rules.
21. One copy of these terms and conditions duly signed at the place specified by an authorized representative of the firm/supplier must be returned along with the tenders.
22. Conditional tender shall not be accepted.
23. The quotations may be accepted in part or whole.
24. In case of any dispute in the tender, the decision of the Commissioner, Dharamshala Municipal Corporation shall be final and binding.
25. The items supplied or to be supplied may be tested for quality through any private lab,

the expenditure, if any, will be borne by the contractor.

26. All the above conditions will be considered as part of the agreement.
27. In case of any Epidemic/Pandemic/Disaster/ any other difficult situation, due to which the cost of item supply/delivery is escalated in the market or any other source, it shall be borne by the tenderer. The contractor will ensure the supply of the item as per the terms and conditions of the tender. The contractor will not claim any compensation for any loss due to any disaster or inflation or cost escalation during the contract period.
28. In case of breach of any of the terms and conditions by the contractor or his representatives, suitable action will be initiated as per rules and the term and conditions of tender. If the action is initiated to cancel the tender, the contractor will be personally responsible for that.

I/We have gone through the above 'Terms and conditions ' and are acceptable to me/us.

Signature of Tenderer

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

**Schedule-C**  
**Check List of documents for the technical bid**

<b>Sr.No.</b>	<b>Description of the document</b>
<b>01.</b>	Earnest money deposit for Rs. 50,000 in the form of a Bank demand draft in favour of the Commissioner, Dharamshala Municipal Corporation payable at Dharamshala or Fixed Deposit Receipt (FDR) duly pledged with Commissioner Municipal Commissioner, Dharamshala.
<b>02.</b>	Self attested Copy of PAN number
<b>03.</b>	Self attested copy of GST number (if any)
<b>04.</b>	Accepted terms and conditions as per schedule-B by tenderer
<b>05.</b>	Section -II ( Tender document) duly accepted by tenderer
<b>06.</b>	Section-III (Tender Document) duly signed by tenderer
<b>07.</b>	Tender form cost of Rs.500/  ( in the form of a Bank demand draft in favour of the Commissioner, Dharamshala Municipal Corporation payable at Dharamshala if the tender form has been downloaded from the Dharamshala Municipal Corporation website)