

TENDER NOTICE
NO./CECB/PURCHASE/03/2016-17

TENDER DOCUMENT

FOR

SUPPLY OF FILTER PAPERS

FOR

PM₁₀ AND PM_{2.5} SAMPLER



CHHATTISGARH ENVIRONMENT
CONSERVATION BOARD

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SECTION 1 – INVITATION OF THE BIDS

Tender No./CECB/PURCHASE/03/2016-17
Tender Date	17th August 2016
Advt. No.	Advt. No. 03/16-17
Item Description	Tender Document for supply of Filter Papers for PM₁₀ and PM_{2.5} Sampler
Category	Goods
Pre- Bid Meeting Date &Time	2nd September 2016, 03:00 P.M.
Pre-Bid Meeting Place	Paryavas Bhawan, North Block, Sector - 19, Naya Raipur (C.G.)
Last date &time of submission of Tender :	20th September 2016 upto 03:00 P.M.
Place of Submission of Bids	Paryavas Bhawan, North Block, Sector - 19, Naya Raipur (C.G.)
Submission of Bids	Two Bid System: The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid. Both the technical bid and commercial bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid”and “Envelope No. 2 - Commercial Bid”andboth these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. &Due Date and to be submitted to the concern department/section mentioned in tender document.
Opening Date &Time of tender	20th September 2016 upto 04:00 P.M.
Tender Fees	Tender Fee of Rs. 1000/- (Rs. One Thousand Only) in the form of Demand Draft in the favour of 'Member Secretary, Chhattisgarh Environment Conservation Board, Raipur'payable at Raipur 'to be submitted in Technical Bid “Envelop 1.”
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft in the favour of "Member Secretary, Chhattisgarh Environment Conservation Board, Raipur 'payable at Raipur to be submitted in Technical Bid “Envelop 1.”
Place of Opening Tender	Paryavas Bhawan, North Block, Sector - 19, Naya Raipur (C.G.)
Any Clarification	Name : Member Secretary Dept : Chhattisgarh Environment Conservation Board Email : hocecb@gmail.com Tel No. :

SECTION 2 – ELIGIBILITY CRITERIA

Following documents are required to be submit in Envelop 1 otherwise the officer shall be liable for rejection.

1. The bidder shall provide exclusive company profile including necessary certificates / license for manufacture the product from DGTD / SSI/SIA etc.
2. Enclose copy of **PAN CARD** of the firm.
3. Enclose copy of valid **Sales Tax/VAT Registration certificate**.
4. Enclose Bidder's Information as per **Annexure A1**.
5. The Bidder must not be blacklisted/Suspended or any service related dispute with any organisation/Govt. Organisations/ Bank in India or outside India or any litigation pending. Annexure A-1.
6. The bidder should accept Tender Terms & Conditions- **Annexure A3**.
7. The bidder's Annual Business Turnover for last two financial years ie. 2013-14 & 2014-15 should not be less than Rs. 2 crores p.a. (Enclose copy of Audited Annual Accounts)- **Annexure A4**.
8. The bidder should have submitted filed ITR for last two years i.e. A.Y. 2013-14 & A.Y. 2014-15. (Enclose copy of Acknowledgments.) - **Annexure A4**.

SECTION 3 – INSTRUCTIONS TO BIDDERS

SUBMISSION OF OFFER:

1. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** super scribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
2. Tender should be dropped in the tender box kept in the office of mentioned Department. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (CECB shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.

COMMERCIAL BID :

1. Price quoted should be in Indian Rupees, free pick up & delivery to CECB.
2. Prices should include all taxes like sales tax, excise tax or any other taxes applicable.

BID OPENING PROCESS:

1. The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at CECB.
2. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
3. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the commercial bid opening.

CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, Purchaser / CECB in his sole discretion, unconditionally and without having to assigned any reasons, reserves the rights:
 - a) To accept OR reject lowest tender or any other tender or all the tenders.
 - b) To accept any tender in full or in part.
 - c) To reject the tender offer not confirming to the tenders terms.
 - d) To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
2. Conditional Tenders and Unsigned Tenders will also be rejected.

LATE BIDS:

CECB will not be responsible:

- i) For delayed / late quotations submitted / sent by post / courier etc.
- ii) For submission / delivery of quotations at wrong places other than the mentioned in the tender.
- iii) Fax / E-mail / Telegraphic / Telex tenders will not be considered.
- iv) Any bid inadvertently received by CECB after the deadline i.e. due date & time for submission of bids, will not be accepted and returned unopened to the BIDDER.

VALIDITY OF THE OFFER : 180 Days from the date of opening of the Technical bid.

TRANSFER AND SUBLETTING : The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

EVALUATION OF OFFER :

1. CECB evaluate technical and commercial acceptable offers on landed net Price basis.
2. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a) Non- submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clauses mentioned in this tender documents, CECB shall construe that the BIDDER had accepted the clauses as per the invitation to tender no further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
5. In case of two bid system the date and time of Price Bid opening shall be intimated to technically qualifying bidders only.

DEADLINE FOR SUBMISSION OF BIDS :

- Bids must be received by CECB before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for CECB the bid-closing deadline will stand extended to the next working day up to the same time.

COST OF BIDDING :

- The Firm shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

AMENDMENT OF BIDDING DOCUMENTS:

1. At any time prior to the deadline for submission of bids,CECB may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDER who have downloaded the bidding document may visit CECB, website for amendments / modifications which will be binding on them.

SECTION 4 – TECHNICAL BID

1. Filter Paper for PM 10 Monitoring

- a) GF/A filter Paper 8"x10" size in a sealed packet of 100 sheet
- b) Bidder should submit proof of having supplied these filter paper satisfactorily to CPCB and other Govt. Organizations.

Specifications-

Property	Unit of measurement	value	Comply (Y/N)
Particle Retention Liquid	um	2.0	
Air Flow Rate	s/100ml/in ²	4.7	
Typical Thickness	um	450	
Basic Weight	g/m ²	85	
Wet Burst	psi	1.8	
Tensile M/D Dry	N/15mm	6.3	
Particle Retention(0.3um)	%	99.95	
Weight Loss	%/filter	0.75	

2. Filter paper for PM 2.5 Monitoring

- a) PTFE Filter with identification number for each filter, Pore Size : 2um in a sealed packet of 50 discs
- b) Bidder should submit proof of having supplied these filter paper satisfactorily to CPCB and other Govt. Organizations.

Specifications-

Property	Unit of measurement	value	Comply (Y/N)
PTFE Filter Media	N/A	PTFE	
Filter Thickness	um	40	
Filter Diameter	mm	46.2	
Support Ring Media	N/a	Polypropylene	
Total Support Ring Thickness	mm	0.38	
Support ring Width	mm	3.68	
Particle Retention(0.3um)	%	99.7	
Pressure Drop(0.3um)	cm water	30	
Alkalinity	ueq/g of filter	<25	
Drop Test Weight loss stability	ug	<20	
Moisture weight gain stability	ug	<10	

- c) Glass Micro Fibre filter Paper GF/A, in a sealed packet of 50/100

Specifications-

Property	Unit of measurement	value	Comply (Y/N)
Filter Diameter	mm	37	
Particle Retention Liquid	um	1.6	
Initial Filtration speed	secs/100ml	62	
ASTM	um	13.0	
Thickness	mm	0.26	
Weight	g/m ²	53	
Wet Burst	k/Pa	2.0	
psi		0.29	
Air Flow Rate	s/100ml/in ²	4.3	

SECTION 5 – TERMS AND CONDITIONS

AWARD OF CONTRACT:

1. Only L1 supplier shall be selected for rate contract.
2. CECB reserves the right to reject or accept the highest discount offering Bid or any Bid and also reserves the right of accepting the whole or any part of the Bid and Bidder shall execute the scope of work.
3. Bidder should submit proof of having supplied these filter paper satisfactorily to CPCB and other Govt. Organizations.
4. The bidder shall provide sample of filter paper for PM10 and PM2.5 monitoring along with the specifications.
5. The technical specifications of the filter papers are given at SECTION 4. The technical specifications of the offered filter paper should be furnished. Schedule of requirement and location of delivery is given at SECTION 6. The check list is shown as SECTION 9.
6. The specifications are clearly mentioned in the document and the Bidder is requested to submit Bid only if their offer strictly comply to these specifications. Please note that no deviation in the required specification will be permitted.

EARNEST MONEY DEPOSIT & SECURITY DEPOSIT:

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the CECB through the following instruments:

1. Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft in the favour of 'Member Secretary, CECB' payable at Raipur to be submitted in Technical Bid. Failing which, submitted bid will be rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. The successful bidder shall have to submit 5% amount of the total contract value as performance security in the form of Bank Guarantee for a period of 12 months which shall be returned by CECB after evaluation of performance in the aforesaid period.
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

TERMS OF PAYMENT:

75% of the cost of the material shall be paid after receipt of the material by consignee and balance 25% payment shall be released only after successful trial use of the material at the destinations given in Section-6.

PENALTY:

In the event of any breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, CECB reserves rights to forfeit the security deposit. The security deposit shall not bear any interest.

FORCE MAJEURE: Force Majeure will be accepted on adequate proof thereof.

In the event of any dispute over this contract, CECB's decision shall be final and binding.

SECTION 6 – REQUIREMENT AND LOCATIONS OF DELIVERY

Requirement and Locations of Delivery of the Filter Papers for PM₁₀ Sampler
Details of Address, Contact Person, E-Mail and Mobile No.

Delivery Locations	Requirement	Contact Person	E-Mail ID	Tel. No.
Regional Office, Chhattisgarh Environment Conservation Board, New HIG- 9, 10, 11, Tatibandh, Raipur	02 nos. of packet (containing 100 sheets each) Filter paper for PM ₁₀ Sampler	Regional Officer	rocebairapur2014 @gmail.com	09685095431
Regional Office, Chhattisgarh Environment Conservation Board, 5/32 Bangla, Bhilai, Durg	02 nos. of packet (containing 100 sheets each) Filter paper for PM ₁₀ Sampler	Regional Officer	ro_bhilai@rediffm ail.com	09685095424
Regional Office, Chhattisgarh Environment Conservation Board, Vyapar Vihar, Pt. Deendayal Upadhyay Park, Bilaspur	02 nos. of packet (containing 100 sheets each) Filter paper for PM ₁₀ Sampler	Regional Officer	cecb.robilaspur@g mail.com	09685095427
Regional Office, Chhattisgarh Environment Conservation Board, Near Tehsil Office, Rampur, Korba	02 nos. of packet (containing 100 sheets each) Filter paper for PM ₁₀ Sampler	Regional Officer	rocecbkorba@gma il.com	09685095421
Regional Office, Chhattisgarh Environment Conservation Board, TV Tower Road, Raigarh	02 nos. of packet (containing 100 sheets each) Filter paper for PM ₁₀ Sampler	Regional Officer	rorairgh.cecb@g mail.com	09685095441
Regional Office, Chhattisgarh Environment Conservation Board, Bajrang Bhawan,	02 nos. of packet (containing 100 sheets each) Filter paper for PM ₁₀	Regional Officer	rocecbamk@gmail. com	09685095429

Namnakala, Ring Road, Ambikapur	Sampler			
Regional Office, Chhattisgarh Environment Conservation Board, HIG-5 &6, Aghanpur Housing Board Colony, Chhitrakot Road, Jagdalpur	02 nos. of packet (containing 100 sheets each) Filter paper for PM ₁₀ Sampler	Regional Officer	rojagdalpur@rediffmail.com	09685095437

Requirement and Locations of Delivery of the Filter Papers for PM_{2.5} Sampler

Delivery Locations of PM_{2.5} Sampler at CECB Laboratories Contact Person, Address, E-Mail and Tel. No.

Delivery Locations	Requirement	Contact Person	E-Mail ID	Tel. No.
Regional Office, Chhattisgarh Environment Conservation Board, New HIG-9, 10, 11, Tatibandh, Raipur	02 nos. of packet (containing 50 discs each) of Filter paper for PM _{2.5} Sampler	Regional Officer	rocecbraipur2014@gmail.com	09685095431
Regional Office, Chhattisgarh Environment Conservation Board, 5/32 Bangla, Bhilai, Durg	02 nos. of packet (containing 50 discs each) of Filter paper for PM _{2.5} Sampler	Regional Officer	ro_bhilai@rediffmail.com	09685095424
Regional Office, Chhattisgarh Environment Conservation Board, Vyapar Vihar, Pt. Deendayal Upadhyay Park, Bilaspur	02 nos. of packet (containing 50 discs each) of Filter paper for PM _{2.5} Sampler	Regional Officer	cecb.robilaspur@gmail.com	09685095427
Regional Office, Chhattisgarh Environment Conservation Board, Near Tehsil Office, Rampur, Korba	02 nos. of packet (containing 50 discs each) of Filter paper for PM _{2.5} Sampler	Regional Officer	rocecbkorba@gmail.com	09685095421

Regional Office, Chhattisgarh Environment Conservation Board, TV Tower Road, Raigarh	02 nos. of packet (containing 50 discs each) of Filter paper for PM _{2.5} Sampler	Regional Officer	rorairgarh.cecb@g mail.com	09685095441
Regional Office, Chhattisgarh Environment Conservation Board, Bajrang Bhawan, Namnakala, Ring Road, Ambikapur	02 nos. of packet (containing 50 discs each) of Filter paper for PM _{2.5} Sampler	Regional Officer	rocecbamk@gmail. com	09685095429
Regional Office, Chhattisgarh Environment Conservation Board, HIG-5 &6, Aghanpur Housing Board Colony, Chhitrakot Road, Jagdalpur	02 nos. of packet (containing 50 discs each) of Filter paper for PM _{2.5} Sampler	Regional Officer	rojagdalpur@rediff mail.com	09685095437

SECTION 7 – PRICE BID

Procurement of Filter Papers - Technical Specifications of filter paper for PM 10 Sampler Name- Filter Paper for PM 10 Sampler.

Quantity: 14 Packets.

1. Filter Paper for PM 10 Monitoring

- a) GF/A filter Paper 8"x10" size in a sealed packet of 100 sheet
- b) Bidder should submit proof of having supplied these filter paper satisfactorily to CPCB and other Govt. Organizations.

Specifications-

Property	Unit of measurement	value	Rate in Rs.
Particle Retention Liquid	um	2.0	
Air Flow Rate	s/100ml/in ²	4.7	
Typical Thickness	um	450	
Basic Weight	g/m ²	85	
Wet Burst	psi	1.8	
Tensile M/D Dry	N/15mm	6.3	
Particle Retention(0.3um)	%	99.95	
Weight Loss	%/filter	0.75	

Quantity: 14 Packets.

2. Filter paper for PM 2.5 Monitoring

- a) PTFE Filter with identification number for each filter, Pore Size : 2um in a sealed packet of 50 discs
- b) Bidder should submit proof of having supplied these filter paper satisfactorily to CPCB and other Govt. Organizations.

Specifications-

Property	Unit of measurement	value	Rate in Rs.
PTFE Filter Media	N/A	PTFE	
Filter Thickness	um	40	
Filter Diameter	mm	46.2	
Support Ring Media	N/a	Polypropylene	
Total Support Ring Thickness	mm	0.38	
Support ring Width	mm	3.68	
Particle Retention(0.3um)	%	99.7	
Pressure Drop(0.3um)	cm water	30	
Alkalinity	ueq/g of filter	<25	
Drop Test Weight loss stability	ug	<20	
Moisture weight gain stability	ug	<10	

c) Glass Micro Fibre filter Paper GF/A, in a sealed packet of 50/100
Specifications-

Property	Unit of measurement	value	Rate in Rs.
Filter Diameter	mm	37	
Particle Retention Liquid	um	1.6	
Initial Filtration speed	secs/100ml	62	
ASTM	um	13.0	
Thickness	mm	0.26	
Weight	g/m ²	53	
Wet Burst	k/Pa	2.0	
psi		0.29	
Air Flow Rate	s/100ml/in ²	4.3	

Place :

VAT Registration No :

Date :

TIN Registration No :

Signature :

Name :

Office Address :

Affix Rubber Stamp:

SECTION 8- ANNEXURES

ANNEXURE A- 1 : BIDDER'S INFORMATION
(On Company / firm's Letterhead)

Details of the bidders :		
1	Name of the bidder	
2	Address of the bidder	
3	Status of the Bidder's firm- (Public/Pvt.)	
4	Details of the Incorporation of the Chemist/Pharmacy/ Firm	Date: Ref. Document-
5	Valid Sales Tax Registration No. (if any)	
6	Valid Service Tax Registration No. (if any)	
7	Permanent Account No. (PAN)	
8	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
9	Telephone No. (with STD Code)	
10	Email Address of the Contact person	
11	Fax No. (with STD Code)	

ANNEXURE A-2 – DECLARATION REGARDING CLEAN TRACK
Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

Member Secretary
 Paryavas Bhawan,
 North Block, Sector - 19,
 Naya Raipur (C.G.).

Date:

Sir,

**Re: Tender No./CECB/PURCHASE/03/2016-17 dated 17th August, 2016 for
 “Tender Document for supply of Filter Papers for PM₁₀ and PM_{2.5} Sampler**

I/we carefully gone through the Terms & Conditions contained in the above referred Tender. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India like Drugs Control Authority and no case should be pending under the Drugs and Cosmetics Act and Rules or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the bidder)

Printed Name

Designation

Seal

Date :

Business Address :

**ANNEXURE A-3: DECLARATION FOR ACCEPTANCE OF Tender TERMS AND
CONDITIONS**

(On Company / firm's Letterhead)

To,

Member Secretary
Paryavas Bhawan,
North Block, Sector - 19,
Naya Raipur (C.G.).

Date:

Sir,

**Re: Tender No./CECB/PURCHASE/03/2016-17 dated 17th August, 2016 for
"Tender Document for supply of Filter Papers for PM₁₀ and PM_{2.5} Sampler**

I/we carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I/we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date :

Business Address :

**ANNEXURE A-4: DECLARATION OF ANNUAL AND
INCOME TAX RETURN**
(On Company / firm's Letterhead)

To,

Member Secretary
Paryavas Bhawan,
North Block, Sector - 19,
Naya Raipur (C.G.).

Date:

Sir,

**Re: Tender No./CECB/PURCHASE/03/2016-17 dated 17th August, 2016 for
"Tender Document for supply of Filter Papers for PM₁₀ and PM_{2.5} Sampler**

1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references :

F. Y. 2013 – 14	F. Y. 2014 – 15

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last two years i.e. 2013-14 & A.Y. 2014-15. Supported by copy of ITR.

Yours faithfully,

(Signature of the bidder)
Printed Name
Designation
Seal
Date :
Business Address :

Encl : As above

SECTION 9 - CHECKLIST

The following items must be checked before the Bid is submitted:

1. Envelope "1" - Technical Bid

- a) Demand Draft for Rs. 1000/- (Rs. One Thousand only) towards cost of Bid document
- b) Demand Draft for Rs. 50,000/- (Rs. Fifty Thousand only) towards Earnest Money Deposit.
- c) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
- d) Copy of this Tender document duly sealed and signed by the authorized signatory on every pages.
- e) Annexure A1 : Bidder's Information

Annexure A2 : Declaration Regarding Clean Track by Bidder

Annexure A3 : Declaration for Acceptance of Tender Terms and Conditions

Annexure A4 : Declaration Of Annual Turnover And Income Tax Return

2. Envelope "2"

- a) Commercial Bid :

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Commercial Bid (Envelope 2)** superscribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date.**