

A-01/39/2017-ISA (Flag)
Interim Secretariat
International Solar Alliance

Introduction

The International Solar Alliance is a treaty based international inter-governmental alliance of 121 solar resource rich countries lying fully or partially between the Tropics of Cancer and Capricorn.

The Interim Secretariat of International Solar Alliance intends to procure/renting **the flags and stands for the house, table, car and outdoor** for use in the upcoming various events. The number may, however, vary depending upon the requirements. Reputed companies, preferably based in Delhi/New Delhi/NCR (hereinafter referred to as 'Company' or 'Companies'), specializing in manufacture/supply of Indian National Flag and flags of foreign countries may submit the bids – Technical & Financial –in the prescribed format as given in the Annexure I and II for supply/rent of flags and flag stands.

Table: LIST OF FLAGS AND FLAG STANDS

Sl. No.	Items
1.	House Flag of ISA Countries and ISA – Size 6' x 4'
2.	Car Flag of ISA Countries and ISA - Size 6"x9"
3.	Table Flag of ISA Countries and ISA – Size 6"x4"
4.	Outdoor flag of ISA Countries and ISA – Size 6'x4' or 5'x7.6'
5.	House flag pole stands - Size 8.75' (Pole base with Brass material and cap chrome polished)
6.	Outdoor flag pole stand - Size – 20' with its accessories (Pole base with Brass material and iron sockets and caps)
7.	Table flag stand – 12" (Pole base in Brass and cap chrome polished)
8.	Wall flag stands – Size 12" (Pole base in Brass and cap chrome polished)

The list of 121 ISA countries at Annexure IV

2. Specifications, quality standard and material to be used

- 2.1 The size of flag, type and quality of fabric to be used would be according to the specifications as mentioned above in table.
- 2.2 The designs on these flags shall be screen/digitally printed or suitably embroidered and shall be completely visible on both sides of the Flag.
- 2.3 The cloth and material to be used for the flags should assure durable finishing, colour-fastness and would be extremely resilient to wear and tear and inclement weather conditions.
- 2.4 All the flags should be neatly cut, sewn with a two needle stitching on top and bottom and reinforcement stitch on the corners to make sure that the flags are strong enough and resilient to wear and tear caused by wind and inclement weather conditions.
- 2.5 All the flags and flag stands would be delivered in short notice.

3 Terms and Conditions for empanelment of suppliers of flags and stands

- (i) Only those companies which have been manufacturing/supplying Indian and foreign country flags, buntings (white and coloured) and flag stands to various government agencies or PSUs or Foreign Embassies/Consulates in India should take part in the bidding process. Copies of supply orders from major consumers for the last three years should be provided.
- (ii) The bidders would not insist on any minimum number of flags/flag stands to be procured by the ISA.
- (iii) The bidding company should have a minimum annual turnover of Rs.25 lakhs during the last three years. Copies of financial statement for the last three years showing the turnover should be enclosed.
- (iv) As the aforementioned goods would be procured/rented in connection with upcoming events being organized/participated by the ISA, it is imperative that the goods and services provided by the company are of highest order.
- (v) The competent authority in the ISA will inspect the goods before accepting them.
- (vi) Penalties would be levied, for the violation of terms & conditions of the contract.

4. Other Terms and Conditions

- (i) Bidder shall upload the documents as per **Technical Bid Format at Annexure-I**. Every page of the bid document should be signed by the bidder as a token of having read and understood the terms and conditions of the tender.
- (ii) The **Technical and Financial Bid** shall be sent **separately**.
- (iii) The **Financial bid** may be sent in the prescribed format as given in **Annexure – II**, otherwise the bids are liable to be rejected.

- (iv) All commercial terms and conditions are to be given in Technical Bid only. Any condition/term given in the Financial Bid by the vendors will be treated as null & void and thus will not be binding on the ISA. All such terms and conditions stipulated in the Financial Bid shall be treated as null & void and of no consequences.
- (v) All terms & conditions for supply, delivery, inspection and acceptance, payment, warranty, late delivery penalty will be as given herein and no change in any term or conditions by the vendor will be acceptable. Vendors will not make any assumption while submitting their bids. All the terms and conditions and clauses stipulated in the tender documents shall be considered to be accepted in totality by the vendors/bidders unless otherwise stated in the Technical Bid.
- (vi) Financial Bid should not contain any technical specification or stipulation. Any such conditions/specifications/stipulations found in the Financial Bid will be treated as null & void. The tender is liable to be rejected if such stipulations are serious in nature and found to have any implication on financial/commercial nature on rate/cost of items and quality of items to be supplied.
- (vii) Bids should be forwarded by bidders under their original memo/letter pad inter alia furnishing details like TIN number, GST number, Bank address with and complete postal and e-mail address of their office.
- (viii) Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection. Conditional tenders will be rejected.
- (ix) Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting bidder may be delisted for the given range of items by the ISA.
- (x) The Company shall furnish the information as given in the **Annexure-I** along with the bid.
- (xi) Late/vague/conditional/incomplete tender in any respect, tender by fax or email will be summarily rejected. More than one tenders submitted by any firm on self name or as associate of any other firm will lead to rejection of all tenders of that firm.
- (xii) The tender must be accompanied with the following documents failing which the tender will be rejected:-
 - (a) Copies of Registration Certificate of the company;
 - (b) PAN/TAN number allotted to the Company by the Income Tax Department and GST No. to the Company should be clearly mentioned in the tender and copies should also be enclosed.
 - (c) which will be refunded to unsuccessful bidder(s) after completion of tender process. A Company which qualifies as a successful bidder but refuses or fails to fulfil the terms of the contract shall forfeit the bid amount (Earnest Money Deposit) of Rs. 20,000 (Rupees Twenty thousand only).
 - (d) Name and full correct address of the Banker with Tel No., Fax No., PIN code, Bank Account No. & type of account, and MICR code IFSC/NEFT/RTGS of the branch, duly signed by the bidder may be submitted (photocopy of the cancelled cheque can be enclosed to avoid any mistake).

- (e) Details of pending cases/disputes/claims with arbitration courts/consumer forums etc. will be disclosed (by the bidders) whether or against the party. Nil report must also be enclosed if no such cases are pending. A certificate to this effect, duly signed by the sole owner/all the parties of the firms must be enclosed with the tenders.
- (f) A certificate stating that the bidding company has not been blacklisted by any government department, agency or PSU should also be submitted (Annexure-III).
- (xv) Bidders/authorized representatives are allowed to attend the opening of Technical and Financial Bids on the specified dates and time at the venue. They are to be present with all the required documents in original as stated in the tender document.
- (xvi) During technical evaluation, bidders are requested to arrange for samples of flags and flag stands for the technical evaluation. The technical committee will see the sample of the items tendered for assessing the quality/specifications. Samples of technically qualified firms will be retained by the ISA till the financial bids are opened. The samples of L1 firm will be retained by the ISA.
- (xvii) The rates once quoted and approved will be valid for the one year. No request for revision of rates will be entertained during this period.
- (xviii) The Bids would remain valid upto 45 days.
- (xix) The Purchase Order will be placed on successful conclusion of negotiations with L1 firm. ISA would be free to place orders for different items for individual lowest quoted items fulfilling laid down quality criteria. Rate contract once finalized with respective firms shall be valid up to one year.
- (xxi) GST will be paid to the Supplier would be at the rate at which it is liable to be assessed or has actually been assessed provided and the same is payable as per the terms of the contract.
- (xxii) No provision of the Contract shall be changed or modified in any way either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
- (xxiii) Goods shall be supplied in full within the stipulated time. The quality of material used will be as indicated in the tender. Higher standard/better quality of material can be accepted by the ISA without any extra payment or cost of the goods. In case of **delay, non-supply, short supply, poor quality or any other complaint, the ISA reserves the right to procure these items for third party on risk and expense to the supplier and forfeiting of security deposit.**
- (xxiv) The inspection of the goods supplied will be carried out by the officials of ISA Secretariat. The mode of inspection will be Departmental Inspection/User Inspection/Joint Inspection.
- (xxv) The payment would be made within 30 working days after submission of the bills. A brief report of the work carried out during the billing period should be submitted along with the bills.
- (xxix) The ISA reserves the right to reject any or all the bids, without assigning any reason(s). ISA also reserves the right to vary the numbers of flags to be procured and flag stands to be hired.

6. **Criteria for selection of the service providers**

- (i) ISA will select an appropriate company from amongst the Companies that are technically qualified and willing to provide the items as per specifications and terms and conditions of this tender.
- (ii) In case a suitable company is not found at L1 rates in all or any of the categories of the required items, ISA has the right to expand the search, step by step, to the next higher bidder(s) who are technically qualified and willing to work at L1 rates.
- (iii) L1 supplier for each category will be the Company/Companies which is/are technically qualified and has/have quoted the lowest rate(s) for providing the aforementioned items either in all or any one of the categories of flags and flag stands (as per Annexure II) and are willing to provide the items as per terms and conditions of this tender.
- (iv) Thus, L1 rates for each category will be those rates which are the lowest rates for each category of flag/flag stand quoted by Company/Companies which are technically qualified and willing to provide the above items as per terms and conditions of this tender. Preference will be given to the company(ies) which has quoted L1 rates for a specific types of flag/flag stand. The remaining number of items, if any, which the company quoting L1 rates is unable to provide, will be procured from other empanelled companies provided they are able to provide the remaining items at L1 rates.
- (v) Any incomplete/ambiguous offer is likely to be rejected at the discretion of the ISA without recourse to further clarification. The ISA also reserves all rights to seek clarifications with one/more vendors if considered necessary.

7. **Opening of bids**

- (i) The Financial Bids of companies that do not qualify in the Technical Bid stage will not be opened.
- (ii) The ISA reserves the right to accept or reject any bid without assigning any reasons thereof.

8. **Liquidated Damages**

In the event of the Suppliers failure to deliver on time, the ISA, at its sole discretion, and not by way of penalty may deduct from the payment, 2% of the Contracted Price, of the undelivered stores for each week or part thereof, till the item(s) is delivered subject to maximum of 5% of the total value. In case of rejection of items, date of replacement of last item with correct item will be considered as the date of delivery for calculation of Liquidated Damages. Liquidated Damages may however be waived under the sole discretion of the ISA based on merits of each case, if the ISA is convinced that the delay in supply is due to reasons beyond the control of the Supplier.

9. The services of any Company which fails to comply with any of the conditions stipulated above will be liable to be terminated immediately without any notice at point of time during the currency of the contract. Incorrect claims and misrepresentation of facts shall render the Company to be disqualified. The decision of the ISA, as to whether terms and conditions were violated, shall be final.

10. Submission of EMD & Tender Processing Fee:

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Interested bidders are required to submit EMD (refundable) and Tender Processing Fee (Non-refundable) for each of the package.

Details of the EMD, Tender Processing Fee and submission of bids are as follow:

EMD:	Rs. 20,000/- (Rs. Twenty Thousand only) BY DEMAND DRAFT in favour of NISE-ISA (International Solar Alliance)
Tender Processing fee:	Rs. 500/- (Rs. Five Hundred only) BY DEMAND DRAFT in favour of NISE-ISA (International Solar Alliance)
Place of Time, issue & submission of bid document and address for communication	Upto 4 PM 10.11.2017 Interim Secretariat International Solar Alliance, 3 rd floor, Surya Bhawan, National Institute of Solar Energy Campus, Gurugram- Faridabad Road, Gwal Pahari, Gurugram – 122003 Kind Attention: Mr. Sudhakar Upadhyay, Email : sudhakar@isolaralliance.org Contact number: + 91- 124-2853074

ANNEXURE – I

Cover 1 - (Technical Bid)

Sl. No.	Cover 1 – (Technical Bid) Document
1.	(a) Name and Postal Address of the <u>Company</u> along with Telephone, Mobile, Fax, Email (b) Name and Postal Address of the <u>Owner</u> along with Telephone, Mobile, Fax, Email
2.	EMD of Rs. 20,000/- (Rupees twenty thousand only) (scanned copy) and Bank Details (certified copy)
3.	Income Tax return for last three financial year and VAT / Sales Tax registration certificates along with TIN No and GST No.
4.	Turnover certificate (attach copies of financial statement for the last three years).
5.	Experience (attach Performance certificate/supply orders from Government departments or Ministries or PSUs or Foreign Embassies/High Commissions/Consulates).
6.	(a) Details of pending cases/disputes/cases, if any, or a NIL report (b) Undertaking – Agreeing to all terms & conditions of the tender document & (c) Certificate of Self-declaration that the company has not been blacklisted by any government department (as per format at Annexure-III)
Sl. No.	Cover 2 - (Financial Bid) Document
1.	Financial bid as per Annexure II of this tender document

ANNEXURE – II

Financial Bid Format
Financial Bid for Supply of Flags and Stands/ Renting Flag Stands

Bidder Name:

1. Rates for Supplying of Flags and Stands

Sl. No.	Items	Type of Material/fabric	Price per flag/stand exclusive of all taxes	Taxes	Net amount inclusive of all taxes
1.	House Flag of ISA Countries and ISA – Size 6' x 4'				
2.	Car Flag of ISA Countries and ISA - Size 6"x9"				
3.	Table Flag of ISA Countries and ISA – Size 6"x4"				
4.	Outdoor flag of ISA Countries and ISA – Size 6'x4' or 5'x7.6'				
5.	House flag pole stands - Size 8.75' (Stand with Brass material and cap chrome polished)				
6.	Outdoor flag pole stand - Size – 20' with its accessories (Stand with Brass material and iron sockets and caps)				
7.	Table flag stand – 12" (Brass and cap chrome polished)				
8.	Wall flag stands – Size 12" (Stand with Brass material and cap chrome polished)				

Note: House flags - Please quote rates separately for cotton, polysilk and polyester fabric flags in single and double layers screen and digitally printed

2. RATES FOR RENTING OF FLAGS AND STANDS

Sl. No.	Items	Type of Material/fabric	Price per flag/stand exclusive of all taxes	Taxes	Net amount inclusive of all taxes
1.	House Flag of ISA Countries and ISA – Size 6' x 4'				
2.	Car Flag of ISA Countries and ISA - Size 6"x9"				
3.	Table Flag of ISA Countries and ISA – Size 6"x4"				

4.	Outdoor flag of ISA Countries and ISA – Size 6'x4' and 5'x 7.6'				
5.	House flag pole stands - Size 8.75' (Pole base with brass material and cap chrome polished)				
6.	Outdoor flag pole stand - Size – 20' with its accessories (Pole base with brass material and iron sockets and caps)				
7.	Table flag stand – 12" (Brass and cap chrome polished)				
8.	Wall flag stands – Size 12" (Pole base with Brass material and cap chrome polished)				

CERTIFICATE/UNDERTAKING BY THE BIDDERS

1. I/we hereby certify that I/we have gone through each and every clause of the tender document and have clearly understood these clauses. Implications of these clauses on the tender being submitted to ISA, including the costing of each individual items have also been clearly understood.

2. I/we further certify that I/we will be responsible for all the contractual obligations including uninterrupted supply, quality aspect, replacement of items and warranty/guarantee obligations. Also that my/our firm has not been blacklisted/debarred for further business by Government of India, any of the State Government or PSU/Embassy/High Commission/Government of India agencies/bodies and my/our business.

3. I/we certify that our quotes are valid till November 2018 and we will supply the items as per requirement, on fresh supply order at the same rate which are finalized and concluded as a rate contract on us by ISA.

4. I/we certify that we unconditionally agree to various terms and conditions given in the tender document and we have not quoted any commercial terms/conditions or any clause in our financial bid which can affect the cost of items quoted by us. We have read and clearly understood all clauses of tender.

Company Rubber Stamp/Seal

Signature_____

Name_____

Designation_____

Place_____

Date_____