

**Ministry of Home Affairs, Government of India
Group Commander 13 Special Ranger Group
NSG Manesar, Gurugram Haryana PIN122051
website : www.nsg.gov.in Tel.7814874295**

email-cpc13srg@gmail.com

No. 52015/13 SRG/NSG/Liquor Canteen/2023-24/

Dated May 2023

NOTICE INVITING e-TENDER

1. On behalf of the President of India, Group Commander, 13 SRG NSG, invites online open tender in two bid system for procurement of Indian Made Foreign Liquor (IMFL)/Foreign Liquor (FL)/BEER/WINE as per details given below for the period Jun 2023 to 31 May 2024.

S. No	Description	Approx Qty required per year	Time limit	Earnest money	Date of opening of tender
(a)	Rum	As per the time to time Requirement	Jun 23 to 31 May 2024	Rs. One Lakh Only	Jun 2023
(b)	Whisky, Gin Brandy, Vodka, Wine, Scotch and Champagne.	-DO-			
(c)	Beer all types	-DO-		Rs. 25,000/- for Beer only	

2. Bids shall be submitted online at Central Public Procurement Portal for e-procurement at '<https://eprocure.gov.in/eprocure/app>'. Tenderers are advised to follow the instructions for online bid submission regarding e-submission of the bids through Central Public Procurement Portal for e-procurement '<https://eprocure.gov.in/eprocure/app>'.

CRITICAL DATE SHEET

Published Date	May 2023 (1500) Hrs.
Bid Document download Start date	May 2023 (1500) Hrs.
Clarification Start Date	May 2023 (1500) Hrs.
Clarification End Date	May 2023 (1500) Hrs.
Bid submission Start Date	May 2023 (1500) Hrs.
Bid submission End Date	Jun 2023 (1500) Hrs.
Bid Opening Date	Jun 2023 (1500) Hrs.

3. Earnest money Rs. 1,00,000/-(Rupees one Lac) only for Rum, Whisky, Gin, Brandy, Vodka, Wine, Scotch, Champagne and Rs. 25,000/-(Rupees twenty five thousand) only for Beer in the form of BG/DD/FDR/BC in favour of the **"UNIT CANTEEN 13 SRG NSG LIQUOR FUND, Manesar, Gurugram, Haryana-122051** payable at SBI, NSG Campus Manesar, Haryana-122051 is to be enclosed with tender form.
4. The tenders received after the stipulated date and time or the tenders received without earnest money or ST/IT clearance certificate/samples will not be considered / entertained.
5. The tenders so received will be opened on 22 Jun 2023 at 1500 Hrs. by the constituted board of officers in front of representative of firms present, if any.
6. For details, specification and other terms and conditions, attached as per **Appendix A** to this tender notice. For more details visit us at our web site www.nsg.gov.in. Format of the Tender Form is attached as per **Appendix B**.
7. Group Commander 13 SRG NSG Manesar reserves the right to accept/reject any or all tenders and can change any terms and conditions without assigning any reason thereto.
8. No stores in pet bottles will be acceptable.

Note: The complete tender documents can be accessed & downloaded from CPP Portal <http://eprocure.aov.in/eprocure/app> Please check regularly the website for any changes/ modification/ amendment in the Tender Enquiry.

Those filling in the tender entries are advised to ensure that their tenders are complete in all respects, all documents have been filled in and all supporting documents are uploaded only in CPP Portal <http://eprocure.gov.in/eprocure/app>. Incomplete tender enquiry is liable to be ignored/ rejected.



[Signature]
Group Commander)
13 SRG NSG Manesar
Gurugram (एन.एस.जी.)
13 SRG (NSG)
For & on Behalf of the President
of India

Forwarded to:-

- 1 NSG HQ (IT Wing) for publishing on NSG website
- 2 File

TENDER FORM
GROUP COMMANDER 13 SRG NSG
MANESAR GURUGRAM HARYANA
email-cpc13srg@gmail.com

No. 52015/13 SRG/NSG/Liquor Canteen/2023-24/

Dated

May 2023

Bid Submission end date : on ____ Jun 2023 at 1500 Hrs.

Bid opening date on : ____ Jun 2023 at 1500 Hrs.

Subject: **Tender for IMFL/FL/BEER/WINE**

Name and full address: GROUP COMMANDER 13 SRG NSG, Manesar Gurugram
Haryana

1. Address to the Group Commander 13 SRG,NSG Manesar Gurugram Haryana Pin-122051.
2. Reference: - This is with reference to tender notice No.dtd.....
3. We agree to abide by all the conditions mentioned in tender notice No.....Dated..... issued by the Group Commander(13 SRG NSG) and also to the general and specific terms and conditions attached as appendixes, all pages of which have been signed in the margin by us is taken as our acceptance of the terms and conditions mentioned there.
4. The rate quoted by the firms is valid for one year from the date of acceptance of tender/start of supply. In any circumstances, the rates once quoted will not be raised. Group Commander 13 SRG NSG has the right to re-consider the contract and if need arises, contract will be terminated without assigning any reason thereof.
5. The cost of any breakage and theft during transit of bottles are to be borne by the firm.
6. The rates for the item and specification are as per Appendix-B.
7. The permit and payment to be made in favour of, route of supply are as per Appendix- C.
8. The Terms and conditions of e- tender as per the Appendix-D
9. We further agree to deliver the above mentioned stores within the period mentioned in import permit.

Place :-

Date :-

Signature of Proprietor/
Manager/Representativ
e of the firm on behalf of
the firm giving tender
with date & seal



Appendix 'A'**Instructions to Bidders**
(THIS TENDER SET IS NOT TRANSFERABLE)

1. Name of Stores. : Procurement of Indian Made Foreign (IMFL/Foreign Liquor/Beer/Wine/for Canteen 13 SRG, NSG, Manesar, Gurgaon- 122501
2. Earnest Money : Rs 1,00,000 only for Rum, Whisky, Gin Brandy, Vodka Wine, Scotch and Rs 25,000/- only for Beer
3. **Eligibility for Responding to Tender.** The firms meeting the following terms and conditions can only participate in the subject e-tender:-
 - (a) The firm should be authorised manufacturer or dealer/agent of manufactures of the stores specified in the tender specifications. Certificate in this regard to be submitted alongwith the tender documents.
 - (b) In countries where manufactures are authorised to export such product only through their authorised govt marketing agency, such agencies will be allowed to bid. Certificate in this regard to be submitted alongwith the tender documents.
 - (c) The tenderer must furnish a certificate from the manufacturer and their Govt, with the tender, certifying the authenticity of this requirement failing which their tender will be summarily rejected.
 - (d) Copy of latest valid Distillery License.
 - (f) Copy of Laboratory analysis for the quoted items. The date of such test should not be older than ~~six months~~ ^{one} (current financial year).
 - (g) Copy of last two years ITR, PAN Card & Circular issued by IT dept, that ITCC is not required for any govt contract.
 - (h) Copy of valid GST/VAT/TIN Number of the firm.
 - (j) Copy of sales tax clearance certificate for the latest financial year.
 - (k) Copy of latest ROC and FSSAI Certificate for current financial year.
 - (l) Copy of tender documents duly signed.
 - (m) Copy of labels registration.
4. **Sample Clause.** Tender sample is/are required. The tenderer will have to submit four (04) samples of each Scotch Brand and 06 samples of each other brands to unit canteen 13 SRG, NSG Manesar, Gurgaon, Haryana. The tenders will be considered final when the samples of individual firms are found in order.



5. **Lab Test Report.** Lab Test certificate (Chemical Clearance Certificate) mentioning ingredients separately of particular brand are required. Should not be older than one year.
6. **Delivery Required by** The successful bidders will have to supply the required quantity of liquor within seven (seven) days on receipt of supply order.
7. **Terms of Delivery & Despatch Instructions.** Free delivery to consignee basis only. This office will not be responsible for revalidation of import permit if expired without any dues of firm.
8. **Place of Supply.** The supply of stores required at **Group Commander, 13 SRG, NSG, Manesar, Gurgaon, Haryana PIN - 122051.**
9. **Placing of Barcode.** The successful tenderer will have to make delivery at the destination within the validity period of import permit. No import of any brand from the distillery/brewery will be allowed in the state of Haryana without barcode. The tenders shall be responsible to procure and stick barcode on each bottle being imported in Haryana.
10. **Packing & Marking.** The packing and preservation of the supplied goods shall be airworthy/ seaworthy (as the case may be) so that it may provide their safety during transit period. The seller shall guarantee that the packing is strong enough to withstand the safety of the goods during transportation. All damages which may occur as a result of defective packing shall be borne by the seller.
11. **Submission of proposal.** The bid/proposal is required in two bid system as per following :-
 - (a) **Technical Bid.** The first cover (technical bid) should contain the following :-
 - (i) Tender documents duly completed and signed but WITHOUT INDICATING THE RATE QUOTED (scanned copy).
 - (ii) The EMD as applicable should be drawn in the favour of UNIT CANTEEN 13 SRG, NSG LIQUOR FUND payable at SBI, NSG Campus Manesar, Gurgaon, Haryana.
 - (iii) Scanned copy of Earnest Money (original to be submitted manually)
 - (vi) The technical literature leaflets, brochures etc.
 - (v) Details of warranty/terms and conditions arrangements for after sale service in India and training if required by user.
 - (vi) Documents mentioned in para 3 should be with tender form.
 - (b) **Financial Bid.** The Second cover (financial bid) should be in the format provided in tender form in sealed envelop.



12. **Evaluation of the Proposal.**

The two stage procedure will normally be


adopted as per following :-

(a) **Stage I. Technical Evaluation.** A Board of officers will be detailed by the Group Commander 13 SRG, NSG to assess the technical aspects in two step i.e. one is checking the documents submitted by the the supplier and second one is sample testing. Board of officer will prepare board proceeding for technical evaluation in detailed and submit the same to Group Commander 13 SRG, NSG for perusal and approval

(b) **Stage II. Financial Evaluation.** A Separate Board of officers will be detailed by the Group Commander 13 SRG, NSG to assess the financial evaluation in two steps as per following :-

(i) Checking financial bids of the suppliers who have meeting the requisite technical parameters and prepare board proceeding for financial evaluation in detailed and submit the same to Group Commander 13 SRG, NSG for perusal and approval.

(ii) **PNC.** Successful suppliers will be called for PNC by the board of officers. Board of officer will prepare board proceeding for PNC with the successful supplier in detailed and submit the same to Group Commander 13 SRG, NSG for perusal and approval before award of tender.



DETAILS OF LIQUOR

[illegible]

Signature of the firm

With seal and date



Group Commander 13 SRG NSG
Manesar Gurugram Haryana
For & on Behalf of the President of India

Appendix 'C'

<u>Ser No</u>	<u>Particulars</u>	<u>Remarks</u>
01.	Permit to be made in favour of	
02.	Payment to be made in favour of	
03.	Route of supply	

Signature of the firm
With seal and date



ग्रुप कमाण्डर
Group Commander 13 SRG NSG
Manesar, Gurgaon, Haryana
For & on Behalf of the President of India

Handwritten signature in blue ink.

Handwritten signature in blue ink.

OFFICE OF THE GROUP COMMANDER, NATIONAL SECURITY GUARD.
13 SRG NSG MANESAR GURUGRAM HARYANA
(Liquor Canteen)

Terms and Conditions

NB:- These conditions should be read very carefully by the tenderer while filling their tenders.

1. The tender quotation must be uploaded online in 2 Covers
 - (a) Cover-I shall contain scanned copies of all "Technical Documents/ Eligibility Information.
 - (b) Cover-2 shall contain "BOQ/Financial Bid" where tenderer will quote his offer for each items
2. The rate and unit must not be altered (overwriting and cutting in any circumstances must not be done) and the rate must be entered in words as well as in figures legibly.
3. The tenders will be opened on 12 Jun 2023 at 1500 hrs in the presence of Board of Officers duly constituted by Group Commander 13 SRG NSG Manesar Gurugram, Haryana and representative of firms present if any.
4. The tender form/list of articles for the purpose is as per this appendix.
5. The approved supplier/contractor shall be deemed to have carefully examined the conditions, size, specification and make of the liquor to be supplied. If firm has any doubt as to the meaning of any portion of these conditions or of the specification etc, firm can refer to Group Commander 13 SRG NSG Manesar Gurugram, Haryana before submitting the tender.
6. The tender is not transferable.
7. All the liquors supplied shall be of the best quality confirming to the specification laid down for them and in accordance with the approved standard. Certificate regarding label registration of the items to be supplied be also furnished.
8. All the rates quoted in the tender should be for supplies at for destination that is Group Commander 13 SRG NSG Manesar Gurugram, Haryana.
9. The Tenderer will have to submit 04 samples of each Scotch Brand and 06 samples of each other brands to Group Commander 13 SRG NSG Manesar Gurugram, Haryana. The tenders will be considered final when the samples of the individual firms are found in order. If sample & related documents of the particular firm are not in accordance with the requirement/Specifications, their tenders will not be considered.

10. Each tender must be accompanied by an earnest money of Rs. 1.00,000/- (Rupees One Lac only) for Rum. Whisky. Gin. Brandy. Vodka. Wine. Scotch and Rs. 25,000/- (Rupees twenty five thousand) only for Beer in the form of BG/DD(FDR/BC in favour of "UNIT CANTEEN 13 SRG NSG LIQUOR FUND, Manesar Gurugram. The tender received without prescribed earnest money will not be considered. The earnest money will be liable to be forfeited in case of Tenderer refuses to accept the supply order placed or fail to supply within the prescribed time limit.
11. This office will not be responsible for revalidation of import permit if expired without any reasonable cause and the amount deposited to excise department will be deducted from the dues of firm.
12. The successful tenderer will have to make delivery at the destination within the validity period of import permit.
13. The earnest money of unsuccessful tenderers will be refunded within 60 days. No interest will be paid on earnest money of successful or unsuccessful tenderers.
14. To accept whole or part of quantity and articles tendered are at the discretion of Group Commander 13 SRG NSG Manesar Gurugram, Haryana and can also drop any items without assigning any reasons thereof.
15. All legal proceedings arising out of this contract to be instituted by any of the party will be in the jurisdiction of Haryana.
16. Conditional tenders will not be accepted. There will be no binding regarding quantity or a particular brand to be procured at one time. Quantity for placing supply order to selected firm will be decided by the Group Commander 13 SRG NSG Manesar Gurugram. No condition by the firm will be accepted.
17. The terms and conditions shall be submitted with signature of the authorized person while submitting the tenders. Tenders will have to be signed on all papers of the terms and conditions.
18. The rates be quoted excluding CST which is to be mentioned separately and in case of any reduction in CST, the benefit will not be given to supplier.
19. The tenderers shall confirm that they provide service facilities minimum for 12 months from the date of contract and may be extended for three months as per the discretion of the buyer, Group Commander 13 SRG, NSG.
20. All tenderers must submit the Manufacturing Certificate(Distillery/Breweries license for the year 2023-24 (valid upto 30 Jun 2024) and lab test certificate (Chemical clearance certificate) mentioning ingredients separately of particular brand. last sales tax clearance certificate & copy of PAN Card No. and label registration certificate along with the tender form.

21. Liquor will be supplied in bottles 750 ML. In respect of Rum, Whisky, Gin, Brandy, Vodka and beer will be 650 ML in bottles and 500 ml in can and label on the bottles will be inscribed with the words "FOR THE USE OF CAPF PERSONNEL ONLY" In red panting.
22. A contract for supply is required to be signed by the successful tenderers on non-judicial stamp paper of Rs.100/- which will be produced by the successful tenderers after 07 days of the acceptance of the rates by the competent authority.
23. No import of any brand from the distillery/brewery will be allowed in the state of NCT, Delhi (New Delhi) without Barcode. Tenderers shall be responsible to procure and stick barcode on each bottle being imported in Haryana (in case of bottles, the barcode shall be fixed in such a way that half of the bar-coding should be passed on crown and half on the glass bottle so that it breaks with the opening of crown).
24. After successful selection of Brand by the detailed board of officers of this HQ, concerned firm will submit label registration of each brand of NCT, Haryana state within 20 days otherwise contract will be considered for cancellation.
25. Group Commander 13 SRG NSG Manesar, Gurugram reserves the right to increase or decrease the quantity and also to reject/cancel or scrap the tenders without assigning any reason at any stage.
26. The decision of Group Commander 13 SRG NSG Manesar, Gurugram will be final as to the quality of the stores and shall be binding upon the tenderer

Signature of the Tenderer
With date and seal



(Group Commander)
Group Commander Manesar Gurugram Hr.
13 एस आर जी (एन.एस.जी.)
For & on Behalf of the President of India
13 SRG, (NSG)

Handwritten signature
Sur

INSTRUCTIONS FOR ONLINE BID SUBMISSION

(Instructions to be bidders to submit the bids online through the central public Procurement Portal for e –procurement at <https://eprocure.gov.in/eprocure/app>)

1. ✓ Possession of valid Digital Signature Certificate (DSC) and enrolment/Registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrolment in the e-Procurement site using the "Click to Enrol" option available on the home page. Portal enrolment is generally free of Charge. During enrolment/registration, the bidders should provide the correct/true information including valid e-mail-id. All the correspondence shall be made directly with the contractors/bidders through e-mail-id provided.
3. Bidder need to login to the site through their user ID/ Password chosen during enrolment /registration.
4. Then the Digital Signature Certificate (Class III Certificates with signing key usage) issued by SIFY/TCS/Code/e Mudra or any Certifying Authority recognized by CCA India on e-Token/Smart Card, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or thro' the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by giving the password of the eToken/Smart Card to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/zip formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with 12 black and white option. However of the file size is less than 1 MB the transaction uploading time will be very fast.

14. If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting authority, within the bid submission due date & time for the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. while submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
19. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will be acceptable.
20. The bidder has to digitally sign and upload the required bid documents one by one as inducted. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. Tenderers should submit price bid in format available in Annexure-I of Chapter-V and upload the same in CPP Portal <http://eprocure.gov.in/eprocure/app>
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
24. After the bid submission (ie after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission bid opening etc., in the e-tender system. The bidders should follow this during bid submission.

26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by 13 unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser. For and queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallel for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to – cphp-nic@nic.in