

Invitation of Sealed Quotations for procurement of Shoes along with socks

EMRI Hyderabad Emergency Response Service Foundation (EMRI HERSF)

Devar Yamzal, Medchal Road, Secunderabad – 500 078

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Invitation of sealed quotations for Procurement of Shoes with socks

Reference No. : EMRI HERSF/TS/SCM/02/2023-24

Dated: 19.02.2024

1. EMRI Hyderabad Emergency Response Service Foundation (EMRI- HERSF) was established as a not-for-profit Organization, registered under Companies Act 1956 and it provides Integrated Emergency Medical Response services free of cost through a toll free number '108' through support from Government of Telangana. EMRI HERSF invites sealed quotations from various Manufacturers and authorized Dealers for procurement of *Shoes with make of Campus, Liberty, Action, Asian, Bata and Sparx with socks as per Annexure-1.*
2. The list and detailed specifications of the material to be purchased along with formats for furnishing the information required from vendors participating in sealed quotation process are as per annexures attached.
 - a. Annexure-1: Schedule of requirements
 - b. Annexure-2: Format for quoting the prices
 - c. Annexure-3: Declaration Certificate
 - d. Annexure-4: Specifications
 - e. Annexure-5: Format of vendor information form
3. The document with all the details are available in the website of EMRI HERSF (www.emri.in) vendors can download the document from website.
4. Any supplier who is interested to supply in accordance with the requirements stated in the annexures should carefully read the document before filling, signing and returning the same to this office. You must also furnish at the time of submission all the Information and documents as called for, failing which your quotation is liable to be rejected.
5. Important dates and deadlines are as below:
 - a. Pre bid meeting 28.02.2024 at 15.30 hrs.
 - b. Last date and time (IST) for submission of document: 11.03.2024 at 15.00 hrs.
 - c. Date of time (IST) for opening of document: 11.03.2024 at 15.15 hrs.

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- d. Address for communication, receipt and venue of the opening:
EMRI Hyderabad Emergency Response Service Foundation
(Department of Supply Chain Management)
C/o GVK Emergency Management and Research Institute
Devar Yamzal, Medchal Road, Secunderabad – 500 078
6. The completed documents must be received at the office of EMRI HERSF, Secunderabad, India, on or before time and date given above. It will be the sole responsibility of the vendor to ensure that their sealed quotation is received at the address specified above on or before the specified date & time mentioned.
7. Sealed Quotations will be opened in the presence of Vendors/authorized representative(s) who choose to attend the sealed quotation opening on the specified date and time at the office of EMRI HERSF at the address given above. Maximum two persons will be allowed from each vendor.

Head, Supply Chain Management
For and on behalf of
EMRI Hyderabad Emergency Response Service Foundation,

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EMRI Hyderabad Emergency Response Service Foundation

Sealed Quotation Guidelines

Reference No: EMRI HERSF/TS/SCM/02/2023-24

Dated: 19.02.2024

1. The prices quoted for supply shall remain open for acceptance one year from the date of sealed quotation opening.
2. PRICE VALIDITY: Prices shall be quoted as per the format enclosed at Annexure-2. Price will remain firm and fixed for all supply orders placed during the period of Rate Contract.
3. TERMS OF DELIVERY: The Vendor shall be responsible to arrange safe delivery of goods at the delivery address given below. The rates quoted by the vendor should include all costs for free delivery at
 - A. EMRI Hyderabad Emergency Response Service Foundation
Department of Supply Chain Management
Devar Yamzal, Medchal Road, Secunderabad-500 078
4. QUALIFICATION CRITERIA FOR ELIGIBILITY OF FIRMS
Primary manufacturers or their Authorized Distributors dealers are eligible to participate in sealed quotation process. In case of authorized distributor/dealer, authorization letter from the manufacturer should be submitted.
5. Vendors should not have been convicted for any criminal or economic offences by any court in India or abroad.
6. SUBMISSION OF SEALED QUOTATION -The Sealed quotation should be in a sealed cover super-scribed "sealed quotation for Supply Shoes" and clearly mention Reference number and date.
The Super-scribed sealed cover shall consist of three sealed covers inside:
 - A. *Super scribed Sealed Cover A - Prequalification cover: documents to be strictly arranged as per sequence mentioned below*
 - a. Copy of PAN Card
 - b. Copy of GST Registration certificate
 - c. Authorization letter from manufacturer
 - d. vendors has to submit Copies of Purchase orders for the last two years, one PO for each year in the place of feedback/satisfactory certificate
 - e. Vendor Information form
 - f. Signed and Stamped on all pages.
 - B. *Super scribed Sealed Cover B: Technical Specifications offered – Signed copy of our specifications document will be sufficient, if there are no deviations. Technical*

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evaluation will be complete only after sample submitted by vendor is declared as “Technically compliant” by Technical committee constituted by EMRI HERSF.

C. Super scribed Sealed Cover C: Price of sealed quotation as per format in Annexure-2. Sealed quotations are liable for rejection at sole discretion of EMRI HERSF if prices are not quoted as per format provided.

7. Manufacturers and their authorized distributors were only authorized to participate.
8. If required documents are not submitted by vendors, EMRI HERSF has right to cancel or post pone the opening of Price bid at EMRI HERSF sole discretion.
9. The Sealed quotation should be dropped in the box provided for this purpose at main reception of EMRI HERSF, Devar Yamzal, Medchal Road, Secunderabad – 500 078, India. Sealed quotation being sent through courier by outstation vendor should instruct the respective courier company to drop the documents in the designated box kept at the reception.
10. The Sealed quotation should be properly page numbered, signed on each and every page and should be complete in all aspects.
11. Documents that do not provide complete information and / or that are submitted after the above specified time shall be rejected at sole description of EMRI HERSF.
12. Vendor should sign the “Declaration certificate” (Annexure-3) provided
13. VALIDITY PERIOD OF CONTRACT: The prices quoted are offered shall remain valid for a period of one year.
14. Quantity mentioned may increase or decrease.
15. PRICE
 - a. All Quotes shall be in Indian Rupees
 - b. All freight costs & Transit insurance are to be borne by the vendor.
 - c. If more than one vendor has quoted exactly the same price in their quotation, and if it has become the lowest quotation (L1), the decision of the Purchaser is final to allocate the schedule quantity between the L1 vendors.
 - d. All prices should be quoted as per Annexure-2; else all such sealed quotations are liable to be rejected at the sole discretion of EMRI HERSF.
 - e. The market Price will be compared with the L1 price and if the L1 prices are more than market price, EMRI HERSF has right to cancel the sealed quotation process.
16. TECHNICAL EVALUATION
 - a. Technical evaluation of the items will be done by a Technical Committee constituted by the EMRI HERSF
 - b. Documents submitted with technical specifications confirming with those mentioned in this documents form will only be considered.
 - c. Nothing in ANY OF THE CLAUSES OF THIS CONTRACT shall in anyway release the Supplier from any warranty or other obligations under this contract.

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17. Vendors has to quote Asian, Action, Bata, Campus, Liberty and Sparx Make Sports shoes only
18. SAMPLES FOR INSPECTION - vendors shall arrange for a sample, on request at the time of technical evaluation. Hence, the Vendors are advised to be prepared on the day of sealed quotations opening. Inability to display a sample for technical evaluation may result in disqualification of vendor.
19. Commercial Evaluation
 - a. Sealed quotation of the vendors who qualify the Technical quotation will be opened in the presence of vendors / representatives.
20. SCHEDULE OF REQUIREMENTS:
 - a. The quantity requirements of all items have been Single purchase order.
 - b. Prices quoted by vendors shall remain same till completion of order.
 - c. *It is expressly understood by supplier/vendor that release of purchase order for the quantities shown as "projected requirements" is not binding on EMRI HERSF.*
21. AUTHORIZATION FOR SIGNING DOCUMENTS
 - a. The person who is signing the document should be an authorized signatory of the respective supplier's organization and shall carry an authorization letter on company's letter certified by a person not below the rank of a General Manager/CEO/Director/Managing partner or proprietor.
22. RESPONSIBILITY FOR PROPER PACKING
 - a. Where ever required the supplier shall be responsible for the items being sufficiently and properly packed, for transport by rail/road/sea/air/ or any combination of above, so as to ensure their being free from loss or damage on arrival at the destination.
 - b. Marking of Packages, Packing: Each package delivered under the contract shall bear the following:-
 - Name of the Supplier
 - PO Number
 - Consignee's name and address
 - Description and quantity of contents
23. DELIVERY
 - a. Delivery to be done within 45 days from the date of order
 - b. Timely delivery is the essence of the contract and must be completed as per the dates specified therein.
 - c. The Supplier shall deliver items in strict accordance with the delivery terms indicated therein.
 - d. Notification of dispatch and delivery in regard to each and every consignment shall be made by the Supplier to the Department of Supply Chain Management, EMRI HERS - Telangana.

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- e. Confirmation from EMRI HERSF needs to be taken before dispatching the material from supplier's warehouse to destination.
24. Quantity mentioned in document is approximate and actual order quantity may vary.

25. QUALITY ASSURANCE:

- a. Supplier represents and warrants that it shall fully comply with all written quality assurance requirements or instructions of EMRI HERSF, and as they may be amended from time to time in the sole discretion of EMRI HERSF. Supplier further represents and warrants that the Product shall be produced, manufactured, stored and shipped by Supplier in strict compliance with all applicable central, state and local laws.
- b. Supplier shall maintain the highest standard of quality in the Product production process. Supplier shall follow and abide by all directions, requests, suggestions or instructions of EMRI HERSF regarding the quality standards required by EMRI HERSF in connection with the manner of production, manufacture, Packaging, storage and delivery of the Product.
- c. Supplier agrees to permit EMRI HERSF or its agent to inspect the facilities where the Product is being produced and packaged at all times, without prior notice, and in EMRI HERSF's sole discretion.
 - a. The supplier must replace, free of charge, any items which owing to defect in design, and material or workmanship fail or show signs of failure in the stipulated warranty period.
 - b. Replacing the defective items should be done immediately within 5 working days, irrespective of root cause; subsequently, root causing to be done and warranty rules to be implicated.

26. Documentation requirements:

Supplier has to send the following documents along with the shipment.

- a. Invoice in original along with one additional copy, both duly signed and stamped by Supplier.
- b. Original Packing list.
- c. A copy of Purchase order raised by EMRI HERSF

27. Termination

- a. EMRI HERSF's Right to Terminate for Cause.
 - i. EMRI HERSF shall have the right to immediately terminate this Agreement by giving a written notice to Supplier in the event that Supplier does any of the following:
 - Fails to produce and supply the Product as per target delivery date.

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- Files a petition in bankruptcy or is adjudicated bankrupt or insolvent, or makes an assignment for the benefit of creditors or an arrangement pursuant to any bankruptcy law, or Supplier discontinues its business or a receiver is appointed for Supplier or for Supplier's business and such receiver is not discharged within thirty (30) days
 - Fails to obtain or maintain product liability insurance in the amount and type provided for herein
 - Breaches any provision of this Agreement, and fails to cure such breach within seven (7) days after it receives a written notice of breach from EMRI HERSF.
- ii. EMRI HERSF'S Right to Terminate without Cause.
- EMRI HERSF shall have the right to terminate this Agreement upon sixty (60) days written notice to Supplier.
- b. Supplier's Right to Terminate.
- Supplier shall have the right to terminate this Agreement at any time after the first 6 months of the Term on Sixty (60) days prior written notice to EMRI HERSF.

28. Force Majeure

- a. If either the Supplier or EMRI HERSF be prevented from discharging its or their obligation under this Agreement by reason of arrests or restraints by Government or people, war, blockade, revolution, insurrection, mobilization, strikes, civil commotions, Acts of God, Plague or other epidemics, destruction of the product by fire or flood or other natural calamity interfering with the production, loading or discharge, the time for delivery shall be extended by the time or times not exceeding two months, during which production, loading or discharge is prevented by any such causes as hereinabove mentioned. The party invoking protection under this clause shall within 2 (two) days of the occurrence of force majeure causes put the other party on notice supported by self certificate and documentary evidence of such incident and shall likewise intimate the cessation of such causes. The delivery shall be resumed by the Party/Parties within 15 (fifteen) days from the cessation of the force majeure causes.
- b. Should there be any interruptions in the delivery of the product due to force majeure circumstances hereinabove, it is hereby mutually agreed between EMRI HERSF and the Supplier that the period of off take of the Product by EMRI HERSF /period of delivery of the Product by the Supplier may be, at the sole discretion of EMRI HERSF, extended by a period not exceeding two months, equal to the actual duration of the causes interrupting the off take by the EMRI HERSF and/or delivery of the product by the Supplier PLUS a period of one week to enable the affected party to make suitable arrangements for normalization of shipments.

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29. Liability of EMRI HERSF

- a. It is expressly understood and agreed by, between the SUPPLIER and the EMRI HERSF that the EMRI HERSF is entering into this Agreement solely as a PPP (Public Private Partnership) partner of respective State Government. In particular, it is expressly understood and agreed that, any delay in the release of vendor payments, for the supplies made under this, solely depend on timely receipt of funds for the same from the respective state governments. The SUPPLIER expressly agrees, acknowledges and understands that the EMRI HERSF is not DIRECTLY responsible for any delays in the release of funds from respective state governments for what so ever reason it may be and shall not hold EMRI HERSF responsible for delayed payments and EMRI HERSF shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the contract. Accordingly, the SUPPLIER hereby, expressly waives releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the EMRI HERSF arising out of this Agreement and not to sue EMRI HERSF for any reason, as to any manner, claim, and cause of action or thing whatsoever arising of or under this Agreement.

30. Dispute Redressal Committee:

- a. All disputes can be addressed by amicable settlement by committee constituted by State Head Operations–EMRI HERSF Telangana.

31. Payment Terms

- a. 100% payment will be made within 30 to 60 days of delivery, inspection, acceptance and submission of invoice.
- b. The vendor should submit the bills/invoices with delivery challan and order copy with satisfactory inspection report of the designated Technical Committee after Delivery duly signed and accepted should be submitted at **EMRI HERSF, TS** in original. Three copies of each document should be made and one copy handed over to the authority at delivery site.

32. I/We conveys unconditional acceptance to all the terms and conditions specified herein.

Signature of the Vendor

Name in Block Letters

Capacity in which vendor is signed

Address in full

Phone No

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Annexure- 1

Schedule of items requirement

S. No	Description	UoM	Estimated required quantity
1	Shoes with socks	Each pair	2400

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Annexure-2

Format for Quoting Prices per unit

S.No	Item Description	Make	UOM	Basic Price (excl usive GST)	GST Rate	GST amount	Net landing price per unit (Rs)
1	Shoe with Socks, Model:						

**Signature of the Vendor with Name Designation
& Office Seal**

Date:

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Annexure-3
Declaration Certificate

Date:

To

Head – Supply Chain Management

EMRI HERSF, Secunderabad

Andhra Pradesh

Subject: Reference No: EMRI HERSF/ TS/SCM/02/2023-24

Dated: 19.02.2024

Dear Sir,

We here by certify and declare that we have read and understood all the terms and conditions of the subject and all the terms and conditions are acceptable to us.

We further confirm that we accept to supply all the items quoted by us as per technical specifications of EMRI HERSF and there are not deviations from the specifications asked for by EMRI HERSF.

Thanking you,

Yours Sincerely,

(Authorized Signatory)

Name and Designation with company seal

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Annexure -4

SPECIFICATIONS OF ITEMS

Required Make of shoes: Campus, Liberty, Action, Asian, Bata and Sparx of Sport shoe only

Shoes preferable Specifications:

1. Quoted Shoes should have minimum six Months replacement warranty.
2. Color preferably dark.
3. Only above said makes acceptable.
4. Shoes with various sizes suitable for both men and women.
5. Should have Lace fastening system.
6. Along with every pair of shoes, one pair of cotton socks to be provided.
7. Shoe should be good finished with material sustainable for all weather conditions.

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<u>ANNEXURE – 5</u>		
VENDOR INFORMATION FORM		
		DATE:
1	NAME OF THE VENDOR	
2	ADDRESS	
	Office Contact Numbers	
3	NAME OF THE DIRECTOR/ MANAGING PARTNER / PROPRIETOR	
4	CONTACT NUMBER	
5	E mail ID (in capital letters)	
6	BANK DETAILS (Cancelled cheque to be provided)	
	A) NAME OF THE BANK	
	B) NAME OF THE BRANCH	
	C) BANK A/C NO	
	D) IFSC CODE	
7	PAN No. (Copy to be provided)	
8	GST Registration Number (Copy to be provided)	
9	MSME Certificate (Copy to be provided)	
10	TOTAL TURNOVER PER ANNUM	

PLACE :

DATE:

VENDOR SIGNATURE

NAME :

STAMP :