



No. NIELIT/PUR-118/2015/

Date: 21<sup>st</sup> September, 2015

**INVITATION TO QUOTE RATES**

**TENDER NO. NIELIT/CH/PUR-118- 2015/01**

**(Last Date for receipt 12<sup>th</sup> Oct., 2015 by 11.00 AM)**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Limited tender Enquiry(two bid systems) for supply of office furniture for NIELIT Chandigarh for its office located at Mohali**

Dear Sir,

Sealed tenders are invited (under two bid systems-Technical Bid and Price Bid) by post from bonafide manufacturers/ authorized dealers for supply of office furniture as per categories/specifications and quantities detailed in Annexure-I attached.

The tender document comprising Terms and Conditions, Technical Proforma(Annexure-I), Performa for Financial quotation (Annexure-II), Under Taking (Annexure-III) and self declaration-No Black listing (Annexure-IV) are enclosed herewith. If you are in a position to quote for the tender in accordance with the requirement stated in annexure and as per terms & conditions stated please submit your tender to this office.

The tender document containing Terms & Conditions, Technical proforma(Annexure-I) Undertaking(Annexure-III) and self declaration (Annexure-IV) should be returned alongwith the Technical Bid document intact after filling up the same and duly signing in full with stamp on each page failing which tender shall be liable for rejection.

## Particulars

Due date & time of submission of completed tender	:	12.10.2015 upto 11.00
	:	AM
Date & time of opening of tender	:	12.10.2015 at 11.30 AM
Earnest Money	:	Rs.10,000/-
Performance Security	:	10% of the cost of supply
		Order

### TERMS AND CONDITIONS FOR LIMITED TENDER

**(Note: Bidders are requested to note that non compliance of the following instructions is liable to render their tender being rejected.)**

- A. The Bidder should have been in the business of manufacturing/Supplying office furniture as an authorized dealer of the manufacturer having dealer bases in Chandigarh/Mohali/Panchkula for a minimum period of three years as on 31<sup>st</sup> March, 2015.
- B. The bidders may depute their representative(s) for attending the proceedings with prior intimation to this office. The proposal received without Annexures duly signed will be treated as incomplete and hence liable to be rejected. The Financial Bid of only those bidders shall be opened who are short-listed/found qualified after evaluation of Technical Bid.
- C. The Bidders should put their endorsement (signatures & seal) on each page of the Tender document as acceptance of terms and conditions.
- D. The Bidder should not make any alterations and/or additions to the Tender papers. Only typed quotations will be accepted.
- E. The tender must be submitted in two separate sealed Envelops marked as “(A) Technical Bid” as per performa at Annexure-I and “(B) Financial Bid” as per performa at Annexure-II and the finally sealed in a single bigger cover superscribed with “Tender for the supply of furniture and fixtures for NIELIT Chandigarh”. All desired documents alongwith EMD should be placed in Technical bid failing which the same will be summarily rejected. “**Commercial Bid**” should contain only the price schedule. Commercial Bids of only those vendors shall be opened which are found to be technically acceptable in Technical Bid. The name, address and telephone number of the bidder should be printed /written on each envelope and addressed to Director-in-charge , NIELIT Chandigarh and must reach by 12<sup>th</sup> October,, 2015. The envelop must bear the No. and date of tender.
- F. The tenders should be addressed to Director-in-charge, NIELIT, Chandigarh, C-134, Industrial Area, Phase – 8, Sector 72, Mohali-71.
- G. The price quoted should be inclusive of all taxes loading, unloading and carriage charges to our premises i.e. FOR, NIELIT, Chandigarh, C-134, Industrial Area, Phase – 8, Sector 72, Mohali-71.

- H. Purchase Order must be accepted within 7 (seven) working days of issuance of Purchase order. **In case Purchase Order is not accepted within 7 (seven) working days of issuance of Purchase Order**, NIELIT may cancel the purchase order and forfeit the EMD.
- I. In case delivery is not completed with-in **four weeks** from the date of acceptance of purchase order then each day of delay shall attract penalty @0.5% of the value of material not supplied subject to maximum of 10% of the order value. In case supply is not completed within 10 days from the end of stipulated period then NIELIT may cancel the order and arrange to procure the said material from any other source at the risk and cost of the bidder and security deposit will be forfeited.
- J. The rates must be quoted for each item. However, the supply order can be placed for all or partial number of items. The quantity of items may vary at the time of placing the supply order.
- K. The tenders along-with Annexure should reach this Centre by 11.00 AM on 12<sup>th</sup> Oct., 2015 in the sealed envelope. The envelope should be superscribed as **“Tender for supply of Furniture and Fixtures”**. Tender received after the due date and time will not be considered. The Technical bid shall be opened at 11.30 a.m. on the same day in the presence of vendors or their representative who may wish to be present. The date & time of opening of financial bid will be intimated later on.
- L. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
- M. Validity of the quotation should be mentioned. Normally quotations should be valid for at least 60 days from the date of opening of the quotation.
- N. No advance payment (Prepayment) will be made at any cost.
- O. NIELIT, Chandigarh does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected tenders will be entertained. Incomplete quotations are liable to be rejected.

The Director NIELIT Chandigarh reserves the right to award any or part or full contract to any successful tenderer at his discretion and will be binding on the tenderer. The quantity shown in the tender can be increased or decreased to any extent depending on actual requirement.

The Director NIELIT Chandigarh does not pledge himself to accept the lowest or any tender and reserves himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same at the rates quoted by you. You are at liberty to tender for the whole or any part.

- P. All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the Director, NIELIT, Chandigarh.
- Q. Items shall carry minimum warranty of one year.
- R. NIELIT Chandigarh will retain from the final bill an amount equal to 10% of the value of work assigned as Security Deposit. This amount shall be released without interest after successful completion of warranty period of one year subject to satisfactory attendance to the defects.

- S. The successful bidder shall submit their bills conforming to the items supplied to the Director-in-charge, NIELIT Chandigarh on completion of order. No part Payment of Bill will be entertained. The supplies not conforming to the quoted specifications will be rejected and the vendor shall have to lift the rejected material at no extra cost and replace the same with the furniture of requisite specifications, failing which the furniture shall be purchased at the risk and cost of the vendor.
- T. Statutory Taxes and duties will be deducted at source as per Govt. norms. Further deductions as applicable as per clauses of this tender document will also be made.
- U. The tenderer shall have to deposit an earnest money out of Rs.10000/- in the form of demand draft in favour of Director, NIELIT Chandigarh payable at Chandigarh/Mohali failing which tender shall be rejected. In the event of the withdrawal/revocation of the tenders before the date specified for acceptance the earnest money shall stand forfeited.
- V. The EMD in respect of successful bidder shall be adjusted toward security deposit.
- W. In case of any dispute the courts at Chandigarh and Mohali under the jurisdiction of Hon'ble Punjab and Haryana High Court shall have the jurisdiction.
- X. The Committee constituted by NIELIT will visit the Vendor's site for inspecting the quoted furniture & fixtures/similar to quoted items before opening the financial bid.
- Y. The minimum turnover of the Company should be Rs. 50 Lakhs per annum.

Thanking you.

Yours Faithfully,

(Surinder Singh)  
Joint Director(Technical)  
**PHONE:0172-2236455**

**Annexure– I**  
**Technical Performa**

(Please go through the terms and conditions before filling up this Performa)

<b>S.No.</b>	<b>List of Documents Required</b>	<b>Proofs Attached at</b>
1.	Name, Address and Telephone Number of the organization	
2.	Date of commencement of Business (Please furnish proof in support of your statement)	
3.	Status of the organization (i.e. whether : Proprietorship, Partnership, Private Limited / Public Limited Company, Registered under Societies Registration Act, etc.)	
4.	Registration Number of the Organization (Please attach Certificate of Registration /Incorporation)	
5.	Name of the C.E.O. / Proprietor	
6.	Name, Designation and Address, including : Phone / Mobile Number of the Contact Person	
7.	Annual Turnover (In Lakh Rupees) 2011-12 2012-13 2013-14 (Attach Photostat Copies of Balance Sheets duly certified by CA, I.T. Returns, Sales Tax , VAT No., PAN No. Of Organization/ Owner in case of proprietorship organization where no P.A.N. has been issued in the name of the organization, copy enclosed)	
8.	Details of the prominent organizations served / being served with similar services (attach a comprehensive list along-with copies of contracts/ Purchase Orders and satisfactory certificate from customer organization) 1. Name & Address : Name & Phone no of Contact Person: Cost of furniture supplied (Rs. in Lakh ): 2. Name & Address : Name & Phone no of Contact Person: Cost of furniture supplied (Rs. in Lakh): 3. Name & Address : Name & Phone no of Contact Person: Cost of furniture supplied (Rs. in Lakh):	
9.	Brochures/Photographs with specifications of quoted items/similarly quoted items.	
10	Certified that rates have been quoted for all the items included in Annexure II.	
11.	Undertaking for Reasonableness (Annexure III)	
12	Self Declaration – No blacklisting (Annexure IV)	
13	EMD Details	

**DECLARATION:**

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with the Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the NIELIT to accept / reject the quotation would be final and binding.
- d) The signatory to this quotation is authorized to sign such quotation on behalf of the organization.

Signature:

Place:

Name:

Designation:

Date:

Seal of the company

**Annexure – II**

**Performa for Financial Quotation**

1. Name & Address of the Bidder :  
(Including phone nos., email id)
  
2. **Rates offered inclusive of all taxes & other charges per unit (in Rupees)**

<b>S. No</b>	<b>Items</b>	<b>Quantity in Numbers (A)</b>	<b>Rate offered inclusive of all taxes &amp; other charges per unit for delivery, installation &amp; commissioning at NIELIT CHANDIGARH (in Rupees) (B)</b>	<b>Total Amount (in Rupees) C = (A) X (B)</b>
1	Centre Table Size 4'x2', all made of teak wood with section of wood (2"x 1 and half inch), (1 and half inch x 1 and half inch), 12 mm glass embedded in frame supports of 1 3/4"x 1" 3/4" x 3/4" frame in bottom shelf, spirit polished	2		
2	Side Table of size of 18"x 18", all made of teak wood with sections of wood (1 1/4"x 1") appx. 6mm glass embedded into frame, all frame spirit polished, bottom shelf with 1/2"x 1/2" wooden frame.	2		
3	Sofa Set (3+2+1+1), internal frame made of cheel wood, teak wood arms, seat and back cushioned covered with leatherite, black polish, fitted with necessary hardware related to sofa set	1		
4	Counter for Reception of length 6'in curved shape at front, with provision of one drawer and cupboard unit on one side, central key board, other side with CPU Unit space and drawer made of 3/4"board pasted with sunmica, uppermost top of transparent glass fitted with studs, teak wood mouldings spirit polished.	1		
5	Podium 22"x 16"x 46"(Central height), made of (2"x1") and 25 mm square S.S. pipe 16 gauge fitted with front acrylic sheet/laminated fixed board, top and shelf with sunmica pressed board, frame buffed, mirror finish.	1		
6	Lecture Stand with steel base made of (2"x1") pipe as central support top in tray shape made of 3/4"board fitted with sunmica steel frame powder coated, one shelf of board fitted in 20 mmx20mmx3 mm angle iron frame	2		

7	Training Chair with one side fix writing desk made of 19 mm board pasted with sunmica teak wood moulding, spirit polished, P.U. arms powder coated frame	90		
8	Training Chair frame made of 1"O.D. pipe 16 gauge, seat and back P.U. cushioned covered with cloth, folding type writing desk with sunmica pressed, frame painted.	60		
9	Wooden side Table of size 18"(L)x12"(B)x14" (H)	13		
10	<b>Office Almira</b> overall size of the almirah shall be 915 mm (W) x 485 mm (D) x 1980 mm (H). The Body of the Steel Almira shall be made from 22 G CRCA sheet. The doors of almirah shall be made from 20 G CRCA sheet which are further reinforced with 20 G CRCA sheet stiffeners. The doors shall be fixed with the 3 nos. special pin type hinges. The body of the Almira shall be welded on two U shaped feet with vertically pressed grooves at the front to take full load and provide stability. The height of the feet from ground shall be 130 mm.The Almira shall be equipped with four adjustable shelves manufactured from 22 G CRCA sheet, thereby making five compartments in the Almira. The steel shelf shall be capable of carrying a uniformly distributed load of 80 kg. The almirah shall be equipped with a special three way bolting device with tongue-in-groove inter locking mechanism. The lock shall be five lever unpick able type. The handle shall be made from a non-ferrous metal alloy, chrome plated Steel welding wherever required. The Almira shall be finished with Epoxy Polyster coated to the thickness of 50 microns (+/- 10).	10		
Grand Total of amount (in Rs.)				

**ANNEXURE - III**  
**UNDERTAKING FOR REASONABLENESS**

It is certified that I am authorized by bidder to fill and verify the above mentioned costs. To the best of my knowledge & belief,

1. The information furnished in the quotation is correct.
2. Rates quoted are at par with the prevailing market rates.
3. In respect of indigenous items for which there is a controlled price fixed by law, the prices quoted are not higher than the controlled price.
4. Services/ Products/ Goods supplied, will be of requisite specification and quality.
5. We understand that the decision of the NIELIT to accept / reject quotation without assigning any reason whatsoever would be final and binding.
6. We understand that the decision of the NIELIT to split the order, item wise, to multiple bidders without assigning any reason whatsoever would be final and binding.
7. We accept the decision of the NIELIT to reject the quotation if we don't quote for all items.
8. The signatory to this quotation is authorized to sign such quotation on behalf of the organization.

Place

Signature

Date:

Name:

Designation:

Seal of the Organization:

ANNEXURE - IV

To,

**SELF-DECLARATION – NO BLACKLISTING**

The Director  
National Institute of Electronics and Information Technology (NIELIT),  
C-134, PUNCOM Building,  
Industrial area, Phase-VIII, Sector – 72  
Mohali  
Punjab

In response to this Limited tender, I/We hereby declare that presently our/ firm M/S \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt and/ or fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

We further declare that presently our Company/ firm \_\_\_\_\_ Is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Quotation Submission and no Criminal Case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/ our EMD/Security Deposit may be forfeited in full and the award of work contract if any to the extent accepted may be cancelled.

Thanking you,

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Seal of the Organization