

NOW AT:C-134, PUNCOM BUILDING, INDUSTRIAL AREA, PHASE -8, SECTOR 72,
MOHALI-71

No. NIELIT/PUR-103/2014/

Date: 31st October, 2014

INVITATION TO QUOTE RATES

TENDER NO. NIELIT/CH/OCT. 2014/01

(Last Date for receipt 17th NOVEMBER, 2014 by 3.00 PM)

To,

Subject: Quotation for Supply of furniture and fixtures for NIELIT Chandigarh for its office location at Mohali

Dear Sir,

National Institute of Electronics and Information Technology (NIELIT), an Autonomous Scientific Society under the administrative control of Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Govt. of India invites quotations from the eligible Manufacturers/Dealers/suppliers of Office Furniture and fixtures for NIELIT Chandigarh for its office location at Mohali.

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 31st March, 2014.

- 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 documents 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 quotations 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 “Quotation 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 17th November,2014.
- F. The quotation 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 and carriage charges to our premises i.e. 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 quotation along-with Annexures should reach this Centre by 3.00 PM on 17.11.2014 in the sealed envelope. The envelope should be superscribed as “**Quotation for supply of Furniture and Fixtures**”. Quotations received after the due date and time will not be considered. It shall be opened at 3.30 p.m. on the same day in the presence of vendors or their representative who wish to be present.
- 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.
- 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 Bill will be entertained
- 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. Earnest Money Deposits (EMD) of Rs.30,000/- (Thirty Thousand only) shall be submitted in the shape of Demand Draft in favour of NIELIT Chandigarh payable at Chandigarh along-with the Technical Bid (Annexure I).The EMD deposited by the unsuccessful bidders would be refunded within 30 days from the date of placement of order to the successful bidder. The EMD in respect of successful bidder shall be adjusted in security deposit. In case the party selected backs out, the EMD shall be forfeited. Bids received without EMD will be summarily rejected.
- V. 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.
- W. 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.
- X. The minimum turnover of the Company should be Rs. fifty Lakhs per annum.

Thanking you.

Yours Faithfully,

(RAJESH KUMAR KAPILA)
PRINCIPAL SYSTEMS ANALYST
Mobile No. 9914401683

Annexure– I
Technical Performa

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

S.No.	List of Documents Required	Proofs Attached at
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)**

S. No	Items	Quantity in Numbers (A)	Rate offered inclusive of all taxes & other charges per unit for delivery, installation & commissioning at NIELIT CHANDIGARH (in Rupees) (B)	Total Amount (in Rupees) C = (A) X (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	1		
4	Storage Rack of size 78"x 36"x 15"with six no. shelves of 18 gauge CRCA sheet and slotted angle 40"x40"x2 mm painted	22		
5	Conference Table size 16'x 4'made into two parts of 8'x 4 x with double pillar in fork shape jointed by partition of 3/4"board, pillar 1 1/2"thick of board pasted with sunmica on both sides, top slightly covered on long sides, teak wood mouldings at edges, melamine polished.	2		
6	Counter for Reception of length 8'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	1		
7	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		
8	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	6		
9	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	130		

10	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.	80		
11	White Magnetic Board size 8'x4', enclosed in aluminium frame, back with G.I. sheet fixed, with hanging hooks precision.	2		
12	Class Room Table size 4'x2'x2 ½', with the provision of one no. drawer and cupboard, front closed, made of ¾" board pasted with sunmica, wooden 3'x1" footrest, teak wood beedings, polished.	8		
13	Computer Table size 32"x24"x 30" with the provision of keyboard moveable on telescopic channel, bottom L shape shelf and teak wood footrest (3" x 1 ½") , made of 19mm commercial and M.D.F board , pressed with sunmica , teak wood beedings , sprit polished.	60		
14	Computer Table two seater size 64"x24"x30" with the provision of placing 2 no.s of keyboards(one per seat) with moveable on telescopic channel, bottom L shape shelf and teak wood footrest (3" x 1 ½") , made of 19mm commercial and M.D.F board , pressed with sunmica , teak wood beedings , sprit polished.	30		
			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