

Notice Inviting Tender

National Small Industries Corporation Limited
20B, ABDUL HAMID STREET,
7TH FLOOR, KOLKATA -700069
Tel No.033-22487358, Fax No. 033-22487359

Tender no.: NSIC/KOL/Tender/Furn/02

Date: 04.01.2018

Subject: Tender for supply and installation of office Furniture-items at New NSIC Office Building at Plot No.7/7 & 7/8 , Block-CP , Sector-V , Salt Lake , Kolkata-700091.

Sealed tenders are invited for the work mentioned under the subject cited above from the reputed contractors having experiences in the similar types of works as per the terms and conditions contained in the Tender document. The date of submission and opening of the Tenders , place of submission of the Tenders and other details are given as below for the information of the intending Tenderers.

Description of the work	Estimated cost In Rs.	EMD In Rs.	Date of Submission	Date of opening of Technical bid	Place of Submission	Validity period
Supply and Installation of Furniture Items	3,75,000/- (i/c GST)	7,000	12.01.2018 , at 11.30 hrs.	12.01.2018 , at 14.30 hrs.	NSIC , 20B , Abdul Hamid Street , 7 th Floor , Kolkata-700069	30 days

The tender document may be purchased on payment of Rs.200.00 (Non refundable) plus 18% GST from the office of Sr. Branch Manager, Kolkata Branch Office at the above address. The payment of Rs.236/- including GST @18% is to be made by the intending tenderer in the form of Bank Draft drawn in favour of "National Small Industries Corporation Ltd." payable at Kolkata from any scheduled /nationalized bank. The tender document can also be downloaded from NSIC website www.nsic.co.in by the Tenderers and in such cases, the Tenderers shall be required to deposit Rs. 236.00 including GST @18% towards the cost of the Tender document separately in the manner stated above along with the Technical Bids of their Tenders without which the Tender shall be rejected.

The Tenderers shall be required to deposit the Earnest money (EMD) amounting to Rs.7000/- (Rupees Seven Thousand Only) in the form of Demand draft drawn in favour of " NSIC Ltd." payable at Kolkata from any scheduled/ Nationalized Bank and the same shall be required to be enclosed along with the Technical Bid of their Tenders. Any Tender without EMD shall be summarily rejected.

The Tenders submitted by post or submitted after the due date, referred to above, shall not be accepted and shall be returned to the concerned Tenderer unopened on receipt of a written request from him/them.

INSTRUCTIONS TO TENDERERS :

i) The Tender should be submitted with a covering letter in the format marked as Annexure-III in a the **sealed envelope, in the manner stipulated here-in-after, clearly mentioning the above mentioned tender number on top of the envelope.**

ii) The technical bid shall be opened on 12.01.2018 at 14.30 hrs. in the presence of the intending Tenderer or their authorized representatives who want to be present at the time of bid opening. The authorized representative shall be required to bring an authority letter from their principals for attending the bid opening.

iii) After opening of the Technical bids, the bidders shall be pre-qualified based on the technical details / documents enclosed with their respective technical bids. The technical details / documents to be enclosed shall be adequate to explicitly confirm the fulfillment of the pre-qualification criteria, mentioned here **-in-after**, by the tenderers. The bidders, fulfilling the eligibility criteria, shall be pre-qualified. Financial Bids shall be opened for the prequalified Tenders only. The Tenderers pre-qualified by shall be intimated accordingly before opening of their financial bid.

iv) After submission of the Tender, the Tenderer shall neither be allowed to revise any of their quoted rate(s) nor withdraw their Tender till the validity period stipulated otherwise the entire amount of EMD deposited shall be forfeited.

v) NSIC reserves the right to reject one or all the bids without assigning any reason whatsoever.

The Intending Tenderers are advised to read carefully all the terms and conditions specified in the Tender Document before quoting their rates.

Sr. Branch Manager

PREPARATION / SUBMISSION OF BIDS:

- 1) The bids should be prepared in the following manner:-
 - a. Bids should not contain any terms and conditions, contrary to those stipulated originally in the Tender document.
 - b. Each page of the bid should be signed by the Principal of the Organisation or by a person authorised to sign on behalf of their organisation. Any Tender without the signature of the Principal of the Organisation or their authorised representative shall be treated as invalid and hence the same shall be rejected.
 - c. A letter from the principal authorising the signatory to sign the Tender document on behalf of the Organisation should be enclosed with the Technical Bid before submission otherwise the concerned Bid shall be treated as invalid and rejected .
 - d. The price quoted against each Item of work should be filled up with neat/legible hand writing both in figures and in words. Corrections by overwriting, Insertions, postscripts, additions and alterations shall not be considered for Bid evaluation. All corrections should be done by neatly penning through the errors and writing the corrected figures/words in neat hand writing. Thereafter, such corrections should be signed either by the Principal or by the authorised signatory with date and Seal of the Organisation.
 - e. Any conditional Tender with terms & conditions contrary to the original terms & conditions stipulated in the tender document shall be reject
 - f. In the Financial Bid, prices are to be indicated in both figures and words. In case of any discrepancy in any rate quoted in figures and words, the rate quoted in word shall be considered for evaluation of a Tender.
 - g. Where there is discrepancy in the total prices quoted in the bid as a whole, the corrected total price for the bid as a whole, shall be arrived at from the rates quoted by the Tenderer against each item of work.
 - h. If the rate column against any Item of work of the Bill of Quantities enclosed with the Tender document is left blank, the Tender shall be treated as incomplete and the same shall be rejected. If the Tenderer fails to sign at the requisite places at every pages, the Tender shall be treated as incomplete and shall be rejected.
 - i. No price variation shall be allowed either during the pendency of the contract or during its extended period of completion due to any reason whatsoever.
 - j. The approved brand of furniture are either M/S. Featherlite or M/S. Godrej interio
- k. PRE-QUALIFYING CRITERIA:
 - i) The Tenderer shall be required to enclose with their respective Tender, the proof of adequate Quality control measures available with them for adhering to the specification of the product stipulated in the contract otherwise the concerned Tender shall be rejected
 - ii) Details of works executed during last two years valuing either one work 80% or two works each of 60% or three works each of 40% of the estimated cost put to tender. In support of the above, copies of the completion certificates issued by the concerned client along with the corresponding certificates of TDS deducted are to be enclosed with the Bid. Without the copies of the certificates/documents referred to above , the claim of the tenderer regarding execution of the aforesaid value of works shall not be accepted.
 - iii) Copies of latest Income Tax clearance certificate, GST registration
 - iv) The Tenderer shall be either an original manufacturer or an authorized dealer of the concerned brand of furniture. Necessary documentary evidences in support of the above are required to be enclosed along with the Bid failing which the concerned Tender shall be rejected.
 - vi) The Tenderer shall be required to enclose a list of various tools & plants available under the ownership of the original manufacturer for manufacturing of furniture of various designs.

2) **Submission of Bids:**

- a. Bids must be submitted in the sealed Tender Box kept in the Office of NSIC at the address given above on or before the specified due date and time. In the event of the specified date for the submission of bids being declared a holiday for NSIC, scheduled date of submission of the Tender shall stand extended to the next working day up to the same time.
- b. Any bid received by NSIC, after the last date & time for submission of bids, shall not be accepted.
- c. NSIC at its discretion may extend the date of submission of the Tender.
- d. **The bids shall be submitted in two *separate* sealed envelopes i.e. one envelop containing technical bid and the other envelop containing the financial bid as detailed below :**

ENVELOPE – I (TECHNICAL BID)

Name of work : **Tender for supply and installation of office Furniture-items**

Tender no. :

Due date & time of opening :

Addressed to : Sr. Branch Manager, 20B, Abdul Hamid Street, 7th Floor, Kolkata -700069.

From : Name & Address of the tenderer

This envelope shall contain the following: -

- i) EMD in the form of Demand Draft drawn on a scheduled/nationalized bank in favour of "NSIC Ltd" payable at Kolkata. **Cheque will not be accepted.**
- ii) **The D.D. towards the cost of Tender document.**
- iii) All the certificates/documents referred to under the head "Pre-qualification Criteria"
- iv) Partnership Deed in case of partnership firm and Articles of Association in case of limited Company.
- v) Power of Attorney in favour of person who has signed the tender documents. In case of company, the authority to sign the tender is to be given under Board resolution.
- vi) Copy of registration certificate, if any, for being registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department.

ENVELOPE – II (PRICE BID)

Name of work : **Tender for supply and installation of office Furniture-items**

Tender no. :

Due date & time of opening :

Addressed to : Sr. Branch Manager, 20B, Abdul Hamid Street, 7th Floor, Kolkata -700069.

From : Name & Address of the tenderer

This envelope shall contain the following: -

- i) **Envelope-II** shall contain only **PRICES** and no conditions i.e. deviations / assumptions / stipulations / clarifications / comments / any other request whatsoever. Conditional offers will be rejected.
- a. If any Tenderer submits his/their Tender in only one envelop / cover containing all the bids i.e. techno-commercial bid & price bid together, the bid shall be liable for rejection.
- b. Thereafter, **both** the Envelops i.e. envelop containing the Technical Bid and the envelop containing the Financial Bid shall be put in a larger envelop and sealed superscribing the Tender no., date of opening, Name and address of the tenderer and Addressed to Sr. Branch Manager, 20B, Abdul Hamid Street, 7th Floor, Kolkata -700069.

3) Bid opening and evaluation:

- a. The technical bids shall be opened on 12.01.2018 at 14.30 hrs.
- b. Bidder shall be pre-qualified on fulfilling the eligibility criteria specified here-in-before in the Tender document based on the information /documentary evidences enclosed by them with their Technical Bid submitted on the scheduled date. The financial Bids of only such pre-qualified Tenderer shall be opened by NSIC for evaluation. The date and time of opening of the financial bid will be informed only to such pre-qualified bidders. The Tenderer or their authorised representative, if they so desire in writing, may be allowed to be present while opening of the Financial Bid.
- c. The bidder's authorised representative shall be required to submit an authority letter from his/their Principal for remaining present at the time of opening of the financial Bid.
- d. The bidder's name, bid prices, discounts and such other details etc. shall be announced by NSIC while opening of the financial bids of each prequalified Bidders.

4) Award of Contract

- a. The financial bids of the pre-qualified bidders shall be opened by NSIC. Based on the FOR Prices quoted by the Tenderer in the financial Bid at the location stipulated in the Tender document, the tenders shall be scrutinised by the concerned authority of NSIC and based on such scrutiny, the Tenderer who has quoted the lowest prices shall be decided as the lowest Tenderer.
- b. NSIC shall award the contract to the eligible bidder whose financial bid has been accepted as the lowest bid on evaluation of bids by NSIC.
- c. If more than one bidder happens to quote the same lowest price, NSIC reserves the right to award the contract either to any one bidder or split the total contract equally amongst the lowest bidders quoting the same price.
- d. NSIC reserves the right to reject any or all the Tenders without assigning any reason whatsoever.
- e. The Successful Tenderer shall be required to return one copy of the award letter duly signed by him/them to NSIC as a token of acceptance of the work awarded to them within 3 days from the date of issue of the above letter failing which it will be construed that the tenderer is not willing to accept the award of work and therefore their tender shall be rejected forfeiting the EMD .

5) Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, NSIC's interpretation of the clauses shall be final and binding on all the intending Tenderers.

6) Earnest Money Deposit:

- a. The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Earnest Money as defined under Rule 157 of General Financial Rules (GFR), 2005.
In such cases, copy of the certificate with up to date validation , showing registration with either of the above mentioned institutions, is required to be enclosed along with the Technical Bid by the intending Tenderer.
- b. In case, the unit of the Bidder is not registered with any of the above institution, the Bidder shall be required to submit their Bid along with Earnest Money Deposit (EMD) for Rs.7000/-referred to in the NIT. No cash / cheque towards payment of EMD shall be

accepted. The EMD shall be required to be submitted only in the form of DD drawn on any Nationalized / Scheduled Bank in favor of "National Small Industries Corporation Ltd" payable at Kolkata.

- c. DD for EMD should be placed inside the envelope containing technical bid. The Bids without EMD shall be rejected.
- d. No interest will be allowed for earnest money deposited with NSIC .
- e. Forfeiture of EMD including rejection of the Tender/Contract awarded:
 - i) If the bidder withdraws or modifies the terms/condition/ prices of the bid already submitted during the period of validity of the Tender as specified in the tender document.
 - ii) If the successful bidder fails to communicate their acceptance of the work awarded by NSIC by signing and returning one copy of letter of award within 3 days from the date of issue of the award letter.
 - iii) If the successful Tenderer fails to commence the work, after award, within the period stipulated in the Tender document.

7) Security Deposit

- a. The EMD of successful bidder shall be converted in to 'Security Deposit' and shall be refunded after 30 days from the date of the final payment of balance 50% after successful completion of work. EMD of unsuccessful bidder shall be refunded without interest on award of work.
- b. In case of bidder exempted from payment of EMD (as mentioned in Para 6 a. above), 'Security Deposit' for Rs. 7,000/- by way of demand draft in favour of "National Small Industries Corporation Limited" payable at Kolkata should be submitted on award of the work by NSIC.
- c. Prices:

All items are to be quoted in INR only in the format marked Annexure-II. The price quoted should be inclusive of packing, insurance and freight on FOR basis as well as installation and commissioning charges of the furniture at the site. **The prices should also be inclusive of all taxes and duties as applicable.** The price quoted shall be considered firm and no price escalation shall be allowed under the contract against this Tender.

8) Validity of the Quotation :

The validity of quotation should be for Thirty days (30 days) from the scheduled date of submission of Tender. A bid valid for a period shorter than Forty five days shall stand rejected.

9) Delivery period:

The goods shall be delivered to NSIC's authorised representative at NSIC Office Building at Plot no. 7/7 & 7/8, Block – CP, Sector – V, salt lake, Kolkata , within 10 days from the date of award of contract. Part delivery shall not be permitted. Separate dispatch instruction shall be issued after inspection of goods at works of the successful bidder and acceptance thereof by NSIC. No other delivery terms shall be acceptable.

10) Taxes / Duties:

- a. The bidders should be registered with GST / income tax department of Govt. of India and shall be required to produce the aforesaid Registration certificates at the time of purchase of the tender documents and shall also be required to enclose authenticated copies of the same along with the Technical Bids of their tenders.
- b. GST, excise duty, octroi or any other tax shall be reimbursed on actuals as per rule applicable and on production of documentary proofs of payment.

- c. The Tenderers shall be required to quote their TIN Number at the appropriate place indicated in the Financial Bid documents.

11) Payment terms:

Payment shall be released within 15 working days, after successful installation and commissioning of equipment at site and submission of warranty certificate to the satisfaction of NSIC.

12) Packing & Marking:

- i) Consignment must be packed properly, taking all precaution against damages during handling and transportation to final destination.
- ii) Proper marking on the packing cases should be made for smooth handling of consignment.
- iii) Every package delivered under our order shall, at the expense of the supplier, be distinctly marked with description and quantity or contents along with the name of the consignee, their address, gross weight and net weight of the consignment along with the distinctive number and mark for the purpose of identification and verifying the material list account with the supplier's packing list.

Each packet shall contain a packing note quoting an Identification number and date of our order and also showing its contents in detail .

13) Pre-Despatch Inspection:

The Furniture items / equipment to be supplied and packing thereof shall be subject to inspection by NSIC or third party (name shall be conveyed to the successful bidder) at manufacturer's premises prior to dispatch thereof. Approval and clean report of findings shall be submitted at the time of claiming payment. Furniture items including packing shall be offered for inspection by the contractor for inspection at least 7days before the date of actual dispatch. Defects/Deviations, if any pointed out by the visiting inspection team, as mentioned above, shall be rectified for making the furniture items as per specification and thereafter the furnitures shall be dispatched ensuring the delivery of the same on or before the scheduled delivery date.

The quality of Furniture shall be of good quality. In case quality of goods found to be inferior during inspection, the whole consignment or part thereof, as the case may be, shall be rejected without assigning any reasons. Accordingly, the supply order shall be treated as cancelled without any liability on NSIC.

14) Liquidated damages:

In the event of delay in supply of the goods within the stipulated period, Liquidated Damages (LD) shall be charged by NSIC @ 1% (one percent) of the total order value per week of delay or part thereof subject to a maximum of 10 (ten percent) of the order value.

15) Insurance:

All goods are to be insured for 110% of the FOR value of the goods by successful bidder from their works to NSIC location stated in the order.

16) Installation & Commissioning:

- a. The Contractor to whom the subject work has been awarded shall be required to depute their well trained personnel for installation & commissioning of the furnitures at site.
- b. The supplier has to make their own arrangements for the material handling facilities required for successful installation, commissioning of furniture items supplied.

- c. The supplier will be required to install all the items properly as decided by NSIC within 7 days from the date supply at site.

17) After Sales Service / Warranties:

- a. The items shall be warranted for any manufacturing defect for a period of 12 months from the date of successful completion of installation and commissioning at site. Should any part or parts fail or proved defective within the period specified above, owing to defect in design, material or workmanship, the supplier will have to replace them at the place of installation free of all charges.
- b. In case the supplier fails to rectify the defect within 15 days of our call, NSIC shall have right to debar the supplier for future supplies.
- c. During the warranty period, expert(s) shall be deputed at site by the awarded unit whenever found essential and for repairs which cannot be undertaken locally or by the NSIC's experts including rectifying any defect / malfunctioning of furniture items. The cost of deputation of expert(s) and any other associated expenditure shall be borne by the awarded unit.

18) Risk Purchase:

In case of delays in supplies / defective supplies or non-fulfillment of any other terms and conditions given in the Supply Order, NSIC may cancel the supply order in full or part thereof, and may also make the purchase of such material from elsewhere / alternative source at the risk and cost of the supplier.

19) Cancellation of Bids

- a. NSIC reserves the rights to cancel any bid without assigning any reasons.
- b. NSIC reserves the rights to cancel bids and refloat a fresh tender, at any time after opening of the bids, in case it finds the response to its bid are not meeting its requirement. This shall be at the sole discretion of NSIC.

20) Blacklisting / Debarring of Firm

- a. Units blacklisted by any Government Departments / PSUs are not eligible to participate in the tender.
- b. If the unit(s) commits breach of contract, it shall be black listed / debarred for further business with NSIC for a period which would be decided by the committee constituted after assessing the quantum of loss due to such breach.

21) Post Tender Negotiations

NSIC reserves the right to conduct negotiations on the 'Price' and 'other commercial terms' with the lowest Bidder and if so desired by NSIC, supplier shall be required to share their cost data / costing sheet with NSIC.

22) Force Majeure

If at any time during the currency of this contract, the performance in whole or in part, by either party of any obligations under this contract shall be prevented or delayed by reason, of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine, restrictions or acts of GOD (hereinafter referred to as events), then provided notice of happening of any such events is given by either party to the other within ten days from the date of occurrence thereof, neither party shall due to reason of such events be entitled to terminate this contract nor shall be considered as responsible for any non performance and delay on account of the above said reasons. However, the contractor/supplier shall make endeavor to resume the works as soon as practicable after such events has come to an end or ceased to exist. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for period considered reasonable by the purchaser subject to prompt notification by the seller to the purchaser of the particulars of the events and supply to the purchaser if required of any supporting evidence. Any waiver of time in respect of partial installment shall not be deemed to be a waiver of time in respect of remaining deliveries.

Documents / Information to be submitted with Technical Bid

Technical Specification :

- a) All Furniture should be compatible .
- b) All Furniture should be painted with the colours specified by NSIC.
- c) All Furniture should be complete in all respect.
- d) Finished products should have quality similar to norms of BIFMA International (not below the level of 'PLATINUM'),

Enclosures to be submitted along with bid documents:

1. Company profile with catalogues.
2. Detailed specification of all items mentioned above.
3. Copy of purchase orders/ contracts of similar nature and size in the last five years.
4. Copy of Pan Card / Sales tax / GST registration certificate.
5. Copy of documentary proof of being registered with Income Tax Authority, EPFO and ESIC
6. Copy of SSI / MSME Memorandum part – II / UAM / NSIC registration certificate, if applicable.
7. Demand draft for Rs. 7,000/- as EMD.
8. Authorization letter in favour of authorized signatory from the bidder.

Financial Bid

**(Price to be quoted shall be FOR at Plot No.7/7 & 7/8 , Block-CP , Salt Lake ,
Sector-V , Kolkata-700091)**

Description/ Specification	Quantity	Rate in figure Rs./Each	Rate in word (Rs.)/Each	Total in Rs.
1. Secretariat Table with side unit : Size:2200 L X 1800 W X 780 H mm. , Colour-Dark Wall Nut. , Finish- Melamine.	01 No.			
2. High Back Revolving Chair , Colour - Black/Brown.	01 No			
3. Single seater sofa, size:870 X 750 X820 mm , Colour - Brown fabric.	01 Nos.			
4. 3 Seater sofa, Size:1800 X750 X 820 mm , Colour - Brown fabric	01 No.			
5. Medium Mesh Back revolving Chair with co-active synchro tilting seat and back , Gas lift for height adjustability , fixed arms and PU 5 prong base with twin wheel castors.	27 No.			
6. Bodyline high back chair with gaslift & PU arms.	01 No.			
7. Mesh Back Visitors Chair with sledge base & fixed arms.	09 Nos.			
8. Table of size 1800 L x 900 W x 750 H with table top made up of 25 mm. pre- laminated particle board with sides 18 mm. including mobile pedestal with 2 drawer and 1 filing cabinet. Top Colour : Wall Nut, Sides & Modesty - Grey	01 No.			

Note: The prices quoted for locations above should be inclusive of packing, transportation and insurance and all applicable Taxes, Duties, Octroi, etc.

Annexure-III

Format of covering letter

Ref. No.:.....

Date:.....

Sr. Branch Manager
National Small Industries Corporation Limited
20B , Abdul Hamid Street,
7th Floor, Kolkata-700069.

Ref.: Tender No Tender no.: NSIC/BO/KOL/Tender/Furniture/02/2017-18 dated 4th January, 2018 for supply & Installation of Furniture items at Plot No.7/7 & 7/8 , Block-CP , Sector-V , Salt Lake , Kolkata-700091.

Dear Sir,

With reference to above tender notice, we are submitting herewith our offer for above as per following documents:

1. Technical bid in prescribed format as Annexure-I in sealed envelope no.1 along with enclosures (No financial figures should be mentioned directly or indirectly in technical bid).
2. EMD for Rs.7,000/- in the form of Demand Draft in favour of "National Small Industries Corporation Limited" payable at Kolkata along with technical bid in an envelope marked "EMD" placed inside sealed envelope no.1.
3. Financial bid in prescribed format in sealed envelope no.2.

We hereby agree to fully abide by all the terms & condition of this tender.

Thanking you,

Yours faithfully,

Name.....
Designation.....