



**Tender Ref. No.:**  
**NSIC-TSC (A)/ATI/2019-20/40**

## **TENDER DOCUMENT**

**for**

# **Supply, Installation & Commissioning of Furniture & Fixtures**

**The National Small Industries Corporation Limited**

(A Government of India Enterprise)

**A-1, Industrial Estate, Aligarh, Uttar Pradesh – 202001.**

Tel No.: 0571-2408910, 2400364, 2403552

Email: [ntsecalig@nsic.co.in](mailto:ntsecalig@nsic.co.in)

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## NOTICE INVITING TENDER

The NSIC Technical Services Centre, Aligarh invites sealed tender in two bid system (Technical & Commercial bid in two separate envelopes) for the Supply, Installation, Commissioning on site & Training on Operation(s) & Maintenance of **Furniture & Fixtures**.

The details are summarized below: -

a)	Tender number	Reference number for inviting bids through this tender is <b>NSIC-TSC (A)/ATI/2019-20/40</b>
b)	Eligible Bidder	Original Equipment Manufacturers / Authorized Distributors of OEM / Authorized Dealers of Original Equipment Manufacturer (as per the eligibility details placed in the tender at Para 2 of " <b>Instructions to the Tenderers</b> ").
c)	Purchaser	The NSIC-Technical Service Centre (A Government of India Enterprise) which is one of the Technical Centre of National Small Industries Corporation.
d)	Usage of Machine	The purchaser would place the machine in their training centre and shall be utilized for imparting skill/ entrepreneurship development training and rendering services to the industries.
e)	Scope of Tender	Supply, Installation, Commissioning & Training to trainers, Comprehensive Warranty of 2 years.
f)	Specification/ Details of machine	The detailed specifications of machine are specified in tender and placed at <b>Annexure-A</b> .
g)	Web page for details of tender	Web page: <a href="http://www.nsic.co.in/tenders.asp">http://www.nsic.co.in/tenders.asp</a> & <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> The prospective bidders are advised to visit the website periodically for any update in respect of this tender. No separate advertisement/communication will be sent to the individual and/or parties.
h)	Locations of supplies	The machine(s) is/are proposed to be supplied at NSIC Technical Services Centre, A-1, Industrial Estate, Near ITI Road Police Chowki, Aligarh – 202001, Uttar Pradesh.
j)	Bid Security Declaration Form along with Tender	Instead of depositing Earnest Money Deposit, a <b>Bid Security Declaration Form</b> shall be submitted by bidder in favour of " <b>The National Small Industries Corporation Ltd.</b> " and to be placed in the Technical Bid envelope while submitting the tender. The format for the same is provided in Annexure-E of the Tender Document.
k)	Exemption from the payment of Tender fee	The exemption for the payment of tender fee will be applicable under Rule 170 & 173 of general Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the "Public Procurement Policy for Micro

		& Small Enterprises Order 2012". To claim the exemption, self-certified copy of valid certificate / proof of registration for the goods for which this tender floated, must be enclosed with Technical Bid.
l)	Security Deposit	The successful bidder has to submit interest free security deposit amount to the value equalling to 10% (Ten percent) of the total value of order within five working days from the date of issue of Purchase Order by Purchaser.
m)	Cost of Tender Documents	The tender document can be collected from the office of the General Manager, NSIC Technical Services Centre, A-1, Industrial Estate, Near ITI Road Police Chowki, Aligarh - 202001 in between the period from <b>04.08.2021 to 25.08.2021</b> (Except Saturday & Sunday) between 10:30 hours to 15:00 hours against payment of Rs. 1180/- (Rupees One Thousand One Hundred and Eighty Only) (Non-refundable, Inclusive of GST) by way of demand draft in favour of " <b>The National Small Industries Corporation Ltd.</b> " payable at Aligarh. Alternatively, tender form can be downloaded from our website <a href="http://www.nsic.co.in">www.nsic.co.in</a> & <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> from <b>04.08.2021 to 25.08.2021</b> . In case the tender is downloaded for submission of offer, the tender fee of <b>Rs. 1180/-</b> in form of demand draft in favour of " <b>The National Small Industries Corporation Ltd.</b> " payable at Aligarh shall be enclosed with Technical Bid of the tender while submitting the tender or through Online Banking for which details are given below in "Instructions to Bidders" section.
n)	Last date of submission of tender	<b>Tender must be delivered to the address below on or before 25.08.2021 up to 15:00 hours.</b> The bids received after the due date and time shall be rejected. The General Manager (GM), NSIC-Technical Services Centre, A-1, Industrial Estate, Aligarh – 202001.
o)	Date of opening of Technical Bid (Envelope-1)	<b>The technical bid for the tender shall be opened on 25.08.2021 at 16:00 hours at the address as under:</b> The General Manager (GM), NSIC-Technical Services Centre, A-1, Industrial Estate, Aligarh – 202001.
p)	Date of opening of Commercial Bid (Envelope-2)	The date for opening second envelope containing Commercial Bid will be intimated to the technically qualified bidders separately.

**Note:** In case of any further details required, the same can be collected from the office of The General Manager (GM), NSIC-Technical Services Centre, A-1, Industrial Estate, Aligarh – 202001 from **04.08.2021 to 25.08.2021** (except Saturday & Sunday) between 10:30 hours to 15:00 hours.

General Manager (GM),  
NSIC-Technical Services Centre,  
A-1, Industrial Estate, Aligarh – 202001.

## **INSTRUCTIONS TO THE TENDERERS**

The Tender shall be submitted in accordance with these instructions, as under.

### **1. Abbreviations:**

Throughout this tender document, the word/ term:

- a) "NTSC" means NSIC-Technical Services Centre
- b) "NSIC" means The National Small Industries Corporation Ltd.
- c) "day" means Calendar day
- d) "working day" means Monday to Friday in week
- e) "tender" means tender number **NSIC-TSC (A)/ATI/2019-20/40**
- f) "Machine" means the machines/ equipment/software/accessories as detailed at Annexure-A.
- g) If context so requires, "singular" means "plural" and vice versa.
- h) "EMD" means Earnest Money Deposit.
- i) "Purchaser" means The National Small Industries Corporation Ltd
- j) "Bid" means the document and financial details submitted by bidder.
- k) "Bidder" means the eligible and qualified bidder.
- l) "Tenderer" means the eligible and qualified Original Equipment Manufacturers / Authorized Distributors/ Authorized Dealers.
- m) "OEM" means Original Equipment Manufacturer

### **2. Eligible Bidder:**

- a) The intending Bidder, in case of Original Equipment manufacturers shall submit a self-declaration on their letter-head, along with the Technical Bid, confirming that they are regular in manufacturing & supplying the similar Furniture & fixtures, as asked in this tender, for the last Ten (10) years.
- b) The original equipment manufacturers shall possess ISO Certificate for their establishment. The copy of the valid ISO Certificate shall be placed with the Technical Bid.
- c) The intending Bidder, in case of Authorized Distributor of OEM / Authorized Dealer of OEM shall possess valid authorized Distributorship / Dealership license from Original Equipment Manufacturer and to be engaged in regular supply of similar Furniture & fixtures for the last ten (10) years. The OEM shall have ISO certificate. Also the authorised Distributor/Dealer shall be associated with OEM on the basis of which the said tender is participating, for the last three years. The Bidder shall enclose the copies to substantiate their engagement in supplies for the goods for which the above said tender is being issued, for the last ten years and associated with OEM for the last three years. The copy of the same to be enclosed in Technical bid while submitting the tender.

- d) The intending bidder had never made any default in supplying the Furniture & fixtures/ equipment to Government / Semi Government/ Central or State Public sector enterprise(s) for any reasons in the last five years.

### 3. Scope of Supplies:

- a) The material shall be supplied in compliance to the specifications mentioned in Annexure- A of the tender.
- b) The specifications of the Furniture & fixtures as mentioned in the Annexure-A are the minimum requirements of tender, however higher specifications of Furniture & fixtures may be considered subject to their cost economics i.e. competitiveness in financial terms for the location(s) of supply.
- c) After the supply of Furniture & fixtures as mentioned in the Annexure A, the bidder has to execute its installation & commissioning in the designated site(s) at the location. No extra cost shall be paid for this purpose.
- d) The bidder shall offer on-site comprehensive warranty of Furniture & fixtures for minimum two years from the date of successful commissioning of Furniture & fixtures at the designated location. The purchaser is not liable to pay any extra charges on any account during warranty period.
- e) The purchaser shall inform the colour of the Furniture & fixtures to be supplied against the above order while issuing the purchase order and bidder has to comply.

### 4. Location of supplies:

- a) The details of locations where the Furniture & fixtures supplied through this tender are as under:

#	Location	Address for supplies
1	NSIC-TSC Aligarh	A-1, Industrial Estate, Near ITI Road Police Chowki, Aligarh – 202001, U.P.

- b) The bidder is free to inspect the location(s) in the premises before submitting the bid under this tender.

### 5. Special Provision for Micro & Small Enterprises: -

Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST entrepreneurs will also be given benefits as per Public Procurement Policy, 2012. The definition of MSEs owned by SC/ST is as given under:

- (a) In case of proprietary MSE. Proprietor shall be SC/ST
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

Document to claim benefits shall be enclosed in Technical Bid.

### 6. Delivery

- a) The purchaser expects the completion of delivery of Furniture & Fixtures by the bidder within Sixty (60) calendar days from the date of issue of supply order at

the location(s). However, the bidders have an option to submit the best delivery time while submitting the Technical Bid, but in any case, the delivery should be completed before 90 days from the date of issue of supply order by purchaser.

- b) The Furniture & Fixtures shall be inspected by the purchaser on receipt at site and bidder shall be responsible for any damage during the transit of Furniture & Fixtures. The purchaser shall not be responsible for any damage due to any reason during the transportation of Furniture & Fixtures to the designated site of the purchaser.
- c) The successful bidder shall not be allowed for part shipments and/or trans-shipments without the permission of purchaser. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/Installation & Commissioning shall be obtained by the bidder in his own name and not in the name of purchaser. The purchaser will as soon as possible but within 30 days from the date of arrival of goods at destination shall notify the bidder of any loss or damage to the goods.

## **7. Comprehensive Warranty**

- a) The successful bidder shall offer on-site comprehensive warranty of Furniture & fixtures for two years from the date of successful commissioning of Furniture & fixtures at the designated location & shall cover each and every part of the Furniture & fixtures including parts having limited life etc. The purchaser is not liable to pay any extra charges on any account during warranty period.
- b) Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the bidder shall have to replace them with original spares only without asking for any charges.
- c) During the warranty period, expert(s) shall be deputed at site by the successful bidder within two working days from the date of request from purchaser, to rectify and fixing the defects/malfunctioning of Furniture & fixtures at the location where Furniture & fixtures(s) supplied within next three working days. The cost of deputation of expert(s) and any other associated expenditure to attend the rectification/fixing of fault shall be borne by the bidder.
- d) In case the successful bidder is not able to rectify the fault within the period of three days, the Purchaser has authority to demand for demurrages because of loss to purchaser due to "under repair" situation for the Furniture & fixtures.
- e) The comprehensive warranty clause as above is applicable only for Furniture & fixtures.

## **8. After Sales Services**

- a) The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser wherever applicable.
- b) The bidder will depute their engineer within two working days to attend the service call received in writing from purchaser during the warranty period.



## 9. Manuals:

The bidder to supply three (**03**) sets of the following manuals in hard format and one (01) soft format along with Furniture & fixtures wherever applicable:

- i. Installation Manual
- ii. Maintenance Manual

## 10. Tender documents:

- a) The tender document can be collected from the office of The General Manager (GM), NSIC-Technical Services Centre, A-1, Industrial Estate, Aligarh – 202001 in between the period from **04.08.2021 to 25.08.2021** (Except Saturday & Sunday) between **10:30** hours to **15:00** hours against payment of Rs. **1180/-** (Rupees One Thousand One Hundred and Eighty only) (Non-refundable, inclusive of GST) by way of demand draft, in favour of '**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**' payable at Aligarh.

Alternatively tender form can be downloaded from our website [www.nsic.co.in](http://www.nsic.co.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) from **04.08.2021 to 25.08.2021**. In case the tender downloaded for submission of offer, the tender fee of Rs. **1180/-** in form of demand draft in favour of '**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**' payable at Aligarh shall be enclosed with Technical Bid of the tender while submitting the tender.

The other option is to pay Rs. **1180/-** by RTGS/NEFT to the bank of purchaser as detailed under:

ACCOUNT NAME	BANK NAME	BANK NO.	A/C	BANK IFSC CODE
The National Small Industries Corporation Ltd.	State Bank of India	10182090059		SBIN0003346

The bidder is requested to attach the UTR No. / Bank Statement / RTGS Slip in the Technical Bid, to prove the transfer of payment to the purchaser's Account.

- b) At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum/ corrigendum. The prospective bidders are advised to visit the Website for any update in respect of this tender.

## 11. Authorization for Submission of Tender:

- a) The original and all copies of the bid shall be signed and stamped, on every page, by a person duly authorized to sign on behalf of the Bidder. The written confirmation of authorization (in form of letter on the bidder's letter head) to sign on behalf of the bidder confirming the signature as a person duly authorized to sign should be attached with the technical bid of the tender.
- b) The person signing the tender form or any other documents on behalf of the Bidder shall be deemed to warrant that he has authority to bind the Bidder. If it subsequently comes to light that the person so signed had no authority to do so,

the purchaser may without prejudice to any, consider civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.

## 12. Bid Security Declaration & Tender Fees:

- a) The **Bid Security Declaration Format** shall be submitted in the first envelope super-scribed as "Technical Bid" only for the Furniture & fixtures(s) quoted by the Bidder. The offers without **Bid Security Declaration Format** from the Bidders shall be rejected.
- b) In case tender documents downloaded from website, Tender Fee of Rs. **1180/-** shall be submitted by way of D.D. drawn in favour of '**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**' payable at Aligarh, along with the Technical Bid of the tender documents. Tender fee is non-refundable. The option for payment of Tender fees by RTGS/NEFT is also available and bank details of purchaser, are as under:

ACCOUNT NAME	BANK NAME	BANK NO.	A/C	BANK IFSC CODE
The National Small Industries Corporation Ltd.	State Bank of India	10182090059		SBIN0003346

The bidder is requested to attach the UTR No. /Bank Statement / RTGS Slip in the Technical Bid, to prove the transfer of payment to the purchaser's Account.

- c) The exemption for the payment of tender fee will be applicable under Rule 170 & 173 of general Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the "Public Procurement Policy for Micro & Small Enterprises Order 2012". To claim the exemption, self-certified copy of valid certificate / proof of registration for the goods for which this tender floated, must be enclosed with Technical Bid.
- d) The Purchaser shall not be liable for payment of any interest on EMD/Tender fees.

## 13. Security Deposit:

- a) The successful bidder has to submit interest free security deposit amount to the value equalling to 10% (ten percent) of the total value of order which includes basic price, within five working days from the date of issue of purchase order by the purchaser for supply by bidder.
- b) The security deposit will be returned to the successful bidder along with 20% payment schedule, as per payment terms mentioned at Para 29 of "Instructions to the Tenderers".

## 14. Submission of Tender:

- a) The bidder to examine all instructions, forms, terms and specifications in the tender documents and to furnish with its bid all documents or information as required by bidding document.

- b) The language for all the correspondence and documents related to the tender shall be in English/ Hindi only. Moreover, the printed Literature/technical details for the Furniture & fixtures shall also be in English/ Hindi.
- c) The tender must be placed in a properly sealed bigger envelope addressed to The General Manager (GM), NSIC-Technical Services Centre, A-1, Industrial Estate, Aligarh – 202001 and the said bigger envelope shall contain two sealed envelopes, each containing, Technical & Commercial bids, respectively. The bigger envelope must be super-scribed "Tender for Supply, Installation and Commissioning of Furniture & fixtures" with tender inquiry number and its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as:

***Envelope No-1:*** *The said envelope is for Technical Bid & shall be super-scribed as "Tender for the Supply, Installation, Commissioning of Furniture & fixtures"-Technical Bid*.

***Envelope No-2:*** *The said envelope is for Commercial Bid & shall be super-scribed as "Tender for the Supply, Installation, Commissioning of Furniture & fixtures"-Commercial Bid*.

- d) If both or either of the envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- e) All the columns of the tender shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.
- f) Tenders received in open covers/ letters/ fax/ email will not be considered.

## **15. Financial Bid Submission:**

- a) Bidder shall take into account of all costs including Packing, Freight, Transportation, Insurance Cost including unloading of Furniture & fixtures at the location of the purchaser for giving delivery of material at site as detailed at Para 4 of "Instructions to the Tenderer" before quoting the "Price of Furniture & fixtures before GST" in the Commercial Bid.
- b) The "Price of Furniture & fixtures before GST" shall remain firm & inclusive of all costs involved for the delivery to the destination(s) including the cost mentioned in Para 16(a) as above, also include the cost of Installation & Commissioning at destination, Training to the local trainers (as detailed at Para 3(c & d) of "Scope of Supplies" of this tender), Cost of services to be provided during Comprehensive Warranty of two years. (Refer Para 3(e) of "Scope of Supplies" of this tender).
- c) No extra payment or revision of "Price of Furniture & fixtures before GST" shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- d) No representation for the revision of the quoted "Price of Furniture & fixtures before GST" shall be considered till the supplies are completed to the designated location(s).

## 16. Last date of submission of Tender:

- a) The tender should reach the Office of The General Manager (GM), NSIC-Technical Services Centre, A-1, Industrial Estate, Aligarh – 202001 by **25.08.2021** up to **15:00 hours**.
- b) The purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Tender Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective bidders are advised to remain in touch with website for any update in respect of their tender.
- c) The purchaser shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected and returned unopened to the Bidder.

## 17. Rights of Purchaser:

- a) It may be noted that "The General Manager (GM), NSIC-Technical Services Centre, A-1, Industrial Estate, Aligarh – 202001" have full rights to cancel the supply even after calling the offers from bidders but before the issue of supply order to execute the supply by the bidder. The reason for cancellation of supply would not be disclosed neither the bidder has right to ask for so.
- b) The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to supply order, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically Bid document, EMD deposits shall be promptly returned to the Bidders.

## 18. Opening of Technical Bid:

- a) The technical bid of tenders will be opened at NSIC-Technical Services Centre, A-1, Industrial Estate, Aligarh – 202001 on **25.08.2021 at 16:00 hours**. The Bidder or their authorized representative (One person only) may be present at the time of opening of the tender.

## 19. Opening of Commercial Bid:

- a) The Commercial Bid of only technically qualified bidders will be opened on the stipulated due date. The date & time for opening of Commercial Bid shall be intimated to the technically qualified bidders through email, after the evaluation of Technical Bid.

## 20. Validity of Tender:

- a) The tender shall be valid for a period of 90 days from the date of opening of the Technical Bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the said period of 90 days.
- b) In exceptional circumstances, prior to the expiry of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

## 21. Evaluation of Bids:

- a) If there is discrepancy between the amount quoted in Commercial Bid in the column "Unit Price of Furniture & Fixtures before GST" and the amount reflected in column "Total price of Furniture & Fixtures(s) before GST" which is the multiplication of quantity offered for supplies with "Unit Price of Furniture & fixtures before GST", the "Unit Price of Furniture & fixtures before GST" shall prevail. Accordingly, the Total price of Furniture & Fixtures before GST shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d) To assist in the examination, evaluation, comparison of the bids and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing only.
- e) If the Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.
- f) The Purchaser shall compare the "Unit Price of Furniture & Fixtures before GST" of all the responsive bids to determine the lowest bid for a particular location.
- g) The bidder shall note that they are not supposed to put any GST amount in the Commercial Bid. However, after the supplies, they have to issue the GST invoice indicating the Price of Furniture & fixtures as quoted in the Commercial Offer and thereafter specify the GST as applicable at the time of delivery. The Purchaser shall pay total amount which includes the unit price of Furniture & fixtures as well as the GST as applicable at the time of delivery.
- h) The Purchaser is authorized to ask the evidence from bidder to counter-check that the GST as claimed by the bidder at the time of issue of invoice after the supply of Furniture & fixtures.

## 22. Security Deposit Forfeit:

The security deposit will also be forfeited in following cases:

- i. If the bidder fails to accept, the supply order issued, based on his/her offer (bid) within the prescribed time.
- ii. If the bidder fails to supply the Furniture & Fixtures, with specifications as mentioned in Annexure –A
- iii. If the bidder delays supplies beyond a reasonable time resulting in disruption of project.

- iv. Bidder for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.
- v. Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.

### **23. Notification of Award:**

Prior to the expiry of the period of bid validity, the purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter shall specify the sum that the Purchaser will pay to the bidder in consideration of the supply of Furniture & Fixtures, with the details of selected location(s).

### **24. Pre-dispatch Inspection:**

- a) A pre-dispatch inspection by 3<sup>rd</sup> party/ technical team of purchaser may be carried out at bidder's site of manufacturing Furniture & fixtures. This pre-dispatch inspection will not absolve bidder's responsibility to execute supply in accordance with the tender terms.
- b) In case during inspection by the inspection team of purchaser find some areas needs to be attended by bidder and/or test reports asked, the purchaser has to complete the findings of inspection team within 10 days & confirm in writing to purchaser. If need be the re-inspection would be carried out at the cost & expenses of bidder.

### **25. Packing:**

- a) The bidder shall provide packing of the Furniture & fixtures, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the purchaser would have full right not to accept the delivery.
- b) The Furniture & fixtures shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The bidder shall be responsible for any loss/ damage to material during transportation to the designated location. Transit insurance of supplies is deemed to be included in the offered price by Bidder.

### **26. Delivery Time:**

- a) The bidder shall indicate the period within which the ordered quantity will be supplied. The bidder shall note that in case bidder fails to supply within the period of delivery indicated by the bidder in technical bid of this tender, penalty @2% of value of the order per week of delay would be levied subject to maximum 4 weeks. It means, the bidder shall have the liability of delayed supply to the maximum of 4 weeks after expiry of scheduled delivery date. After that the supply order shall be cancelled and EMD and Security Deposit will be forfeited and bidder will be debarred from participation in any future tenders.



Also purchaser has full right to ask for demurrages even after adjustment of EMD & security deposit from the bidder because of delay in supplies, as agreed.

- b) The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful bidder shall complete supplies strictly as per the accepted delivery period.
- c) The post-delivery activities i.e. Installation, Commissioning shall be started with 7 days from the date of receipt of Furniture & fixtures at site of the purchaser.

## 27. Payment:

- a) The **80% payment** of total bill will be made by the purchaser by crossed account payee cheque/RTGS/NEFT for which the bidder shall send bills in duplicate (original + copy) after Supply, Installation & Commissioning of Furniture & fixtures, giving the reference number of the purchase order along with copies of delivery note & satisfactory report on the Installation of Furniture & fixtures(s), from designated purchaser department. The details about the designated purchaser department who is authorized to take the delivery of Furniture & fixtures(s) shall be informed to the successful bidder through the supply order placed for the supply of Furniture & fixtures(s).
- b) The **20% payment** of total bill along with Security Deposit will be released to bidder after one month from the date of completion of commissioning at site and on submission of Indemnity Bond by the successful bidder for rendering services during warranty period.

## 28. Causes of Rejection of Tender:

- a) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- b) If any Bidder stipulates any condition of his own, such conditional tender is liable to be rejected.

## 29. Claims:

- a) If the material supplied are found to be off size and shape different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the Furniture & fixtures and/or to claim for compensation from bidder. The bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The bidder shall also compensate for losses, if any, sustained by purchaser due to defective packing and/or wrong marking of the Furniture & fixtures.
- b) The bidder shall be responsible for arranging the rejected Furniture & fixtures to be removed at his cost from purchaser premises.

### **30. Address for communication:**

All the communication with respect to the tender shall be addressed to:

The General Manager,  
NSIC Technical Services Centre,  
A-1, Industrial Estate, Near ITI Road Police Chowki, Aligarh – 202001  
Email: [ntsecalg@nsic.co.in](mailto:ntsecalg@nsic.co.in),  
Ph. No. – 0571-2408910 / 2400364 / 2403552

### **31. Force Majeure:**

In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

### **32. Code of Ethics:**

The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the bidders are found in Bid pooling, cartelisation or against law on fraud and corruption then their firms may be blacklisted.

### **33. Jurisdiction:**

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Allahabad Court only.

*We confirm with our acceptance to the instructions (S. No. 1 to 32 above) as given above.*


### **BIDDER'S NAME & SIGNATURE WITH SEAL**


*The duly signed pages of "Instructions to the Tenderers" as above shall be attached with technical bid of the tender as a mark of acceptance of bidder and any tender not confirming the instructions as above, is liable to be rejected.*






**ANNEXURE-A**


**Details of requirements and technical specifications of Furniture & Fixtures**


SI. No.	Item Name and Parameters	Specified Value/ Description	Pictorial view of the item for the purpose of representation	Quantity
1	High Back Executive Chairs as per following technical specification			10
	Seat/back Assembly	The seat should be made of 12 mm thick hot pressed plywood upholstered with fabric/leather and moulded Polyurethane Foam. The back should be made of 12 mm thick hot pressed plywood upholstered with replaceable fabric/leather upholstery covers and moulded Polyurethane foam. The back ply and foam should be designed with contoured lumber support for comfortable seating posture.		
	High back size	530 mm (W) x 800 mm (H)		
	Seat size	546 mm (W) x 490 mm (D)		
	Polyurethane foam	The HR polyurethane foam for seat and back should be moulded with density = 45 +/-2 kg/m <sup>3</sup> and hardness load 16+/-2 kgf as per IS: 7888 for 25% compression.		
	Armrests (fixed or Adjustable)	The armrest tube assy. Should be made of 25.4 mm x 1.6 mm MS ERW support tubes and Chrome plated. The armrest top should be made of ABS & upholstered with Foam and fabric/leather.		
	Front pivot Synchro tilt Mechanism	The chair have 360° revolving type, Front pivot synchro tilt mechanism with feet resting on ground ensuring More comfort, Tilt tension adjustment, 4 or 5 positions locking with anti-shock feature.		



	Pneumatic Height Adjustment	The pneumatic height adjustment should have an adjustment of approx. 90 to 100 mm.		
	Pedestal Assembly	The pedestal should be made of die-cast aluminium with buffing finished. It should be fitted with 5 Nos. Twin Wheel castors. The pedestal should have 670 mm pitch - centre diameter (770 mm with castor).		
	Twin wheel Castors	The 50 mm diameter twin wheel castors should be Injection moulded in black Nylon.		
<b>2</b>	Non-revolving Visitor Chairs as per following technical specification			10
	Seat/back assembly	The seat and back should be made of 12 mm. Thick hot pressed plywood upholstered with fabric/leather and moulded Polyurethane Foam.		
	Mid back size	530mm (W) X 730 mm (H)		
	Seat size	546mm (W) X 490mm (D)		
	Polyurethane Foam	The HR polyurethane foam for seat and back should be Moulded with density = 45 +/-2 kg/m <sup>3</sup> and hardness load 16 +/-2 kgf as per IS: 7888 for 25% compression.		
	Under structure	The fixed type mechanism should be made with a 0.8 cm thick HR Steel spine-welded to it and black powder coated (D-FT 40-60 microns). The Under structure should have a sled type base And shall be made up of MS ERW Elliptical tube of size 45 x 19 Mm x 2.5 mm welded to MS ERW Tube of diameter 16 mm x 2Mm thick. The under structure shall be powder coated (DFT40-60 microns) in Silver metallic grey.		
	Colour of under Structure	Grey/ brown		

<b>3</b>	Office Table with two side drawers as per following technical specification:			06
	Table dimensions	1365 (w) x 680 (d) x 735 (h) mm		
	Table top	Made of 18 mm pre-laminated board duly sealed with 2 mm PVC beading on all sides.		
	Under structure	Under structure shall be made up of c frame with CRCA ms sheet of 0.9 mm thickness, tubular frame of ms ERW round tube of 25.4 mm diameter and 1.2 mm thickness, modesty panel made up of 1 mm thick CRCA ms sheet.		
	Storage drawer unit	Storage made up 0.5mm thick CRCA ms sheet with one drawer unit of overall size 355.5 (w) x 559 (d) x 433.5 (h) mm in three drawer option on left side and the other of size 355.5 (w) x 559 (d) x 433.5 (h) mm in one box and one drawer option on the right side.		
	Colour	Table top: silver grey or teak colour Structure: powder coated (DFT 40-60 microns) brown colour		
<b>4</b>	Premium Executive Table as per following technical specification:			04
	Table dimensions	A. The size of main table shall be 1800 (w) x 900 (d) x 740 (h) mm. B. The top should be made of 25 mm thick pre-laminated board with 2 mm thick matching lipping. C. Stiffener (1.6mm thick) is to be provided under the top to give additional strength.		
	Under structure	A. The pedestal shall be a combination of processed wood (PLB) and mild steel (MS). B. Box drawers and 1 filing drawer combination for both pedestals C. Pedestal shell to be 0.80 mm thick ms sheet		

		<p>D. Drawer tray to be made from 0.6 mm thick M.S sheet</p> <p>E. Drawer separator to be made from 0.6 mm thick M.S. sheet</p> <p>F. PLB drawer fronts (18 mm thick PLB) to match the top colour</p> <p>G. Drawers to be mounted on double extension steel telescopic ball slides to give full access to the drawer.</p> <p>H. Sleek handles for easy grip</p> <p>I. Glides screws for levelling</p> <p>J. Independent locking arrangement (cam lock) for each Pedestal</p>		
	Powder coating	<p>Powder coating on all items with dry film thickness more than 50 microns, salt spray test to withstand more than 1000 hours, pencil scratch hardness more than 2h, adhesion as per din 53152 standards. The powder coating shall be of good quality (7 processes) to ensure good adhesion of life of the coating.</p>		
	Modesty	<p>a. Shall be made from 1.0 mm thick MS.</p> <p>b. Panel recessed inside for more leg room.</p> <p>c. Panel to be styled with cut-outs (windows) for better physical appearance</p>		
<b>5</b>	Computer Table as per following technical specification:			06
	Overall size	1200 (l) x 600 (w) x 750 (h) mm approx.		
	Under structure	It shall be made of 18 mm thick high quality pre-laminated particle boards with PVC strip edge banding of all exposed edge		
	Utility space	One lockable drawer, one keyboard tray with space for CPU/UPS		
	Key board tray	With telescopic ball slides to be used for keyboard		

		tray		
	Under self structure	It should have place to keep CPU, printer and UPS. It should also have lockable drawer unit and book self of appropriate size. The size of the open area for CPU should be approx. 350 (w) x 600 (d)x 500 (h) mm.		
	Wheel	Four swivel wheels made of plastic/ steel having load bearing of more than 10 kg/wheel.		
	Fitting	The particle board should be inter fitted with metal insert type screw fitting		
	Colour	Oak/ cherry/ walnut		
<b>6</b>	Mid Back Computer Chair as per following technical specification:			
	Material of construction	The seat and back should be made up of 1.2 cm thick hot-pressed plywood measured and upholstered with changeable fabric upholstery covers and moulded polyurethane foam together with moulded back spine cover.		12
	Seat/back assembly	Seat size : 470 (w) x 500 (d) mm Back size: 430 (w) x 460 (h) mm		
	Polyurethane foam	The hr polyurethane foam should be moulded with density=45+/-2 kg/m cube and hardness load 16+/-2 kgf as per is:7888 for 25% compression		
	Under structure and armrest	The chair should have a permanent contact mechanism with 360 degree of revolution. The armrest should be Made of black integral skin polyurethane and reinforced with ms insert.		
	Pedestal assembly	The pedestal should be fabricated from 2 +/-0.2 cm thick hr sheet (IS: DD 1079/hr), powder coated (DFT 40-60 microns) and fitted with an injection moulded black polypropylene hub cap and 5 nos. Twin wheel		

		castors		
	Pneumatic height Adjustment	The pedestal should have pneumatic height adjustment of approx. 90 to 100 mm.		
	Twin wheel castors	The 50 mm diameter twin wheel castors should be injection moulded in black nylon.		
<b>7</b>	4 Drawer Filing Cabinet as per following technical specification:			04
	Drawer configuration	Lateral filing cabinets size 470 (w) x 620 (d) x 1320(h) mm four drawer over closing		
	Construction and Material	Rigid knock down construction Panels made from Prime quality CRCA 0.6 mm thick & front Frame made from 0.8 mm thick CRCA sheet. It should have multi bend construction with press fit fasteners free design. It should have roll formed side, back and sides of drawers.		
	Drawer specification	4 drawers. Drawers are mounted through high quality full extension precision nickel chrome plated ball slides for smooth movement. Uniformly distributed load capacity per drawer 55 kg		
	Locking	10 Lever Cam Lock and Central locking with Shooting bolt arrangement		
	Top	Post form Top or 25mm thick plain / post formed wooden top		
	Handle	Easy to grip full length handle recess integrated Drawer fronts		
	Anti-tipping	Fifth roller arrangement mounted below File drawer to avoid toppling of unit when file drawer is pulled out		
	Finish	Epoxy Polyester Powder coated to the thickness of 50 microns (+/- 10)		
<b>8</b>	Four Door Book case as per following technical specification:			
	Overall size	914 (w) x 320 (d) x 1742 (h) mm.		

	Construction	Rigid Knock down construction with Prime Quality CRCA Steel - Top, Back and side are made from 0.7 mm thick CRCA. Rest in 0.8 mm CRCA.		
	Configuration	4 Doors having equalizing scissor mechanism for easy opening and closing. The 4 shelves should have stiffener for high load carrying capacity.		
	Features/locking:	Each door has 6 lever cam lock with common key. Each door has 3 mm thick transparent glass for clear inside vision secured in a metal frame through rubber gasket. Each compartment has storage shelf		
	Finish	All steel components should undergo eight tanks anti rust treatment and oven baked epoxy polyester powder coating with thickness of 50 microns.		
<b>9</b>	Steel Almirah as per following technical specification:			
	Overall size	915 (W) x 485 (D) x 1980 (H) mm including leg height of ~120 mm		06
	Materials	The CRCA steel sheet used for the body should be 0.9 mm thick as per IS-513 1994.		
	Construction	It should have multi bend construction with interlocking design and full length over lapping doors and sides. It should have three way bolting mechanism. The two doors should have hinge mounted on frame		
	Doors	The doors have one handle and lever locking mechanism with 6 - Six levers Mazak Zinc Plated Lock.		
	Powder coating	All steel components should undergo eight tanks anti rust treatment		

		and oven Baked epoxy polyester powder coating with 50-60 micron dry film thickness. It should sustain Salt Spray test to withstand more than 1000 hours as per IS-101, Pencil scratch hardness more than 2H, Adhesion as per DIN 53152 Standards.		
	Configuration	It should have 4 adjustable shelves made of 0.8 mm thick CRCA steel sheet with stiffener. Steel sheet shall be oven baked epoxy polyester powder coated with 40-50 dry film thickness.		
	Colour	Silver Grey powder coated or Olive green or prince grey		

**The above list of standard accessories are tentative and the bidder shall have authority to supply additional accessories as they deemed fit for the successful operation of the machine after the supply at site.**



**ANNEXURE -B**

**(Undertaking from Bidder on their official stationery)**

To,  
The General Manager,  
NSIC Technical Services Centre, A-1, Industrial Estate,  
Near ITI Road Police Chowki, Aligarh - 202001

Sir,

Subject: Undertaking for the participation in the tender No. NSIC-TSC (A)/ATI/2019-20/40 due for opening of technical bid on 25.08.2021.

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Instructions to The Tenderer
3. Technical Specifications of machine (Annexure-A)
4. Annexure – C (Technical Bid)
5. Annexure – D (Commercial Bid)
6. Annexure – E (Bid Security Declaration)

I/We .....do hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfil all the terms and conditions in the tender documents.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully read and followed the instructions and I/We have understood the existing system of supply at the location(s) of purchaser including the scope and nature of duties expected from the Bidder.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I/ We declare that our unit has never made any default in supplying the machine/ equipment to Government / Semi Government/ Central or State Public sector enterprise(s) for any reasons in the last five years.

Any notice required to be served on me/us shall be sufficiently served on me/us through email or post (registered or ordinary) or courier or left at my/our address furnished herein.

.....  
.....

I/We fully understand the terms and conditions in the tender documents.  
I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.

Dated this.....day of.....2021

Authorized Signatory  
Seal:

**ANNEXURE-C**

**FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID**

1. **Tender Ref. No:** .....
2. **Name of Bidder:** .....
3. **Complete office address/contact numbers/Email ID/Mobile Number of Bidder:** .....
4. **Tender fee payment details**(if tender document downloaded from website)  
Details of DD/RTGS/NEFT by which tender fee paid.....
5. **Confirmation of acceptance of Technical Specifications for the Supply of Furniture & fixtures:**

SI. No.	Item Name and Parameters	Specified Value/ Description	Qty.	Acceptance to the Specification as placed at Annexure-A and agreed to supply with required Quantity (write YES/ NO only)	If marked "NO" in the column before, specify the deviation in specification of the Furniture & fixtures offered for the supply.
1	High Back Executive Chairs as per following technical specification		10		
	Seat/back Assembly	The seat should be made of 12 mm thick hot pressed plywood upholstered with fabric/leather and moulded Polyurethane Foam. The back should be made of 12 mm thick hot pressed plywood upholstered with replaceable fabric/leather upholstery covers and moulded Polyurethane foam. The back ply and foam should be designed with contoured lumber support for comfortable seating posture.			
	High back size	530 mm (W) x 800 mm (H)			
	Seat size	546 mm (W) x 490 mm (D)			
	Polyurethane foam	The HR polyurethane foam for seat and back should be moulded with density = 45 +/- 2 kg/m <sup>3</sup> and hardness load 16+/-2 kgf as per IS: 7888 for 25% compression.			
	Armrests (fixed or	The armrest tube assy. Should be made of 25.4 mm x 1.6 mm			

	Adjustable)	MS ERW support tubes and Chrome plated. The armrest top should be made of ABS & upholstered with Foam and fabric/leather.			
	Front pivot Synchro tilt Mechanism	The chair have 360° revolving type, Front pivot synchro tilt mechanism with feet resting on ground ensuring More comfort, Tilt tension adjustment, 4 or 5 positions locking with anti-shock feature.			
	Pneumatic Height Adjustment	The pneumatic height adjustment should have an adjustment of approx. 90 to 100 mm.			
	Pedestal Assembly	The pedestal should be made of die-cast aluminum with buffing finished. It should be fitted with 5 Nos. Twin Wheel castors. The pedestal should have 670 mm pitch - centre diameter (770 mm with castor).			
	Twin wheel Castors	The 50 mm diameter twin wheel castors should be Injection moulded in black Nylon.			
<b>2</b>	Non-revolving Visitor Chairs as per following technical specification				
	Seat/back assembly	The seat and back should be made of 12 mm. Thick hot pressed plywood upholstered with fabric/leather and moulded Polyurethane Foam.	10		
	Mid back size	530mm (W) X 730 mm (H)			
	Seat size	546mm (W) X 490mm (D)			
	Polyurethane Foam	The HR polyurethane foam for seat and back should be Moulded with density = 45 +/-2 kg/m <sup>3</sup> and hardness load 16 +/-2 kgf as per IS: 7888 for 25% compression.			
	Under structure	The fixed type mechanism should be made with a 0.8 cm thick HR Steel spine-welded to it and black powder coated (DFT 40-60 microns). The Under structure should have a sled type base And shall be made up of MS ERW Elliptical tube of size 45 x 19 Mm x 2.5 mm welded to MS ERW Tube of diameter 16 mm x 2Mm thick. The under structure shall be powder coated (DFT40-			

		60 microns) in Silver metallic grey.			
<b>3</b>	Office Table with two side drawers as per following technical specification:		06		
	Table dimensions	1365 (w) x 680 (d) x 735 (h) mm			
	Table top	Made of 18 mm pre-laminated board duly sealed with 2 mm PVC beading on all sides.			
	Under structure	Under structure shall be made up of c frame with CRCA ms sheet of 0.9 mm thickness, tubular frame of ms ERW round tube of 25.4 mm diameter and 1.2 mm thickness, modesty panel made up of 1 mm thick CRCA ms sheet.			
	Storage drawer unit	Storage made up 0.5mm thick CRCA ms sheet with one drawer unit of overall size 355.5 (w) x 559 (d) x 433.5 (h) mm in three drawer option on left side and the other of size 355.5 (w) x 559 (d) x 433.5 (h) mm in one box and one drawer option on the right side.			
	Colour	Table top: silver grey or teak colour Structure: powder coated (DFT 40-60 microns) brown colour			
<b>4</b>	Premium Executive Table as per following technical specification:		04		
	Table dimensions	A. The size of main table shall be 1800 (w) x 900 (d) x 740 (h) mm. B. The top should be made of 25 mm thick pre-laminated board with 2 mm thick matching lipping. C. Stiffener (1.6mm thick) is to be provided under the top to give additional strength.			
	Under structure	A. The pedestal shall be a combination of processed wood (PLB) and mild steel (MS). B. Box drawers and 1 filing drawer combination for both pedestals C. Pedestal shell to be 0.80 mm thick ms sheet D. Drawer tray to be made from 0.6 mm thick M.S sheet E. Drawer separator to be made from 0.6 mm thick M.S. sheet F. PLB drawer fronts (18 mm			

		thick PLB) to match the top colour G. Drawers to be mounted on double extension steel telescopic ball slides to give full access to the drawer. H. Sleek handles for easy grip I. Glides screws for leveling J. Independent locking arrangement (cam lock) for each Pedestal			
	Powder coating	Powder coating on all items with dry film thickness more than 50 microns, salt spray test to withstand more than 1000 hours, pencil scratch hardness more than 2h, adhesion as per din 53152 standards. The powder coating shall be of good quality (7 processes) to ensure good adhesion of life of the coating.			
	Modesty	d. Shall be made from 1.0 mm thick MS. e. Panel recessed inside for more leg room. f. Panel to be styled with cut-outs (windows) for better physical appearance			
<b>5</b>	Computer Table as per following technical specification:		06		
	Overall size	1200 (l) x 600 (w) x 750 (h) mm approx.			
	Under structure	It shall be made of 18 mm thick high quality pre-laminated particle boards with PVC strip edge banding of all exposed edge			
	Utility space	One lockable drawer, one keyboard tray with space for CPU/UPS			
	Key board tray	With telescopic ball slides to be used for keyboard tray			
	Under self structure	It should have place to keep CPU, printer and UPS. It should also have lockable drawer unit and book self of appropriate size. The size of the open area for CPU should be approx. 350 (w) x 600 (d)x 500 (h) mm.			
	Wheel	Four swivel wheels made of plastic/ steel having load bearing of more than 10 kg/wheel.			
	Fitting	The particle board should be inter fitted with metal insert type screw fitting			

	Colour	Oak/ cherry/ walnut			
<b>6</b>	Mid Back Computer Chair as per following technical specification:		12		
	Material of construction	The seat and back should be made up of 1.2 cm thick hot-pressed plywood measured and upholstered with changeable fabric upholstery covers and moulded polyurethane foam together with moulded back spine cover.			
	Seat/back assembly	Seat size : 470 (w) x 500 (d) mm Back size: 430 (w) x 460 (h) mm			
	Polyurethane foam	The hr polyurethane foam should be moulded with density=45+/-2 kg/m cube and hardness load 16+/-2 kgf as per is:7888 for 25% compression			
	Under structure and armrest	The chair should have a permanent contact mechanism with 360 degree of revolution. The armrest should be Made of black integral skin polyurethane and reinforced with ms insert.			
	Pedestal assembly	The pedestal should be fabricated from 2 +/-0.2 cm thick hr sheet (IS:DD 1079/hr), powder coated (DFT 40-60 microns)and fitted with an injection moulded black polypropylene hub cap and 5 nos. Twin wheel castors			
	Pneumatic height Adjustment	The pedestal should have pneumatic height adjustment of approx. 90 to 100 mm.			
	Twin wheel castors	The 50 mm diameter twin wheel castors should be injection moulded in black nylon.			
<b>7</b>	4 Drawer Filing Cabinet as per following technical specification:		04		
	Drawer configuration	Lateral filing cabinets size 470 (w) x 620 (d) x 1320(h) mm four drawer over closing			
	Construction and Material	Rigid knock down construction Panels made from Prime quality CRCA 0.6 mm thick & front Frame made from 0.8 mm thick CRCA sheet. It should have multi bend construction with press fit fasteners free design. It should have roll formed side, back and sides of drawers.			

	Drawer specification	4 drawers. Drawers are mounted through high quality full extension precision nickel chrome plated ball slides for smooth movement. Uniformly distributed load capacity per drawer 55 kg			
	Locking	10 Lever Cam Lock and Central locking with Shooting bolt arrangement			
	Top	Post form Top or 25mm thick plain / post formed wooden top			
	Handle	Easy to grip full length handle recess integrated Drawer fronts			
	Anti-tipping	Fifth roller arrangement mounted below File drawer to avoid toppling of unit when file drawer is pulled out			
	Finish	Epoxy Polyester Powder coated to the thickness of 50 microns (+/- 10)			
<b>8</b>	Four Door Book case as per following technical specification:		06		
	Overall size	914 (w) x 320 (d) x 1742 (h) mm.			
	Construction	Rigid Knock down construction with Prime Quality CRCA Steel - Top, Back and side are made from 0.7 mm thick CRCA. Rest in 0.8 mm CRCA.			
	Configuration	4 Doors having equalizing scissor mechanism for easy opening and closing. The 4 shelves should have stiffener for high load carrying capacity.			
	Features/locking:	Each door has 6 lever cam lock with common key. Each door has 3 mm thick transparent glass for clear inside vision secured in a metal frame through rubber gasket. Each compartment has storage shelf			
	Finish	All steel components should undergo eight tanks anti rust treatment and oven baked epoxy polyester powder coating with thickness of 50 microns.			
<b>9</b>	Steel Almirah as per following technical specification:		06		
	Overall size	915 (W) x 485 (D) x 1980 (H) mm including leg height of ~120 mm			

	Materials	The CRCA steel sheet used for the body should be 0.9 mm thick as per IS-513 1994.		
	Construction	It should have multi bend construction with interlocking design and full length over lapping doors and sides. It should have three way bolting mechanism. The two doors should have hinge mounted on frame		
	Doors	The doors have one handle and lever locking mechanism with 6 - Six levers Mazak Zinc Plated Lock.		
	Powder coating	All steel components should undergo eight tanks anti rust treatment and oven Baked epoxy polyester powder coating with 50-60 micron dry film thickness. It should sustain Salt Spray test to withstand more than 1000 hours as per IS-101, Pencil scratch hardness more than 2H, Adhesion as per DIN 53152 Standards.		
	Configuration	It should have 4 adjustable shelves made of 0.8 mm thick CRCA steel sheet with stiffener. Steel sheet shall be oven baked epoxy polyester powder coated with 40-50 dry film thickness.		
	Colour	Silver Grey powder coated or Olive green or prince grey		

**Note: All items as above should be of standard/reputed make and should bear ISI stamp wherever applicable.**

**6. Confirmation for supply to the location:**

#	Details	Location
		NTSC Aligarh
1	Tentative quantity required	01 lot
2	Consent to supply: (write YES/ NO only)	

7. **PAN of bidder** (self-attested copy to be enclosed).....

8. **GSTIN registration number of bidder** (self-attested copy to be enclosed).....

9. **Delivery period after receipt of supply order from purchaser:***(The purchaser is expected to complete delivery of machine by the bidder within sixty (60) calendar days from the date of issue of supply order. However, the bidder has an option to submit the best delivery time, but in any case, the delivery should be before 90 days*



from the date of issue of supply order by purchaser. Delivery to be completed in number of days ..... (Calendar Days In figure)..... (Calendar Days in words) for delivery from the date of issue of supply order by purchaser.

**10. Details of address with contact details from where the bidder planned to offer After Sales Services during the Warranty & after warranty Maintenance period :**

#	Location
Details of address of bidder for rendering 'After Sales Services' (Please provide address of Service Centres on Official letterhead)	NSIC Technical Services Centre, A-1, Industrial Estate, Near ITI Road Police Chowki, Aligarh - 202001

**11. Details of address with contact details for at least three (03) purchaser to whom the bidder supplied similar Furniture & fixtures in the last five (05) years and Furniture & fixtures shall be in operations to the satisfaction of buyer for the last three (03) years: The format for submission of details for at least three purchaser are as under: (the bidder can furnish details of even more than three purchaser)**

- Address of Purchaser with contact details (email and phone no.):.....
- Details of order for supply placed to bidder:.....
- Description and quantity of ordered equipment:.....
- Value of order in rupees:.....
- Date of completion of delivery:.....

***(The purchaser shall have liberty to contact any or all of purchaser to assess the performance of Furniture & fixtures supplied by bidder)***

**12. Documents - Details to be enclosed with the Technical bid by bidder are as under:**

- In case the bidder is Original Equipment Manufacturer, the bidder to submit self-declaration on their letter-head, confirming that they are regular in manufacturing & supplying the similar Furniture & fixtures, as asked in this tender, for the last Ten (10) years wherever applicable.
- In case the bidder is Authorized Distributor of OEM / Authorized Dealer of OEM, the bidder to attach self-certified valid authorized Distributorship / Dealership license from Original Equipment Manufacturer and shall be engaged in regular manufacturing and supply of similar Furniture & fixtures for the last ten (10) years & engaged with the present OEM for the last three years for which this tender is participating wherever applicable.
- The Original Equipment Manufacturer shall attach the self-certified copy of valid ISO Certificate for their establishment wherever applicable.
- In case the bidder is Authorized Distributor of OEM / Authorized Dealer of OEM, the bidder to attach the self-certified copy of valid ISO Certificate of their OEM wherever applicable.

- e) To avail benefit of Public Procurement Policy by SC/ST Micro & Small Enterprises, the requirement of documents to substantiate their claim (As per Para 5 of this tender) shall be submitted with Technical Bid.
- f) Undertaking as per annexure-B on official stationery.
- g) Duly signed all pages of "Instructions to Tenderers" of the tender document as a mark of acceptance.
- h) The letters substantiating performance from at least three (03) other purchasers, to whom, the similar Furniture & fixtures supplied by the bidder in last five (05) years, wherein, the Furniture & fixtures shall be in operation to the satisfaction of buyer for the last three (03) years, to assess performance of the Furniture & fixtures supplied by your organization wherever applicable.
- i) Technical Literature of Furniture & fixtures(s) with particular reference to the model of Furniture & fixtures proposed to supply against this tender along with reference of website to assess the further features wherever applicable.
- j) Authorization letter in favour of personnel to sign the tender on behalf of bidder.
- k) Duly filled in Bid Security Declaration Form.
- l) Self-certified copy of valid certificate for claiming Tender Fee exemption.
- m) Self-attested copy of valid GSTIN registration.
- n) Self-attested copy of valid PAN.
- o) In case Tender Fee paid through online banking system, the details of UTR Number and date shall be submitted.
- p) In case the tender downloaded from website, then either the Demand Draft towards tender's fees or UTR number and date for the transfer of tender fees shall be enclosed with the technical bid.
- q) The Bidders shall furnish complete Technical details of Furniture & fixtures for the Furniture & fixtures offered to supply through the participation of this tender (use separate sheet to elaborate the details of technical specifications such as Measuring Range/Size, Least Count/Resolution, Accuracy, Materials used, Accessories, Tools, Spares, software, etc.) wherever applicable.
- r) To submit all supporting information with respect to the technical data, drawings or booklets of product. Any product brief, test certificates available may be enclosed wherever applicable.

I/We as bidder certify that:

- a. The tender shall remain valid for acceptance for 90 days from the date of opening the Technical Bid of the tender.
- b. Agree to offer services for onsite comprehensive warranty on the Furniture & fixtures(s) for two years supplied through this tender wherever applicable.
- c. No price of any Furniture & fixtures/ Equipment/ Spares/ Accessories shall be given in Technical Bid.
- d. All above Furniture & fixtures should be provided with safety features/ curtains/enclosure/ stands etc. wherever applicable.

- e. Units should certify that all consumables, electrical and electronic parts of the product conform to national/ international standard(s).

Name & Signature of the authorized bidder with stamp  
Contact details of authorized person of bidder who have signed the tender.

Name.....

Designation.....

Phone (office).....

Phone (Mobile).....

E mail.....

**Annexure –“D”**

**FORMAT FOR SUBMISSION OF COMMERCIAL BID**

1. Tender Ref. No: NSIC-TSC (A)/ATI/2019-20/40
2. Name of the Bidder: .....
3. The financial offer to execute the supply as per the tender:

**a. Supply of Furniture & Fixtures to NSIC-TSC Aligarh location:**

#	Details	Price of Furniture & fixtures before GST of items as per Annexure A (In Rs.)	Quantity to be supplied	Total Price of Furniture & fixtures before GST (Multiply column no 2 and 3) (In Rs.)
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
a.	Offered financials for the Supply, Installation, and Commissioning at site with commitment to offer on site after sales Services in the period of Warranty for the Furniture & Fixtures offered to supply, as agreed in technical bid of the tender no. NSIC-TSC (A)/ATI/2019-20/40		01 Lot (as per Annexure-A)	
b.	Total Price of Machine before GST for the supply of total quantity as detailed at row 'a' above to the location at NSIC-TSC Aligarh, (Row a) (In Rs.)			
c.	Total Price of Machine before GST for the supply of total quantity as detailed at row 'a' above to the location at NSIC-TSC Aligarh location (Row a) (In words) .....			

The following to be noted while submitting financial details for the supply of Furniture & Fixtures to the individual location:

- a. The competitiveness of bid shall be made on location of supply basis on the evaluation of "Unit Price of Furniture & fixtures before GST".
- b. The Purchaser shall compare the "Unit Price of Furniture & fixtures before GST" of all the responsive bids to determine the lowest bid for a particular location.
- c. The bidder shall note that they are not supposed to put any GST amount in the Commercial Bid. However, after the supplies, they have to issue the GST invoice indicating the Price of Furniture & fixtures as quoted in the Commercial Offer and thereafter specify the GST as applicable at the time of delivery. The Purchaser shall pay total amount which includes the unit price of Furniture & fixtures as well as the GST as applicable at the time of delivery.
- d. The Total Cost quoted above should be inclusive of Basic Price, Transportation, Incidental Services (including Insurance, Loading/ Unloading, Packing & Forwarding charges etc.), Installation, Commissioning, Demonstration & Training, on-site warranty for two years.

- e. The Purchaser is authorized to ask the evidence from bidder to counter-check that the GST as claimed by the bidder at the time of issue of invoice after the supply of Furniture & fixtures.
- f. The bidder will not be entitled to any increase in Unit Price of the Furniture & fixtures before GST occurring during the period of delivery for any reason.
- g. The "Unit Price of the Furniture & fixtures before GST" should be inclusive of all costs involved for the delivery to the destination(s) including the cost of Installation & Commissioning at destination, Training to the local trainer (as detailed at Para 3(c&d) of "Scope of Supplies" of this tender), Cost of services to be provided during Comprehensive Warranty of two years. (Refer Para 3(e) of "Scope of Supplies" of this tender).
- h. No extra payment or revision of "Price of Furniture & fixtures before GST" shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- i. The competing bids of "Unit Price of the Furniture & fixtures before GST" shall be given due consideration as the Commercial Bid would be evaluated on the basis of lowest price.

I/We as bidder certify that:

- i. The tender shall remain valid for acceptance for 90 days from the date of opening the Technical Bid of the tender.
- ii. Agree to offer services for onsite comprehensive warranty for two years on the Furniture & fixtures(s) supplied through this tender wherever applicable.
- iii. Agree to provide three (03) sets of the Installation & Maintenance Manuals with Furniture & fixtures wherever applicable.
- iv. Agree that the offer price is valid for a period of 90 days from the date of opening of technical bid of this tender.

Further confirm that we agree with the terms and conditions specified in "Instructions to Tenderers" and if selected, the execution of supplies would be made in compliance.

Name & Signature of the authorized bidder with stamp  
Contact details of authorized person of bidder who have signed the tender.

Name.....  
Designation.....  
Phone (office).....  
Phone (Mobile).....  
E mail.....

**ANNEXURE – E**

**FORMAT & REQUIREMENTS FOR SUBMITTING BID SECURITY DECLARATION**

Date: \_\_\_\_\_ Tender No.: \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We, The Undersigned, declare that:

I/We accept that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/ We are in a breach of any obligation under the bid conditions, because I/We

- a. Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - i. Fail or reuse to execute the contract, if required, or
  - ii. Fail or reuse to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand the Bid securing Declaration shall cease to be valid if I am/we are not the successful bidder, after the earlier of

- i. The receipt of your notification of the name of the successful Bidder; or
- ii. Thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
In the capacity of (insert legal capacity of person signing the bid securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ Day of \_\_\_\_\_ (insert date of signing)

Corporate seal (where appropriate)

(Note: In case of a joint Venture, the bid Securing declaration must in the name of all partners to the joint venture that submits the bid)