

## **Tender Notice**

National Small Industries Corporation Limited  
NSIC Bhawan  
Okhla Industrial Estate  
New Delhi-110020  
Tel: +91-11-26826941/26826847  
Email: tech@nsic.co.in

Tender no. : SIC/HO/TID/Kashipur/15/04      Date: 12<sup>th</sup> June, 2015

### **Subject: Supply and installation of office Furniture items**

NSIC is planning to set up Training cum Incubation Centre for Small Enterprise Establishment at Kashipur (Uttarakhand).

We are pleased to invite your offer in two parts viz. (a) Technical and (b) Financial, in sealed covers, strictly as per enclosed terms and conditions and instructions to bidders for the under mentioned office Furniture items /equipment, as per Technical Bid Schedule, consisting of the following:

Description/ Specification	Quantity
1. Revolving Executive Chair(High Back with side arm , adjustable height system and iron base with wheels)	01 No.
2. Executive Table (Wooden finish ) size 6'*3' with 3 drawers on right side and 1 side cabinet.	01 No
3. Officers Table (Wooden finish) 5'*3'. with 3 drawers on right side and 1 side cabinet.	05 Nos.
4. Steel Glass Door (Library) Almira(78"*35"*15") (Five Self and 20 mm gauge body)	01 No.
5. Steel Office Almira with self (78"*35"*15") (Five Self and 20 mm gauge body)	05 No.
6. computer Table 19mm laminated board (900 mmx600 mmx760mm) with keyboard drawer	11 No.
7. Wooden cornered Rack. (40"X32"X15")	02 Nos.
8. Revolving Chairs (half back with side arm , adjustable height system and iron base with wheels))	43 Nos.

9. Steel Rack open on all side 20 gauge steel body (1800 mm x900mmx400mm)	04 nos
10. Airport steel bench – three seater	02 nos.
11. Student chair with writing pad (min 1.5 mm section pipe whole body made of steel)	50 nos.
12. Single Seat stool made with plastic shell in minimum 1.5 mm section pipe	20 nos.
13. Work Table Steel Angle Frame with wooden top 2" thick with sunmica top (Light colour ) size 3'*5'.	10 nos.
14. Steel Frame table with wooden top 2" thick and at bottom 6" height full steel bottom covered with 5 mm thick MS sheet 3'*6'.	04 nos
15. Conference table ( 1.25 inch top , wooden with sunmica top finish size 16' x 5', rectangular shape with oval corners)	01 no.
16. White Board with Iron stand 3'x5'	10 nos.
17. Garbage Bin close type, movable, 50 ltr. Capacity (Made of plastic)	02 nos.
18. Square SS Top Display Table 24"X24"X30" (LXBXH), on square pipe SS structure, entire table made of 20 SWG, SS 202 material.	4 Nos.

The detailed tender document can be obtained free of cost from the office of Chief Manager (TID) at the above address. The tender document can also be downloaded from NSIC website [www.nsic.co.in](http://www.nsic.co.in). Any clarification on technical specifications can be obtained in writing from NSIC before tender opening. **Manufacturers are welcome to have pre-bid meeting with NSIC for better understanding our requirements.**

Please submit your lowest quotation / offer for the above requirement subject to our terms and conditions. Your offer should be submitted to Dy. General Manager (TID), National Small Industries Corporation Limited, NSIC Bhawan, Okhla Industrial Estate, New Delhi-110020 latest by 26<sup>th</sup> June, 2015 till 3:00 P.M. Offers received after the last date and scheduled time shall not be considered.

The format for, location wise, technical bid and financial bid shall be as per Annexure-I and Annexure-II respectively. The offer should be submitted with a covering letter as per format at Annexure-III in a **sealed envelope clearly mentioning the above tender number on top of the envelope.**

The technical bid shall be opened on 26<sup>th</sup> June, 2015 at 04.00 P.M. in the presence of authorized representatives of the bidders who may like to be present. The authorized representative should bring authority letter from their principals for attending the bid opening.

**Note:** The vendor should submit their best price while submitting their bids itself and they will not be allowed to revise the price any time thereafter.

NSIC reserves the right to reject one or all of the bids without assigning any reasons.

**KINDLY READ ALL TERMS AND CONDITIONS OF "TENDER DOCUMENT" THOROUGHLY. QUOTATION NOT IN ACCORDANCE WITH THE TERMS AND CONDITIONS IS LIABLE TO BE DISQUALIFIED AND IGNORED.**

Dy. General Manager (TID)

**Important Instructions to bidders for submission of tender**

**1) Preparation of Bids:**

The bids should be prepared in the following manner:-

- a. The Bid shall be neatly arranged, plain and intelligible.
- b. Each page of the bid should be signed by the authorised person. Letter regarding the authorisation of such person should be obtained from the Principal / Manufacturer and enclosed with the bid.
- c. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
- d. Bids should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid.
- e. Any conditional bid not adhering to the terms & conditions of the tender or part bid shall be rejected.
- f. The bidder should be the Principal / Original manufacturers / Authorised dealers (who carry Authorisation certificate from Principal Manufacturer) of plant & machinery/ equipment, failing which the quotation shall not be considered.
- g. The bidders should have executed at least three purchase orders / contracts of equivalent value in the last five years. The bidder is required to submit catalogue of the plant & Furniture/ equipment, complete reference of the past supply of equipment for the same or similar specification giving details of customer with name of the contact person, Fax no, phone no, E-mail.
- h. The bidders will have to submit ink-signed offer / bid in original to NSIC. **Bids not complying with this condition shall not be considered.**
- i. In the Financial Bid, prices are to be indicated in both figures and words. In case of any discrepancy of value the prices quoted in words shall be considered for evaluation and establishing L1 status.
- j. No price variation clause will be considered.

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- k. Specifications are the basic essence of the "Product". Mere copying of the tender specifications by the Bidder into their bids shall not make them eligible for consideration. Appropriate and sufficient evidence of conformity by way of data (catalogues etc.) shall be furnished. There should be an item-by-item commentary on the Specifications demonstrating responsiveness of the offered equipment to the specifications.
- l. Bid with any pre-conditions (like conditional discounts) for price are liable to be "Not considered/Rejected".

**2) Submission of Bids:**

- a. Bids must be received by NSIC on or before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared a holiday for NSIC, the bid-closing deadline will stand extended to the next working day up to the same time.
- b. Any bid received by NSIC after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.
- c. NSIC at its discretion may extend the deadline for the submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.
- d. In case of receipt of inadequate numbers of bids, NSIC may extend the deadline for submission of bids giving opportunity to other bidders to participate in the bidding process to make it competitive.
- e. If the Supplier submits only one envelop / cover containing all the bids or combined bids e.g. techno-commercial bid & price bid together, the bid is liable for rejection.

**NOTE:** The manufacturers should submit their best price while submitting the financial bid and they will not be allowed to revise the price, thereafter. Any revision / discount given by manufacturers subsequently will be ignored.

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**3) Bid opening and evaluation of Bids:**

- a. The technical bids shall be opened on 22<sup>nd</sup> June, 2015 at 04.00 P.M.
- b. Bidder whose technical bid is qualified based on the eligibility criteria as specified in this tender document will be considered for financial bid evaluation. The date and time of opening of the financial bid will be informed to such bidders.
- c. NSIC will open financial bids of only the technically qualified, in the presence of the bidders or their authorised representative who choose to attend the bid opening.
- d. The bidder's authorised representative who attends the bid opening shall sign an attendance register as a proof of having attended the bid opening.
- e. The bidder's name, bid prices, discounts and such other details will be announced at the time of opening of the financial bids.

**4) Award of Contract**

- a. The financial bids of the technically qualified bidders shall be opened by the constituted committee. Thereafter the committee shall prepare the comparative statement (CST) based on the FOR price for the respective locations quoted by the bidders. This will facilitate to shortlist the L-1 bidder quoting the lowest price for the particular location.
- b. L-1 will be decided on the basis of total value quoted for all items for Kashipur (Uttarakhand).
- c. NSIC shall award the contract to the eligible bidder whose financial bid has been accepted and determined as the lowest evaluated financial bid for a specific location.
- d. If more than one bidder happens to quote the same lowest price, NSIC reserves the right to award the contract to any one bidder.
- e. Supply order shall be placed for supply and installation of machinery and equipment required at specific location. The bidder shall deposit 'Security Deposit' for Rs. 10,000/-

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(Rupees Ten Thousand only) for each of the supply orders placed.

- f. The successful bidder, on award of contract/order, must send the contract/order acceptance in writing, within 7 days of award of contract/order, failing which the EMD will be forfeited.
- g. NSIC reserves the right to consider, supply of plant and machinery, to any or none of the locations, at its own discretion without assigning any reasons and this shall be binding to successful bidder.

**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 parties.

**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 case, copy of the certificate showing registration with the above mentioned institutions to be enclosed alongwith the Technical Bid.

- b. In case, the unit is not covered under a. above, it should submit the offer along with Earnest Money Deposit (EMD) for Rs. 10,000/- (Rupees Twenty Five Thousand only) by way of Demand Draft (DD) drawn in favour of "National Small Industries Corporation Limited" payable at New Delhi. No cash / cheque towards EMD shall be accepted. The DD for EMD should be placed inside the envelope containing technical bid. The offers without EMD shall be rejected.
- c. The EMD of unsuccessful bidder shall be refunded within 30 days from the award of contract.
- d. No interest will be allowed for earnest money deposited with the Company.

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- e. The EMD shall be forfeited:
1. If the bidder withdraws the bid during the period of bid validity specified in the tender.
  2. If the successful bidder fails to furnish the acceptance in writing, within 7 days of award of contract/order.

**7) Security Deposit**

- a. The EMD of successful bidder shall be kept as 'Security Deposit' against the order issued for supply of goods. The Security Deposit shall be released at the time of final payment after successful completion of work.
- b. In case of bidder exempted from payment of EMD (as mentioned in Para 6 a. above), 'Security Deposit' for Rs. 10,000/- by way of demand draft/cheque in favour of "National Small Industries Corporation Limited" payable at New Delhi should be submitted alongwith order acceptance against supply order.

**8) Prices:**

All items are to be quoted in INR only in the format as per Annexure-II. The price quoted should be inclusive of packing, insurance and freight on FOR, basis. **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 permitted.

**9) Validity of the Quote:**

The validity of quote should be at least six months (180 days) from the closing date of tender. A bid valid for a shorter period shall stand rejected.

NSIC may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

**10) Delivery period:**

The goods shall be delivered to NSIC's representative at NSIC – TIC B-6 Industrial Area, Bazpur Raod, Kashipur, within 30 days from the date of award of contract. Part delivery shall not be permitted. Separate dispatch instruction shall be issued

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after inspection of goods at works of the successful bidder and acceptance thereof by NSIC. No other delivery terms shall be acceptable.

**11) Taxes / Duties:**

- a. The bidders should be registered with sales tax / income tax department of Govt. of India and should hold a valid VAT registration certificate, as applicable.
- b. Sales tax, excise duty, VAT, octroi or any other tax shall be paid on actual as per rule applicable and on production of documentary proof.
- c. It may be noted that party shall have TIN Number.

**12) Payment terms:**

- a. 80% of order value to be released within 15 working days on submission of following documents:
  - i. Signed commercial Invoice certifying that the goods are exactly as per the purchase order and the specification quoted.
  - ii. Proof of delivery of the consignment to our representative at respective locations.
  - iii. Clean report of findings issued by NSIC.
  - iv. Packing list duly signed.
  - v. Technical documents as per para 20 of the tender document.
- b. Balance 20% order value shall be released within 15 working days, after successful installation and commissioning of equipment at site and submission of warrantee certificate as per para 19 of the tender document.

**13) Packing & Marking:**

Consignment must be packed, taking all precaution against damage during handling and transportation to final destination.

Proper marking on the packing cases should be made for smooth handling of consignment.

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Every package delivered under our order shall at the expense of the supplier be distinctly marked with description and quantity or contents with the consignee name and address with gross weight and net weight, with the distinctive number and mark which is also to be shown for the purpose of identification on the suppliers packing list account.

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

**14) 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 by the awarded unit for inspection at least 10 days before the stipulated date of delivery. Deviations, if any pointed out by the visiting inspection team, as mentioned above, shall be corrected and the furniture items as per specification shall be dispatched on or before the contract 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 shall be rejected without assigning any reasons. Accordingly, the supply order shall be treated as cancelled without any liability on NSIC.

**15) Liquidated damages:**

In the event of delay in supply of the goods within the stipulated period, Liquidated Damages (LD) shall be charged by NSIC @ ½% (one-half of one percent) of the total order value per week of delay or part thereof subject to a maximum of 5 (five percent) of the order value. Supplier shall deduct the applicable LD from the first payment while raising the claim for the same.

**16) 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 in the order.

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**17) Installation & Commissioning:**

- a. The awarded bidders shall have to depute expert(s) for installation & commissioning at site as and when instructed by NSIC. The bidder shall assign experts within 10 days from the date of instructions to depute experts, issued by NSIC.
- b. No additional charges shall be payable for installation & commissioning of furniture items at site.
- c. The supplier has to inform in advance about the material handling facilities to be arranged by NSIC for successful installation, commissioning of furniture items supplied.
- d. The supplier will be required to install the items properly as decided by NSIC within 7 days of supply .

**18) After Sales Service / Warranties by Suppliers:**

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.

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.

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.

**19) 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.

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In case vendor does not agree to above risk purchase clause, their offer is liable to be rejected. In case any vendor accepts risk purchase clause initially and subsequently declines to honour the term in the eventuality of RISK PURCHASE, they may be banned for business with NSIC.

**20) 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.

**21) 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 breach.

**22) Post Tender Negotiations**

- a. NSIC reserves the right to conduct negotiations on the 'Price' and 'other commercial terms' with the lowest ranked offerer, and
- b. If so required by NSIC, supplier may have to share their cost data / costing sheet with NSIC.

**23) 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 other within ten days from

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the date of occurrence thereof, neither party shall reason of such events be entitled to terminate this contract nor shall either party have any such non performance and delay is resumed 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 or 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.

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**Technical Bid Schedule**

Description/ Specification	Quantity
1. Revolving Executive Chair(High Back with side arm , adjustable height system and iron base with wheels)	01 No.
2. Executive Table (Wooden finish ) size 6'*3' with 3 drawers on right side and 1 side cabinet.	01 No
3. Officers Table (Wooden finish) 5'*3'. with 3 drawers on right side and 1 side cabinet.	05 Nos.
4. Steel Glass Door (Library) Almira(78"*35"*15") (Five Self and 20 mm gauge body)	01 No.
5. Steel Office Almira with self (78"*35"*15") (Five Self and 20 mm gauge body)	05 No.
6. computer Table 19mm laminated board (900 mmx600 mmx760mm) with keyboard drawer	11 No.
7. Wooden cornered Rack. (40"X32"X15")	02 Nos.
8. Revolving Chairs (half back with side arm , adjustable height system and iron base with wheels))	43 Nos.
9. Steel Rack open on all side 20 gauge steel body (1800 mm x900mmx400mm)	04 nos
10.Airport steel bench – three seater	02 nos.
11.Student chair with writing pad (min 1.5 mm section pipe whole body made of steel)	50 nos.
12.Single Seat stool made with plastic shell in minimum 1.5 mm section pipe	20 nos.
13.Work Table Steel Angle Frame with wooden top 2" thick with sunmica top (Light colour ) size 3'*5'.	10 nos.
14.Steel Frame table with wooden top 2" thick and at bottom 6" height full steel bottom covered with 5 mm thick MS sheet 3'*6'.	04 nos

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15. Conference table ( 1.25 inch top , wooden with sunmica top finish size 16' x 5', rectangular shape with oval corners)	01 no.
16. White Board with Iron stand 3'x5'	10 nos.
17. Garbage Bin close type, movable, 50 ltr. Capacity (Made of plastic)	02 nos.
18. Square SS Top Display Table 24"X24"X30" (LXBXH), on square pipe SS structure, entire table made of 20 SWG, SS 202 material.	04 nos

**Note:**

- a) Finished products should have quality similar to norms of Bureau of Indian Standards, wherever applicable.
- b) All Furniture should be compatible .
- c) All Furniture should be painted with the colours specified by NSIC
- d) All Furniture should be complete in all respect.

**Enclosures:**

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 / VAT registration certificate.
5. Copy of SSI / MSME Memorandum part - II / NSIC registration certificate, if applicable.
6. Demand draft for Rs. 10,000/- as EMD.
7. Authorization letter in favour of authorized signatory from the bidder.

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**Financial Price Schedule****(Rs, in INR)**

Description/ Specification	Quantity Nos.	Price per Unit (Inclusive of Taxes)	Total Price FOR Kashipur (Inclusive of Taxes)
1. Revolving Executive Chair(High Back with side arm , adjustable height system and iron base with wheels)	01		
2. Executive Table (Wooden finish ) size 6'*3' with 3 drawers on right side and 1 side cabinet.	01		
3. Officers Table (Wooden finish) 5'*3'. with 3 drawers on right side and 1 side cabinet.	05		
4. Steel Glass Door (Library) Almira(78"*35"*15") (Five Self and 20 mm gauge body)	01		
5. Steel Office Almira with self (78"*35"*15") (Five Self and 20 mm gauge body)	05		
6. computer Table 19mm laminated board (900 mmx600 mmx760mm) with keyboard drawer	11		
7. Wooden cornered Rack. (40"X32"X15")	02		
8. Revolving Chairs (half back with side arm , adjustable height system and iron base with wheels))	43		
9. Steel Rack open on all side	20		

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gauge steel body (1800 mm x900mmx400mm)			
10. Airport steel bench – three seater	02		
11. Student chair with writing pad (min 1.5 mm section pipe whole body made of steel)	50		
12. Single Seat stool made with plastic shell in minimum 1.5 mm section pipe	20		
13. Work Table Steel Angle Frame with wooden top 2" thick with sunmica top (Light colour ) size 3'*5'.	10		
14. Steel Frame table with wooden top 2" thick and at bottom 6" height full steel bottom covered with 5 mm thick MS sheet 3'*6'.	04		
15. Conference table ( 1.25 inch top , wooden with sunmica top finish size 16' x 5', rectangular shape with oval corners)	01		
16. White Board with Iron stand 3'x5'	10		
17. Garbage Bin close type, movable, 50 ltr. Capacity (Made of plastic)	02		
18. Square SS Top Display Table 24"X24"X30" (LXBXH), on square pipe SS structure, entire table made of 20 SWG, SS 202 material.	04		

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

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Annexure-III

Format of covering letter

Ref. No.:.....

Date:.....

Dy. General Manager (TID)  
National Small Industries Corporation Limited  
NSIC Bhawan,  
Okhla Industrial Estate,  
New Delhi-110020.

Ref.: Tender No SIC/HO/TID/Kashipur/15/04 dated 8<sup>th</sup> June, 2015  
for supply & Installation of Furniture items at *Kashipur*  
(*Uttarakhand*)

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 alongwith enclosures (No financial figures should be mentioned directly or indirectly in technical bid).
2. EMD for Rs.10,000/- in the form of Demand Draft in favour of "National Small Industries Corporation Limited" payable at New Delhi 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.....

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