

Notice Inviting Tender

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

Tender no.: NSIC/BO/KOL/Tender/Furniture/01/2017-18

Date: 11.12.2017

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

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

Description of the work	Estimat-- ed cost In Rs.	EMD In Rs.	Date of Submi- ssion	Date of opening of Technical bid	Place of Submiss- ion	Validity period
Supply and Installation of Furniture Items	3,95,000/- (i/c GST)	7,000	18.12.20 17, at 12.00 hrs.	18.12.2017 , at 15.00 hrs.	NSIC , 20B , ABDUL HAMIS STREET , 7 TH FLOOR , KOLKATA-700069	30 days

The tender document may be purchased on payment of Rs.200.00 (Non refundable) with 18% GST from the office of Sr. Branch Manager, Kolkata Branch Office at the above address. The tender document can also be downloaded from NSIC website www.nsic.co.in by the Tenderers and in such cases, the Tenderers shall be required to deposit

Rs. 200.00 towards the cost of the Tender document separately and the money receipt issued in this regard shall required to be enclosed along with the Technical Bids of their Tenders without which the Tender shall be rejected.

The Tenderers shall be required to deposit the Earnest money amounting to Rs.7000/- (Rupees Seven Thousand Only) in the form of Demand draft from any Nationalized Bank and the same shall be required to be enclosed along with the Technical Bid of their Tenders failing which the Tender shall be summarily rejected.

Tenders submitted after the due date, referred to above, shall be summarily rejected.

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The Tender should be submitted with a covering letter in the format marked as Annexure-III in a **sealed envelope clearly mentioning the above tender number on top of the envelope.**

The technical bid shall be opened on 18.12.2017 at 15.00 hrs.in the presence of the intending Tenderer or their authorized representatives who want to be present at the time of bid opening. The authorized representative should bring an authority letter from their principals for attending the bid opening.

After opening of the Technical bids, the Tenderers shall be intimated in writing the date, Time & Place of opening of the Financial Bids. Financial Bids shall be opened only for the prequalified Tenders. The Tenderers, who shall be fulfilling all the pre-qualification criteria stipulated in the tender document, shall be pre-qualified by the NSIC Authority and they shall be intimated accordingly.

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

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

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

Sr. Branch Manager

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of Bidder**

Instructions to bidders :

1) Preparation of Bids:

The bids should be prepared in the following manner:-

- a. Bids should not contain any terms and conditions, printed or otherwise, contrary to those stipulated in the Tender document
- b. Each page of the bid should be signed by the Principal of the Organisation or by a person authorised to sign on behalf of their organisation. A letter from the principal authorising the signatory to sign on behalf of the Organisation should be enclosed with the Tender before submission.
- c. The price quoted against each Item of work should be filled up with neat/legible hand writing both in figures and in words. Corrections by overwriting, Insertions, postscripts, additions and alterations shall not be considered for Bid evaluation. All corrections should be done by neatly penning through the errors and writing the corrected figures/words in neat hand writing. Thereafter, such corrections should be signed either by the Principal or the authorised signatory with date and Seal of the Organisation.
- d. Any conditional Tender not adhering to the terms & conditions stipulated in the tender document either in full or in part shall be rejected.
- e. The bidder should be either a Principal / Original manufacturers or an Authorised dealers of the furnitures . Necessary documentary proof of the Plant & machinery/ equipments required for manufacturing of the furniture of different specifications and designs in possession of the Principal/ Original manufacturer are required to be enclosed with the respective Tender for evaluation of the eligibility for pre-qualification failing which the concerned Tender shall be rejected.
- f. The bidders should have executed at least one work of 80% value or two works each of 60% value or three works each of 40% value of the estimated cost during the last 3 years. The bidder shall be required to submit the documentary proof of execution of works either of the three alternatives above during the last three years for giving details of the customer(with postal address, contact Nos. and E-mail id) for evaluation of the eligibility for pre-qualification failing which the concerned Tender shall be rejected. The Tenderer shall have no objection if the Corporation contacting their Customers for verification of the proof of execution of the specified value of the work(s) referred to above.
- g. The bidders will have to submit ink-signed offer / bid in original to NSIC. **Bids not complying with this condition shall not be considered.** The bids after submission, shall not be returned to the Tenderer under any circumstances.
- h. In the Financial Bid, prices are to be indicated in both figures and words. In case of any discrepancy in any rate quoted in figures and words, the rate quoted in word shall be considered for evaluation of a Tender. Similar procedure shall be followed where there is discrepancy in the total prices quoted, the prices quoted in words shall be considered for evaluation and establishing L1 status. If the price quoted either only in figure or only in

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words leaving the other column blank, the concerned Tender shall be evaluated on the basis of prices quoted either in figures or in words.

- i. If the rate column against any Item of work of the Bill of Quantities enclosed with the Tender document is left blank, the Tender shall be treated as incomplete and the same shall be rejected. If the Tenderer fails to sign at the requisite places at every pages, the Tender shall be treated as incomplete and shall be rejected.
- j. No price variation shall be allowed either during the pendency of the contract or during its extended period of completion due to any reason whatsoever.
- k. The Tenderer shall be required to enclose with their respective Tender, the proof of adequate Quality control measures available with them for adhering to the specification of the product stipulated in the contract document failing which their respective Tender shall be rejected.
- l. Bid with any conditional rebate shall be rejected.

2) Submission of Bids:

- a. Bids must be submitted in the sealed Tender Box kept in the Office of NSIC at the address given above on or before the specified due date and time. In the event of the specified date for the submission of bids being declared a holiday for NSIC, scheduled date of submission of the Tender shall stand extended to the next working day up to the same time. The bids shall required to be submitted in two envelopes i.e. one envelop containing technical bid and the other envelop containing the financial bid.
Tender sent by post shall not be accepted and shall returned to the concerned Bidder unopened
- b. Any bid received by NSIC, after the deadline for submission of bids, shall not be accepted and returned unopened to the bidder.
- c. NSIC at its discretion may extend the date of submission of the Tender, if the bid document undergoes changes due to additions/alterations in the specification/drawing or in the terms/conditions prior to the original scheduled date of submission in order to give the prospective bidders time to take into consideration the amendments on account of the reasons stated in the foregoing while preparing their bids.
- d. In case of receipt of inadequate numbers of bids, NSIC reserves its right to extend the date for submission of bids for giving opportunities to other intending bidders to participate in the bidding process to make the bid competitive.
- e. If any Tenderer submits his/their Tender in only one envelop / cover containing all the bids or combined bids e.g. techno-commercial bid & price bid together, the bid shall be liable for rejection.

3) Bid opening and evaluation of Bids:

- a. The technical bids shall be opened on 18.12.2017 at 15.00 hrs.
- b. Bidder shall be pre-qualified on fulfilling the eligibility criteria specified in the Tender document based on the information /documentary evidences enclosed by them with their Technical Bid submitted on the scheduled date. The financial Bids of only such pre-qualified Tenderer shall be opened by NSIC for evaluation. The date and time of opening of the financial bid will be informed only to such pre-qualified bidders. The Tenderer or

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their authorised representative, if they so desire in writing, may be allowed to be present while opening of the Financial Bid.

- c. The bidder's authorised representative shall be required to submit an authority letter from his/their Principal for remaining present at the time of opening of the financial Bid.
- d. The bidder's name, bid prices, discounts and such other details etc. shall be announced by NSIC while opening of the financial bids of each prequalified Bidders.

4) **Award of Contract**

- a. The financial bids of the pre-qualified bidders shall be opened by a committee constituted by NSIC. Thereafter the committee shall prepare the comparative statement (CST) based on the FOR price quoted by the respective Bidders at the location stipulated in the Tender document to shortlist the L-1 bidder quoting the lowest price.
- b. NSIC shall award the contract to the eligible bidder whose financial bid has been accepted as the lowest bid on evaluation of the financial bids by NSIC.
- b. If more than one bidder happens to quote the same lowest price, NSIC reserves the right to award the contract either to any one bidder or split the total contract equally amongst the lowest bidders quoting the same price.
- c. NSIC reserves the right to reject any or all the Tenders without assigning any reason whatsoever.
- d. The Successful Tenderers shall be required to return one copy of the award letter duly signed by him/them to NSIC as a token of acceptance of the work awarded to them within 10 days from the date of issue of the above letter failing which it will be construed that the tenderer is not willing to accept the award of work and therefore their tender shall be rejected forfeiting the EMD .

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

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

Earnest Money Deposit:

- a. The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Earnest Money as defined under Rule 157 of General Financial Rules (GFR), 2005.

In such cases, copy of the certificate, showing registration with either of the above mentioned institutions, is required to be enclosed along with the Technical Bid by the intending Tenderer.

- b. In case, the unit of the Bidder is not registered with any of the above institution, the Bidder shall be required to submit their Bid along with Earnest Money Deposit (EMD) for Rs.7000/-referred to in the NIT. No cash / cheque towards payment of EMD shall be

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

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

6) Security Deposit

- a. The EMD of successful bidder shall be converted in to 'Security Deposit' and shall be refunded along with the final payment of balance 50% after successful completion of work. EMD of unsuccessful bidder shall be refunded without interest on award of work.
- b. In case of bidder exempted from payment of EMD (as mentioned in Para 5 a. above), 'Security Deposit' for Rs. 6,000/- by way of demand draft/cheque in favour of "National Small Industries Corporation Limited" payable at Kolkata should be submitted on award of the work by NSIC.

c. Prices:

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

6) Validity of the Quotation :

The validity of quotation should be for three months (30 days) from the Scheduled date of submission of Tender. A bid valid for a period shorter than three months shall stand rejected.

7) Delivery period:

The goods shall be delivered to NSIC's authorised representative at NSIC Office Building at Plot no. 7/7 & 7/8, Block – CP, Sector – V, salt lake, Kolkata , within 10 days from the date of award

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of contract. Part delivery shall not be permitted. Separate dispatch instruction shall be issued after inspection of goods at works of the successful bidder and acceptance thereof by NSIC. No other delivery terms shall be acceptable.

8) Taxes / Duties:

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

9) Payment terms:

Payment will be released after successful installation and commissioning of Furnitures at site and submission of warrantee certificates of the furnitures.

10) Packing & Marking:

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

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

Every package delivered under our order shall, at the expense of the supplier, be distinctly marked with description and quantity or contents along with the name of the consignee, their address, gross weight and net weight of the consignment along with the distinctive number and mark for the purpose of identification and verifying the material list Account with the supplier's packing list.

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

11) Pre-Despatch Inspection:

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

The quality of Furniture shall be of good quality. In case quality of goods found to be inferior during inspection, the whole consignment or part thereof, as the case may be, shall be

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rejected without assigning any reasons. Accordingly, the supply order shall be treated as cancelled without any liability on NSIC.

12) 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.

13) Insurance:

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

14) Installation & Commissioning:

- a. The Contractor to whom the subject work has been awarded shall be required to depute their well trained personnel for installation & commissioning of the furnitures at site.
- b. The supplier has to make their own arrangements for the material handling facilities required for successful installation, commissioning of furniture items supplied.
- c. The supplier will be required to install all the items properly as decided by NSIC within 7 days from the date supply at site.

15) After Sales Service / Warranties:

The Contractor/Original Manufacturer shall furnish warranties for the Furnitures supplied against any manufacturing defect for a period of 12 months from the date of successful completion of installation and commissioning at site. A certificate from the Engineer-in-charge of NSIC in this regard shall be considered as the proof of successful completion of the works. For any defect observed during the above mentioned period which are attributable to defect in design, material or workmanship, the Contractor shall be required to replace the defective furniture including installation and commissioning of the same at his own cost fully.

In case the supplier fails to comply with his obligations, stated in the para here-in-above, within 10 days from the date of issue of written notice by NSIC in this regard, NSIC shall reserve the right to purchase new ones as the replacement of the defective furniture form any other source/Manufacturer at the risk and cost of the Contractor by forfeiting the 5% value of the work retained as per the Clause No..... have right to debar the supplier for future supplies.

16) 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.

17) Cancellation of Bids

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- 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.

18) Blacklisting / Debarring of Firm

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

19) Post Tender Negotiations

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

20) Force Majeure

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

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Documents / Information to be submitted with Technical Bid

Specification :

- 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 to be submitted along with bid documents:

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

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Financial Bid

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

Description/ Specification	Quantity	Rate in Rs./Each	Total in Rs.
1. Secretariat Table with side unit : Size:2200 L X 1800 W X 780 H mm. , Colour-Dark Wall Nut. , Finish-Melamine.	01 No.		
2. High Back Revolving Chair , Colour - Black/Brown.	01 No		
3. Single seater sofa, size:870 X 750 X820 mm , Colour - Brown fabric.	02 Nos.		
4. 3 Seater sofa, Size:1800 X750 X 820 mm , Colour - Brown fabric	01 No.		
5. Medium Mesh Back revolving Chair with co-active synchro tilting seat and back , Gas lift for height adjustability , fixed arms and PU 5 prong base with twin wheel castors.	29 No.		
6. Bodyline high back chair with gaslift & PU arms.	01 No.		
7. Mesh Back Visitors Chair with sledge base & fixed arms.	09 Nos.		
8. Table of size 1800 L x 900 W x 750 H with table top made up of 25 mm. pre-laminated particle board with sides 18 mm. including mobile pedestal with 2 drawer and 1 filing cabinet. Top Colour : Wall Nut, Sides & Modesty - Grey	01 No.		

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

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Annexure-III

Format of covering letter

Ref. No.:.....

Date:.....

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

Ref.: Tender No Tender no.: NSIC/BO/KOL/Tender/Furniture/01/2017-18 dated 11th December, 2017
for supply & installation of Furniture items at Plot No.7/7 & 7/8 , Block-CP , Sector-V , Salt Lake ,
Kolkata-700091.

Dear Sir,

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

1. Technical bid in prescribed format as Annexure-I in sealed envelope no.1 along with enclosures (No financial figures should be mentioned directly or indirectly in technical bid).
2. EMD for Rs.6,000/- in the form of Demand Draft in favour of "National Small Industries Corporation Limited" payable at Kolkata along with technical bid in an envelope marked "EMD" placed inside sealed envelope no.1.
3. Financial bid in prescribed format in sealed envelope no.2.

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

Thanking you,

Yours faithfully,

Name.....

Designation.....

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