

**TENDER**

**SUPPLY OF**

**STUDENT DESKS**

**FOR**

**NCVT TRAINING**

**National Small Industries Corporation Ltd.**  
**Technical Services Centre, Howrah**  
**P.O. Balitikuri, Japani Gate, Howrah-711 113**  
**Tel No. 26538606, 26530304, Fax: - 091-033-26531314**  
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**National Small Industries Corporation Ltd.  
NSIC- Technical Services Centre, Howrah  
(A Govt. Of India Enterprise )  
P.O. Balitikuri, Japani Gate, Howrah-711 113**

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**National Small Industries Corporation Ltd.  
NSIC- Technical Services Centre, Howrah  
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P.o. Balitikuri, Japani Gate, Howrah-711 113**

Ref. No. :- NTSC(H)/NCVT-DESKS /17-18

Dated:- 07.06.2017

M/s.

Subject : **Supply of students desks(Two Seater) for NCVT TRAINING**

Dear Sir,

Tender document (**containing 9 pages**) in respect of the supply of the above-mentioned items, as detailed on **page 2 (Index)** are forwarded herewith. Please note that the sealed tenders duly filled in will be received in the office of the General Manager on or **before 16.06.2017 up to 14.00 Hrs.** The tender should be signed, dated and witnessed in all pages wherever provided for in the document and also all other pages should be signed by the Authorized Signatory.

The General Manager reserves the right to award the supply order to the tenderer. This letter shall form the part of the contract and must be signed and returned along with the tender documents.

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General Manager (SG)

**National Small Industries Corporation Ltd.**  
(A Govt. Of India Enterprise, under Ministry of MSME )  
Technical Services Centre, Howrah  
P.O. Balitikuri, Japani Gate, Howrah-711 113

**NOTICE INVITING TENDER**

Sealed tenders are hereby invited under two bids system (Technical bid & Commercial bid) on behalf of GM(SG), NSIC Technical Services Centre (Howrah), Balitikuri, Japani Gate, Howrah from reputed manufacturers/suppliers for supply of **students desks(Two seater), as per sample attached , Qty- 42 Nos** for **NCVT training** so as to reach to GM (SG), NSIC-Technical Services Centre (Howrah), Balitikuri, Japani Gate, Howrah up to 14.00 Hrs. on 16.06.2017

- |  |  |
|--|--|
| a) Name of the Supply                                    | Student desks (Two Seater)<br>for <b>NCVT TRAINING</b> |
| b) Estimated Landed Cost at Howrah Centre                | As given in the page no.8                              |
| c) Cost of Tender document                               | Rs. 500/-  |
| d) Security deposit (for successful bidder)              | Rs. 5000/-   |
| e) Delivery and Installation Period                      | Immediate after<br>release of order                    |
| f) Last date of submission of completed tender documents | 16.06.2017 up to 14.00 Hrs.                            |
| g) Date of opening of Technical Bid                      | 16.06.2016 at 16.00 Hrs.                               |

1. Tender Documents may be downloaded from our web site or may be collected from our office against payment of Rs. 500/- through DD.
2. The other Terms and Conditions applicable to this tender have been incorporated in the tender documents.
3. The Competent Authority reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
4. Units registered with NSIC, under GP Registration Scheme are exempted from payment of Tender document cost.
5. No "C" & "D" Form will be issued by us.

**NSIC- Technical Services Centre, Howrah  
(A Govt. Of India Enterprise )  
P.o. Balitikuri, Japani Gate, Howrah-711 113**

Ref. No. :- NTSC(H)/NCVT TRAINING-DESKS /17-18

Dated:- 07.06.2017

**Important Dates:**

Sl.No.	Description	Date	Time
1	Publishing date	09.06.2017	16:00
2	Document Sale Start date	09.06.2017	16:00
3	Pre-Bid meeting date	-----	-----
4	Bid submission start date	09.06.2017	17:00
5	Seek clarification start date	09.06.2017	16:00
6	Document sale end date	16.06.2017	12:00
7	Bid submission end date	16.06.2017	14:00
8	Bid opening date (Technical)	16.06.2017	16:00

## **INSTRUCTION TO THE TENDERERS**

1. The Tender shall be submitted in accordance with these instructions and any tender not conforming thereto is liable to be rejected. This instruction shall form the part of the tender and contract.
2. The tender document should accompany the cost of Tender document of Rs.500/- by D.D. in favour of **“The National Small Industries Corporation Ltd., Payable at Howrah.**
3. The tender shall be complete with all documents. The tender received without tender fee shall be rejected outright.
4. The tenders shall be submitted in two separate sealed covers in the following manner

### **Technical Bid – Envelope- 1**

Technical bid in one sealed cover containing the forwarding letter of the tender, list of latest customers who have been supplied Plant & Machinery for similar Projects, The Customer Feed Back, detailed description of the system, catalogue containing detail technical specification, list of essential spares to be supplied, ISO certification if any, details of manufacturing facility available in-house etc. along with the Demand draft for tender fee.

### **Commercial Bid- Envelope- 2**

One sealed cover containing Forwarding letter, complete tender document indicating ex-work price, excise duties, sales tax, other duties, Payment terms, freight, delivery period and installation charges, if any.

## **CRITERIA FOR QUALIFYING TECHNICALLY**

The following points shall be considered for qualifying the technical bids.

1. Specification of the Tenderers must match or be nearest to our specified technical specification.
2. Offered system should comprise of latest technology.
3. Tenderers should have sufficient infrastructure to justify their competence of supplying the system. If felt necessary their infrastructure facility shall be inspected by a team of NSIC officers.
4. Tenderers must give the list of customers whom they have supplied similar sort of Plant & Machinery for similar Projects along with their address, name of the contact person and tel. no, e-mail address, Fax etc..
5. If the Tenderers has supplied machinery to NSIC earlier, should provide those details.
6. ISO Certification would give an added weight age marks.

7. **Note:** While assessing technical Competency weight age marks will be assigned for all the above parameters.



## **FORM OF TENDER**

The General Manager  
NSIC- Technical Services Centre  
National Small Industries Corporation Ltd.  
(A Govt. Of India Enterprise )  
P.o. Balitikuri, Japani Gate, Howrah-711 113

### **Subject : Supply of student desks (Two Sitter) for NCVT TRAINING**

Dear Sir ,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. NOTICE INVITING TENDER
2. INSTRUCTION TO THE TENDERERS
3. FORM OF TENDER
4. TECHNICAL SPECIFICATION AND SCOPE OF SUPPLY
5. COMMERCIAL AND GENERAL TERMS AND CONDITION OF THE SUPPLY

We hereby submit our quoted rates valid for 90 days from the date of submission of tenders. Should our tender be accepted I/We agree:-

1. The tender document along with your letter of award or supply order shall constitute the bind contract between us and NSIC Technical services centre, Howrah.
2. In the event of failure to supply this item in full within the committed delivery period the order will be treated as cancelled.

Supplier's Signature  
With Name & Seal

## **COMMERCIAL AND GENERAL TERMS & CONDITIONS**

**Price:** - Price should be most competitive (EX- WORK PRICE) & **per unit basis.**

**Delivery and Installation Period:** Immediate from release of Supply order if delayed 0.5% per week will be deducted from the basic price of the desk.

**Validity of the Offer:** - The offer should remain valid for a period of 90 days.

**Guarantee Period:** - The guarantee period should be minimum **one years** from the date of installation for any kind of defect, fault and malfunctioning.

**Taxes and Duties:** Taxes and duties if any shall be paid extra. No "C" & "D" Form will be issued.

**Transit Insurance:** - The desks to be insured against damage during transit from the manufacturer's work to Howrah centre.

**Freight:** - Freight charges up to Howrah Centre should be at actual and inclusive.

**Packing:** - The machinery/ Equipment shall be properly packed for safe arrival of the machine to Howrah centre.

**Payment Terms:-** In case the offer is accepted, payment would be released as under :

(A) 50% against the arrival of the item in the Howrah centre and submission of despatch documents.

(B) 50% balance payment within after assembling and fitting the materilas.

**While quoting the rate the make of each desk. to be mentioned in the offer.**



**Sample of Students Desks (Two Seater)**

