

Tender Notice**The National Small Industries Corporation Limited**

Udyog Nagar

Industrial Estate

Naini-Allahabad-211009

Tel: +91-0532-2697218, 2697050/2103049

email:- boallahbd@nsic.co.in

Tender no. : NSIC/NAINI/LBI/01/15-16

Date: 28.12.2015

Subject: Supply of Office Furniture at NSIC-LBI Naini (Allahabad).

NSIC is setting up Incubation Centre for Small Enterprise Establishment at Naini (Allahabad), Uttar Pradesh.

We are pleased to invite your offer strictly as per enclosed terms and conditions and instructions to bidders, in sealed covers for the supply & installation of under mentioned Office Furniture at NSIC – LBI, Naini (Allahabad), Uttar Pradesh consisting of the following:

Sl. No.	Description and Technical specification	Quantity
1.	Centre Table (wooden finish, size 6' x 4', 3 drawer in right side and 1 side cabinet)	1 No.
2.	Revolving Executive Chair(Officers Chair, full back, with side arm, adjustable height system and iron base with metal wheels)	1 No.
3.	Office Table (wooden finish, size 5' x 2.5', 3 drawer in right side)	6 Nos.
4.	Visitors chair (half back, with side arm and iron base)	6 Nos.
5.	Revolving office Chair(Executive Chair, half back, with side arm, adjustable height system and iron base with metal wheels)	12 Nos.
6.	Steel Office Almirah (size 1980 x 860 x 480 mm ³ , 5 selves, 20 gauge body)	5 Nos.
7.	Open rack, 20 gauge steel body, 5 selves 1800 x 900 x 400 mm ³	2 No.
8.	Garbage Bin (50 lit volume, close type, moveable)	4 Nos.
9.	White board with aluminium beading stand a (size 6' x 4') movable and adjustable height.	1 No.
10.	White Board White board with iron aluminium beading. (size 6' x 4')	4 Nos.
11.	Notice Board with velvet top and beading with aluminium. Covered glass cover and able to open and close with lock.(size 8'*6')	2 Nos.
12.	Notice Board with velvet top and beading with aluminium. (size 8'*6')	2 Nos.
13.	Notice Board with velvet top and beading with aluminium. (size 4'*3')	4 nos.
14.	Notice Board with velvet top and beading with aluminium. (size 2'*1.5')	1 Nos.
15.	Student chair with writing pad (wooden with mica top) (in minimum 1.5 mm section pipe, whole body made of steel)	100 Nos.
16.	Single seat stool made of plastic shell(Preferably Bollowal) , in minimum 1.5 mm section pipe	60 Nos.
17.	Work Table for class room 8' x 2' size, wooden made, 3 side closed with 6 inch height ply with aluminium beading	4 Nos.
18.	3 seater bench made of steel (Airport Chair)	4 Nos.
19.	Wooden table with ply top and finished with mica sheet for tailoring trade/Computer Hardware and Networking/Laptop repairing classroom (size 8' x 6', rectangular/oval shape)	2 No.
20.	Computer table 19mm laminated board(900mm x 600mm x 760mm)	15 Nos.

21.	Revolving chair, total steel body with minimum 1.5 mm section pipe and sheet, half back with metal wheels. Adjustable height.	15 Nos.
22.	Comet Table in glass top round shape with 2.5 ft height.	2 No.
23.	Display table made of iron rectangular frame of at least 16 guage with ply top finish (2' x 2')	6 Nos.
24.	Stainless steel table of size 8'*2'*2.5' in 16 Gauge top for keeping Soya Milk extraction plant.	1 No.
25.	Stainless steel table of size 2'*2'*2.5' in 16 Gauge top for display of manufacturing trade products.	6 No.
26.	Conference table (1.25" top, wooden with sun-mica fitting ply top finish, size 16' x 6', rectangular with oval corners)	1 No.
27.	Revolving conference chair (half back, with side arm, adjustable height system and iron base with wheels)	20 Nos.

The detailed tender document can be obtained free of cost from office at the above address. The tender document can also be downloaded from NSIC website 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 / visit to the site at Industrial Estate, P.O. Udyog Nagar, Naini (Allahabad), Uttar Pradesh 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 Senior Branch Manager, National Small Industries Corporation Limited, Industrial Estate, P.O. Udyog Nagar, Naini (Allahabad), Uttar Pradesh latest by 11.01.2016 till 03:00 P.M. Offers received after the last date and scheduled time shall not be considered.

The offer should be submitted with a covering letter as per format at Annexure-II in a **sealed envelope clearly mentioning the above tender number on top of the envelope.**

The bid shall be opened on 11.01.2016 at 03:30 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.

Senior Branch Manager

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 authorized person. Letter regarding the authorization 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 is required to submit at least three reference of the past supply of items for the same or similar specification giving details of customer.
- 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.**
- h. 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.
- i. No price variation clause will be entertained.
- j. 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.

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- 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.

NOTE: The bidders should submit their best price at this stage itself and they will not be allowed to revise the price. Any revision / discount given by manufacturers subsequently will be ignored.

3) Amendment of Bidding Documents:

- a. At any time prior to the deadline for submission of bids, NSIC may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- b. All prospective bidders who have requested for the bidding document will be notified of the amendment in writing, and such amendments/ modifications will be binding on them.

4) Bid opening and evaluation of Bids:

- a. The bids shall be opened on 11.01.2015 at 03:30 P.M.
- b. The bidder's authorized representative who attends the bid opening shall sign an attendance register as a proof of having attended the bid opening.
- c. The bidder's name, bid prices, discounts and such other details will be announced at the time of opening of the financial bids.

5) Award of Contract

- a. The bids of the bidders shall be opened by the constituted committee. Thereafter the committee shall prepare the comparative statement (CST) based on the FOR, Naini (Allahabad), Uttar Pradesh price quoted by the bidders. This will facilitate to shortlist the L-1 bidder quoting the lowest price.

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- b. L-1 will be decided on the basis of total value of the bid.
- c. NSIC shall award the contract to the eligible bidder whose bid has been accepted and determined as the lowest evaluated financial bid.
- 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 of furniture required at Naini (Allahabad). The bidder shall deposit "Security Deposit" @ 5% for 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.

6) 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.

7) 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 along with the 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. 24,000/- (Rupees Twenty Four Thousand only) by way of Demand Draft (DD) drawn in favor of "National Small Industries Corporation Limited" payable at Allahabad. No cash / cheque towards EMD shall be accepted. The DD for EMD should be placed inside the envelope containing the 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.

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- d. No interest will be allowed for earnest money deposited with the Company.
- 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.

8) **Security Deposit**

- a. The EMD of successful bidder shall be kept as "Security Deposit for supply of goods against each supply order and 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 7 a. above), "Security Deposit" @5% for supply order placed by way of demand draft/cheque in favor of "National Small Industries Corporation Limited" payable at Allahabad should be submitted along with order acceptance against each supply order.

9) **Prices:**

All items are to be quoted in INR only in the format as per Annexure-I. The price quoted should be inclusive of packing, insurance and freight on FOR, Naini (Allahabad), Uttar Pradesh 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.

10) **Validity of the Quote:**

The validity of quote should be at least three months (90 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.

11) **Delivery period:**

The goods shall be delivered to NSIC's representative at NSIC –LBI, Naini (Allahabad) within 15 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 and acceptance thereof by NSIC. No other delivery terms shall be acceptable.

12) 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, octroy or any other tax shall be paid on actual as per rule applicable and on production of documentary proof.

13) Payment terms:

100% of order value to be released on submission of following documents:

- i. Signed commercial Invoice - two copies 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 Naini (Allahabad)
- iii. Clean report of findings issued by NSIC.
- iv. Packing list two copies duly signed.

14) Packing & Marking:

Consignment must be packed in strong cases, 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.

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 account.

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

15) Pre-Dispatch Inspection:

The equipment/goods 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 supplier's premises prior to dispatch thereof.

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Approval and clean report of findings shall be submitted at the time of claiming payment. Machinery & equipment including packing boxes shall be offered by the awarded unit for inspection at least 3 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 equipment as per specification shall be dispatched on or before the contract delivery date.

The quality of equipment's/goods 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.

16) 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.

17) Insurance:

All goods are to be insured for 110% of the FOR value of the goods by successful bidder from the works to Naini (Allahabad) warehouse.

18) After Sales Service / Warranties by Suppliers:

The equipment 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.

During the warranty period, expert(s) shall be deputed at site by the awarded unit whenever found essential and which cannot be undertaken locally or by the NSIC's experts including rectifying any defect / malfunctioning of equipment's. The cost of deputation of expert(s) and any other associated expenditure shall be borne by the awarded unit.

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19) Technical Documents:

The awarded unit shall provide technical documents like operation and maintenance manuals of equipment / Fixtures, wherever required.

20) 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.

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 honor the term in the eventuality of RISK PURCHASE, they may be banned for business with NSIC.

21) 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.

22) 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 declared period.

23) Post Tender Negotiations

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

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24) 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 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 practicable 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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Annexure-I**Financial price schedule****Supply of Office Furniture at NSIC-LBI Naini (Allahabad):**

Sl. No.	Description and Technical specification	Quantity
1.	Centre Table (wooden finish, size 6' x 4', 3 drawer in right side and 1 side cabinet)	1 No.
2.	Revolving Executive Chair(Officers Chair, full back, with side arm, adjustable height system and iron base with metal wheels)	1 No.
3.	Office Table (wooden finish, size 5' x 2.5', 3 drawer in right side)	6 Nos.
4.	Visitors chair (half back, with side arm and iron base)	6 Nos.
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6.	Steel Office Almirah (size 1980 x 860 x 480 mm ³ , 5 selves, 20 gauge body)	5 Nos.
7.	Open rack, 20 gauge steel body, 5 selves 1800 x 900 x 400 mm ³	2 No.
8.	Garbage Bin (50 lit volume, close type, moveable)	4 Nos.
9.	White board with aluminium beading stand a (size 6' x 4') movable and adjustable height.	1 No.
10.	White Board White board with iron aluminium beading. (size 6' x 4')	4 Nos.
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15.	Student chair with writing pad (wooden with mica top) (in minimum 1.5 mm section pipe, whole body made of steel)	100 Nos.
16.	Single seat stool made of plastic shell(Preferebly Bollowal) , in minimum 1.5 mm section pipe	60 Nos.
17.	Work Table for class room 8' x 2' size, wooden made, 3 side closed with 6 inch height ply with aluminium beading	4 Nos.
18.	3 seater bench made of steel (Airport Chair)	4 Nos.
19.	Wooden table with ply top and finished with mica sheet for tailoring trade/Computer Hardware and Networking/Laptop repairing classroom (size 8' x 6', rectangular/oval shape)	2 No.
20.	Computer table 19mm laminated board(900mm x 600mm x 760mm)	15 Nos.
21.	Revolving chair, total steel body with minimum 1.5 mm section pipe and sheet, half back with metal wheels. Adjustable height.	15 Nos.
22.	Comet Table in glass top round shape with 2.5 ft height.	2 No.
23.	Display table made of iron rectangular frame of at least 16 guage with ply top finish (2' x 2')	6 Nos.
24.	Stainless steel table of size 8'*2'*2.5' in 16 Gauge top for keeping Soya Milk extraction plant.	1 No.
25.	Stainless steel table of size 2'*2'*2.5' in 16 Gauge top for display of manufacturing trade products.	6 No.
26.	Conference table (1.25" top, wooden with sun-mica fitting ply top finish, size 16' x 6', rectangular with oval corners)	1 No.
27.	Revolving conference chair (half back, with side arm, adjustable height system and iron base with wheels)	20 Nos.
	Total	

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Lump sum price of one set of goods (FOR, Naini (Allahabad): Rs.

(in words Rupees: _____)

Note: The above price should be inclusive of packing, transportation and insurance and Taxes & Duties etc.

Enclosures:

1. Copy of Pan Card / Sales tax / VAT registration certificate.
2. Copy of SSI/MSME Memorandum part – II /NSIC registration certificate, if applicable.
3. Demand draft for Rs. 24,000/- as EMD.
4. Authorization letter in favour of authorized signatory from the bidder.

Signature of Bidder
Seal of Bidder

Annexure re-IIFormat of covering letter

Ref. No.:.....

Date:.....

Senior Branch Manager
National Small Industries Corporation Limited
Udyog Nagar,
Industrial Estate,
Naini-Allahabad-211009.

Ref.: Tender No. NSIC/NAINI/LBI/01/15-16 dated 28.10.2015 for Supply of
Office Furniture at NSIC-LBI Naini (Allahabad).

Dear Sir,

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

1. Bid in prescribed format as per Annexure-I alongwith enclosures.
2. EMD for Rs. 24,000/-in the form of Demand Draft in favour of "National Small Industries Corporation Limited" payable at Allahabad.
3. Copy of Pan Card, Sales tax and VAT registration certificate.
4. Copy of SSI/MSME Memorandum part – II /NSIC registration certificate, if applicable.
5. Authorization letter in favour of authorized signatory from the bidder.
6. Tender terms & conditions duly signed and stamped by the bidder on all pages.

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

Thanking you,

Yours faithfully,

Name.....

Designation.....

Signature of Bidder
Seal of Bidder