



TENDER DOCUMENT

FOR

SUPPLY OF

PRE LAMINATED PARTICLE BOARD & MS
(ANGLE, SHEET AND PIPE)

(Ref. NTSC/WST/TRAINING MATERIAL/15-16/85)

NSIC- Technical Services Centre
The National Small Industries Corporation Limited
(A Government of India Enterprise)
Okhla Industrial Estate, Phase III
New Delhi-110020

Tel No. 011-26826801, 26826847
Fax: - 011-26826783

Email: ntscok@nsic.co.in
Website: www.nsic.co.in

**NSIC-Technical Services Centre,
Okhla Industrial Estate,
New Delhi**

Ref: -NTSC/WST/TRAINING MATERIAL/15-16/85

INDEX

S. No.	Description	Page Nos.
1	Notice Inviting Tender	3 to 4
2	Commercial and General Terms & Conditions	5 to 6
3	Format for Technical Bid (Annexure 'A')	7 to 8
4	Format for Commercial Bid (Annexure 'B')	9 to 10

**NSIC-Technical Services Centre,
Okhla Industrial Estate,
New Delhi**

Ref: -NTSC/WST/TRAINING MATERIAL/15-16/85

NOTICE INVITING TENDER

NSIC-Technical Services Centre (NTSC), Okhla, New Delhi invites sealed tender in Two bid system (Technical & Commercial bid in two separate envelopes) from suppliers for supply of PRE-LAMINATED PARTICLE BOARD & MS (ANGLE, SHEET AND PIPE) as mentioned in Annexure-A at NSIC Technical Services Centre (NTSC), Okhla Industrial Estate, New Delhi-110020.

The details are summarized below:-

a)	Name of work	Supply of PRE LAMINATED PARTICLE BOARD & MS (Angle, Sheet And Pipe) as per annexure A
b)	Technical Bid	The details for submission of Technical Bid is placed at Annexure-'A'
c)	Commercial Bid	The details for submission of Commercial Bid is placed at Annexure-'B'
d)	Cost of Tender Documents	The tender document can be collected free of cost from the office of General Manager of the centre w.e.f. 17th June to 11th July 2016 (except Saturday & Sunday) between 10:00 hours to 15:00 hours. Alternatively tender form can be downloaded from our website i.e. www.nsic.co.in from 17th June to 11th July 2016
e)	Earnest Money Deposit (EMD) along with Tender	EMD of Rs. 1,000/- (Rupees One thousand Only) shall be submitted in the form of Cheque/D.D. in favour of ' NSIC Ltd.-NTSC A/c ' payable at New Delhi along with the Technical Bid envelope while submitting the tender.
f)	Last date of submission of tender	Tender shall be received by 11th July 2016 up to 15:15 hours at the office of the General Manager, NSIC Technical Services Centre, Okhla Industrial Estate, New Delhi-110020
g)	Date of opening of Technical Bid (Envelope-1)	The first envelope containing Technical Bid will be opened on 11th July 2016 at 15:30 hours at the office of the General Manager, NSIC Technical Services Centre, Okhla Industrial Estate, Near Govindpuri Metro Station, New Delhi-110020.
h)	Date of opening of Commercial Bid (Envelope-2)	The date for opening second envelope containing Commercial Bid will be intimated to the qualified bidders separately.

Note: In case of any further details required, the same can be collected from the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi from **17th June to 11th July 2016** (except Saturday & Sunday) between 10:00 hours to 15:00 hours.

General Manager
NSIC- Technical Services Centre
New Delhi

NSIC Technical Services Centre
Okhla Industrial Estate, New Delhi

Ref: -NTSC/WST/TRAINING MATERIAL/15-16/85

COMMERCIAL AND GENERAL TERMS & CONDITIONS

1. Submission of tender:

Sealed tenders in the two cover system should be submitted in the prescribed form and should be addressed to the General Manager, NSIC Technical Services Centre, Okhla Industrial Estate, Phase III, New Delhi-110020. The bigger envelope must be super-scribed "**Tender for the supply of PRE LAMINATED PARTICLE BOARD & MS (ANGLE, SHEET AND PIPE) for Workshop Training Department**" with tender inquiry number and its due date. The two sealed envelopes inside the bigger envelope must be as under:

i) Envelope No-1: The said envelope is for technical bid & shall be super-scribed as "Tender for the supply of PRE LAMINATED PARTICLE BOARD & MS (ANGLE, SHEET AND PIPE)-Technical Bid"

ii) Envelope No-2: The said envelope is for commercial bid & shall be super scribed as "Tender for the supply of PRE LAMINATED PARTICLE BOARD & MS (ANGLE, SHEET AND PIPE) - Commercial Bid".

2. Authority of tenderer:

The Bidder shall be a supplier of material to deal with NSIC Technical Services Centre, Okhla Industrial Estate, Phase III, New Delhi-110020.

3. Duly filled in Tender:

All the columns of the tender shall be duly filled in. Any cutting/over writing in the tender must be signed by the person who is signing the tender. The rates shall not be overwritten. The financial part in commercial bid shall always be both in figures and words. In case of any discrepancy, amount mentioned in words will be considered for evaluation.

4. Rejection of Tender:

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. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.

5. Earnest Money Deposit:

a) An EMD of Rs. 1,000/- (Rupees One Thousand Only) shall be paid along with the tender (in Technical Bid) either by way of Cheque/DD drawn in favour of '**NSIC Ltd.-NTSC A/c**' payable at Delhi. The EMD will be returned to the unsuccessful bidders after the orders are placed on the successful bidder. The unit registered with Central Purchase Organization i.e. DGS&D, NSIC or with the concerned Ministry or Dept. shall be exempted from the payment of earnest money under rule 157 of GFR, 2005. In such cases, the necessary certificate has to be enclosed along with the Technical Bid.

b) The EMD will be forfeited in following cases:

- I. If the bidder fails to accept the order based on his offer (bid) within time stipulated in supply order.
- II. If the bidder fails to timely supply the Material with specifications in compliance to as mentioned in Annexure-B.

6. Bid Price: The price shall be firm and shall include all applicable taxes and other charges. Any variation in the taxes duties, levies, charges, insurance etc. till the delivery of goods shall be to the Tenderer account.

7. Validity of tender: The tender shall be valid for a period of 21 days from the date of opening of the Technical Bid of tender.

8. Opening of Technical Bid:

The Technical Bid shall be opened on **11th July 2016 at 15:30 hours**, at the office of the General Manager, NSIC Technical Services Centre, Okhla Industrial Estate, Near Govindpuri Metro Station, New Delhi-110020. One of the authorized representatives of the bidder may present at the time of opening of the tender.

9. Opening of Commercial Bid:

The Commercial Bid of technically qualified tenderer will be opened on stipulated due date. The date & time for opening of Commercial Bid shall be intimated to the qualified tenderers. One of the authorized representatives may be present at the time of opening of the tender.

10. Delivery: The successful tenderer shall complete supply within 21 days after acceptance of order.

11. The material is to be delivered at NSIC Technical Services Centre, Okhla Industrial Estate, Phase III, New Delhi-110020 and shall be accepted after due inspection by Head of Workshop.

12. Packing: The material shall be supplied in packed condition, if necessary. Defective, Broken or unsealed packet material will not be accepted.

13. Payment: 100% payment will be released by account payee cheque within 03 (three) working days after the supply and acceptance by user department.

14. The General Manager, NSIC Technical Services Centre, Okhla Industrial Estate, Phase III, New Delhi-110020 reserves the right to reject the tender/bid wholly or partly without assigning any reason and to restrict the list of qualified Tenderer for opening of commercial bid to any number deemed suitable by him from out of bids received.

15. NTSC Okhla has full right to take either of the items or all items as quoted in annexure 'B' without assigning any reason thereof.

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

We confirm with our acceptance to the Commercial & General Terms & Conditions (S.No-1 to 16) as given above.

Signature of the Tenderer with seal

NSIC-Technical Services Centre
Okhla Industrial Estate, New DelhiRef: -NTSC/WST/TRAINING MATERIAL/15-16/85**FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID**

1. Name of Tenderer:
2. i) Complete office address.....
ii) Complete work address.....
3. Contact details of authorized person of tenderer who have signed the tender.
 - a. Name & Designation.....
 - b. Phone (office).....
 - c. Mobile number.....
 - d. E mail.....
4. PAN of supplier (copy to be enclosed).....
5. TIN of supplier (copy to be enclosed).....
6. i) EMD Details
- ii) EMD exemption

7. TECHNICAL SPECIFICATION

S No	Description of Items	Quantity	Unit	Accepted to supply as per description (Yes/No)
01	<i>Pre laminated Particle board</i> Size: 6 feet X 9 feet X 19 mm As per IS:12823, (Color* – Topside- Electric Blue & Bottom side-White)	30	Nos.	
02	<i>Pre laminated Particle board</i> Size : 8 feet x 4 feet x 19 mm As per IS:12823, (Color* – Topside- Electric Blue & Bottom side-White)	50	Nos.	
03	MS Square Pipe - 1 inch x 1 inch Thickness 18 SWG (~1.219 mm) 1 length=20 feet minimum	300	length	
04	MS Sheet – 8 feet X 4 feet Thickness 20 SWG (~0.914 mm)	25	Nos.	
05	MS Angle- 1 inch X 1 inch X 3 mm 1 length=20 feet minimum	40	length	
06	Welding Electrode, E6013, Dia 2.5 mm, 350 mm Length; 1 Pkt = ~1.8Kg	20	Pkt.	

* For sample shade visit NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi from Monday to Friday between 10.00 to 16.30 hrs.

Note:-

The Tenderer can participate for any one and/ or all above items. The technical and cost evaluation of tender shall be made on individual basis.

We hereby undertake the supply of items in Annexure-A

1. The documents as under are attached-
 - a. Duly signed copy of page no 3 to 9 of tender document number NTSC/WST/TRAINING MATERIAL/15-16/85.
 - b. Copy of TIN
 - c. Copy of PAN
 - d. EMD (if applicable)
2. We declare that we are not a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non supply of material even after agreed to supply in stipulated time.

(Signature of Tenderer)

NSIC-Technical Services Centre

Okhla Industrial Estate, New Delhi

Ref: -NTSC/WST/TRAINING MATERIAL/15-16/85

FORMAT & REQUIREMENTS FOR SUBMITTING COMMERCIAL BID

1. Name & Address of the Tenderer:

S. No	Description of Items	Qty	Unit	Price in Rupees		Taxes	Other charges, if any	Total FOR price at NTSC Okhla
				Rate per unit	Amount (Rs.)			
01	Pre laminated Particle board Size: 6 feet X 9 feet X 19 mm As per IS:12823, (Color* – Topside- Electric Blue & Bottom side-White)	30	Nos.					

Total FOR price in words: _____

02	Pre laminated Particle board Size : 8 feet x 4 feet x 19 mm As per IS:12823, (Color* – Topside- Electric Blue & Bottom side-White)	50	Nos.					
----	---	----	------	--	--	--	--	--

Total FOR price in words: _____

03	MS Square Pipe - 1 inch x 1 inch Thickness 18 SWG (~1.219 mm) 1 length=20 feet minimum	300	length					
----	--	-----	--------	--	--	--	--	--

Total FOR price in words: _____

04	MS Sheet – 8 feet X 4 feet Thickness 20 SWG (~0.914 mm)	25	Nos.					
----	--	----	------	--	--	--	--	--

Total FOR price in words: _____

05	MS Angle- 1 inch X 1 inch X 3 mm 1 length=20 feet minimum	40	length					
----	--	----	--------	--	--	--	--	--

Total FOR price in words: _____

06	Welding Electrode, E6013, Dia 2.5 mm, 350 mm Length; 1 Pkt = ~1.8Kg	20	Pkt.					
----	---	----	------	--	--	--	--	--

Total FOR price in words: _____

Note:

1. The prices quoted above are on FOR delivery to the address at **NSIC Technical Services Center, Okhla Industrial Estate, New Delhi-110020.**
2. The Tenderer can participate for any one and/ or all above items.
3. **Cost will be evaluated for individual item on total cost of individual item basis.**
4. No "C" Form will be issued.

(Signature of Tenderer)

*****END OF TENDER DOCUMENT*****