



ISO 9001:2008

TENDER
FOR
SUPPLY OF
FURNITURES

Tender Inquiry No. – NSIC/BGM/02/2013-14

THE NSIC Ltd., B.O. BELGAUM
(A Government of India Enterprise)
BSSIA Building, Plot No. 41, Khanapur Road,
Udyambag, Belgaum -590008

Tel No. 0831-4213554

Email: nsicbgm@gmail.com

Website: www.nsic.co.in

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NOTICE INVITING TENDER

Subject:- Supply of Furnitures

NSIC Ltd.- Branch Office (A Govt. of India Enterprises), Belgaum for the purpose of its requirement is inviting sealed tender in one bid system from Prime Producer/Authorized Distributors/ Partner/ Dealers for Supply of Furnitures
The details are summarized below:-

a)	Name of the Project	supply Furnitures with specifications as detailed in Annexure- `A` enclosed
b)	Bid	The Bidder shall be Prime Producer/ Authorized Distributors/ Partner/ Dealers. Valid authorization from Prime Producer for supply of Furnitures. A copy of supporting document on authorization shall be enclosed with the bid. The tender shall be duly filled in accordance with the instructions given in the tender. The details for submission of Bid is placed at Annexure-`A`
c)	Tender Documents	The tender documents can be collected from the office of the Sr. Branch Manager at the address mentioned on first page of this tender, w.e.f. 29 th Oct, 2013 to 11th Nov 2013 (except Saturday & Sunday) between 10:00 to 13:00hrs. Alternatively tender form can be downloaded from our website www.nsic.co.in from 29 th Oct, 2013 to 11th Nov 2013.
D)	Earnest Money Deposit along with Tender	Rs.5000/- (Rupees Five thousand only) in the form of D.D. in favour of ' NSIC Ltd.- A/c ' payable at Bangalore as EMD shall be submitted in the Bid envelope while submitting the tender. However, there is exemption of EMD applicable to the registered units as detailed in tender.
g)	Last date of submission of tender	Tender shall be submitted by 11th Nov 2013 up to 14:00 hours at the office of the Sr. Branch Manager at the address mentioned on first page
h)	Date of opening of Bid	The envelope of Bid will be opened on 11th Nov 2013 at 15:00 hours , at the office of the Sr. Branch Manager at the address mentioned on first page.

(S.K.KUDTURKAR)
SR. BRANCH MANAGER
NSIC B.O. BELGAUM

INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not in compliance to the instructions as under is liable to be rejected.

The Bidder shall be Prime Producer/ Authorized Distributors/ Partner/ Dealers having authorization from Prime Producer for Supply of Furnitures

1. The person signing the tender form or any other documents forming part of the contract on behalf of the Tenderer shall be deemed to warranty that he has authority to bind the Tenderer. If subsequently comes to light that the person so signed had no authority to do so, the Sr. Branch Manager NSIC.B.O BELGAUM may without prejudice to any other civil & criminal remedies cancel the tender and hold the Tenderer liable for all costs, charges and damages.
2. The tender must be placed in a properly sealed envelope addressed to The Sr. Branch Manager at the address mentioned on first page and the said **envelope containing bids.**
3. The envelope must be super-scribed as "*Tender for the **Supply of Furnitures*** of with its due date.
4. The tender should reach the office of The Sr. Branch Manager at the address mentioned on first page by 11TH Nov 2013 up to 14:00 hours. The tenders will be opened at NSIC.B.O BELGAUM on 11th Nov 2013 at 15:00 Hours. The Tenderer or their authorized representative (Preferably one person) may be present at the time of opening of the tender.
5. The tender shall be completed in all respect and should be **signed with date by the Authorized Signatory of Tenderer with company stamp on all the pages of this tender.**
6. The Earnest Money Deposit of Rs. 5000/- (Rupees Five thousand only) by way of D.D. drawn in favour of '**NSIC Ltd.- A/c**' payable at Bangalore submitted along with tender documents. No cash towards EMD shall be accepted. The offers without EMD will be rejected.

However, there is exemption of EMD applicable to the units as detailed in Para 11(a) of Commercial and General Terms & Conditions of these tender documents.

7. Tender may also downloaded from website
8. The **Supply of Furnitures** to be supplied against this tender shall be in compliance to the specifications mentioned in **Annexure- `A`** of the tender and shall be of the best quality and high standards.
9. All the columns of the tender shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. **The financial figures in bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.**
10. No extra payment shall be paid on account of any discrepancy in nomenclature of items. The Tenderer shall seek clarifications, if any, before submitting the tender.
11. 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.
12. The Sr. Branch Manager NSIC B.O. Belgaum reserves the right to reject any tender/ bid wholly or partly without assigning any reason thereof.
13. NSIC B.O. Belgaum have right to verify the particulars furnished by the bidder independently.
14. The Tenderer shall be agreed that the rates submitted shall remain valid for acceptance for a period of 90 days from the date of opening of Bid of tender.
15. Tenderer shall take into account all costs including transport, cartage, transit insurance, all taxes & duties (as applicable) etc. for giving delivery of products at site i.e. The Sr. Branch Manager at the address mentioned on

first page before quoting the rates. The NSIC will not issue any form towards rebate / exclusion of sales tax/VAT.

16. All the communication with respect to the tender shall be addressed to:

THE Sr. Branch Manager,
THE NSIC Ltd., B.O. BELGAUM
(A Government of India Enterprise)
BSSIA Building, Plot No. 41, Khanapur Road,
Udyambag, Belgaum -590008

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

GENERAL TERMS & CONDITIONS

1. **Scope of Supply:**

- a) The tenders shall be submitted as per the specifications enclosed in Annexure-`A`
- b) Duly filled in prescribed format as per the instructions, sealed tenders in an envelope super-scribed as "*Tender for the **Supply of Furnitures*** due date 11th Nov 2013, addressed to the Sr. Branch Manager at the address mentioned on first page should be submitted on or before 11th Nov 2013 till 14:00 hrs.
- c) Submission of the duly signed tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the Sr. Branch Manager NSIC B.O. Belgaum, who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

2. **Submission of tender:**

- a) The tender received within the stipulated date and time will be opened at the office of the Sr. Branch Manager at the address mentioned on first page in the presence of available tenderers, on the date and time mentioned in the Notice Inviting Tender.
- b) Tenders received in open covers / fax / telegram / email will not be considered.
- c) The tenders received after the stipulated date and time or tender received with conditions will not be accepted. **Tenders not submitted in the prescribed form will be rejected.** Tenders which propose any alternations in the conditions specified will be rejected.

3. **Validity of tender:**

- a) The tender shall be valid for a period of **90days** from the date of opening of the Financial Bid of tender. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and the conditions of the tender which are not acceptable to the NSIC, then the NSIC shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD. The rates quoted in the tenders shall be treated as firm during this period of contract.
- b) Should the Tenderer for any reason whatever, withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period, NSIC shall be at liberty to cancel the

order forthwith and the EMD of the tender in such a case will be forfeited by the NSIC.

- c) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed.

4. Delivery Period:

The Tenderer shall indicate the period within which the ordered quantity will be supplied. The Tenderer shall note that in case tenderer fails to supply within the period of delivery indicated in the said tender, penalty at the rate of 1% of value of the order, per week of delay subject to maximum of 20% of the order value will be levied.

5. Warranty Period:

The **Furnitures** Supplies offered shall confirm to the specifications as given in tender/order. The warranty shall be against any defective design, defective quality material supplied, manufacturing defects etc. and to be mentioned clearly at point no. 11 of Annexure `A`.

6. Packing : (If any)

The supplier shall provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination i.e. NSIC B.O. Belgaum . The packing shall be sufficient to withstand, without limitation, rough handling during transit.

7. Price:

- a) The rates quoted shall be firm & all inclusive for delivery up to destination i.e. NSIC B.O. Belgaum at the address mentioned on first page . The tenderer should note while quoting the rates that the price shall be quoted both in figures and words.
The NSIC will not issue any form towards rebate / exclusion of sales Tax/VAT.
- b) The Tenderer shall submit the copy of PAN, TIN, VAT registration with details along with the Bid of the tender document.

8. Inspection

The Supplied Furnitures shall be inspected NSIC B.O. Belgaum at the address mentioned on first page. The supplier shall be responsible for any damage during the transit of goods.

9. Delivery:

- a) The Furnitures shall have to be delivered at and installed at NSIC B.O. Belgaum at the address mentioned on first page
- b) Installation of the Furnitures shall have to be carried out without any additional payment at NSIC B.O. Belgaum at the address mentioned on first page

10. Payment:

After 3 weeks 100% payment will be made by the Corporation by account payee cheque for which the tenderer shall send bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note. The tenderer shall submit the document which shall clearly indicate that the proper Installation & successful testing of the **Furnitures**

11. 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 shall submit the offer along with Earnest Money Deposit (EMD) 5000/- (Rupees Five thousand only) by way of D.D. drawn in favour of '**NSIC Ltd.- A/c**' payable at Bangalore . NSIC shall not be liable for payment of any interest on EMD.
- c) Tender is liable to be rejected in case EMD as prescribed not furnished along with the tender.
- d) Any request by the bidders to consider their EMD furnished by them to NSIC for any other contract/ tender cannot be considered as EMD for this tender.
- e) The EMD will be refunded to the unsuccessful bidders after the orders are placed on the successful bidder. In case of successful bidder, the EMD will be returned along with the release of payment.
- f) The EMD will be forfeited in following cases:
 - I. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.
 - II. If the bidder fails to supply the Furnitures with specifications in compliance to specifications given in bid.

III. If the bidder delays supplies beyond a reasonable time resulting in disruption of NSIC works.

12. Claims:

- a) If the Furnitures supplied are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, NSIC shall have right to totally reject and right to claim for compensation.
- b) The supplier shall be responsible for arranging the rejected **Furnitures** to be removed at his cost from NSIC premises.
- c) The supplier shall also compensate for losses, if any, sustained by NSIC due to defective supplies

We confirm with our acceptance to the General Terms & Conditions (S.No-1 to 12) as given above.

Signature of the Tenderer with seal

Note for Tenderer: - Duly signed page no. 8 to 11 of this tender document i.e. General Terms & Conditions shall be duly signed & placed in bid, as a part of BID documents.

(Undertaking from Tenderer)

To,
The Sr Branch Manager
THE NSIC Ltd., B.O. BELGAUM
(A Government of India Enterprise)
BSSIA Building, Plot No. 41, Khanapur Road,
Udyambag, Belgaum -590008

Sir,

Nature of Supply	Supply of Furnitures
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Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Instruction To The Tenderer
3. General Terms & Conditions
4. Annexure – “A”(Bid)

I/Wedo hereby submit tender in prescribed formats for supply of **Furnitures** to THE NSIC Ltd., B.O. BELGAUM BSSIA Building, Plot No. 41, Khanapur Road, Udyambag, Belgaum -590008

i, completed in all respects in accordance with the conditions applicable.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply in the NSIC, including the scope and nature of duties expected from the Tenderer.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the NSIC based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

I/We fully understand the terms and conditions in the tender documents.

Dated this.....day of.....2013.

Name of the Tenderer/s:

Seal:

Authorized Signatory:
With complete address, phone/fax numbers

Note for Tenderer: - Duly signed page no. 12 to 13 of this tender document i.e. "Undertaking for tenderer" shall be duly signed & placed in bid, as a part of BID documents.

ANNEXURE-‘A’

FORMAT & REQUIREMENTS FOR SUBMITTING BID

1. Tender Ref. No.:
2. Name of the Tenderer:
3. Due date & due time of submission:
4. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

Offer

Item No.	Description	Qty	Total Amount (Rs)
1	Executive tables (1800x900x740)mm with side table (1700x600x940)mm	2	
2	Back Table(1280x475x705)mm	1	
3	Computer cum Reception Table	1	
4	Computer Operator Table	1	
5	Tables for staff(1199x590x750)mm	2	
6	Ex. Chair with high back	1	
7	Visitor chair	6	
8	Executive chair with mid back	1	
9	Computer chair	2	
10	Almirah (Big size)	3	
11	Side Almirah with sliding door	1	
12	Sofa Set (3+1+1)	1	
13	Side Tipoi	2	
14	Tipoi (Big size)	1	
15	Wooden Chair with high back	1	
16	Racks (Big)	2	
17	Racks (Small)	2	
TOTAL IN FIGURE			
TOTAL IN WORDS:			

5. Warranty Period..... (Number of months from the date of supplies)

5. The rate quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other cost including taxes & duties (as applicable). The price competitiveness shall be given due consideration while analyzing the commercial bid. The NSIC will not issue any form towards rebate / exclusion of sales tax/VAT.

We hereby confirm that we will abide all the terms & conditions as specified in the tender and further agreed for the penalty to be imposed, in case of delayed supplies from our end as specified in Para 4 of "General Terms & Conditions" of this tender.

Signature of the Tenderer
With stamp

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