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INDRAPRASTHA COLLEGE FOR WOMEN
UNIVERSITY OF DELHI
31, SHAM NATH MARG
DELHI-110054

No. IPC/KGH/2017/162/04

Date: 17th April 2017

NOTICE INVITING TENDER

Sealed tender in two bid system (technical and financial) are invited from reputed firms/manufacture for the following NIT as per details given here under.

1.	Name of Item	Supply of Table & Chair as per attached specification
3.	Availability of Tender Document	Available on College Website
4.	Cost of Tender Document	Rs. 500.00 (Non Refundable) to be submitted along with the tender document in the form of DD/Pay Order in favour of Principal, Indraprastha College for Women.
5.	Estimate Amount	Rs. 12,00,000/-
6.	EMD 2% of estimated amount	Rs. 24,000/- to be submitted along with the tender document in the form of DD/Bankers Cheque in favour of Principal, Indraprastha College for Women.
7.	Last date of submission of tender	01.05.2017 upto 2:30 pm in the office of the Principal, Indraprastha College for Women, 31, Sham Nath Marg, Delhi-110054.
8.	Period of Completion	Twenty days from the date of award of supply order



(Dr. Babli Moitra Saraf)
Principal

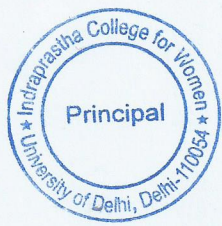
TERMS & CONDITIONS

1. No consideration will be given to the quotation received after the stipulated time and no request for extension will be allowed/entertained for submission of the quotations. Any quotation received by fax/e-mail will not be accepted and shall be out rightly rejected.
2. The registered name and address of the manufacturer/ firm/ agency along with telephone, fax, e-mail number, if any, should be furnished.
3. An amount of **Rs. 24,000/-** as EMD amount is to be deposited in the form of DD/Pay Order favouring "Principal, Indraprastha College for Women" payable at Delhi along with the quotation documents. The Earnest Money of unsuccessful quotationer will be refunded after the award of supply order to successful quotationer.
4. On opening of Bid, if it is found that EMD is not enclosed, then the Tender offer will be summarily rejected; unless any category of Tenderer specially exempted by the Government from the payment of EMD.
5. The earnest money of the successful Quotationer will be refunded on receipt of performance security and will not carry any interest.
6. The Quotationer should furnish a copy of PAN No., Tin No, Sales Tax No., Service Tax No. as applicable.
7. Each page of the terms and conditions/ tender document should be duly stamped, signed and dated by the agency while submitting their offer.
8. 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 part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount written in word will be treated as final.
9. Tenders received in open covers/letters/fax/telegram/email will not be considered.
10. Completed quotations in all respects placed in a SEALED COVER superscribed '**QUOTATION FOR SUPPLY OF TABLE & CHAIR**' should be submitted to the Principal, Indraprastha College for Women, 31, Sham Nath Marg, Delhi-110054.
11. Indraprastha College for Women does not bind itself to accept the lowest quotation and reserves the right to reject any or all other quotations received without assigning any reasons thereof.
12. The quotation shall remain valid and open for acceptance for a period of 60 days from the date of receipt of completed quotation.



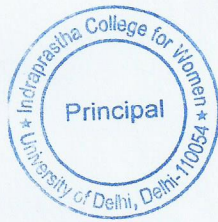
Name & Signature of the
Authorized Signatory of the Firm
(with Seal of the Agency affixed)

- 13. The component of taxes, if any should be indicated separately and clearly in the quotations.
- 14. Interest for delayed payment, if any, shall not be payable for any reasons whatsoever.
- 15. The tax at source & other deductions, if any as per the statutory requirements shall be deducted as per the Government of India's norms as applicable from time to time.
- 16. **Performance Security: The successful firm/agency is required to furnished performance security @ 10% of order value in the form of an account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank. The earnest money of the successful Quotationer will be refunded on receipt of performance security.**
- 17. The Security Deposit will not bear any interest. The Security Deposit furnished by the Tenderer in respect of his/her Tender will be returned to him after the warranty period
- 18. The College reserves the right to award the contract to one or more tenderer depending upon L-I rates quoted in the tender.
- 19. The College reserves the rights to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.
- 20. Under no circumstances shall the successfully firm appoint any sub-contractor or sub-lease the contract. Firms with single proprietorship are eligible for participation in the tender.
- 21. Delay in delivery will not be permissible on any ground. If the ordered items are not delivered within a reasonable time a penalty of 1 % of the order value per day shall be imposed.
- 22. Illustrated pamphlets containing all the technical Details, Specification of the tendered items should be attached along with the tender. Failure to send detailed pamphlet, brochure, and drawing may result in the rejection of tender.
- 23. The Tenderer should provide warranty/guarantee and Free Service for a period of minimum one year from the date of installation/ supply. Undertaking to this effect shall be furnished.
- 24. The contractor shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour / wage laws in force in NCT of Delhi and the College shall not be party to any dispute between the contractor and the workers.



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- 4.
25. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/ qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document. The College reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.
 26. Quantity can be increased or decreased as per the requirements.
 27. In the event of any dispute, the legal matter shall be subjected to the jurisdiction of Delhi Court only.

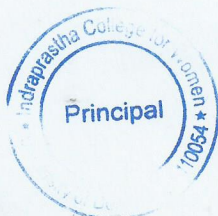


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ELIGIBILITY/ TECHNICAL QUALIFICATION CRITERIA

The Firms shall furnish the following documents attached with the quotation for Technical Bid failing which the bid will be rejected summarily.

1. The firms participating in the tender must have PAN No. VAT registration & Service Tax Registration Certificate/ ESIC Registration/ EPF Registration/ Sales Tax Registration. (Readable copy of documents also should be attached).
2. PAN No. on the name other than the firm will not be accepted. Copy of the Income Tax Return for the last three years.
3. Proof of Annual Turn Over which should not be less than Rs. 5.00 Crore (Rupees Two Crore Only) per annum along with balance sheets and profits & loss Account for the last three years (2013-14, 2014-15 & 2015-16) in the sale of Furniture, and similar items. The tenderer should submit copies of supporting records to prove the condition should have all the necessary registrations of the Govt. under the Shops and Establishment Act.
4. Bidders should have its own workshop facility/commercial establishment under MCD/NDMC for manufacturing the furniture. Copy of the supporting documents in this regard should be enclosed.
5. Proof of three annual contracts of Rs. 20.00 lakhs each or single order for Rs. 50.00 lakhs for supply of furniture items with Govt. Departments/ Autonomous/ PSUs/ etc. for last three years.
6. The firm should have a valid certificate from International Organization for Standardization (ISO) in manufacturing of furniture items. Copy of the same must be enclosed.
7. Earnest Money Deposit (EMD) of an amount of **Rs. 24,000/-** in the form of Demand Draft/Bankers Cheque drawn in favour of Principal, Indraprastha College for Women, payable at Delhi. This Earnest Money Deposit will not bear any interest.
8. The firm should not have been black listed from any Govt. Departments/ Autonomous Body/ PSUs organization. (A certificate in this regard will be enclosed with the tender).
9. The participating firms are required to enclose the required documents as per the details given in the Company Profile Format for consideration and evaluation of their bids.
10. Catalogue of furniture should be enclosed
11. It is cautioned that any firm which discloses its rates in the technical bid will be summarily rejected.



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COMPANY PROFILE

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S.No.	ITEM	DETAILS
1.	Name of the Company	
2.	Status of the Company (Prop./Pvt./Public/Govt.)	
3.	Mailing Address	
4.	Telephone and Fax Numbers	
5.	Email ID and Website of the Company, if any	
6.	Years of Registration of the Company	
7.	Sales Tax Number (Proof enclosed)	
8.	Service Tax Number (Proof enclosed)	
9.	TIN No. (Proof enclosed)	
10.	VAT No. (Proof enclosed)	
11.	PAN No. (Proof enclosed)	
12.	Income Tax Return for the last three years (2012-13-14, 2014-15 & 2015-16)	
13.	The firm should have a certificate from International Organization for Standardization (ISO) in manufacturing of furniture items.	
14.	Proof of three annual contracts of Rs. 20.00 lakhs each or single order for Rs. 50.00 lakh for supply of furniture items with Govt. Departments/ Autonomous/ PSUs/ etc. for last three years.	
15.	Details of EMD	
16.	Catalogue of furniture	

I/we agree to abide by all the terms and conditions mentioned in the tender and further undertake that details of company profile given above with proof are correct & true.



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7.

Certificate from the bidder on their letterhead stating that the company has not been blacklisted by any Government Organization, Non-Government or Public Sector Organization.

To

The Principal
Indraprastha College for Women
University of Delhi
31, Sham Nath Marg
Delhi-110054.

Dear Madam

This is to certified that M/s..... has not been blacklisted and no criminal case is pending in any Government Organization, Non-Government or Public Sector Organization before submission of the bid document.



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SPECIFICATION FOR TABLE & CHAIR (100 EACH)

TABLE

1. Size – 2X3 Ft. or 900mm length X 600mm width X 750mm height
2. Made up of 2mm thick, 25mm square MS box section frame coated with alkyd amino paint of 50 micron thickness, in approved shade.
3. Top 18mm thick pre lam board PVC edge banding
4. Two drawers, 1 small drawer & 1 filing drawer, lockable.
5. The table to have an integrated foot rest
6. Rust treatment
7. Power Coated colour
8. Warranty one year

CHAIR

1. Fabricated with 3/4" CRC tube with circular 1/2" made out of wooden perforated Back and Seat to give a ergonomically contour.
2. Supporting frame be fabricated of 16 gauge CRCA round tube 20mm dia.
3. All surface of the chair shall be powder coated in approved shade.
4. Rust treatment
5. Bottom of the frame be provided with PVC lugs wherever required.
6. Warranty one year

