

SHORT TERM TENDER

for

SUPPLY & INSTALLATION OF

Computer Classroom Furniture

AT SPIC

Tender no. SPIC/2016/31688 Date: 23-04-2016

Society for Promotion of Information Technology in Chandigarh
(Under the aegis of Department of Information Technology, Chandigarh Administration)

PEC Campus , Sector : 12 , Chandigarh 160012

Telefax : 0172-2744235, 2745502

Website : www.spicindia.com

E-Mail : info@spicindia.com



1) Tender Notice

TENDER No: **SPIC/2016/31688** Dated: **23/04/2016**

The Chief Executive Officer, Society for Promotion of IT, Chandigarh, SPIC IT Centre, PEC University of Technology Campus, Sector: 12 Chandigarh invites sealed tenders from manufacturers/suppliers of furniture item for use in two class rooms.

The following documents giving full details are enclosed:

- 1) Annexure-I - General Terms and Conditions including eligibility conditions.
- 2) Annexure-II - Technical Specification of furniture's.
- 3) Annexure-III - Performa for Technical Bid and Undertaking.
- 4) Annexure-IV - Performa for Financial Bid.

2) Schedule:

- a) Due date and time of receipt of tender: **09-05-2016 up to 2:30 PM**
 - b) Address for submission of tender: The Chief Executive Officer, SPIC IT Centre, PEC University of Technology Campus, Sector: 12 Chandigarh.
 - c) Date, time and venue of opening of Technical Bids: **09-05-2016 at 3:30 PM**
- 3) The tender documents can only be downloaded from website of SPIC - <http://www.spicindia.com> and as such the tender document will not be available for sale.
- 4) The tender, complete in all respect, must be received in this office before the due time on the due date. The tenders received after the due date and time will not be considered. All outstation tenders sent by courier/post must be received in this office before the due time on the due date. This office shall not be responsible for any kind of delay in submission of the tender.
- 5) The tender is not transferable. Only one tender shall be submitted by one organization.



ANNEXURE – I

TENDER No: SPIC/2016/31688 Dated: 23-04-2016

Subject: Tender Notice for purchase of furniture items for the SPIC.

GENERAL TERMS AND CONDITIONS INCLUDING ELIGIBILITY CONDITIONS

1) Parties: The parties to the Contract are the Tendering Firm and the Society for Promotion of IT, Chandigarh (SPIC).

2) Addresses: For all purposes of the contract including arbitration there under, the address of the firm mentioned in the tender shall be final unless the firm notifies a change of address by a separate letter sent by Speed Post/ registered Post with acknowledgement due. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3) Preparation and Submission of Tender: The tender should be submitted in two parts viz. Technical Bid and Commercial Bid in the Performa given in Annexure-III and Annexure-IV respectively with each Bid kept in a separate sealed cover. Each cover must contain the address of the Bidder, and should be superscribed with the statement "Technical Bid" and "Commercial Bid", as the case may be. These two covers should then be kept in another sealed cover addressed to The Chief Executive Officer, SPIC IT Centre, PEC University of Technology Campus, Sector: 12 Chandigarh, duly superscribed with the statement "Tender for Supply of Furniture Items at SPIC" and TENDER No: SPIC/2016/31688 Dated: 23-04-2016.

4) Signing of Tender: Individual signing the tender or other documents connected with contract must specify whether he/she signs as:

- a) A "sole proprietor" of the firm or constituted attorney of such sole proprietor;
- b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.
- d) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, SPIC shall, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.



(e) The tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.

5) Technical Bid

5.1 The Technical bid should be submitted in form given in Annexure-III.

5.2 All columns of the preformats should be filled and accompanied by DDs towards Earnest Money Deposit, tender FEE and documentary evidence in support of the information provided against different columns, failing which the Bid would be liable for cancellation.

6) Commercial Bid:

6.1 The Commercial Bid should be submitted in form given in Annexure-IV. The Commercial Bids of only those bidders who are short-listed after evaluation of Technical Bids will be opened. A Committee (Nominated by the Chief Executive Officer, SPIC) will evaluate the Technical Bids and Commercial bids.

6.2 A consolidated price should be quoted for the item along with its break up showing different items of charge. The consolidated price quoted shall be firm and final and payable for the goods delivered, installed and commissioned in the office/Class Room/Lab indicated in Scope of Work. No payments other than the amount shown as consolidated price shall be made. If any statutory levy is found applicable, the same shall be borne by the tendering firm. The only deviation to the preceding statement could be the levies revised upward or introduced by State or Central Government after the submission of the tender by the bidder, in which case the Bidder shall produce documentary evidence. The total consolidated price quoted shall be the basis of determining L1.

6.3 At the time of payment of bills, the Income Tax, if any, shall be deducted at source as per Government Rules and guidelines as may be prevailing at the time of payment.

6.4 The detail specifications of furniture are available in Annexure-II. The photograph given in the specifications are indicative only.

7) Validity: The bids shall be valid for a period of 6 (Six) months from the date of opening of the tenders.

8) Opening of Tender: The Technical bids would be opened on **09-05-2016 at 03:30 PM** in the Office of SPIC, PEC Campus, Sector:12; Chandigarh. The tenderer is at liberty to attend either him/herself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification. Those who will qualify in Technical Bid evaluation shall be intimated by e-mail.

9) Criterion for Evaluation of Tenders: The evaluation of the tenders will be made first on



the basis of technical information furnished in form given in Annexure-III and then on the basis of commercial information furnished in form given in Annexure-IV. The Commercial Bid (Annexure-IV) of only those firms that are found eligible based on technical parameters and eligibility conditions will be opened. Any inferences drawn by the tenderers or their representatives during the opening of the Technical Bid will be their own view and SPIC will not be responsible and required to abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed.

10) Right of Acceptance:

10.1 SPIC reserves all rights to reject any tender including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of SPIC in this regard shall be final and binding.

10.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the firm's quotation.

11) Communication of Acceptance: Successful bidder will be informed of the acceptance of his bid by E-Mail.

12) Time Schedule for Completing of work: The work must be completed within 30 (thirty) days of receipt of the Purchase Order/LOI.

13) Penalty: In the event of the firm failing to: (i) Observe or perform any of the conditions of the work order as set out herein; or (ii) Execute the order in good condition to the satisfaction of SPIC or by the time fixed by SPIC.

(a) It shall be lawful for SPIC, in its discretion, in the former event to remove or withhold any part of the order until such times as it may be satisfied that firm is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case may require any order executed otherwise than in a good condition and to the satisfaction of SPIC and by the time fixed by it and in both or either of the events aforesaid to make such arrangements as it may think fit for the execution of the order so removed or order in lieu of that so rejected or removed as aforesaid on account and at the risk of the firm.

(b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, SPIC may charge the amount of such excess cost to the firm and the same may at any time thereafter be deducted from any amount that may become due to the firm under this or any other contract or maybe demanded of him to be paid within seven days to the credit of the SPIC.

(c) In the event of discovery of any error or defect due to the fault of the firm/vendor at any time after the delivery of goods ordered, the firm/vendor shall be bound if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by SPIC. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected SPIC shall have the power to deduct from any payment due to the firm such sum as it may deem expedient.



(d) In the event of work being wholly rejected, SPIC may at its discretion either:

(i) Permit the firm/vendor to re-do the same within such time as it may specify at firms own cost of all sorts i.e. materials, labour, equipments, overheads, transportation etc.; or

(ii) Arrange to get the additional work done elsewhere and by any other person or from any other source than the firm/vendor in which case the amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub-clause (b) of this clause.

14) Breach of Terms and Conditions: In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by SPIC in that event.

15) Subletting of Work: The firm shall not assign or sublet the work or any part of it to any other person or party.

16) Right to Call upon Information Regarding Status of work: SPIC shall have the right to call upon information regarding status of work at any point of time.

17) Tolerance Clause:

17.1 The purchaser/SPIC reserves the right to place the orders on the successful tenderer for any additional quantity at the same rates quoted by the bidder. At the option of the purchaser, the quantity can also be reduced when felt necessary.

17.2 The tenderers are bound to accept the orders for additional quantity under this clause if orders are issued at the time of placement of contract, or during the currency of the contract.

17.3 If different rates for specific items of stores or slab rates are quoted, the tenderer shall apply the additional quantity in respect of each specific item and each slab at the respective rates quoted by the firm for these items at these slabs.

17.4 The withdrawal of any slab rates after opening of tender will render entire tender invalid and invite action, which may result banning of business dealing with firms/suppliers including in such practices, besides forfeiture of the Earnest Money Deposits.

18) Terms of Payment:

18.1 Material is to be supplied by the tenderer FOR at SPIC office on specified address.

18.2 All payments shall be made by Accounts Payee Cheque only after satisfactory supply, installation and commissioning of the said items.

18.3 SPIC shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in preceding para.

18.4 The term "payment" mentioned in this para includes all types of payments due to the



firm/vendor arising on account of this contract. .

19) Eligibility conditions:

19.1 The manufacturers who have been in the business of manufacturing furniture items for more than 5 years and have an annual turnover of more than Rs.2.00 (Rupees two) crores during last three years (2014-15, 2013-14 and 2012-13) shall only be eligible.

19.2 The supplier must be either itself a manufacturer or authorized vendor of the manufacturer;

19.3 The manufacturer should have a dealer bases in Tri-city (Chandigarh, Mohali, Panchkula) for at least past three years (2015, 2014 and 2013) to prove its capability to provide after sales service as and when required.

19.4 The manufacturer should have a standard price list of its products all over the country and must submit a copy of the said list with the Technical Bid.

19.5 The tenderer/authorized vendor/manufacturer must have successfully executed at least two contracts of similar nature to Central/State Government Departments/organization/PSU. Copies of these contracts must be attached with the Technical Bid.

19.6 The manufacturer should possess prevalent certifications related to quality and safety relevant to manufacture of Furniture, e.g., ISO 90001, ISO 14001 and ISO 18001. Attested copies of such Certificates should be attached with the Technical Bid. This Clause will also be relevant to the authorized partners/dealers and they must ensure that the product they are offering is manufactured by the manufacturer possessing the requisite certifications.

19.7 Preference may be given to the manufacturers engaged in manufacturing high quality "Green Furniture" duly certified by some international agency. Attested copies of such certificate should be attached with the technical bid.

19.8 The technical bid must be accompanied by the manufacturer's catalogues (in original) in respect of the product offered.

19.9 The Tenderer must have PAN/TIN No. and VAT No. and must submit legible attested copies of PAN/TIN No. and VAT No. with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.

19.10 The bidder must give warranty of at least 12 months of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.

19.11 The period of warranty offered for the product will be a criterion in case more than one bidder meets the above criterion.



20) General:

20.1 The manufacturer must submit pre-receipted Bill for payment after satisfactory supply and installation of the product at the locations Ordered.

20.2 Any violation of the terms and conditions or supply of inferior quality of material shall result in total rejection of the items apart from taking appropriate remedial action at the risk and cost of the bidder.

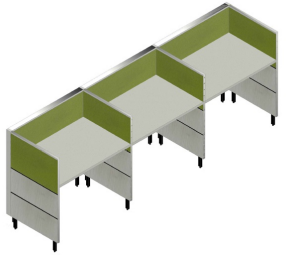
20.3 The receipt of the Purchase Order should be acknowledged by return post/mail.

20.4 The decision of competent authority i.e., CEO, SOCIETY FOR PROMOTION OF IT IN CHANDIGARH (SPIC) any matter of dispute shall be final and binding.

21) Earnest Money Deposit (EMD): The Technical Bid must be accompanied by Earnest Money Deposit of ₹25,000/- (Rupees Twenty Five Thousand Only) submitted in the Form of Bank Guarantee (BG)/Demand Draft drawn on any Scheduled Bank in favour of "SPIC" payable at "Chandigarh" which should be valid for at least 1 Year. While the EMD of other vendors would be returned immediately after a decision on identification of a vendor, the EMD of the selected vendor shall be returned after the Vendor has supplied and installed the materials at the locations indicated in the Purchase Orders and after completion of 1 year warranty period. No interest will be payable on the EMD.

22) Performance Security: The vendor selected would not be required to furnish a separate Performance Security, instead the EMD submitted by the selected vendor would be treated as Performance Security.

23) Cost of tender document: The bidders will be required to deposited cost of Tender amounting Rs.2,000/- (Rupees Two Thousand Only) to be placed in the "Technical Bid" in the shape of separate DD/BC in favour of "SPIC" payable at "Chandigarh". This amount is non-refundable.

SL. No	Particulars	Qty	Specification	Tentative Photograph
Lab cum Class Room				
1	3 Seater Computer Table with CPU Trolley	20	<p>WORKSTATIONS - 900W x 600D Providing and placing WISH based modular workstation, with partition thickness as 52.4 mm thk and ht - 1050 including powder coated aluminium trims.</p> <p>Tiles on main spine: Combination of top tiles are fabric/fabric tackable tile. Bottom tiles - Plain metal.</p> <p>INTERMEDIATE BLOCKS on main spine Intermediate blocks are given in DL + DL finish.</p> <p>Wire Management through main spine- Wires shall be taken into the system through cable ducts from the junction boxes and it is carried upto the panels through concealed conduits inside the blocks.</p> <p>FIN: out of 22.5 mm thk panel formed out of blocks which are 18 mm thk PLB boards wrapped with laminate or fabric at intermediate level. Top block finished in fabric. Bottom block is finished in metal.</p> <p>legs - metal powder coated legs at the end and shared condition. System shall also have 120 mm high powder coated standalone panel legs to give the system an elevated look.</p> <p>Worksurface - out of 25 mm thk prelam particle board with flat pvc lipping edge banding of size 900 mm w x 600 mm d.</p> <p>CPU trolley - with castors</p> <p>KBPT with mouse tray - metal</p> <p>Note: All partitions and side panels have leveling screws for adjustment in case of Uneven floor to take care of +/- 20 mm of uneven flooring.</p>	



ANNEXURE-III

TENDER No: SPIC/2016/31688 Dated: 23-04-2016

SUBJECT: Tender Notice for purchase of furniture items for SPIC.

TENDER FORM-I TECHNICAL INFORMATION AND UNDERTAKING (See Clause 6 of Annexure I of this Tender Document)

1. Name & Address including e-mail ID
and Telephone contact details of the
Bidder/Concern.
2. Nature of Concern (i.e. Proprietor or
Partnership firm or a Company or
State/Central Govt. Autonomous
Body/PSU etc.).Please enclose
documentary evidence e.g.
Registration/Incorporation Certificate
etc.
3. Whether each page of Tender Document and its Annexures, have been YES/NO
signed stamped and enclosed
4. Whether ready to supply the material within the period given by the SPIC YES/NO
5. Whether the tenderer is black listed for supplying any item by any Govt. YES/NO
concern or otherwise penalized
6. Whether evidence to show that the manufacturers has been in the business YES/NO
of manufacturer of furniture items for at least 5 years is attached with the
technical bid
- 7.[i] Whether supplier is the manufacturer himself YES/NO
- 7.[ii] Whether supplier is an authorized vendor of the manufacturer and the YES/NO
evidence to prove the same is attached
8. Whether manufacturer has an authorized dealer based in tri-city since YES/NO
last three years
9. Whether prevalent quality certificate (ISO) are possessed by the YES/NO
manufacturer and copies of these certificates attached
10. Whether manufacturer of "green furniture" certified by an international YES/NO
agency and evidence of the same is attached
11. Whether manufacturer's catalogues in original for furniture items being YES/NO
offered attached with the Technical bids
12. Whether self attested legible copies of their PAN/TIN No. and VAT attached YES/NO
with the technical bid
13. Whether undertake to respond to service calls within two working days YES/NO
14. Whether proof of period of warranty offered attached: YES/NO
15. Whether Income Expenditure statements, duly certified by CA/CA YES/NO
Certificate in respect of annual turnover for the last three years 2014-15, 2013-14
and 2013-14 is attached:



16. Details of EMD submitted: YES/NO
1. DD No:
 2. Date:
 3. Bank Name:
 4. Amount : ₹
 5. In Favour of
 6. Payable at :
17. Details of Cost of Tender submitted YES/NO
1. DD No:
 2. Date:
 3. Bank Name:
 4. Amount : ₹
 5. In Favour of
 6. Payable at :

Signature (with Stamp).....
Name.....
Designation.....
Company Seal.....



UNDERTAKING

(To be printed on the letterhead of Tenderer)

TENDER No: SPIC/2016/31688 Dated: 23-04-2016.

1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed purchase order of furniture items and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications terms and conditions for executing the Order" mentioned in this Tender, and shall conduct the work strictly as per these "Parameters and Technical Specifications".
3. I/We further undertakes that the information given in this Tender are true and correct in all respect and we hold the responsibility for the same.
4. I/We also undertake that the materials to be supplied will be in accordance with specifications given in the Annexure II to the Tender Document and I/We shall be responsible for rejection/cancellation of contract if the materials are not found up to the mark or for civil/criminal proceedings if the material supplied is found sub-standard. We also undertake to incur the costs necessary for the tests or any other certification required by SPIC to confirm the compliance of the product with the specifications cited in the Notice for Tender.

Signature (with Stamp).....

Name.....

Designation.....

Company Seal.....



TENDER No: SPIC/2016/31688 Dated: 23-04-2016

SUBJECT: Tender Notice for purchase of furniture items for office of SPIC.

**TENDER FORM - 6 - COMMERCIAL BID
(See Clause 6 of Annexure I of this Tender Document)**

Sr.	Items	Quantity to be purchased	Basic unit Rates	Taxes	Any other specific charges	Total consolidated price (in Rs.) (A4+A5+A6) X A3
A1	A2	A3	A4	A5	A6	A7
1	3 Seater Computer Table with CPU Trolley.	20				
GRAND TOTAL						

2. Total consolidated price inclusive of all levies and taxes, freight, insurance, installation, commissioning and all other incidental charges quoted for the work as details given above will be ₹..... (in words).....Only).

1. The above rates are inclusive of delivery charges Chandigarh.

2. The bid will be valid for a period of six months from the date of acceptance of the tender by the Competent Authority.

Signature (with Stamp).....

Name.....

Designation.....

Company Seal.....

Date:

Place: