

E-TENDER DOCUMENT

E-TENDER
FOR
SUPPLY OF TEAK WOOD CHAIRS (EXECUTIVE) FOR INSTITUTE
AT
NITTTR, SECTOR 26, CHANDIGARH

2020-21



NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING
& RESEARCH, CHANDIGARH – 160019.

www.nitttrchd.ac.in

Phone Nos. 0172-2759500, 2759514, 2759502, 2759602

| | | |
|----|--|--|
| 1. | Estimated Cost | ₹ 12,00,000/- |
| 2. | Work Completion Period | Four months |
| 3. | Downloading of e-tender document | Start Date : 26-10-2020 at 11:00 A.M. End Date : 19-11-2020 at 05:00 P.M. |
| 4. | Date of submission of e-tender | Start Date : 26-10-2020 at 11:00 A.M. End Date : 19-11-2020 at 05:00 P.M. |
| 5. | Physical submission of EMD and necessary documents | Start Date : 26-10-2020 at 02:00 P.M. End Date : 19-11-2020 at 05:00 P.M. |
| 6. | Earnest Money | ₹ 60,000/- (Rupees Sixty Thousand) |
| 7. | Opening of Technical Bid (online) | 20-11-2020 at 11:30 A.M. |

Detailed Terms and Conditions are available in e-tender document. Complete e-tender document is available on <https://etenders.chd.nic.in> and on NITTTR website <http://www.nitttrchd.ac.in>.

(Pages from 1 to 6)

INSTRUCTIONS TO BIDDERS REGARDING e-TENDERING PROCESS

1. The Bidders shall have to submit their Bids online in Electronic Format Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves at <http://etenders.chd.nic.in>. On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
2. Tenders without Digital Signatures will not be accepted by the electronic tendering system. ***No tender will be accepted in physical form and in case it has been submitted in physical, it shall be rejected.***
3. Bids will be opened online as per time schedule mentioned in **%Terms and Conditions of the e-Tender%**.
4. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid.
5. Director, NITTTR, Chandigarh will not be responsible for any delay in online submission of bids due to any reason whatsoever.
6. Bidders should get ready with the scanned copies of EMD as specified in the tender documents. **Earnest Money of Rs. 60,000/-** submitted in the form of a **Demand Draft** in favour of the **“Director, NITTTR, Chandigarh” payable at Chandigarh** should be submitted to Director, National Institute of Technical Teachers Training and Research, Sector 26, Chandigarh, so as to reach him on or before the last date for receiving the e-tenders.
7. The details of EMD specified in the e-tender document should be same as submitted online (scanned copies). Otherwise tender will be rejected summarily.
8. The conditional bids shall not be considered and may be out rightly rejected in the very first instance.
9. The Financial Bid through e-tendering of only those bidders shall be opened who will qualify in the technical bid and are approved by the Competent Authority.
10. **The tenderers are required to upload all self-attested copies of the relevant documents required as per Terms & Conditions and Check List, failing which their bids may be summarily/out rightly rejected and will not be considered.**

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TERMS AND CONDITIONS OF THE TENDER

1. The **last date and time** for submission online (through e-tendering only) and receipt of physical submission of EMD with necessary documents is **19-11-2020 up to 05:00 PM**.
2. Each tender must be accompanied with Earnest Money Deposit (EMD) in the shape of Demand Draft in favour of “**Director, NITTTR, Chandigarh**” payable at Chandigarh, valid for three months of any Scheduled Bank.
3. The sealed envelope of EMD should be clearly superscribed as “**EMD for Supply of Teak Wood Chairs (Executive) for Institute, e-tender closing on 19-11-2020**” should be submitted in the office of Director, NITTTR, Sector 26, Chandigarh on or before **19-11-2020 up to 05:00 PM**.
4. The quantity of item as indicated in the enclosed **ANNEXURE-I** are tentative. Director reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the institute.
5. **The tenderer should quote the rate including GST, Freight etc. of each item.** No other taxes etc. shall be applicable on the tender items.
6. **The rates quoted should be F.O.R., NITTTR Chandigarh.**
7. The Income Tax shall be deducted from the bill and also Income Tax on GST shall be deducted as per rules, Government of India.
8. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials / authority to whom he / she will submit the tender or the tender accepting official/authority before the finalization of tenders will render the tenderer liable for exclusion from consideration.
9. The requirements of the Institute in terms of material, detailed specifications and quantity are given in **SCHEDULE OF TECHNICAL SPECIFICATIONS / REQUIREMENTS (As per ANNEXURE – I)**. Director, NITTTR reserves the right to change the quantity for any/all items without assigning any reason.
10. **The Tender must be submitted along with the Self Attested copies of:**
 - a) Earnest Money Deposit (EMD) of Rs. 60,000/- (Rupees Sixty Thousand Only) submitted in the form of a Demand Draft in favour of the Director, NITTTR, Chandigarh+payable at Chandigarh.
 - b) Tender document duly signed on each page of the tender document.
 - c) GST Registration Certificate.
 - d) PAN Card.
 - e) Income Tax Return for the last two years.
 - f) Proof of Annual Turn Over which should not be less than Rs. 2.50 Crores every year alongwith balance sheets and profit & loss account for the last two years (2017-18 and 2018-19).
 - g) Firms having minimum experience, of last 5 years in the relevant field.
 - h) Bidder should have its own workshop facility / commercial establishment / office in or around the TRI-City preferably i.e. (Chandigarh, Mohali, Panchkula) for manufacturing the furniture. Copy of the supporting documents in this regard should be enclosed.
 - i) The Firm should not have been blacklisted from any Government / Ministry / PSU Organization. **An affidavit in original (on non-judicial stamp paper duly notarized) to this effect shall be submitted by the firm alongwith the EMD).**

- 11. The Firm should quote the rate (including GST, Freight etc.) as per specification of item. No other material will be accepted.**
12. The Director reserves the right to reject any or all tenders without assigning any reason whatsoever.
13. The tenders will be opened on the date and time indicated in the presence of tenderers, if any present on the occasion.
- 14. The tenders not accompanied by Earnest Money or incomplete in any respect will be rejected.**
- 15. No advance payment or payment against performa invoice will be made. Payment will be made after receipt of complete material as per specifications and to the satisfaction of the authorized representative(s) of Director.**
16. All damaged or unapproved chair shall be returned at the risk and cost of the Tenderer and the incidental expenditure thereupon shall be recovered from them.
17. Department will visit to check the quality of the material before or after placing the order.
18. Prices quoted should include all Taxes.
19. The bidder must fill the Check List from the authorized signatory only with the seal of the firm. **(As per ANNEXURE-II).**
20. The Earnest Money of un-successful bidders shall be released after finalization of supply order, with a request by the bidder on the letter head of the firm / company, to the Director, NITTTR, Sector 26, Chandigarh, for releasing the Earnest Money.
21. The EMD of Successful bidder will be converted as security and will be refunded after one year from the final payment of bill after satisfactory supplied quality of chairs.
22. All other security and other terms & conditions as per GFR 17 shall be applicable.
23. The tender should be valid for 90 days from the opening date of the tender.
24. The supply of chairs shall be within 120 days from the date of issue of work order.
25. After allotment of work for supply of teak wood chairs, the firm will provide one sample chair (without polish) for quality check by the committee approved by the competent authority of the Institute. If the committee reject the sample chair, then another sample chair will be provided by the firm and the same will be inspected by the committee. After approval of sample the firm shall be allowed to carry out the allotted work.
26. FAT (Factory Acceptance Test) will be taken care of by the committee constituted by the competent authority before supplying the delivery of the chairs.
27. All the material used in the chair shall be as per the specifications made in the tender document, no other material shall be allowed to use in the chair. The material required for chair shall be got inspected before use by the committee.
28. All the wood used for fabrication of chair should be seasoned and as per codal requirement.
29. The firm shall provide minimum one-year warranty for chairs.
30. The Courts at Chandigarh shall have the exclusive jurisdiction to try all disputes arising out this agreement between the bidder or supplier and NITTTR Chandigarh if any.

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**SCHEDULE OF TECHNICAL SPECIFICATION / REQUIREMENT
SUPPLY OF TEAK WOOD CHAIRS (EXECUTIVE) FOR INSTITUTE
AT
NITTTR, SECTOR 26, CHANDIGARH.**

| Sr. No. | Item Description | Quantity | Units |
|---------|--|----------|-------|
| 1. | <p>Supply of Teak Wood Chairs (Executive) with arms, made of M.P. teak wood frame with under supports and internal frame of seat and back made of Pine wood, PU cushion on seat and back with high density foam 40q (Density) and covered with superior quality of leatherite, finished with melamine polish, complete in all respect.</p> <p>Note: Sample of Teak Wood Chair are available in Institute and Leatherite should be of same quality and colour as per sample chair. All shape and dimensions should be same as per the sample chair.</p> | 100 | Each |

SAMPLE PICTURE ARE GIVEN BLOW:



ANNEXURE-II

**CHECK LIST DULY FILLED IN TO BE ATTACHED WITH PRE-QUALIFYING-CUM-
TECHNICAL BID
FOR SUPPLY OF TEAK WOOD CHAIRS (EXECUTIVE) FOR INSTITUTE
AT
NITTTR CHANDIGARH.**

| | | |
|------------|---|-----------------|
| 1. | Name and complete Address of the Firm / Company: _____ _____ | |
| 2. | Whether EMD in the shape of Demand Draft valid for three months, for Rs. 60,000/- attached? | YES / NO |
| | Details of EMD: (D.D. No.: _____ Amount: Rs. <u>60,000/-</u> Date: _____, Bank Name & Address _____ _____ | |
| 3. | Whether tender document duly signed by authorized signatory Attached. | YES / NO |
| 4. | Whether a Photocopy of GST Registration Certificate (Self Attested) is Attached. | YES / NO |
| 5. | Whether a Photocopy of PAN Card (Self Attested) is Attached. | YES / NO |
| 6. | Whether a Photocopies of Income Tax Return for the last two years (Self Attested) are Attached. | YES / NO |
| 7. | Whether a Photocopies of Annual Turn Over for the last two years (Self Attested) are Attached. (mentioned at Page No. 3, Serial No. 9, Point No. f). | YES / NO |
| 8. | Whether a Photocopies of experience certificates of last 5 years (Self Attested) are Attached. (mentioned at Page No. 3, Serial No. 9, Point No. g). | YES / NO |
| 9. | Whether a Photocopy of proof of own workshop (Self Attested) are Attached. (mentioned at Page No. 4, Serial No. 9, Point No. h). | YES / NO |
| 10. | The Firm should not have been blacklisted from any Government / Ministry / PSU Organization. An affidavit in original (on non-judicial stamp paper duly notarized) to this effect shall be submitted by the firm alongwith the EMD). | YES / NO |

Note: - If Yes, must attach all relevant documents.

**Signature of authorized signatory
with seal of the Firm / Company**