

Tender No. 22-351/2016-NFDMC

**TENDER DOCUMENT
FOR PROVIDING AND FIXING OF MODULAR
WORKSTATION FURNITURE**

Start Date of availability of Tender Document: **18.02.2017**

Last Date of Tender Document be available on Website and in person: **15.03.2017, (14.00 hrs.)**

Closing date & Time of receipt of Tender: **15-03-2017(1500 hrs.)**

Opening of Tender

15-03-2017(1530 hrs.)

***FOREST SURVEY OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE
KAULAGARH ROAD, PO-IPE, DEHRADUN-248195***

No. 8-19/2013-Store
Government of India
Forest Survey of India
Kaulagarh Road, O.P.-IPE
Dehradun-248195
FAX:0135-2759104

TENDER FOR PROVIDING AND FIXING OF MODULAR WORKSTATION FURNITURE

Open tenders are invited for providing and fixing of modular workstation furniture in the computer lab of this office as per the attached specifications. Interested firms can inspect the site on any working day from 0900 hrs to 1700 hrs.

The specifications of proposed modular workstation furniture are enclosed in ANNEXURE-I

The details terms and conditions governing the tender are given in ANNEXURE-II

Tender have to be submitted on prescribed tender form in original, issued from this office or can be downloaded from the FSI official web-site *www.fsi.nic.in*

The price must be quoted inclusive of all taxes and duties (except VAT, for which the rate as applicable which should be quoted)

The quoted prices should be F.O.R. FSI. The supply and fixing of workstation furniture will have to be made at the FSI, Kaulagarh road, Dehradun.

Sr. Dy. Director (P&A)
Forest Survey of India

Forwarding Letter
(To be filled in by tendering party)

To,
The Director General,
Forest Survey of India
Kaulagarh Road, P.O.IPE
Dehradun - 248 195. (UK.)

Sub : Providing and fixing of Modular Workstation furniture approximately 26 nos.

Ref : Your Tender notice dated

Sir,

We are submitting herewith our tender for Providing and fixing of Modular Workstation furniture as specified in the tender documents.

We have read and understood all the terms and conditions governing the tender. We agree to abide by these terms and conditions.

We are enclosing herewith your receipt No. _____ dt. _____ as a proof of having purchased the non-transferable tender document.

I/We enclosing herewith our Earnest Money Deposit in the form of Bank Guarantee/Bank Draft No. _____ dated _____ for Rs. _____ (in words) Rupees _____ drawn in favour of Assistant Director (Accounts), Forest Survey of India, Dehradun for above mentioned supplies.

We are enclosing as annexures the following documents in fulfillment of the conditions laid down in the tender document.

(Write "Yes" or "No" in boxes)

Annexure

- | | | |
|----|--|--------------------------|
| 1. | Specific authorization of original manufacturers for submission of tender (along with certification for either of ISO 9001, ISO 14001, ISO 18001 standards or standards of similar category) | <input type="checkbox"/> |
| 2. | Sales Tax Registration Certificate; | <input type="checkbox"/> |
| 3. | Income Tax Clearance Certificate; | <input type="checkbox"/> |
| 4. | Excise Duty Registration Certificate; | <input type="checkbox"/> |
| 5. | Certificate of the original manufactures regarding authorized distributorship and service provider to handle Guarantee & Warranty obligations and after sales services (with officials/residential address and phone nos.) | <input type="checkbox"/> |
| 6. | Complete product Brochures detailing specification etc.in original regarding items tendered for | <input type="checkbox"/> |
| 7. | List of furniture supplied in Central Govt./state govt./PSUs Institutions by our company (at least three supply orders to be attached) | <input type="checkbox"/> |
| 8. | Company profile with statement regarding annual turn over of Rs. 50.0 lakh and above during each of the last two financial years | <input type="checkbox"/> |
| 9. | Audited Annual Report | <input type="checkbox"/> |

All pages of the Tender Document along with the Copy of "Terms & Conditions and additional pages (specify number) contained herewith have been duly signed.

Yours faithfully

Stamp & Signatures of the Authorized Signatory

Name _____

Complete Address _____

Telephone and FAX Nos.
(H.Q.s / Dehradun) : _____

ANNEXURE-I

Technical Specifications for Modular Workstation Furniture

Providing and placing panel & tile based modular workstation furniture, with partition thickness as 52.4 mm thick and height 900 mm including powder coated aluminum trims. Intermediate blocks on main spine are given in DL+DL finish. 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. 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 and elevated look. Work surface-out of 25 mm thick prelam particle board with flat pvc lipping edge banding of size 1050 mm (W) X 600 mm(D). Including one single metal drawer having size of 250 (W)*350(D) mm with sides mounting bracket metal facia in Black color

Innofit Keyboard pullout tray with Soft PAD with Mouse Tray and one CPU Trolley Floor mounted.

Note: All partitions and side panels have leveling screws for adjustment in case of Uneven floor to take care of +/- 10 mm of uneven flooring.

Sl.No	Equipment's salient points on which Technical scoring be	Maximum score	Firms name and score obtained				
			M/s	M/s	M/s	M/s	M/s
1	ISO Certification Submitted	20					
2	Past Supply orders submitted	20					
3	Company Profile	20					
4	Firms relevant experience (including similar orders executed in the past)	20					
5	Product Quality based on the sample displayed including finish, material used ergonomomy, etc.	20					
Total Score		100					

Basis on which the bidders would be finally evaluated

S.No	Name of the firms	Score		
		Technical (70%)	Financial (30%) (based on the price quoted by the lowest bidder)	Total Score

**Detailed Terms & Conditions Governing the Tender for providing and fixing
of Modular workstation furniture**

1. Please do not tear off any leaf of this tender Booklet.
2. Please read these terms & conditions carefully. Failure to do so, and mistakes in filling in the tender form may lead to disqualification of the tender partly.
3. Please sign all the pages of these terms & conditions, so also all other pages of the Tender Document.
4. Cost of preparation of tender shall have to be borne by the Tendering Party.
5. The tender document should be superscripted with "Tender No. and due date of submission"
6. In case any information furnished in the contract is found to be false, the EMD deposited is liable to be forfeited.
7. The EMD of the party getting contract will be treated as Security deposit, which will be refunded after the completion of the work. The EMD of the remaining parties will be returned once the supply order finalized.
8. Delay or default in making the supply as per the supply order may result in forfeiture of the Security Deposit.
9. Tax should be deducted at source as per prevailing laws/acts/rules.
10. Rates must be quoted in figure and words. In case of any disputes, rates in words will be considered final and decision of tender opening authority will be final in this regard.
11. The firms participating in the tender process shall have to display the same model of the modular Workstation furniture to be supplied by the bidder during technical evaluation.
12. Conditional tender will not be accepted.

Qualifications for Tender

(1) Earnest Money Deposit;

The tenders have to be accompanied by an Earnest Money Deposit of Rs. 20,000/- in the form of a Bank Draft or Bank Guarantee payable to the "Assistant Director (Accounts), Forest Survey of India, Dehradun" at any scheduled Bank located in Dehradun.

EMD in any other Form/Instrument shall not be acceptable.

- i. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit, unless exempted by Govt. of India. In such cases, proof of exemption will have to be furnished.
- ii. Tenders submitted without EMD or without proof of exemption shall be summarily rejected.
- iii. EMD in respect of parties which are not shortlisted for supplies shall be returned within one month, provided their representative with appropriate authority presents himself in our office.
- iv. In case of parties short listed for supply, the EMD shall stand converted into a Security Deposit after their short listing. No tendering party is exempted from the Security Deposit.

2. Submission of tenders:

- i. Tender document comprising full detail and terms and conditions etc. may be obtained by hand or by post from the Assistant Director (Accounts) , FSI on a payment of Rs 100/- (non-refundable) in cash or through of demand draft in favour of Assistant Director (Accounts) Forest Survey of India, Kaulagarh Road, P.O. IPE Dehradun 248195 Uttarakhand. The form can be downloaded from the website <http://www.fsi.nic.in>. In case the tender document is downloaded, the tender cost of Rs. 100/- in shape of demand draft should be attached with Technical Bid.
- ii. Complete tenders containing
 - a. Duly filled in Tender Booklet
 - b. Earnest Money Deposit as given in (B) above.The tender process shall be a two bid-Process. The technical bid shall consist of all the certified copy of all the relevant papers as mentioned in the tender document. The financial bid shall consist of the price quoted for each of the items. The two bids should be kept in two separate envelopes properly sealed and super scribed clearly as Technical or Financial bid. The two envelopes shall be kept in a large envelope. All these should be secured fully and put into sufficiently large envelop. The envelope should be Sealed and superscripted with “**TENDER FOR Providing & Fixing of Modular Workstation Furniture.**” The firms participating in the tender process shall have to display the same model of the modular workstation furniture to be supplied by the bidder during technical evaluation bid opening at FSI, Dehradun and transport charges will be borne by tendering party.
- iii. The envelope containing the completed tender should be addressed to The Director General, Forest Survey of India, Kaulagarh Road, Dehradun
- iv. The complete tenders should reach the office of the Director General, Forest Survey of India, Kaulagarh Road, P.O.-IPE, Dehradun - 248 195, within the due time & date prescribed. We shall not be responsible for any postal or courier delays.

**TENDERS RECEIVED AFTER THE DUE TIME & DATE SHALL NOT BE ENTERTAINED
BECAUSE THE TENDER BOX SHALL BE CLOSED & SEALED IMMEDIATELY AFTER DUE
TIME ON THE DUE DATE.**

3. Tender Schedule;

1. Start Date of availability of Tender Document: **18.02.2017**
2. Last Date of Tender Document be available on Website and in person: **15.03.2017 (14.00 hrs.)**
3. Closing date & Time of receipt of Tender: **15-03-2017(1500 hrs.)**

4. Validity of offers:

- i. Any unsolicited correspondence after the last date and time for receipt of tenders is liable to render the tender / offer as invalid. Tendering parties are, therefore, advised in their own interest, to desist from filling any uninvited correspondence after the notified time.
- ii. All offers have to be made clearly in English. There should be no cuttings. If a striking out is resorted to, it should be signed.
- iii. No alteration or amendments shall be allowed after opening of the tenders.
- iv. Offers submitted by telex, telegram or fax shall not be considered
- v. For a tender to be valid the individuals signing the tender document must specify,
 - whether they are signing as the sole proprietor / manufactures / partners or attorneys (with proof provided);
 - or as Authorized Dealers / Distributors and service provider (with proof provided)

Offers not accompanied with letters of authority, in cases required, are liable to be rejected.

- vii. The tender shall be valid for acceptance for the period as indicated in the bid and shall not be withdrawn on or after the opening of tenders till the expiration of the validity period or any extension thereof.

5. Opening of tenders;

- i. Tender shall be opened in the office of the Director General, Forest Survey of India, Kaulagarh Road, Dehradun.
- ii. Tenders shall be opened in presence of representatives of the tendering parties, who wish to remain present.
- iii. Tenders shall be read out one by one. Polite queries can be reread on request. Parties are however requested to desist from making unwanted comments.

6. The short list;

- i. A short list of tenders is expected to be ready by a week after the tenders are opened.
- ii. The acceptance of an offer in whole or in part shall be communicated to the successful tenderer in due course and in writing.
- iii. EMD of other tenderers shall be returned once the tender is finalized.
- iv. Short listing of a tenderer does not confer any rights on any tenderer, it only means that the offer made is under consideration.

7. Supply by the successful Tenderer/s:

- i. On receipt of orders for supply of the whole or part of the order a supplier shall have to effect supply of the entire order in the time and conditions stipulated in the supply order.
- ii. The Director General reserves the right to place the order on any Tenderer in whole or in part, so also split the order between one or more than one tenderer.

8. General conditions:

- i. The Director General, Forest Survey of India, Dehradun reserves the right **without assigning any reason, thereof to**
 - Accept or reject a whole or any part of an offer,
 - Reject any or all offers partly or wholly
 - Cancel or withdraw the tender notice
 - Reject or accept any tender or part thereof
 - Accept or reject any deviations from these conditions
- ii. Due weightage will be given for the purchase from one tenderer.
- iii. The payment will be made to the contractor on completion of the supply and submission of bill duly stamped pre-receipted in triplicate to the entire satisfaction of FSI.

NB. The Director General, Forest Survey of India, Dehradun is not bound to accept the lowest tender or lowest part of any tender.

9. Disputes:

- i. All queries and disputes arising of this contract shall be referred to the Sole Arbitrator appointed by the Director General, Forest Survey of India whose decision shall be final and binding under the contract and no objection shall be taken by the contractor on the ground that Director General, FSI and the Arbitrator are an employee of the Govt. The Arbitrator shall be in accordance with the Indian Arbitration Act 1940 and the Arbitrator shall be at liberty to extend the time of arbitration with the consent of the Govt. and the contractor.
- ii. The Courts at Dehradun shall have jurisdiction to try all suits and proceedings related to this contract.

10. Acceptance:

Signing of the tender form and the Detailed Terms & Conditions shall be deemed as the final acceptance of these terms and conditions.

**Sr. DY. DIRECTOR (P&A)
FOREST SURVEY OF INDIA,
DEHRADUN**

CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITIONS

I/We have read and fully understood the Terms & Conditions as laid down above in respect of tender for Modular Workstation Furniture. I/We agree to abide by the same.

I/We have signed all the pages of the Tender Document Booklet as laid down.

Signatures of the Authorized Signatory

Name.....

Complete Address

.....

Date :

Telephone no.s (H.Q.s/Dehradun)