

**Department of Women & Child Development
Government of National Capital Territory of Delhi
1, Canning Lane K.G. Marg, New Delhi
(Caretaking Branch)**

F.77(5)/DO-WCD/CTB/2015-16/

Dated:

LIMITED TENDER ENQUIRY

Limited tender is invited for procurement of Furniture Items for Office use from registered suppliers/agencies. The list of articles is enclosed in Annexure-II. The tender is valid for a period of one year from the date of award of the tender. The sealed tender should put into the Tender Box placed in the office of the undersigned latest by 22/08/2016 till 12.00 Hrs. The Tender shall be opened at **15.00 Hrs. on 22/08/2016** day in the presence of representatives of the bidders.

The terms and conditions for LTN will be as under: -

1. (a) An **EMD of Rs. 50,000/-** in the form of Demand draft be deposited in the office in favour of Director, WCD(HQ), along with tender and valid for a period of 45 days beyond the final bid validity period. (b) Performance security @10% of value of contract in the form as described there in and should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of supplier including warranty obligations.
2. Price bids will be considered only for those bidders who qualify technically.
3. Exempted agencies need not deposit EMD.
4. Article will be accepted in good condition and of good quality and quantity of items can be increased or decreased as per demand.
5. The rates will be inclusive of all taxes and F.O.R.
6. Payment will be made on the basis of bills in duplicate on Credit basis as per Govt rules.
7. Articles have to be supplied within a week of placing the Supply order.
8. The Director (WCD) has the right to accept or reject any tender enquiry without assigning any reason thereof.

Encl:As above

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Assistant Director (CTB)

Dated:

Copy to: -

1. Kendriya Bhandar, West Block-VIII, Wing-III (G.F.), R K Puram, New Delhi-110066
2. N.C.C.F Ltd. 92, Deepali Building 5th Level, Nehru Place, New Delhi-110019
3. Delhi State Co-Op Federation Ltd, G-184 , Hari Nagar, New Delhi-64
4. SBI Staff Con. Co-Op Store Ltd. 11,Parliament Street, New Delhi.
5. Asstt. Programmer, WCD, to upload the limited tender/web publicity for any other Firm/agencies.

Assistant Director (CTB)

SPECIFICATIONS AND GENERAL TERMS & CONDITIONS LIMITED TENDER FOR PURCHASE OF FURNITURE ITEMS FOR THE FINANCIAL YEAR 2016-17 ARE AS UNDER:-

1. This is a limited tender and bids are invited from all eligible Suppliers.
2. The contract may remain in force for the FY period of 2016-17.
3. Bids must be submitted before the date & Time as per tender notice along with the checklist (Annexure III) and details of the Tenderer(Annexure V).
4. The tender shall be accepted under 'Two Bid System'. The bidder shall submit the '*Technical Bid*' in a sealed cover for deposit in tender-box and the '*Financial Bid*' in separate Sealed Cover i.e. Annexure-II both envelope deposited in single envelop clearly marked PURCHASE OF FURNITURE ITEMS FOR THE YEAR 2016-17 in Department of WCD.

Technical Bid – Sealed envelop of '*Technical Bid*' should consist of the following Documents:-

5.1. EMD:- The contractor shall deposit Bid Security (EMD) for an amount of Rs. 50,000/- in any of the following forms. Bid Security may be furnished in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Director (WCD). Department of Women & Child Development,

5.2. Performance security @ 10% of the value of contract in the form as described there in and should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations shall be deposited by L-I.

5.3. Experience:- All registered agencies who are providing similar kind of work having annual average turnover of Rs.7,50,000/- in last three financial year (years considered for purpose in 2013-14 ,2014-15, 2015-16 average will be calculated as follows turnover addition of 2013-14 ,2014-15, 2015-16 and divided by 3 = equal of 7.5 Lac and more.) during the last three financial years 31st march of the previous financial year i.e. 2015-16 may submit the bids in the prescribed format.

5.4. The bidder should have the experience of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities as follows:-

(a) Three similar works costing not less than the amount equal to Rs. 10,00,000/- each in one Department; or (b) Two similar works costing not less than the amount equal to Rs. 15,00,000/- each in one Department); or (c) One similar work costing not less than the amount equal to Rs.30,00,000/- each in one Department.

Note :- With Experience certificate, Satisfactory performance/ Work Completion certificate required which shows that work done by the agency or payment has been received must be attached for experience certificate.

6. Article will be accepted in good condition and of good quality and quantity of items can be increased or decreased as per demand.

7. The rates will be inclusive of all taxes and F.O.R.

8. Payment will be made on the basis of bills in duplicate on Credit basis as per Govt rules.

9. Articles must have to be supplied within a week of placing the Supply order.

10. An affidavit must be submitted that the bidder has never been black listed by any government department / government under taking/any other agency (as per annexure-IV)

10. The. Director (WCD) has the right to accept or reject any Limited tender enquiry without assigning any reason thereof.

11. Financial bid – The Price schedule, i.e., Annexure-II will be accepted separately in sealed cover. No columns should be left blank which would otherwise make the tender liable for rejection. Rates quoted shall remain valid for one year. The quoted bid price in the tender shall be inclusive of all taxes and duties. **DVAT registration is mandatory.**

LIST OF ITEMS

Sl.	Item	Specification	Qty.	Amount to filled by Bidder
1	Almirah without locker	Conforming to ISI Specification 1980x910x480 MM(78"x36"x19") with 4 Shelves making 5 Compartments without locker 20/22 gauge	14	
2	Almirah with locker	Conforming to ISI Specification 1980x910x480 MM(78"x36"x19") with 4 Shelves making 5 Compartments with locker, 20/22 gauge	22	
3	Officer Chair	High Back Revolving Chair	20	
4.	Chair for staff	Low Back revolving chair	98	
5.	Computer Table	Computer Table with drawer ergonomically with side in key board shelf and a storage shelf for printer and stabilizer, on side of size 48"x24"x30 mm	8	
6	Table for Staff	54"x27"x30 comprising of 3 drawer unit on left side and cupboard on right side.	75	
7	Visitor Chair	Visitor chair	41	
8	Officer Table	Size 72"x36"x30" with 3 Drawers and cupboard with front facia covered	9	
9	Bench	For visitors	35	
10.	Cabinet	1380x470x700 mm-4 drawers	15	
11.	Iron Rack	84"x36"x15" closed type	25	

Note:- No blank columns should be left which would otherwise make the tender liable for rejection. Rates quoted shall remain valid for one years. The quoted bid price in the tender shall be inclusive of all taxes and duties, VAT registration is mandatory. Financial Bid will be open only those bidder who qualify the technical bids.

Check list of documents to be enclosed

Following check list confirming the enclosures provided in the tender shall be provided along with technical bid

Sr. No.	Description	Enclosed (Yes/No)
01	Registration certificate of the company issued under the company act or by any competent authority in case of proprietary concern and partnership firm	
02	Proof of ownership of the manufacturing facility or authorized dealership	
03	DVAT registration certificate	
04	CST registration certificate	
05	PAN Registration Certificate under Income Tax Act 1961	
06	Proof of annual average turnover for the last three financial year (as per annexure-I & VI)	
07	List of clients to whom the bidder has supplied similar furniture in the previous three year (as per annexure-I)	
08	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency (as per annexure-IV)	
09	Demand drafts of earnest money deposit (as per annexure-I)	
10	Authorized dealers / distributors certificate of the brand quoted if the tenderer is not an OEM	
11	Technical data sheet complied	
12	Income Tax/DVAT return acknowledgement	
13	Statement of submission of audited report in Form 704	
14	Authorization letter from OEM	
15	Copy of tender document (Limited Tender Enquiry) attested by the Tenderer	

Note : The tender of the bidders which do not comply with the enclosures in above mentioned annexure, will summarily be rejected

Signature & Seal of the tenderer

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING
PART IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.20/- non judicial Stamp paper by the bidder)

I / We _____ Manufacture / Partner(s)/ Authorized Distributor /agent of M/S.

_____ hereby declare that the firm/company namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government/ Union Territory or by any other organization from taking part in tenders in India/Delhi.

Or

I / We _____ Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. -----

_____ hereby declare that the Firm /company namely M/s.----- was blacklisted or debarred by Union / State Government / Union Territory or any Organization from taking part in tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in tenders.

In case the above information found false I / we are fully aware that the tender/contract will be rejected/cancelled by University and EMD / SD shall be forfeited. In addition to the above University will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Name _____

Address _____

Attested:
(Public Notary/Executive Magistrate)

DETAILS OF THE TENDERER

Sr.No.	Particulars
1	Name of the Company
2	Mailing address
3	Telephone and Fax Numbers
4	Email
5	Legal Status (Proprietary / Partnership/ Pvt. Ltd. /Public Ltd, certified copy in respect of registration must be enclosed)
6	Experience in business (In number of years)
7	Annual Turnover 2013-14 2014-15 2015-16
8	C.S.T. Registration No.
9	D.V.A.T. Registration No.
10	PAN No.
11	Details of Earnest Money (i. e. D.D. NO. and bank details etc.)
12	No. and date of the Authorization letter issued by OEM for having appointed the bidder as the authorized seller / distributor.

Signature & Seal of the Tenderer

Certificate of Annual Turn Over

Sr.No.	Financial year	Annual turnover In Rs.
1	2013-14	
2	2014-15	
3	2015-16	

Seal & Signature of the Seal & Signature of the
chartered accountants bidder authorized representative