

DISTRICT RURAL DEVELOPMENT AGENCY RAYAGADA

TENDER DOCUMENT

[For Supply of Godrej Make Office Furniture to District Panchayat Resource Centre, Rayagada
By authorised dealers]

- (a) Period of issue of Tender Document : From date of Publication to 23.09.19
Upto 05.00 PM
- (b) Last date and time for submission of Bids : 23.09.19 up to 5.00 PM
- (c) Date and time for opening of Bids : 24.09.19 at 11.00 AM
- (d) Cost of the Tender Paper : Rs. 2,000/- (Rupees Two thousand)
only to be deposited in shape of Demand
Draft drawn from any commercial
Bank in favour of the Project Director,
DRDA, Rayagada and payable at
Rayagada (Non-refundable)
- (e) Earnest Money (EMD) amount : Rs.30, 000/- (Rupees Thirty thousand)
only in shape of DD/TDR drawn in any
commercial bank pledged in favour of
"Project Director, DRDA Rayagada"


Collector, Rayagada

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SCOPE & SPECIFICATION OF WORK

SCOPE:

District Rural Development Agency (DRDA), Rayagada invites Sealed Tender in two part bidding system i.e. Technical Bid & Financial Bid from authorised dealers of Godrej Make Office Furniture as per the specification. The dealer should obtain a certificate from the Godrej Interio brand for participate in the tender process.

SPECIFICATION

SL NO		GODREJ MODEL	Approx QTY
Hostel Room (20, x 45' - 2 Rooms)			
1		Bed - EQ bed with ply arrangement with headboard	40
		Matteress - Hero 78 x 36 x 04	40
2		Wardrobe - Slimline 4SH Body + Textured Door	40
Dining Hall (20' x 17') (4 x 4 Seater)			
3		Table - Time Out 4 Seater PU Coated (1135 x 1175 x 750)	5
4		Chair - Unwind with SS Understructure	20
Guest Room (20' x 11') - 2 Rooms			
5		Zurina Engineered wood King Bed-wenge	1
6		King Bed - Chocolat	1
7		Bed Side Table - Chocolat	2
8		Wardrobe - Slimline 4SH Body + Textured Door	2
9		Dresing Table - Chocolat Premium	2
10		Sofa - Pisa 3 Seater	2
11		Mattress - Orthodeluxe 78 x 72 x 05	2
12		Coffee Table - Bloom	2
Office (20' x 19') - 2 No			
13		Workstation - Simple 2 Seater	4
14		Greta Mid Back	16
Meetin15g Hall 1			
16	Conference Table	Senate with wire manager	40
17	Conference Table for Podium	Senate with wire manager	5
18	High Back Chair for Podium	Regency High Back	5
19	Chair	Motion Polyester Office Executive Chair (Black)	60
Meeting Hall 2			
20	Conference Table for Podium	UNLEARN PLB 3000mm	1
21	Conference Chair	Enlighen	48
22	High Back Chair for Podium	Regency High Back	8
Waiting Hall			
23	Waiting Chair	Chair - Perch 3 Seater With 2 Arms & W/o Cushion	4
Storage Area			
24		Almirah -Slimline 2 door with locker metal (1950mm H x 900mm W x 507mm D)	10

GENERAL INSTRUCTIONS TO BIDDERS:

1. The participated Godrej make office furniture dealers shall have to pay Rs. 2,000/- towards the cost of the Tender Paper **which is not refundable** in shape of Bank Draft / Demand Draft drawn on any commercial Bank in favour of the **Project Director, DRDA, Rayagada** and payable at Rayagada.
2. The bidding firm also have to submit an **EMD** for **Rs.30,000.00** in shape of **DD/TDR** drawn in any commercial bank pledged in favor of "**Project Director, DRDA Rayagada**". The EMD amount of the unsuccessful bidders shall be refunded after finalization of the Tender or after final execution of order as the case may be **without any interest**. The successful bidder has to submit an additional performance security equivalent to **3%** of the contract price at the time of acceptance of the offer in shape of **DD/TDR** drawn in any commercial bank pledged in favor of "**Project Director, DRDA, Rayagada**" payable at Rayagada.
3. The Bids of the Bidders shall be accompanied with the following documents failing which, the Bid of the Bidder(s) shall be rejected :
 - a) Copy of the GSTIN certificate.
 - b) Copy of the PAN Number.
 - c) Bank Draft / Demand Draft towards the cost of the Tender Paper
 - d) Bank Draft / Demand Draft /TDR towards the cost of EMD Amount
 - e) The copies of Purchase Orders in support of acquiring experience in supply of Office Furniture to any Govt / PSU Organization during the last three years
 - f) Copy of authorized dealers certificate
4. The Bids shall be opened on the scheduled date and time on 24.09.19 at 11.00AM of the Chamber of P.D, DRDA, Rayagada in the presence of the representatives of the Bidder(s), who wish to be present on the spot at that time.

GUIDELINES FOR SUBMITTING THE TENDER PAPER:

Authorized dealers are required to submit the Bid as per the guidelines and formats detailed outlined in the following paras:

- a. The original and all copies of the Technical Bid shall be placed in a sealed envelope clearly marked "TECHNICAL BID". Similarly, the original Financial Bid shall be placed in a separate sealed envelope clearly marked "FINANCIAL BID". The envelopes containing the Technical and Financial Bids shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "TENDER FOR SUPPLY OF GODREJ MAKE OFFICE FURNITURE" to **DPRC, Rayagada**. DRDA Rayagada will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Bid's/ Bid's rejection. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Bid non-responsive/ invalid.
- b. Single Bid: A firm should submit only one Bid. If a firm submits or participates in more than one Bid, all such Bids shall be disqualified.
- c. All bidders must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial Bid.
- d. Each page, Form, Annexure and Appendices of the Technical and Financial Bid must be signed by the Authorised signatory of the firm.
- e. All blank spaces in the financial Bid must be filled in completely where indicated, either typed or written in blue/black ink.
- f. The bidding firm also have to submit an EMD for **Rs.30,000.00** in shape of **DD/TDR** drawn in any commercial bank pledged in favour of "Project Director, DRDA Rayagada". The same will be returned to the firm by account transfer mode, only after successful completion of assigned work. After completion of Installation of office furniture at District Panchayat Resource Centre, Rayagada evaluation of the work done will be made by the Tender-cum-Selection Committee and if the committee will find any type of lacuna/deviation, then the entire EMD amount will be forfeited.
- g. The Tender Paper duly filled must be submitted through Registered Post/Speed Post only. Any Tender Paper received after due date will be out rightly rejected. DRDA Rayagada will not be responsible for any postal delay or misplacement of the document.
- h. DRDA Rayagada reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organisation.
- i. The Bids shall be opened on the scheduled date and time on 24.09.19 at 11.00 AM of the Chamber of PD, DRDA Rayagada in the presence of the Bidder/representatives of the Bidder, who wish to be present on the spot at that time.
- j. The Bids have to be submitted in two parts, as given below.
 - a) **Technical Bid** will consist:
 - i. Form for Technical Bid (Details of the Firm) (Form -I to III)
 - b) **Financial Bid** will consist Form for Financial Bid (Form -B)

TERMS & CONDITIONS

PRICE:

1. Unit Price shall be inclusive of all Taxes, duties and Charges (i.e including freight, GST and any other taxes) for delivery & installation in District Panchayat Resource Centre, Rayagada.
2. The price quoted by the Firm / Authorized Dealer shall be firm and no variation shall be accepted.
3. The EMD will be refunded to the unsuccessful bidders without interest.

DELIVERY:

4. The materials shall be delivered within 15 days from the date of awarding the Work Order.
5. The materials shall be delivered by the Bidder as per the specification mentioned above and also in good condition to the Consignee along with Challan in duplicate and Bills in triplicate.

VERIFICATION:

6. (I) The materials found defective and not according to the specification at the time of delivery will not be accepted and the concerned Authorized Dealer has to take back the rejected materials within seven (07) days from the date of rejection at his own expenses failing which the DRDA will not held responsible for any loss of materials . In case such materials are accepted with penalty as may be decided by the DRDA. The Authorized Dealer is liable for payment of such penalty. This penalty shall be in addition to the penalty mentioned in the foregoing clauses. The verification of the materials will be done by the appropriate committee of the DRDA, Rayagada.
- (II) Authorized Dealer shall provide warranty for the items supplied for a period of twelve months from date of supply. If any item found to be defective during the warranty period, the same shall be replaced free of cost.

PAYMENT:

7. The payment shall be made after verification of the materials.
8. The Project Director, DRDA shall make the payment with due certification on Stock Procedure.
9. However, Tax (T.D.S.) shall be deducted by the D.D.O, as per rate applicable, from the Bill of the Firm / Authorized Dealer.

PENALTY:

10. In case of delay in delivery of materials and remaining undelivered within the stipulated time, delivery penalty @ ½% of the contract of the undelivered materials for each calendar week or a part of delay subject to maximum of 5% of such portion of the contract which remain undelivered shall be recovered. The date of receipt of materials in Head Quarters Office will be treated as date of supply.

PAYING OFFICER:

11. The PD, DRDA, Rayagada shall be the Paying Officer.

OUTRIGHT REJECTION:

12. Non-compliance / submission of documents indicated at Clause - 3 of General Instruction to Bidder are liable for outright rejection of the Firm / Supplier.
13. Conditional Bid of any Firm / Supplier shall be liable for outright rejection.

PERIOD OF VALIDITY:

14. The Tender shall be valid for a minimum period of six (06) months from the date of Opening of the Tender.

DISCRETION POWER:

15. **The DRDA reserves the right:**

- (i) To reject all the Bids of the Firms / Suppliers without assigning any reasons thereof ;
- (ii) To increase or to decrease the quantities of materials or to split up the quantities of the materials covered under the tender without assigning any reasons thereof ;
- (iii) To cancel the Work Order in the event of unsatisfactory supply/ delay in supply of materials or non-observance of relevant clauses of the work orders.
- (iv) to relax or withdraw any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage

LEGAL JURISDICTION:

- 16. Any dispute arises out of Work Order, shall be under the jurisdiction of the Civil Court, Rayagada

**APPLICATION FORMAT
TECHNICAL BID
For Supply of Godrej Make Office Furniture**

TENDER SPECIFICATION NO. DRDA _____ Dated _____

1. Name of the Firm / Supply Agency :
2. Details of Cost of Tender Paper : DD No. _____ date _____
Of Rs. _____ drawn on
Bank _____
3. Details of Earnest Money Deposit : DD No. _____ date _____
Of Rs. _____ drawn on Bank _____
4. Full Office Address of the Firm / Supply Agency : _____

Telephone No. _____
FAX No. : _____
E-Mail Address : _____
5. PAN / GIR No. : _____
(Attach attested copy)
6. GSTIN Registration No. : _____
(Attach attested copy)
7. Last three years Average Turnover: _____
8. Details of the three years' experience in supplying the materials in Govt. Department / PSU in the following format (if the space provided is insufficient, a separate sheet may be Attached) [Copy of the relevant Work Orders shall be attached]:

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Signature:
Name and Designation and office Seal

⑧

Details of Experience of Similar Service during the last 5 years

*Furnish the copy of documentary evidence in support of the information provided above.

SL NO.	Name of the Client/Organisation	Specification of materials supplied with year of supply	Quantity of materials	Total cost of the materials (in Rs.)
1				
2				
3				
4				
5				
6				

Signature:
Name and Designation and office Seal

ANNUAL TURN OVER OF LAST 3 YEARS Amount (in Rs.)

PARTICULAR	FINANCIAL YEAR 2016-17	FINANCIAL YEAR 2017-18	FINANCIAL YEAR 2018-19

***Furnish Audit report in support of the above Figure.**

**Signature:
Name and Designation and office
Seal**

FINANCIAL BID
(To be filled by Bidder)

NAME OF THE FIRM: _____

SL NO		GODREJ MODEL	Approx QTY	Quoted Price per unit inclusive of all taxes & other charges (in Rs.)	Total Quoted price inclusive of all taxes & other charges (in Rs.)
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Storage Area					
24		Almirah -Slimline 2 door with locker metal (1950mm H x 900mm W x 507mm D)	10		
Total					

Total: _____ (Rupees _____)

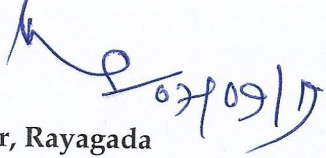
N.B: The price quoted by the bidders shall not in any case exceed the open market price or the controlled price, if any, fixed by Central / State Govt. and the Maximum Retail Price(MRP)

Signature:
Name and Designation and office
Seal

SELECTION PROCESS OF BIDDER:

A Tender-cum-Selection Committee, chaired by the Collector Rayagada has been constituted for the selection of Authorised dealers. The committee will adopt a two stage process for selection of Authorised dealers. In the 1st stage the Technical Bids will be scrutinized and the eligible firms will be shortlisted for the 2nd stage. The Financial Bids of the shortlisted firms will be opened by the Tender-cum-Selection Committee and the firm having lowest quotation in Financial Bid (L-1) will be selected.

On completion of selection process, the firm selected shall be awarded the contract for supply of Office furniture at District Panchayat Resource Centre, Rayagada by issuing the Letter of Award (LOA). The firm should furnish a letter of acceptance to the Project Director, DRDA within 2 days of the issuance of LOA. In absence, the contract will be cancelled and the contract will be awarded to the L-2 with the price of L-1.


Collector, Rayagada