

UT Administration of Daman and Diu

Department of Planning & Statistics, Daman.

**TENDER FOR
PROCUREMENT OF FURNITURE AND FIXTURE AS PER
LAYOUT PLAN FOR THE FIRST FLOOR OF DEPARTMENT
OF PLANNING & STATISTICS, DAMAN.**

Tender No. DPS/130(8)/2016-17/ 1742

Date: 08 -08-2016

Bid Processing Fees: ₹ 500/- (Non Refundable)

Earnest Money Deposit: ₹ 12,000/-

**Department of Planning & Statistics,
Secretariat,
Fort Area, Moti Daman,
Daman (U.T.) – 396220
0260-2230619
dps-daman-guj@nic.in**

Date of Pre-Bid Meeting: 15-08-2016 11:00 hrs.

Last Date of Submission of Bid: 24-08-2016 upto 15:00 hrs.

Opening of Bid: 24-08-2016 16:00 hrs.

INDEX

Sr. No.	Particulars	Page No.
1	Tender Information	3
2	Eligibility of the Bidder	4
3	Time Frame	4
4	Scope of Work	4
5	Terms & Condition	5-7
6	Formats	8
7	Tender Notice	9
8	Schedule of Quantity (Specification)	10
9	Layout Plan	11

1.0 TENDER INFORMATION

1	Name of Department	Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman: 396 220
2	Address for sale & submission of Bid Documents	Joint Director, Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman: 396 220.
3	Name of project	Supply and the installation of furniture and fixture for the first floor of Department of Planning & Statistics, Daman.
4	Earnest Money Deposit	Rs. 12,000/- (Rupees Twelve thousand only) in the form of D. D. in favour of "Joint Director, Department of Planning & Statistics, Secretariat, Moti Daman " payable at Daman.
5	Cost of bid Document	Rs. 500/- (Rupees Five Hundred only)
6	Availability of bid Document	From 09/08/2016 to 23/08/2016 11:00 AM to 05:00 PM on all working days (Monday to Friday).
7	Pre-Bid Meeting:	15-08-2016 11:00 hrs. at Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman: 396 220.
8	Last date and time for submission of the bid document	On or before 24/08/2016 upto 03:00 PM. The bid should be sealed and superscribed " Procurement of furniture and fixture as per Interior layout Plan for the first floor of Department of Planning & Statistics, Daman".
9	Date & time of opening of tender	On 24/08/2016 at 04:00 PM in the presence of the bidders present.
10	Place of opening the bids.	In the Chamber of Joint Director, Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman: 396 220.

2.0 ELIGIBILITY OF BIDDERS.

1. Any Manufacturers or Authorised Dealer specialized in the field of Procurement of furniture and fixture as per Interior Layout Plan on page 11 and as mentioned in the Specifications on page 10.
2. Annual audited accounts for past three years ending March 31, 2015.
3. Details of Pan Card of the company and VAT No.
4. The bidder should have Supplied/Fabricated & Installed such furniture and fixture in at least five reputed Institutions such as hotels, Restaurants, Hospitals, Schools & Colleges or any residential/commercial building.
5. The Bidder should have an annual turnover of at least 3 crore in the preceding financial year i.e. 2014-15.
6. The Bidder should submit copy of VAT Registration, Service Tax and EPF No.
7. Bidder should submit necessary documentary proof in support of all above mentioned Criteria.

3.0 TIME FRAME

The Time Frame for the supplying, fabrication & installation will be within 15 Days from date of acceptance of the Bid.

4.0 SCOPE OF WORK

1. The bidder shall undertake the supply and the installation of the furniture and fixture at the first floor of Department of Planning & Statistics, Secretariat, Daman", as per the list on page 10 and Layout Map Page 11.
2. The bidder shall supply genuine materials with maximum warranty periods.
3. The bidder shall ensure that the equipments are fabricated and installed free from any defects and faulty workmanship.
4. Supply & fabrication should be made properly with complete technical specifications as per our requirements (page 10) and after installation a satisfactory inspection by independent and competent agency shall be compulsory.
5. The Competent Authority reserves the right to inspect the site/ Equipments being manufactured or stored.

5.0 TERMS AND CONDITIONS

1. The rates shall be quoted based on the specifications of items i.e. Wooden, Glass and Steel density and quality, Paint quality, Brand, Durability guarantees, ISI mark, etc. and the bidder shall not have the right to change the specifications. Any bidder who quotes for other than the specification mentioned as specified by the office, the same shall be technically disqualified.
2. The rates should be quoted inclusive of all taxes, Packing, inspections, installations & commissioning, training, transportation, loading and unloading of the materials etc. at the first floor of Department of Planning & Statistics, Secretariat, Moti Daman.
3. The envelope should be super scribed in words as mentioned page 3 on Tender information.
4. Tender received after the due date and time shall not be considered.
5. The rates should be quoted only for the items specified in the list as specified and should be as per the specification.
6. Rates quoted for items other than the required specification/mark/manufacture shall not be considered.
7. The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard, number of items, and quality etc of articles shall be final and binding.
8. The Bidder should enclose along with the bid an amount of ₹ 12,000/- (Rupees Twelve thousand only) as Earnest Money Deposit in form of DD of any Nationalized/ Scheduled Bank payable at Moti Daman in favour of the officer inviting tenders i.e. Joint Director, Department of Planning & Statistics, Secretariat, Moti Daman ” payable at Moti Daman.. The EMD submitted other than the form mentioned above will not be accepted. The Tender received without Earnest Money Deposit shall be summarily rejected. In the case of the lowest bidder the EMD amount shall be converted as a part of Security Deposit which will be released after one year from the date of supply and satisfactory installation of the equipments.
9. The Lowest Bidder shall have to deposit an amount equal to approx 10% of the tendered and accepted value as Security Deposit/Performance Guarantee of which the EMD approx of 2.5% shall be converted to as Security Deposit and the remaining 7.5% shall be deducted from his payment schedule. The entire amount of 10% shall be released to the Bidder after the guarantee/warranty period as indicated at clause 8 above.
10. Non receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation and the EMD deposited shall be forfeited.

11. The tender should be neatly typed on letter head carrying the name of supplier and the signature of the Bidder. No overwriting, correction or erasures will be considered.
12. The amount of Earnest Money paid by the Bidders whose tenders are not accepted will be refunded to them within 15 days upon receiving a written request to that effect.
13. Only on satisfactory delivery and installation of the supplies ordered the payment of the bill of the suppliers shall be considered. However the Earnest Money Deposit shall be refunded only after expiry of guarantee/warranty period if any or any such date/period as may be mutually agreed upon.
14. In case of failure to replace the rejected articles from the supplies made, as mentioned in the conditions, the loss undergone by the Authority will be recovered from the suppliers Earnest Money or payment due of any bill(s) to the extent required.
15. In case of failure to supply/fabrication & installation etc ordered for as per conditions and within the stipulated time, i.e. 15 days, the same articles will be obtained from the Bidder who offered next higher rates or from any other sources as may be decided by the Tender Inviting Officer and the loss to the Authority on account of such purchases shall be recovered from the former supplier's Earnest Money Deposit or bills payable. The suppliers shall have no right to dispute with such procedure.
16. Extension of time limit for supplies shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of supply order up to 5% of the cost of supplies ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final. However the same will not be a matter of right for the supplier.
17. Demurrage charges paid by the Tender Inviting Officer on account of delayed receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
18. All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
19. The tender inviting Authority shall open the Tenders in presence of Bidders or their representatives, if any, in the office of the Inviting Officer. The Authority will first open the Technical Bid and consider the technical specification.
20. The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
21. The Tenders/offers received do not confirm with the terms and conditions of this office will be summarily rejected. If any firm desires to consider exemption

from payment of Earnest Money Deposit, certified copies of its Registration with D.G.S & D. rates should be attached to their tenders.

22. If the Bidder whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Authority.
23. In case the supplier does not execute the supply order placed with him, the EMD of the supplier will be forfeited to the Authority and the contract for the supply shall be terminated with no further liabilities on either party to the contract.
24. No separate agreement will be required to be signed by the successful Bidders for the purpose of this contract for supply. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
25. Supplier may insure the goods at his own cost to safeguard the delivery of such goods dispatched by him to the consignee; the department will not be responsible for the damage or pilferage of goods during transit.
26. The Bidder should give the guarantee/warranty for the period of not less than one year from the date of installation and or as per manufacturers time period whichever is higher against any manufacturing defect.
27. The Successful Bidder should install the furniture and fixture as per Layout Plan for the first floor of Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman : 396 220.

Sd/-
Joint Director,
Department of Planning & Statistics,
Daman & Diu

FORMATS AND SIGNING OF PROPOSAL

The bidder would provide all the information as per the Bid Documents. Authority shall evaluate those bids that are received in the required format and are complete in all respects. Each bid shall comprise of the following:

Technical Proposal

- Covering letter of the bidder
- Details of Bidder
- Compliance Statement to Eligibility Criteria
- Documents supporting eligibility Criteria
- Technical Proposal

Commercial Proposal

- Financial Bid

SEALING AND MARKING OF BID:

Both the envelopes must be super-scribed with the following information:

Tender Notice No

Bid for Procurement of the furniture and fixture for the first floor of Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman : 396 220.

Technical / Commercial Proposal.

Name and address of the Bidder.

Contact person and phone numbers.

To be opened in the presence of the tender evaluation committee only.

Both the proposals should be enclosed in single envelop which should be subscribed as follows

Tender No

Bid for Procurement of the furniture and fixture for the first floor of Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman : 396 220..

Name and address of the Bidder.

Contact person and phone numbers.

To be opened in the presence of the tender evaluation committee only.

U. T. Administration of Daman & Diu,
Department of Planning & Statistics,
Secretariat, Fort Area,
Moti Daman

No. DPS/130(8)/2016-17/

Dated: /07 /2016.

TenderNotice

The Joint Director, Department of Planning & Statistics, Secretariat, Moti Daman invites sealed tender from Suppliers / Manufacturers of Furniture & Fixture. Tenders are invited so as to reach the office of The Joint Director, Department of Planning & Statistics, Secretariat, Moti Daman on or before - 24/08/2016 up to 15.00 hours by R.P.A.D. or to be deposited in the Tender Box kept in this office. All the tenders will be opened on 24/08/2016 at 16:00 hours if possible.

Sr No.	Particulars
1	Furniture & Fixture as Per Layout Plan page 11. (As per given Specification on page 10.)

The tender document along with the terms and conditions is available on payment of ₹ 500/- (non-refundable) from the office of The Joint Director, Department of Planning & Statistics, Secretariat, Moti Daman from 09/08/2016 up to 23/08/2016 . The Earnest Money Deposit of ₹ 12,000/- in form of DD of any schedule bank in favour Joint Director, Department of Planning & Statistics, Secretariat, Moti Daman payable at Moti Daman is to be submitted along with the Bid Document failing which the Bid shall be out rightly rejected.

The tender form along with the terms & condition is also available in the website www.daman.nic.in which can be downloaded directly and submitted in the office before the due date by making cash payment of ₹ 500/- at the time of submission.

The tender should reach The Joint Director, Department of Planning & Statistics, Secretariat, Moti Daman, on or before 24/08/2016 up to 15.00 hrs. The Technical Bid shall be opened on 24/08/2016, if possible at 16.00 hrs. in the presences of Bidders or their authorized representative, if any.

Sd/-
Joint Director,
Department of Planning & Statistics,
Daman & Diu

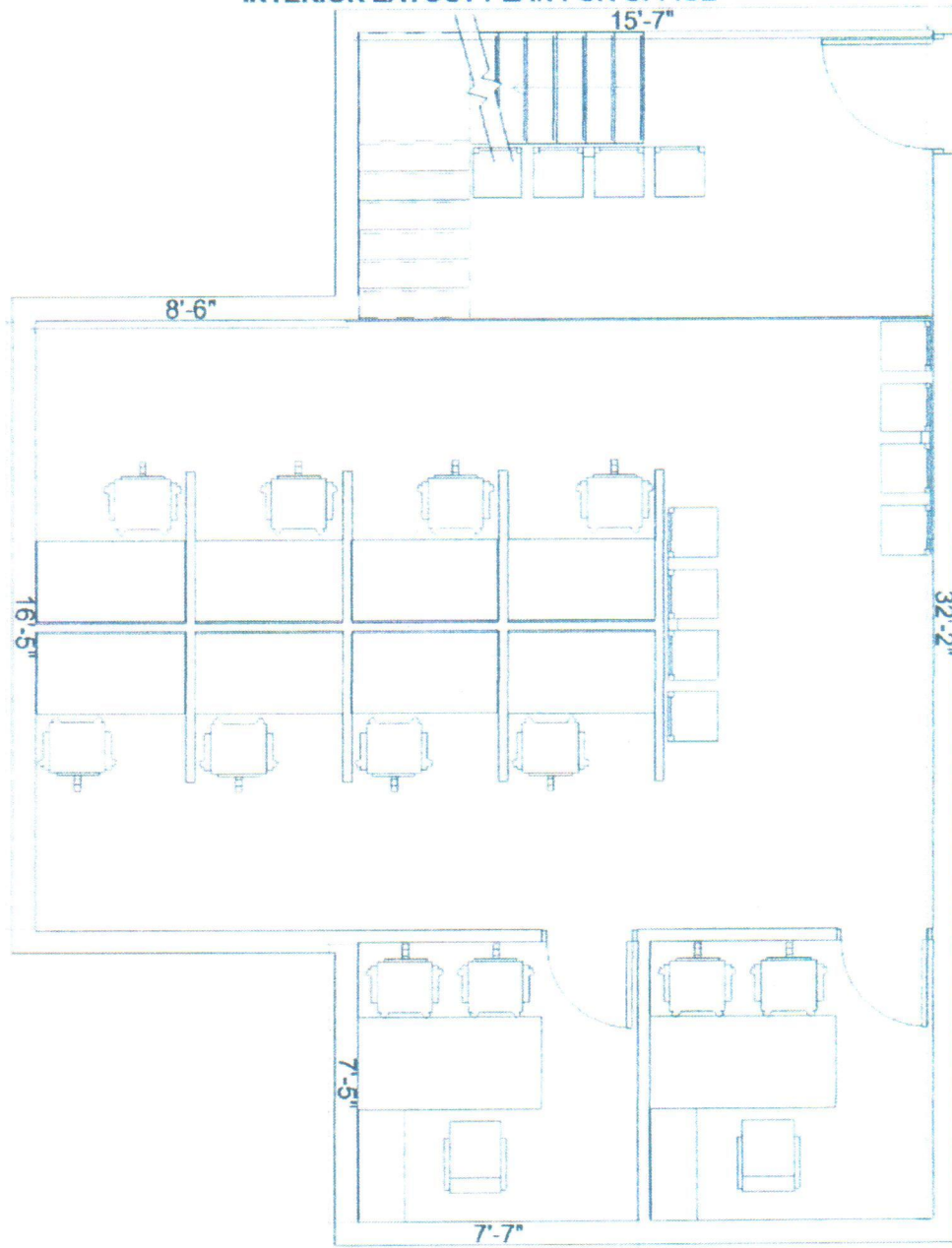
Copy submitted for kind information to: -

1. All Head of Office, for vide publicity.
2. F.P.O. for vide publicity.
3. National Information Centre, Daman for vide publicity through Internet.

**Name of Work :- Furnishing to the First Floor of Department of Planning & Statistics, at
Secretariat, Fort Area, Moti Daman.**

Sr. No.	Description	Unit	Qty.	Estimated cost in ₹
1	Providing & fixing partition with chill wood frame in grid 600mm x 600mm and wood size 80mm x 60mm , 1.00 mm thick Laminate sheets over 6 mm thick commercial ply on both the sides, 5mm Clear Glass in middle further proper shade and finish, including all required fixing screws, nails, fevicol etc. complete as directed by the Engineer in charge.	M2	76.70	3,00,000.00
2	Providing & fixing upvc carpet of 1.00mm thickness LG or its equivalent make of approved quality using required solution etc. completed.	M2	60.00	28,000.00
3	Providing and supplying Mid back chair with one year warranty fixed on powder coated stand with hydraulic & push back system finished with u form & rexine/ leather of approved brand & make such as Godrej, amardeep, durion or equivalent make, including handling & transportation charges. etc. all complete as per selection & as directed.	Nos	4.00	34000.00
4	Providing, supplying & fixing Executive Table of size 5'x 2'6" using 18 mm, 12 mm, 6 mm commercial ply, with 1 mm laminates ISI mark of Timex, Greenlam, durion or equivalent make of selected colour & shade & 0.8 mm laminates fixed internal hidden surfaces of white or ivory colour, with proper finish, including all S.S. make fixtures & fastenings, telescopic channel for drawers etc. and required fixing screws, nails, fevicol carpentry tools etc. cost of labour included all complete as directed.	Nos	4.00	67000.00
Total				₹ 4,29,000.00

INTERIOR LAYOUT PLAN FOR OFFICE



**Name of Work :- Furnishing to the First Floor of Department of Planning & Statistics, at
Secretariat, Fort Area, Moti Daman.**

Sr. No.	Description	Unit	Qty.	Rate	cost in ₹ (Inclusive All Taxes)
1	Providing & fixing partition with chill wood frame in grid 600mm x 600mm and wood size 80mm x 60mm , 1.00 mm thick Laminate sheets over 6 mm thick commercial ply on both the sides,5mm Clear Glass in middle further proper shade and finish, including all required fixing screws, nails, fevicol etc. complete as directed by the Engineer in charge.	M2	76.70		
2	Providing & fixing upvc carpet of 1.00mm thickness LG or its equivalent make of approved quality using required solution etc. completed.	M2	60.00		
3	Providing and supplying Mid back chair with one year warranty fixed on powder coated stand with hydraulic & push back system finished with u form & rexine/ leather of approved brand & make such as Godrej, amardeep, durion or equivalent make, including handling & transportation charges. etc. all complete as per selection & as directed.	Nos	4.00		
4	Providing, supplying & fixing Executive Table of size 5'x 2'6" using 18 mm, 12 mm, 6 mm commercial ply, with 1 mm laminates ISI mark of Timex, Greenlam, durion or equivalent make of selected colour & shade & 0.8 mm laminates fixed internal hidden surfaces of white or ivory colour, with proper finish, including all S.S. make fixtures & fastenings, telescopic channel for drawers etc. and required fixing screws, nails, fevicol carpentry tools etc. cost of labour included all complete as directed.	Nos	4.00		
Total					

Seal

We hereby abide by the above terms and Conditions

VAT/SALES Tax No.

Signature of the Tenderer With Seal



संयुक्त निर्देशक
Joint Director
(यो.सा.वि.) दमण
(Plg. & Stat.) Daman