

Tender for Supply of furniture for NABARD Visiting Officers Flat (VOF), Guwahati

नाबार्ड के वीओएफ़ के लिए फ़र्निचर की आपूर्ति हेतु निविदा

Department of Premises, Security and Procurement
NABARD, Assam Regional Office, Guwahati
G.S. Road, Dispur, Gauwahati – 781 006, Assam
dpsp.guwahati@nabard.org

Date of issue of tender document	07 January 2019
Uploading tender documents in NABARD Website	07 January 2019
Pre Bid Meeting with bidders / clarifications	15:30 hrs on 11 January 2019
Due date for submission of tender	15:00 hrs on 17 January 2019
Date of Opening of Technical Bid	16:00 hrs on 17 January 2019
Date of Opening of Price Bid	18 January 2019

PART - 1

Notice Inviting Tender

Ref. No. NB. Assam. DPSP/VOF / 4334 /2018-19 07 January 2019

Notice Inviting Tender – Supply of furniture for NABARD Visiting Officers Flat (VOF) Furniture

- 1.1. National Bank for Agriculture and Rural Development invites tender from its empanelled agencies for purchase of various furniture items of reputed brand to be used at NABARD Visiting Officers Flat (VOF) in Six Mile, VIP Road, Chachal, besides Royal Enfield, Gauwahati-781022, Assam. You are requested to submit your offer in sealed envelope for the aforesaid work as per detailed specifications and other requirements as mentioned more specifically elsewhere in this tender document.
- 1.2. This NIT (tender document) can be downloaded from our website at <https://www.nabard.org>. The tender document will be available on the website, till the date of submission.
- 1.3. A pre-bid meeting will be held at 15:30 hrs on 11 January 2019 with the prospective bidders to clarify any issues pertaining to the tender. The bidders are expected to thoroughly read the tender document and undertake a site survey before being present for the pre-bid meeting, so as to understand all aspects of the work. The date and venue of the pre-bid meeting is specified elsewhere in this tender document.
- 1.4. The sealed tenders in two separate envelopes clearly labelled as **Supply of furniture for NABARD Visiting Officers Flat (VOF) Part-1 / Part-2** and addressed to “The Chief General Manager, NABARD, Assam RO Gauwahati, G.S. Road, Dispur, Gauwahati-781006”. The envelopes super scribed with the name of tender should be dropped in the tender box located in the 3rd floor of the above office, on or before **15:00 hrs on 17 January 2019**.

Yours faithfully,

-Sd/-

(R.C. Sahoo)
Deputy General Manager

Form of Tender

Date :

Place :

The Chief General Manager

National Bank for Agriculture and Rural Development

Assam Regional Office, G.S. Road, Dispur, Gauwahati-781 006

Dear Sir,

Tender for Supply & Installation of NABARD Visiting Officers Flat (VOF) Furniture.

Items of Reputed make at NABARD Assam Regional Office, Gauwahati

- 1) Having examined the conditions relating to the works specified in the Memorandum hereinafter set out, having visited and examined the site of the works specified in the said Notice Inviting Tender(NIT) and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said Memorandum within the time specified, at the rates to be mentioned in the Price Bid which may be issued to us by NABARD in the event that we qualify the technical bid and in accordance in all respects with the Technical Specifications and instructions in writing referred to the Conditions of Tender, the Articles of Agreement, Price Bid to be later submitted if qualified and Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.
- 2) Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the National Bank for Agriculture and Rural Development, the amount mentioned in the said Conditions.

Our Banker's are:

i)

ii)

The names of partners of our firm are:

i)

ii)

iii)

Name of the partner of the firm

Authorized to sign:

OR

Name or person having Power of Attorney to sign the contract (Certified copy of the Power of Attorney should be attached):

Yours faithfully,

Signature of Tenderer

Instructions to Bidders and General Conditions of Contract

1. Mode of submission of tender:

Sealed offers should be submitted in two separate Envelopes indicating clearly 'Part-1' – Techno-Commercial Bid and 'Part-2' – Price Bid. The envelopes should be addressed to 'The Chief General Manager, National Bank for Agriculture and Rural Development, Assam Regional Office, G.S. Road, Dispur, Guwahati-781006' and superscribed as "Tender for Purchase of Furniture items of NABARD Visiting Officers Flat (VOF)".

2. Contents of Part-1 of submitted bid:

The part-1 should only contain the covering letter, part-1 of tender document (techno-commercial bid), pre-bid clarifications if any, prescribed EMD, power of attorney, pre-qualification documents and technical brochures.

3. Contents of Part-2 of submitted bid:

The part-2 should contain only the part-2 of tender document (price bid). The tenderer must use only the Price Bid format issued by the Bank, to fill in the rates. Any addition/alteration in the text of the tender made by the tenderer shall not be considered. Such tender/s may be considered invalid by the Bank at its discretion. The price bids should not contain any conditions whatsoever and any conditional bids shall be rejected.

4. Mismatch in figures and words:

Rates and amounts should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the quotation must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank's option. No advice whatsoever especially on any change in rate, specifications or conditions after the opening of the tender will be entertained. If on check there are differences between the rates given by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed:

- a. When there is a difference between the rates in figures and in words, the rates that correspond with the rate written either in figures or in words, then the rate quoted by the contractors in words shall be taken as correct.
- b. When the amount of an item is not worked out by the contractor or it does not correspond to the rate quoted by the contractors in words shall be taken as correct.
- c. When the rates quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

- 5.** Each page of the Tender Document should be signed by the bidder in token of his/their having acquainted himself/themselves with the tender conditions as laid down. Any tender with any of the documents not so signed will be liable to be rejected. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise, the tender may be rejected by the Bank.

6. Validity of tender:

Validity of the quoted rates shall be 3 months from the date of opening of price bid tenders.

- 7. Cost of tender:** Rs.500/- (Rs. Five hundred only) i.e. non-refundable.

- 8. Earnest Money Deposit (EMD):** Amount of EMD Rs.20,000/-(refundable) and Tender document fee may be credited to our Current Account as per the details given below: -

Payee Name : NABARD
Current Account No : 50200005819670
Name of the Bank : HDFC Bank
Address : Christian Basti, G.S. Road, Gauwahati - 781005
IFSC Code : HDFC0001474

The details of remittance of EMD has to be enclosed along with Part-1 of the tender.

8.1 Refund of EMD: The EMD will be returned to the tenderer if his tender is not accepted by the Bank but without any interest thereon. The Tenderer shall furnish bank account details in the format given in this tender (Annexure I). The EMD paid by the successful tenderer shall be retained by NABARD as part of security till the defect liability period. No interest shall be paid on this deposit.

8.2 Forfeiture of EMD: The EMD shall be forfeited in case the tenderer fails to comply with any of the conditions of the Contract /Tender Document or if he withdraws his tender at any point of time before award of the work, in which case, he will also, not be allowed to participate in the event of any re-tender.

9. Non-Bonafide tender:

The tender which is not accompanied by the prescribed EMD shall be called 'Non-Bonafide Tender. Normally Non-Bonafide tender shall not be considered for acceptance.

10. Submission of documents:

If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.

11. Receipt of tenders:

The tenders should be submitted latest by 15:00 hrs on 17 January 2019. The tenders will have to be dropped in the tender box located at 3rd Floor in our above mentioned office. Tenders sent by fax or email will not be accepted. In case the submission date falls on a holiday, then, the tenders should be submitted on the next working day.

12. Late tenders:

The tender which is received after the expiry of time and date fixed shall be called "Late Tender". Normally late tenders will not be received. However, Bank reserves its right to deal with such a tenders at its discretion and the decision of the Bank shall be final.

13. The National Bank for Agriculture and Rural Development does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason for doing so.

14. The quantities in the Schedule of quantity / Bill of Quantity (SoQ)/BoQ) are indicative and can increase or decrease during the execution of work, no claim on this account shall be admissible.

15. Opening of tenders: Part-1 of the tender will be opened on the same day as that of submission of tender, at 15:00 hrs. in the presence of bidders' representatives, should they choose to be present. Part-2 of the tender will be opened on 18 January 2019 only to qualified bidders.

16. Execution of contract: A Work Order by the National Bank for Agriculture and Rural Development of a tender will constitute a binding contract between the National Bank for Agriculture and Rural Development and the bidder so tendering, whether such formal agreement is or is not subsequently executed.

17. Subletting of contract: The tenderer shall not assign the contract and shall not sublet any portion of the contract except with the written consent of the Employer. In case of breach of these conditions, the Employer may serve a notice in writing on the tenderer rescinding the contract whereupon the security deposit shall stand forfeited to the Employer, without prejudice to his other remedies against the tenderer.

18. A schedule of probable Quantities in respect of each supply and specifications accompany these General & Special conditions. The price Bid should contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items should be totalled in order to show the aggregate value of the entire tender.
19. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making tender and for entering into a contract and inspect the site of the work, acquaint himself with all local conditions, means of access to the work, nature of work and all matters pertaining thereto.
20. **Firmness of rates:**

The rates quoted in the tender/offer shall be for the complete item including, supply, installation, assembling at site /testing and commissioning (if any) at site. The rate shall also include all charges for storing, watch and ward, reinstating and making good the damaged work if any to its original finish, etc. The rates quoted shall be deemed to be for finished work to be measured at site. The rates quoted in the tender shall include all charges for packing, transport, loading, unloading, unpacking and for delivery at site. The rates shall also be firm during the period of contract including extended period if any and rates shall not be subject to exchange variation, labour conditions, and fluctuations in railway freights, taxes or any conditions whatsoever. Tenderers must include in their rates service tax, sales tax, excise duty, octroi, entry tax or any other tax and prevailing duty or other levy as existing, levied by the Central Government or any State Government or Local Authority, if applicable, from time to time. No claim in respect of increase in service tax, sales tax, works contract tax (WCT), excise duty, octroi or other tax, duty or levy during the duration of the contract shall be entertained by the Employer. The same will remain firm during the contract period.
21. The tenderer shall note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rate should be correct, workable and self-supporting. The tenderer shall carry out all works necessary for completion of work and for delivering results. No claim shall be entertained on this account.
22. Time allowed for carrying out the work shall be strictly observed by the tenderer. The work shall throughout the stipulated period of the contract be proceeded with all due diligence.
23. The successful tenderer is bound to carry out any or all items of work necessary for the completion of the job even though such items are not included in the quantities and rates.
24. The tenderer shall guarantee that the work shall be free from any defects whatsoever for a period of 01 year Defects Liability Period (warranty) from the date of successful completion of the work. In case of any defect arising out of whatsoever nature, the successful bidder shall make necessary arrangements for rectification of these defects or replace the items within a week at his own cost.
25. **Completion Schedule:** The work allotted to the Bidder is to be completed **within 30 days** from the date of issue of the Work Order. Bidders are advised to visit the site and get themselves fully acquainted with the general and local site conditions, particularly those bearing upon transportation, handling, storage and the like, prior to quoting for the work.
26. **Extension of time:**

If the Contractors desire any extension of time for completion of work on grounds of their having been unavoidable hindrances in execution or any other ground, they shall apply in writing immediately after the occurrence of the hindrances. Such application shall contain complete details of hindrances, which hindered the Contractors in the execution of the work. If in the opinion of Bank's Engineer / Officials, works be delayed by force majeure such as (a) war / hostilities, (b) riots or civil commotion, (c) earthquakes, fire tempest, lightening or other natural / physical disasters, etc., (d) restrictions imposed by the Government which prevent or delay the execution of the order or by any other reasons. If any such extension of time is granted by the Bank, the extension of time will be given without prejudice to Bank's right to

recover liquidated damages or compensation under the relevant contract clause and no extra claim will be paid by the Employer whatsoever on account of delay or idle labour/machinery.

27. Terms of Payment:

100% after satisfactory supply/installation etc. of material at site and production of bill to the Bank within 15 working days from the date of bill submission as mentioned in Schedule of Quantity less statutory deductions viz. Income tax, GST, TDS etc. No advance shall be paid to the contractor.

28. Matters to be finally determined by the Employer:

The employer's decision, opinion, direction, with respect to all or any of the matter such as scope of work, contractor to provide everything necessary, materials and workmanship to conform the description, assignment of subletting, defects after completion, delay & extension of time, opened up works and the schedule of rates as contained in the Price Bid hereof and as to the exercise by them the right to have any works opened up shall be final and conclusive and binding on the contractor. Employer's instructions if any, in this regard in case of any urgency, shall also be complied immediately.

29. Indemnity clause:

The Supplier/Contractor shall indemnify and keep indemnified the Employer against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the construction and maintenance of the work and against all claims, demands, proceedings, damages, costs, charges & expenses whatsoever in respect of or in relation thereto.

30. The Contractor shall observe all the safety precautions for the safety of the labour and the employees of the NABARD, during execution of works. He would be responsible for the safety of persons employed by him.

31. The Contractor shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises.

32. NABARD shall not bear any responsibility in case of any accident to his worker in the premise due to no fault of NABARD's working but merely due to negligence of his worker or lack of safety provided to them by the contractor.

Declaration by The Bidder

I/we hereby declare that I/we have read and understood the above instructions to the bidders and that the same are binding on me/us.

**Signature of Bidder
Seal**

Date : _____

Place: _____

Technical Specifications of Furniture items of 1st Floor of NABARD Visiting Officers Flat (VOF)

Sl. No.	Items name	Quantity
1	King Size Bed (6'x6'6") with two side table – Teak Wood - (Thickness of base ply-19 mm, Height of Head-43"/foot board-21", Non-storage type).	01
2	Queen Size Bed (5'x6'6") with two side table – Teak Wood- (Thickness of base ply-19 mm, Height of Head-43"/foot board-21", Non-storage type).	02
3	Executive Study Table (L 47"x D23" x H 30") – Teak Wood – (Drawer, Thickness of Top-19 mm, Finishing of the Top-teak)	03
4	Executive Study Chair (Back height 41" x D 21" x L2' seat height 20") – Teak Wood – (with buffer, cushioning with foam)	03
5	Wooden Almirah (L 3'x H 7' xW20") (Teak wood) – (racks, thickness of panels-19 mm)	03
6	Dressing Table with mirror having light (H6'xL30''xD16'') – Teak Wood – (Thickness of panels-19 mm)	03
7	Dining Table (06 seater) with chairs (06) (6'x3'6'') –Teak Wood – (with glass)	01
8	L-shape sofa for Executive Suite - (10' x 7'6'') – Teak wood and cane – (Cushioning -32' Density Foam, foam thickness-4'' and 1'' memory foam cover with clothes)	01
9	Centre Table for Executive suite – Teak wood – (thickness of panel-19 mm)	01
10	Three seaters sofa for Seating Room (L79''xD30''x Seat Height 15''x Back Height 27'') – Teak wood and cane - (Cushioning -32' Density Foam, foam thickness-4'' and 1'' memory foam cover with clothes)	01
11	Single seaters sofa for Seating Room (L3'x Seat Height 15'' x Back Height 27'') – Teak wood and cane - (Cushioning -32' Density Foam, foam thickness-4'' and 1'' memory foam cover with clothes)	02
12	Centre Table for Executive Room - (30'' x 30'' x H 13'') – Teak wood and cane - (Thickness of panels-19 mm)	01
13	Crockery Almirah (H6' x D16'' x L41'') – Teak wood - (racks, thickness of panels-19 mm)	01
	Total	23

The tenderer shall invariably attach the brochures having detailed specification of the models quoted.

Annexure I

Proforma for Bank Account Details

Details of Bank Account to be furnished by the agencies for effecting payment through ECS (e-payment).
Enclose a cancelled cheque

1. Name and Address of the vendor/contractor/service provider/agency with phone nos. & e-mail ID.

2. Bank Account details

1	Name of the account holder (As appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch	
4	Account number	
5	IFS code	
6	Type of account (savings/current etc.)	
7	PAN Number	

Signature

Encl. : 1) One cancelled cheque leaf
 2) Copy of PAN card

Note: Please attach a one cancelled cheque leaf of the above mentioned Bank account and photocopy of PAN card.

Part II – Price Bid
Schedule / Bill of Quantity
Tender for supply of furniture items at NABARD VOF, Guwahati

Sl. No.	Particulars of items	Quantity	Rate per Unit (Rs.)	Total Amount(Rs.)
1	King Size Bed (6'x6'6") with two side table – Teak Wood - (Thickness of base ply-19 mm, Height of Head-43"/foot board-21", Non-storage type).	01		
2	Queen Size Bed (5'x6'6") with two side table – Teak Wood- (Thickness of base ply-19 mm, Height of Head-43"/foot board-21", Non-storage type).	02		
3	Executive Study Table (L 47"x D23" x H 30") – Teak Wood – (Drawer, Thickness of Top-19 mm, Finishing of the Top-teak)	03		
4	Executive Study Chair (Back height 41" x D 21" x L2' seat height 20") – Teak Wood – (with buffer, cushioning with foam)	03		
5	Wooden Almirah (L 3' x H 7' xW20") (Teak wood) – (racks, thickness of panels-19 mm)	03		
6	Dressing Table with mirror having light (H6'xL30"xD16") – Teak Wood – (Thickness of panels-19 mm)	03		
7	Dining Table (06 seater) with chairs (06) (6'x3'6") – Teak Wood – (with glass)	01		
8	L-shape sofa for Executive Suite - (10' x 7'6") – Teak wood and cane – (Cushioning -32' Density Foam, foam thickness-4" and 1" memory foam cover with clothes)	01		
9	Centre Table for Executive suite – Teak wood – (thickness of panel-19 mm)	01		
10	Three seaters sofa for Seating Room (L79"xD30"x Seat Height 15"x Back Height 27") – Teak wood and cane - (Cushioning -32' Density Foam, foam thickness-4" and 1" memory foam cover with clothes)	01		
11	Single seaters sofa for Seating Room (L3'x Seat Height 15" x Back Height 27") – Teak wood and cane - (Cushioning -32' Density Foam, foam thickness-4" and 1" memory foam cover with clothes)	02		

12	Centre Table for Executive Room - (30'' x 30'' x H 13'') – Teak wood and cane - (Thickness of panels-19 mm)	01		
13	Crockery Almirah (H6' x D16'' x L41'') – Teak wood - (racks, thickness of panels-19 mm)	01		
	Total	23		
Total amount in words : Rs.				

Note :

1. The above quoted rates shall be inclusive of all Taxes, Customs Duty, Excise Duty, Local Levies, Works contract tax, GST, Insurance, Transportation to site, Erection, commissioning, testing, properly handing over, including provision of all necessary manpower, tool & tackles, scaffoldings etc. (not required here) mentioned elsewhere.
2. The Supplier/Contractor in their own interest may visit the site and see the scope of work including the actual quantity of work before quoting the rates.

Accepted all Terms & Conditions

Place : _____

Date : _____

Authorized Signatory

Seal and sign of Bidder