

No.29015/1/2009-GA
Government of India
Ministry of Environment and Forests
(GA Section)

Paryavaran Bhavan,
C.G.O. Complex, Lodhi Road,
New Delhi – 110 003.

Dated: 22nd September, 2009

NOTICE INVITING TENDER

CLOSING DATE : 3.00 PM 15.10.2009

Sub: Tender for procurement and installation of office furniture in the Ministry of Environment and Forests, New Delhi.

Sealed tenders are invited for procurement and Installation of office furniture in the Ministry of Environment and Forests, New Delhi, as per terms and conditions detailed out in the following paragraphs, from interested firms having requisite experience. The tender document can be downloaded from our website www.moef.nic.in

A. Qualifying Criteria for participating in the tender.

1. The bidder must have an experience of supplying and installation of office furniture in any Ministry/Department /any Central or State Govt. PSU for Rs.20 lacs in last three years (Current year and three previous financial years). The experience certificate should be issued by an officer not below the rank of Under Secretary/Section officer or equivalent. The experience certificate shall clearly indicate successful completion of work and mere issue of work order will not suffice.
2. The firm/company must be the manufacturer of Godrej/ Delite Hi-Tech/ Blowplast / Wipro/ Haworth office furniture system. (Copy to be enclosed)
3. The firm/ parent company should be registered with Central excise & Provident Fund. (Copy to be enclosed)
4. The firm/ parent company must be ISO 9001:2000 & ISO 14001 certified. (Copy to be enclosed)
5. The firm /company must have a turnover of 30 lacs in last three financial year (last three and current financial year). The firm/company has to submit three years audited balance sheets. (Copy to be enclosed)

6. The firm/ parent company should be registered with NCCF and Kendriya Bhandar for supply of office furniture(Copy to be enclosed)
7. While submitting the tender, the intending bidders shall have to furnish to this Ministry proof of pre-qualification (experience/ financial standing/ turnover etc.) as specified.
8. Tenders must be accompanied with earnest money as specified in the NIT.

B. Materials and equipment.

Good quality materials of Godrej/ Delite Hi-Tech/ Blowplast / Wipro/ Haworth office furniture system with established standards as per specification mentioned in the 'Financial Bid' document at Annexure-II need to be supplied.

C. Settlement of Disputes

In the matter of any disputes, between the parties regarding the terms and conditions, quality of the binding work and execution thereof, the matter shall be referred to an Arbitrator(s) as may be decided by the Secretary (E&F) for arbitration under the Arbitration & conciliation Act, 1986. The firm shall not question the decision of the arbitrators(s) on the ground that the Arbitrator(s) is/are Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.

D. Brief terms and conditions:

- (a) Earnest money of Rs. 30,000/- (Rupees Thirty thousand only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of PAO, Ministry of Environment and Forests, New Delhi must accompany the quotation. Quotation received without earnest money will not be considered.
- (b) The rate must be quoted on comprehensive basis of all items strictly in the format given at Annexure II.
- (c) TDS and other taxes as applicable will be deducted from each bill.
- (d) Any deviation will be considered as breach of contract and will be dealt with accordingly. Any delay in execution of the contract will entail a penalty to be decided by Head of Office. The decision of Head of Office will be final in such cases.
- (e) The MoEF has all right to reject/accept any/all the tender(s) without assigning any reason.

- (f) Applications received without complete documents/information shall not be considered.
- (g) No negotiation will be undertaken with any tenderer except lowest qualified bidder.
- (h) The security amount of Rs. 1,30,000/- (Rupees One lac thirty thousand only) has to be deposited by the successful bidder within 7 days of the opening of the tender. The said security deposit will be refundable after the successful completion of tender. The security deposit can be in the form of Bank Guarantee in favour of Ministry of Environment and Forests.
- (i) The defective material/ work if found will be replaced/ redone by the supplier free of cost.
- (j) Failure by the contractor/firm to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any further tender in the Ministry. The security deposit will also be forfeited.
- (k) The evaluation and comparison of responsive bids shall be done on the price of the goods offered inclusive of levies & taxes etc. as indicated in price schedule of the Bid document. The Tender will be evaluated for the prices offered.
- (l) Purchase Order will be issued by the MoEF indicating the time frame within which entire order needs to be executed to the entire satisfaction of the supervising officer. Delay by the bidder in the performance of its delivery and service obligations shall render the bidder liable to any or all of the following sanctions, forfeiture of its performance security, imposition of liquidated damages to the maximum of 10% of particular work order and/or termination of the contract for default.

If at any time during performance of the Contract the bidder should encounter conditions impeding timely delivery of the work and performance of service, the contractor shall promptly notify to the MoEF in writing of the fact of the delay, its likely duration and its causes(s). As soon as practicable after receipt of the contractor's notice, the MoEF shall evaluate the situation and may at its discretion extend the period for performance of the contract in writing after mutual discussion with the contractor. The contractor shall not be entitled for any escalation, compensation or damages for the period of extension so granted for whatsoever reason(s). The decision of the MoEF in this regard shall be final & binding and no dispute in this regard can be brought for arbitration.

E. Tendering Process

The tender is required to be submitted on twin bid basis i.e. qualifying bid (Annexure-I) and the financial bid (Annexure-II) complete in all respect, in separate sealed covers super-scribed **“Qualifying Bid- Procurement and installation of office furniture in Ministry of Environment and Forests”** and **“Financial bid – Procurement and installation of office furniture in Ministry of Environment and Forests”** addressed to the Under Secretary (GA), Ministry of Environment & Forests both in sealed covers, put together in one envelop, to be dropped in the tender box placed in GA Section at ground floor, Paryavaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi **by 3.00 P.M. on 15th October, 2009**. The financial bid should be in the format given at Annexure II. Financial Bid in any other form will not be accepted. The earnest money must be placed in the **“Qualifying Bid”** envelope. Incomplete bid document will not be accepted. The qualifying bids will be scrutinized by the Ministry to shortlist the eligible bidders. The financial bids of only the short listed eligible bidders will be opened for consideration.

Late submission of tenders will not be accepted. Ministry of Environment & Forests reserves the right to reject any or all quotations.

Note

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever the prices are to be quoted this should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

(S. Mahapatra)
Under Secretary to the Government of India.
Telephone:24363021

Annexure-I

Ministry of Environment & Forests

Qualifying Bid Document

1. Name of the Proprietor in case of proprietary (a) Company/firm	
(b) Name of Directors in case of Pvt. Ltd. firm	

2. Address (with Tele No. & E-mail)

3. Contact person

4.(A) The number of years of experience for supply and installation of office furniture (experience certificate as stipulated in qualifying bid criteria to be attached)	
4.(B). Annual Turnover along-with balance sheet for the last three years	

6. Address of work place with area of premises.
7. Whether owned/rented.
8. Name of Banker
9. Details of EMD.

10. Whether the firm has any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Pvt. Ltd Co.) or having been earlier convicted on the ground of moral turpitude or for violation of PF/ESI/Minimum wages Act or any other laws? Give details.

11. Self attested certificates/copies should be enclosed for following:-

- a) (i) certificate regarding proof of experience, (ii) financial standing, (iii) turnover(audited balance sheets), (iv) ISO 9001:2000 and 14001 certificates, (v) registration with NCCF Kendriya Bhandar, (vi) Service Tax/VAT and other tax clearance certificates for last three years.
- b) Certificate of registration of the firm.

Declaration:-

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

(Signature of authorized signatory)

FINANCIAL BID

S. No.	Description	Qty.	Rate in figure per item	Rate in words
1	Providing Executive table of size 1800X1900X760 mm. Table top made of wood veneer finish on MDF board in two tones duly polished in melamine finish with cable manager on top. Base made of three mobile drawer pedestal on one side and cupboard unit on other side, front tie made in complete in wood veneer finish, all drawers are provided on telescopic channel and the table is duly polished with melamine finish.	9		
2	Providing Executive table of size 1600X800X760 mm. Table top made of wood veneer finish on MDF board in two tones duly polished in melamine finish with cable manager on top. Base made of three mobile drawer pedestal on one side and cupboard unit on other side, front tie made in complete in wood veneer finish, all drawers are provided on telescopic channel and the table is duly polished with melamine finish.	3		
3	Executive high back chair medium back having seat and back made of 12 mm thick hot pressed plywood duly upholstered with fabric and polyurethane foam together with seat and back covers. The back should be contoured for lumber support. The chair should have synchro knee tilt mechanism with 360° revolving type, 4 position tilt locking with anti shock back mechanism, adjustable back rest with drop lift mechanism, telescopic bellow assembly and injection moulded in black polypropylene, pedestal in injection moulded black glass fibre nylon fitted with 5 twin wheel castors.	9		
4	Office chair medium back having seat and back made of 12 mm thick hot pressed plywood duly upholstered with fabric and polyurethane foam together with seat and back covers. The back should be contoured for lumber support. The chair should have synchro knee tilt mechanism with 360° revolving type, 4 position tilt locking with anti shock back mechanism, adjustable back rest with drop lift mechanism, telescopic bellow assembly and injection moulded in black polypropylene, pedestal in injection moulded black glass fibre nylon fitted with 5 twin wheel castors.	42		
5	Officers' high back chair having seat and back made	3		

	of 12 mm thick hot pressed plywood duly upholstered with fabric and polyurethane foam together with seat and back covers. The back should be contoured for lumber support. The chair should have synchro knee tilt mechanism with 360° revolving type, 4 position tilt locking with anti shock back mechanism, adjustable back rest with drop lift mechanism, telescopic bellow assembly and injection moulded in black polypropylene, pedestal in injection moulded black glass fiber			
6	Visitors' chair (non-revolving) ergonomically designed with special contour on the back rest for comfortable lumber support. Base made of ERW MS pipe frame of not less than 16 gauge duly powder coated upto 40-45 microns. Seat and back made of 12 mm moulded ply with moulded foam on seat with bulge and U foam back with seat and back cover. Moulded PU foam of density not less than 50 kg/m ³ . Armrest made of one piece rounded polypropylene.	36		
7	Sofa set 2+1 seater ergonomically designed for comfort. Frame made of 25 mm round pipe not less than 16 gauge and inner additional supports. Pipe frame made of 10 mm thickness of not less than 16 gauge duly chrome plated. Base supported with square pipe in chrome finish. Wooden frame with 12 mm ply pasted. Duly furnished in U foam of not less than 40 kg/m ³ . Seat of size 21"x21" neatly upholstered in leatherlite of approved shade.	9		
8	Wooden designer centre table of size 48"x24"x19" made of teak wood duly polished with melamine finish.	9		
9	Service Tax on applicable items			
10	VAT on applicable items			

Authorised Signatory with Seal of the firm/Company