

TENDER DOCUMENT

FOR SUPPLY OF WOODEN FURNITURE

AT

**NATIONAL COOPERATIVE DEVELOPMENT
CORPORATION, PLOT NO.04, SIRI INSTITUTIONAL
AREA, HAUZ KHAS, NEW DELHI-16**

Web Site: <http://ncdc.in>

Cost of tender :- FREE

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**National Cooperative Development Corporation
(General Administration Division)**

TENDER NOTICE

National Cooperative Development Corporation (NCDC), 4, Siri Institutional Area, Hauz Khas, New Delhi – 110016 invites sealed tenders for “**supply of Wooden furniture at Plot no.4, Siri Institutional Area, Hauz Khas, New Delhi-16**” from the manufacturers/suppliers of wooden furniture.

ELIGIBILITY CRITERIA

- 1. The firm should be either manufacturer or supplier of teak wood furniture and should have at least 3 years experience.**
- 2. The firm should have annual turn over of Rs. 35.00 lakh in each year during last three years.**
- 3. The firm should have completed atleast one job of manufacturing & supply of wooden furniture to Central Govt./State Govt., Central Govt. PSUs, autonomous bodies and to private organization of repute of costing not less than Rs. 4.00 lakh in the last three years.**
- 4. GST registration no.**

Tender document (non-transferable) can be obtained from the NCDC office free of cost from 10.00 A.M. to 5.00 P.M. on any working day upto **11.02.2018**. The tender document can also be down loaded from NCDC website [http//ncdc.in](http://ncdc.in).

The tender document (duly filled in & signed), containing two envelopes i.e. prequalification bid & price bid separately, in sealed covers for said supply of wooden furniture items must be submitted to the office of the undersigned upto 3.00 P.M. on **12.02.2018**. The prequalification bids will be opened on the same date at 3:30 PM in the presence of bidders / their representatives. The price bid of only those firms shall be opened whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the tender document. The time and date of opening of price bid shall be fixed and intimated to the eligible firms separately.

The tender should be accompanied with earnest money, particularly in the prequalification bid envelop, amounting to Rs.8000/- (Rupees Eight thousand only) in the form of demand draft in favour of National Cooperative Development Corporation, 4, Siri Institutional Area, Hauz Khas, New Delhi - 110016. The tenders without earnest money or earnest money in the price bid envelop, shall be rejected.

The Corporation reserves the right to accept any or reject all the tenders without assigning any reasons thereof.

(Abhishek Mehta)
Deputy Director(Civil)

PREQUALIFICATION

BID

Particular/Profile of the firm

1. Name of the firm :-
2. Office address :-
3. Year of commencement of business :-
4. i) Telephone No.
ii) Mobile phone No.
iii) E-Mail
iv) Fax No.
5. Name/residential address/Phone No. of owner/
Contact person
6. Whether the firm proprietary/partnership/Company
7. Total experience of the firm in the work of supply of wooden furniture :-
8. GST no.
9. PAN no.

Signature _____

Name & Address _____
of the firm _____
with seal _____

(Please attach separate sheet/s, if required)

STATEMENT SHOWING THE DETAILS OF SUPPLY OF WOODEN FURNITURE
TO GOVT./PSU/GOVT. UNDERTAKINGS/PRIVATE / INDIVIDUAL OF REPUTE DURING
LAST 3 YEARS

Name/Address of Institution	Contact No.	Description of work order	Year of completion of supply	Total cost of wooden furniture supplied
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Signatures_____

Name & Address _____
of the firm_____
with seal_____

Important Note: Please attach copies of award letters/ performance certificates as proof of above information.

ELIGIBILITY CRITERIA

1. The firm should be either manufacturer or supplier of teak wood furniture and should have at least 3 years experience.
2. The firm should have annual turnover of Rs. 35.00 lakh in each year during last three years.
3. The firm should have completed atleast one job of manufacturing & supply of wooden furniture to Central Govt./State Govt., Central Govt. PSUs, autonomous bodies or to private organization of repute of costing not less than Rs.4.00 lakh in the last three years.
4. GST registration no.
5. The Tenderer should deposit an EMD of Rs.8,000/- (Rupees Eight thousand only) by Bank Draft drawn on any scheduled bank in favour of **“National Cooperative Development Corporation”** and payable at **New Delhi**.

GENERAL TERMS & CONDITIONS

1. The limited Tenders super scribed with “Supply of wooden furniture at Plot no.4, Siri Institutional Area, Hauz Khas, New Delhi-16.” must be addressed and submitted to **The Executive Director (GA), National Cooperative Development Corporation, 4-Siri Institutional Area, Hauz Khas, New Delhi-110016.**
2. The Tenderer should deposit an EMD of Rs.8,000/- (Rupees Eight thousand only) by Bank Draft drawn on any scheduled bank in favour of “**National Cooperative Development Corporation**” and payable at New Delhi. **The EMD of the successful bidder shall be refunded after completion of warrantee period of six months.**
3. Rate should be quoted both in figures & in words in English in the schedule of quantities of price bid. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
4. The rates quoted for supply of wooden furniture should be as per the specifications, photograph/drawings and schedule of quantities.
5. The rates quoted should be inclusive of all taxes (i.e. excise duty/sales tax/VAT/works contract taxes/local taxes), transportation costs, loading and unloading cost, octroi, stacking and placing as per instructions at **Plot no.4, Siri Institutional Area, Hauz Khas, New Delhi-16.** etc. all complete.
6. All pages of the tender document are to be signed and stamped by the tendering firm. The tender other than in the prescribed form shall not be accepted.
7. The validity of the tender shall be 90days from the date of submission of tender.
8. The supply of all the wooden furniture items (including commissioning) has to be completed with in a period of **30 (thirty) days** from the date of award of letter. If the tenderer fails to honour its commitment within the given stipulated period, NCDC will have the discretion to forfeit E.M.D and the purchase order may be cancelled.
9. **The firm after award of work shall prepare a sample of bed, as per the specifications/ drgs/ picture as mentioned in the tender with in 7days from the date of award of work for approval of Competent Authority, NCDC, New Delhi. The modifications if required/suggested shall be incorporated in the supply of said items/wooden furniture items. The Corporation will bear the cost of sample of said furniture items (after modifications, if required) as per the specifications. In case firm fails to prepare sample of said wooden furniture items as per specifications/picture/drawings etc., the contract shall stand cancelled and nothing extra will be paid in this regard.**

10. The payment will be made by cheque on receipt of the said wooden furniture in good condition as per the schedule of quantities at **Plot no.4, Siri Institutional Area, Hauz Khas, New Delhi-16** and on submission of the bill after certification on the bill (in regard to quality & quantity supplied).
11. NCDC will not reimburse any charges for losses / damages suffered by the firm while fabrication, transportation, loading, unloading, stacking, handling etc of the above said wooden furniture at **Plot no.4, Siri Institutional Area, Hauz Khas, New Delhi-16**.
12. No interest will be paid on Earnest money deposit on whatsoever grounds & reasons.
13. EMD will be refunded to unsuccessful tenderer after award of work.
14. The supply of wooden furniture items mentioned in the schedule of quantities shall be received during working hours i.e. from 10.00 A.M. to 5.00 P.M. on working days. The supply of these items beyond office hours and during Saturdays / Sundays / holidays will be allowed only with the permission of Executive Director (GA).
15. Time extension shall be granted at the sole discretion of the Dy.MD, NCDC without any compensation.
16. The entire job of supply of said wooden furniture items may be awarded to any single firm or bifurcated among various firms based on the lowest rates quoted by them in respect of various items as mentioned in the schedule of quantities.
17. No advance payment will be made for the said supply job.
18. Conditional offers shall not be accepted. The NCDC reserves the right to reject any one or all the tenders without assigning any reasons.
19. The quantities included in the tender can be increased or decreased at the discretion of the Competent Authority, NCDC, New Delhi.
20. The NCDC reserves the right to negotiate for any reduction in the rates or change of specifications with the lowest tenderer / tenderers.
21. The NCDC reserves the right to cancel the supply order or part supply thereof in case of the following contexts:-
 - a. Failure of the company/firm to supply the wooden furniture items as per time schedule.
 - b. If the supplied wooden furniture items are inferior to the approved/specified.

22. The supply shall be completed as per the delivery schedule given in the purchase order failing which a penalty of 1 % per week will be imposed for the value of the materials remaining undelivered for 1st four weeks and 2 % penalty per week for next three weeks and after that the order will be cancelled. The decision of competent authority NCDC shall be final in this regard.

23. Warranty

The furniture should be with onsite comprehensive warranty for minimum period of **six months** after satisfactory supply of said wooden furniture. During warranty the purchaser will not bear the cost of the item(s), which may come as a replacement of the original as a result of faults noticed at the time of inspection during the warranty period. The supplier is required to eliminate the fault(s) occurring during the warranty period without delay by improvement / replacement as may be necessary, at their own cost. The supplier must ensure after sale service facility on site during warranty period.

24. Arbitration

Except where otherwise provided in contract all questions and disputes relating to the meaning of the specifications (technical, general) and instructions herein before mentioned or failure to supply and install the same whether arising during the progress of the supply or installation thereof shall be referred to the sole Arbitration of the person appointed by the Managing Director, NCDC.

Signatures _____

Name & Address _____
of the firm _____
with seal _____

Specifications of Wooden Furniture

1. Wooden bed :-

- A. The wooden bed shall be fabricated as per the photograph & drawing having wooden members details, size & shape of the wooden members etc. as enclosed at annexure –IV.
- B. The internal size of the wooden bed shall be 35”X75” (for the mattress). The wooden members of the bed shall be fabricated from C.P. teak of 1st quality as per the photograph & drawing.
- C. The platform for laying mattresses shall be of 18mm thick (ISI marked) commercial ply fixed over minimum **five supports** of Marandi wood members of size 2”X1.5”of required length.
- D. The final thickness of C.P.Teak members shall not be less than 2”.
- E. The Polish of teak wood members shall be of melamine of approved quality and shade .
- F. The variation in size of thickness of teak members should be with in the limits of 6% to 8%.
- G. The head board and foot board (excluding frame and legs on the all the sides) shall be of 18mm thk. one side teak (OST) ply with 4 mm thk. OST ply on the other side and grooves with teak wood moulding as required to give the look as per the drawing/picture at annexure IV

Signatures _____

Name & Address _____
of the firm _____
with seal _____

PRICE BID

Annexure-III
Sub:- Supply of wooden furniture at Plot no.4, Siri Institutional Area, Hauz Khas, New
Delhi-16
Schedule of Quantities

S.No.	Description of item	Qty.	Unit	Rate	Amount
1.	Providing, fabricating & placing wooden bed with 1 st quality C.P Teak wood as per the photograph and drawing enclosed at annexure –IV. The internal clear size of the bed should be 190.5 cm X 91.4 cm(mattress size) with thickness 10.2 cm. The platform for keeping the mattress should be of 18mm thk. Commercial ply fixed over a minimum of five supports of 1 st quality marandi wood members of size 2” X 1.5” of required length. The head board and foot board (excluding frame and legs on the all the sides) shall be of 18mm thk. one side teak (OST) ply with 4 mm thk. OST ply on the other side and grooves with teak wood moulding as required to give the look as per the drawing/picture at annexure IV. Rest all the members will be of C.P.Teak wood First quality . The final thickness of all the C.P teak wooden members should not be less then 2”. The finished size of each teak wood member is shown in annexure IV. The exposed teak wood portion shall be finished with melamine based polish of approved quality and shade while the unexposed parts and commercial ply shall be coated with two coats of matching shade of varnish of approved quality. The cost of beds is inclusive of all the material and labour as per the picture as required till installation at site as per the instructions excluding the cost of mattress.	8	Nos.		
	Total Amount				

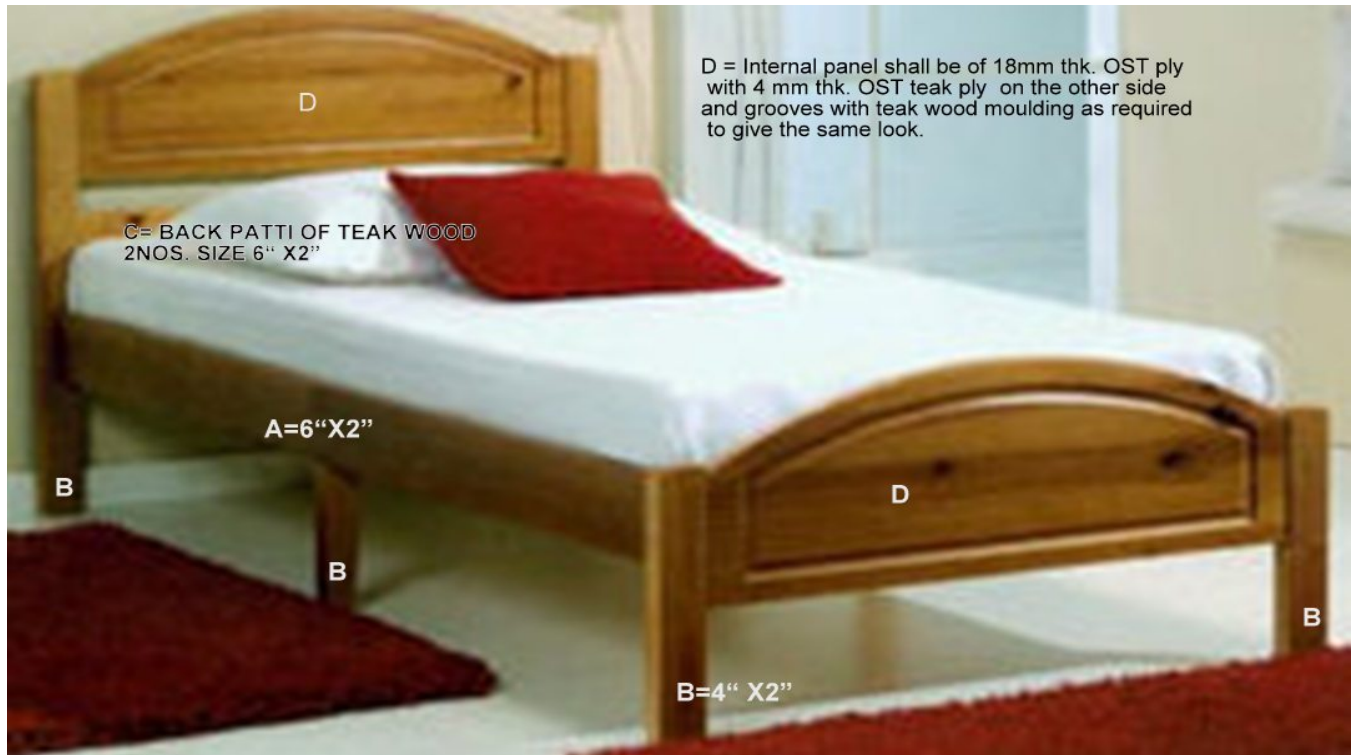
Amount in words (Rs.....Only)

Signature _____

Name & Address _____
of the firm _____
with seal _____

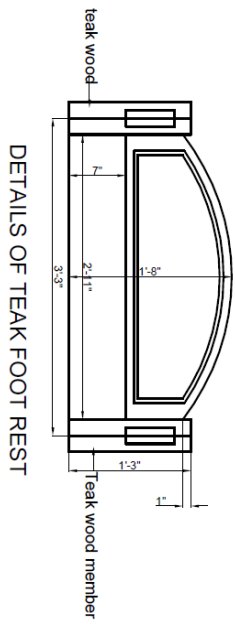
BED DETAILS

Annexure IV



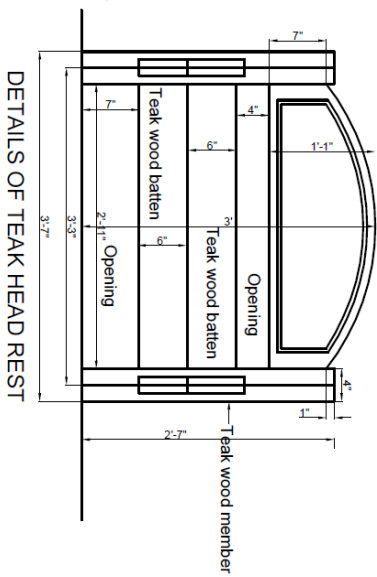
BED DETAILS

Head & Foot rest = Internal panel shall be of 18mmthk OST with 4mm thk OST teak ply on the other side and grooves with teak wood moulding as required to give the same look.



DETAILS OF TEAK FOOT REST

Head & Foot rest = Internal panel shall be of 18mmthk OST with 4mm thk OST teak ply on the other side and grooves with teak wood moulding as required to give the same look.



DETAILS OF TEAK HEAD REST