



**TENDER NOTICE FOR
SUPPLY OF FURNITURE & FIXTURES
ITEMS FOR GIRLS' AND BOYS' HOSTEL AT ATDC CHHINDWARA**

Date of closing: 17.02.2015 at 1100 Hrs.
Date of opening: 17.02.2015 at 1200 Hrs.

CLIENT:

APPAREL TRAINING AND DESIGN CENTRE

(Under the aegis of, APPAREL EXPORT PROMOTION COUNCIL)

P-50, Paridhan Vikas Bhawan Sec-44, Gurgaon - 122003,

Haryana (India) Phone: 0124-4659511 / 4659507

Fax: 0124-4659500

NAME AND ADDRESS OF TENDERER:

SEAL:

Check List

| SL.N. | Particulars | Remarks |
|-------|---|---------|
| 1. | Whether DD/BG/FDR for Rs. 40,000/- towards EMD and D/D for Rs. 1000/- towards tender fee enclosed with technical bid | Yes/No |
| 2. | Whether images of items offered are attached | Yes/No |
| 3. | Whether Technical and Financial bids are in separate sealed envelopes, and the covers are super scribed accordingly. | Yes/No |
| 4. | Whether Annual Turnover of the company during last 3 years 2011-12, 2012-13 and 2013-14 with relevant pages of balance sheet and audit report has been attached with Technical Bid. | Yes/No |
| 5. | Whether the vendor is blacklisted by any company. | Yes/No |
| 6. | Whether the price quoted is inclusive of all taxes, excise duty, packing, forwarding, handling charges, installation and commission charges. | Yes/No |


Signature of the Tenderer

**TENDER NOTICE FOR SUPPLY OF FURNITURE & FIXTURES
ITEMS FOR BOYS' & GIRLS' HOSTEL AT ATDC CHHINDWARA**

HOD (RP/PP) on behalf of Director General, Apparel Training Design Centre, P-50, Sec-44, Institutional Area, Gurgaon-122003, invites quotation for SUPPLY OF FURNITURE & FIXTURES ITEMS FOR BOYS & GIRLS HOSTEL AT ATDC CHHINDWARA from firms/vendors/OEM and their authorised dealers/distributors for the specified items. Following details may be noted before submission of bids:-

SUBMISSION OF TENDER:

1. Separate envelopes should be used for Technical and Financial Bids and indication to that effect may be superscribed on the envelopes.
2. All the pages of the Tender Notice should be signed with the name and designation of the signing authority , with the seal of the company affixed at last page, in confirmation of having read, understood and agreeing with the terms and conditions of the Tender Notice and should be submitted with the bids. This is important and essential.
3. The envelopes superscribed ' Technical Bid' should contain the tender form (General terms & conditions, Technical & tender Memorandum) without the 'Bill of Quantities' part, duly signed and stamped along with all relevant documents establishing the credibility of the firm.
4. The complete product details i.e. make, model of the item as per the required specifications of the item should reflect in the technical bid.
5. The Bids matching the prescribed Technical specifications will only be considered for opening of Financial Bids. It is therefore in the interest of the bidders to quote the items exactly as per specifications prescribed.
6. The Technical Bids will not contain any price implication which should be mentioned only in Financial Bid.
7. All envelopes containing the tender should be properly sealed.
8. The envelope containing Technical Bids must contain the Earnest Money Deposit (EMD) of Rs. 40,000/=(Rupees Forty Thousand only) and tender fee of Rs.1000/= (Rupees One Thousand Only) in the form of Demand Draft, Bank Guarantee or FDR in the name of Apparel Training & Design Centre payable at Gurgaon(For processing fee only Demand Draft will be accepted). In case of submission of EMD in the form of Bank Guarantee of any scheduled Bank, the same should be valid for six months with additional one month claim period. Format for bank guarantee is attached.
9. The EMD will be returned in case the vendor is not short listed. The short listed vendor will have to replace EMD with performance Guarantee.
10. Image of each Furniture/Fixture item being offered by the vendor to be given along with the Technical Quote


(Dr.R.A.Lal)
HOD (RP/PP)

PART 1

TECHNICAL BID

TECHNICAL BID

1. Cost of tender: **Rs.1000.00** (Non Refundable)

a) Bank Draft /Pay Order No.:-----

b) Date of issue of BD/PO:-----

c) Name of the issuing authority:-----

2. Name, complete address of the Firm/Agency and Telephone No.,

Fax No., with Agency profile if any -----

3. Name, Designation, Address and Telephone Number of Authorized person of Firm / Agency to deal with Fax number and Email address: -----

4. Name of the Bank(s) where the agency has account(s):

Address of the Bank: -----

Telephone number; -----

Fax number):-----

5. Please specify as to whether Tenderer is a sole Proprietor /partnership firm Name, address and Telephone No. of Director/ partners should be specified-----

6. Service Tax Registration No.:-----

7. PAN/GIR No.:-----

8. Annual turnover for the last three year (please enclose relevant pages of balance sheet showing the annual turnover)

2011-2012-----

2012-2013-----

2013-2014-----

9. Experience: (enclose relevant documents for authentication of having undertaken similar projects in past) _____

10. Details of Earnest Money Deposited:

a) Amount:_____

b) Bank Draft/Pay order/ BG_____

c) Date of issue of BD/PO_____

d) Name of the issuing authority_____

Place_____ Signature_____

Date_____ Name_____ Seal of the firm

DECLARATION

1. I, -----Son /Daughter of Shri -----

Proprietor / Partner / Director / Authorized Signatory of -----competent to sign
this Declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey
my acceptance of the same.

3. The information / documents furnished along with above declaration are true and authentic to the
best of my knowledge and belief. I/we am / are well aware of the fact that furnishing of any vague /
false information / fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.


Signature of authorized person

Full Name:_____

Company's Seal:_____

Tender Details

| | | | |
|-------------------------------------|---|---------------|----------------------------------|
| Name of organization | Apparel Training & Design Centre | | |
| Location for supply of Items | ATDC Chhindwara, Vastra Vikas Bhawan, Imlikhera Chowk behind FDDI, Infront of Air Stip, Betul Road, Chhindwara, (Madhya Pradesh)-480001 | | |
| Scope of Work | SUPPLY OF FURNITURE & FIXTURES ITEMS FOR GIRLS' AND BOYS' HOSTEL AT ATDC CHHINDWARA | | |
| TENDER reference | ATDC/NHO/RP/CHH/SMART/05/28/TE-13 Dated-21.01.2015 | | |
| TENDER value | Estimated Value | EMD | Performance Security |
| | Rs. 20 Lakh | Rs. 40,000.00 | (After finalization of contract) |
| Type of bid | Two Bid (Technical & Financial In 2 separate Envelopes) | | |
| Announcement Date | 21.01.2015 | | |
| Closing Date/Time | 17.02.2015 at 1100 Hrs | | |
| Opening of Technical bids Date/Time | 17.02.2015 at 1200 Hrs | | |
| Name of Person in Contact | Dr.R.A.Lal / Rakesh Kumar Balyan | | |
| Designation | HOD(RP/PP) / Purchase Officer (RP/PP) | | |
| Address for submission of Bids | Apparel Training & Designing Centre, Paridhan Vikas Bhavan, P-50, Sec-44, Institutional Area, Gurgaon(Haryana)-122003 | | |
| Email | lal@atdcindia.co.in, balyanrakesh@atdcindia.co.in | | |
| Phone | 0124-4659-511 / 507 | | |
| Fax | 0124-4659-500 | | |


(Dr.R.A.Lal)
HOD (RP/PP)

Terms & Conditions

1. Quotes must be on company letter head and should be valid for minimum 120 days. Quotes having validity lesser than 120 days would not be considered. Quotes such as "Subject to prior Sale" or "Till Stocks lasts" are not acceptable.
2. The ATDC-SMART reserves the right to cancel or modify the tender without assigning any reason. The quantities of items may also decrease or increase according to the requirement.
3. It will not be obligatory on the part of ATDC to accept the lowest quotation and no reason whatsoever shall be given for cause of rejection of any tenderers.
4. Quotes forwarded through email or by fax shall be summarily rejected. Sealed Tender should be dropped in tender box kept for the purpose at the reception
5. The main envelope containing quotes should be sealed and super scribed as:
 - I. **Tender Ref No. ATDC/NHO/RP/CHH/SMART/05/28/TE-13** **Date: 21.01.2015**
 - II. **Tender for: SUPPLY OF FURNITURE & FIXTURES ITEMS FOR BOYS' AND GIRLS' HOSTEL ATDC CHHINDWARA**
 - III. **Closing Date: 17.02.2015 at 1100 Hrs.**
 - IV. **Opening Date: 17.02.2015 at 1200 Hrs.**
6. **Firms/vendors/OEMs should visit the site before forwarding of Financial Bids.**
7. Late bids will not be considered.
8. Payment will be made within 30 days after receiving, installation and commissioning of goods at designated site at ATDC Chhindwara. Payment terms such as "100% advance", "100% against delivery" will not be accepted. The vendor will submit copy of GR/challan as a proof of the goods having been received at the designated locations, while preferring their bill for payment.
9. In case of any dispute, the same would be solved by means of arbitration, within New Delhi jurisdiction only.
10. Bid security of **Rs.40,000/-** against the estimated value of contract **Rs.20,000.00/-** and **Rs.1000/-** as tender fee (nonrefundable) should be deposited along with the quote by means of Account payee Demand Draft/FDR/Bank Guarantee of any of the commercial banks favouring "Apparel Training & Design Centre" payable at Gurgaon. The EMD amount is compulsory to deposit irrespective of the status of firm.
11. In case the successful bidder declines the offer of contract for whatsoever reasons; the EMD submitted by successful bidder would be forfeited.
12. Canvassing directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firm who resort to canvassing are likely to be rejected.
13. The firm/vendor blacklisted by any government organization is not eligible to participate in the tendering process. It is in the interest of the bidders to disclose such information while participating in bidding process.
14. Sub-letting of contract is not allowed in any case.
15. Material will be supplied exactly as per specifications.

16. **LD Clause:** The seller will pay to the buyer penalty for the delay in delivery due to reason attribute to the seller @ 0.5% of cost of equipment overdue for each of the first four full weeks and @1% for each subsequent full weeks of delay thereafter. However the total amount of penalties shall not exceed 10% of the cost of the value of the equipment delayed. Should the delay be more than three months ATDC may exercise the right to cancel the unfulfilled part of the contract. The seller/vendor undertakes to pay the penalties against the buyers' relevant invoices for the direct loss caused by non-delivery of goods.
17. On finalization of contract and issue of purchase order, the vendor will be required to first supply only one piece of each of the furniture items and rest of the quantity will be supplied once the sample supply is found as per specifications.
18. An **AGREEMENT** would be signed between firm/vendor and ATDC after finalization of contract. The "Performance Security Money" will be deposited as communicated by ATDC.
19. Purchase Order would be released against quantity as & when required for rate contracted item. **Minimum Order Quantity** (MOQ) shall not be accepted in any case.
20. Tender documents downloaded from ATDC website shall be considered valid for participating in the tender process. In such a case the tenderer shall deposit cost of tender documents of **Rs.1000/-** (inclusive of taxes) **at the time of depositing the bid**. During the scrutiny of downloaded tender document, if any modification/correction etc. is noticed as compared to the original documents posted on the website, the bid submitted by such a tenderer is liable to be rejected. In case the bid of a tenderer who has downloaded the document from website is accepted, the contract shall be executed in the original/manual tender document issued by ATDC office.
21. The bids should be addressed to:

HOD(RP/PP)
ATDC, Paridhan Vikash Bhavan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003



(Dr.R.A.Lal)
HOD (RP/PP)

Acknowledgement

We, M/s ----- have read and understood the above mentioned terms & conditions and agreed with unconditionally.

(Sign. of authorized Signatory
With rubber stamp)

Format for submission of Technical bid for Furniture/Fixture Items

| SL NO. | Description | Specifications of items as offered | Variations in specification, if any(Please specify) | Image of the item Offered |
|--------|---|------------------------------------|---|---------------------------|
| 1. | Bed with Mattress (Box Type) Mattress Brand- Coir-foam/Silepwell/Kurlon | | | |
| 2. | Almirah with hanger rod partition,Locker and 3 shelves | | | |
| 3. | Visiting Chair (3 in one) | | | |
| 4. | Reception Table | | | |
| 5. | T Table/side table | | | |
| 6. | Sofa (3 Seater) | | | |
| 7. | Centre Table | | | |
| 8. | Dining Table 6 Seater | | | |
| 9. | Pedestal Unit | | | |
| 10. | Kitchen Cabinet | | | |
| 11. | Back Drop rack for kitchen and other places as per requirement | | | |
| 12. | Magazine Rack | | | |
| 13. | Venetian Blind | | | |

Sign of authorised signatory with rubber Stamp

PART-2

FINANCIAL BID

FINANCIAL BID
(On Company / Firm's letter head)

(Note: The quotes would be accepted in the following format only)

Quotation No. -----

Date: -----

To,

HOD(RP/PP),
ATDC, Paridhan Vikash Bhavan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003

SUBMISSION OF FINANCIAL QUOTES AGAINST
TENDER ENQUIRY NO. ATDC/NHO/RP/CHH/SMART/05/28/TE-13 DATED 21.01.2015

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

Format for submission of Financial bid for Furniture/Fixture Items

| SL NO. | Description | Unit | Qty | Rate per unit | Total Value |
|--------|--|---------|-----|---------------|-------------|
| 1. | Bed with Mattress (Box Type) Mattress Brand- Coir- foam/Silepwell/Kurlon | Set | 50 | | |
| 2. | Almirah with hanger rod partition,Locker and 3 shelves | Each | 50 | | |
| 3. | Visiting Chair (3 in one) | Each | 02 | | |
| 4. | Reception Table | Each | 04 | | |
| 5. | T Table/side table | Each | 03 | | |
| 6. | Sofa (3 Seater) | Set | 03 | | |
| 7. | Centre Table | Each | 03 | | |
| 8. | Dining Table 6 Seater | Each | 05 | | |
| 9. | Pedestal Unit | Each | 02 | | |
| 10. | Kitchen Cabinet | Sq. Ft. | 54 | | |
| 11. | Back Drop rack for kitchen and other places as per requirement | Sq. Ft. | 36 | | |
| 12. | Magazine Rack | Each | 02 | | |
| 13. | Venetian Blind | Sq.Ft. | 100 | | |

Above quoted price should be inclusive of packing, forwarding and freight charges, Excise Duty, VAT / CST, Installation and commissioning at designated site. No extra charge for any reason except the quoted rate per item will be payable.

ATDC/NHO/RP/CHH/SMART/05/28/TE-13

Date: 21.01.2015

Delivery period: -----

Payment terms: -----

Warranty/guarantee: -----

Validity of quote: Not less than 120 days

(Sign. of authorized Signatory
With rubber stamp)

Performance Bank Guarantee

From:

BANK-----(Bank Name & Address)

To,

**The Director General,
Apparel Training & Design Centre,
Paridhan Vikash Bhawan,
P-50, Sec-44, Institutional Area,
Gurgaon-122003**

Dear Sir,

Whereas you have entered into a contract No. **ATDC/NHO/RP/SMART/.....**dated (hereinafter referred to as the said Contract) with **M/s** hereinafter referred to as the "Supplier" for supply of goods of the said contract to the said supplier and whereas the Supplier has undertaken to produce a bank guarantee for (5%) of total Contract value amounting to Rs.35,000(Thirty Five Thousand Only) to secure its obligations to the Apparel Training & Design Centre.

1. We the **(BANK & ADDRESS)** hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the supplier that, in the event that the Director General, Apparel Training & Design Centre declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and without demur, all and any sum up to a maximum of Rs..... Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Supplier, indulgence to the Supplier by you, or by any alterations in the obligations of the Supplier or by any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of this guarantee be increased.

4. This guarantee shall remain valid for years from the date of BG.

5. Unless a demand or claim under the warranty as mentioned in the work order terms and condition clause in writing or on before the aforesaid expiry date as provided in the above referred contract, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6. This guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of **M/s**

On the letter head of the bank

To,

**The Director General,
Apparel Training & Design Centre,
Paridhan Vikash Bhawan,
P-50, Sec-44, Institutional Area,
Gurgaon-122003**

Forwarding of Bank Guarantee No. -----Dated-----

Dear Sir

We are forwarding herewith please find our Bank Guarantee No.-----Dated----- for Rs.-----
------(Rupees-----).

We confirm that the signatories to the bank Guarantee are authorised to do so on behalf of the bank.
Please note that all correspondence related to this bank guarantee should be addressed to:

Address of Branch

Please note that the confirmation related to this bank guarantee can be obtained from:

Address of Head Office

Any claim if any, under this guarantee should be made in writing and reach us at the branch address
on or before----- (inclusive of claim period) after that date all your rights under this guarantee will
cease and we will be released and discharged of our liability forever.

Thanking you,

Yours' faithfully,