



Ref: ATDC/NHO/RP/SMART/05/76/TE-10 Dated: 12/08/2014

**SHORT TERM TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR SUPPLY OF  
FURNITURE & FIXTURES  
TO ATDC-SMART CENTRES ON PAN INDIA BASIS**

**Date of Closing:- 27/08/2014 at 1500 Hrs.**

**Date of opening:- 27/08/2014 at 1600 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.50,000/- 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 submitted separately for Furniture /Fixture items	Yes/No
4.	Whether Technical and Financial bids are in separate sealed envelopes, and the covers are super scribed accordingly.	Yes/No
5.	Whether Annual Turnover of the company during last 3 years 2010-11, 2011-12 and 2012-13 with relevant pages of balance sheet and audit report has been attached with Technical Bid.	Yes/No
6	Whether the vendor is blacklisted by any company.	Yes/No
7.	Whether the price quoted is inclusive of all taxes, excise duty, packing, forwarding, handling charges, installation and commission charges etc	Yes/No

Signature of the Tenderer


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

**NOTICE INVITING TENDER FOR ANNUAL RATE CONTRACT**  
**FOR SUPPLY OF FURNITURE & FIXTURES**  
**TO ATDC-SMART CENTRES ON PAN INDIA BASIS**

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 to ATDC-SMART Centres on PAN India basis 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 superscripted 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 and images 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 50,000/-** 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. FDR should be valid for six months.
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 @5% of P.O.value, by way of Demand draft/FDR/Bank Guarantee as above. If performance guarantee is submitted in the form of B.G, the same will be valid for a period of one year from the date of P.O with further 3 months claim period. FDR should be valid for one year.

10. Image of each Furniture/Fixture item being offered by the vendor to be given along with the Technical Quote
11. Warranty:- The goods will have warranty/Guarantee for one year from the date of supply .Any manufacturing defect found during this period, will be set right/defective item replaced, during this period.
12. Bids of vendors matching technical specifications will only be eligible for opening of financial bids.Decision of ATDC in this matter will be final.

**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 -----  
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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 turn over )

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,NHO Gurgaon and its centres PAN-India		
TENDER reference	ATDC/NHO/RP/SMART05/76/TE-10 dtd 12/08/2014		
TENDER value	Estimated Value	EMD	Performance Security
	Rs.25 lakh in 1 <sup>st</sup> phase	Rs.50,000/-	(After finalization of contract)
Type of bid	Two Bid (Technical & Financial In 2 separate Envelopes)		
Announcement Date	12/08/2014		
Pre- bid meeting	20/08/2014 at 14.30 hrs.		
Closing Date/Time	27/08/2014 at 1500 Hrs.		
Opening of Technical bids Date/Time	27/08/2014 at 1600 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 & Design Centre, Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003		
Email	<a href="mailto:lal@atdcindia.co.in">lal@atdcindia.co.in</a> , <a href="mailto:balyanrakesh@atdcindia.co.in">balyanrakesh@atdcindia.co.in</a>		
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/SMART05/76/TE-10**                      **Date: 12/08/2014**
  - II. **Tender for: Annual Rate contract for the supply of furniture & fixture to ATDC SMART Centre on PAN India basis**
  - III. **Pre Bid Meeting: 20/08/2014 at 14.30 hrs.**
  - IV. **Closing Date:- 27/08/2014 at 1500 Hrs.**
  - V. **Opening Date:- 27/08/2014 at 1600 Hrs.**
6. Late bids will not be considered.
7. Payment will be made within 30 days after receiving of goods in good condition, installation and commissioning of goods at designated site. 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.
8. In case of any dispute, the same would be solved by means of arbitration, within New Delhi jurisdiction only.
9. Bid security of Rs.50,000/-against the estimated value of contract **Rs 25 Lakh(1<sup>st</sup> phase)** 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
10. In case the successful bidder declines the offer of contract for whatsoever reasons; the EMD submitted by successful bidder would be forfeited.
11. 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.
12. 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.
13. Sub-letting of contract is not allowed in any case.
14. Material will be supplied exactly as per specifications.

15. **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.
16. **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 at ATDC,NHO,Gurgaon and rest of the quantity will be supplied once the sample supply is found as per specifications.**
17. **An AGREEMENT for annual contract\_ would be signed between firm/vendor and ATDC after finalization of contract. The "Performance Security Money" will be deposited as communicated by ATDC.The annual contract will be valid for one year from the date of signing and no escalation in contracted price will be entertained during the contract period of one year.**
18. 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.
19. 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.
20. The bids should be addressed to:
- HOD(RP/PP)  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44, Institutional Area,  
Gurgaon (Haryana)-122003**

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	Steel Almirah with double lock 5 Shelves including locker.			
2	Visitor 3 Seater Bench			
3	Visitor Chairs			
4	Cash Safe			
5	Slotted angle iron racks for storage			
6	4 Door Book Case			
7	Computer Table			
8	Principal/centre head chair			
9	Faculty Chair			
10	Computer Chair			
11	Library chairs			
12	Student Chairs			
13	Pattern Table stools			

Items to be supplied will be complete in all respect.

**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.....**

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	Qty Required	Rate per unit	Total cost
1	Steel Almirah with double lock 5 Shelves including locker.			
2	Visitor 3 Seater Bench			
3	Visitor Chairs			
4	Cash Safe			
5	Slotted angle iron racks for storage			
6	4 Door Book Case			
7	Computer Table			
8	Principal/centre head chair			
9	Faculty Chair			

10	Computer Chair			
11	Library chairs			
12	Student Chairs			
13	Pattern Table Stools			

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

**Delivery Period:** within one month

**Payment terms:** 30 days after receipt and installation and commission of goods.

**Warranty/Guarantee:** one year from the date of supply for manufacturing defect.





**Validity of quote:** Not less than 120 days

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(Sign. of authorized Signatory  
With rubber stamp)

**Specification of items**

<p><b>Steel Almirah with double lock 5 Shelves including locker.</b></p> <p>Qty required for 1<sup>st</sup> phase -25</p>	<p>18 SWG ,Steel,77'H'x36'W'x19"D</p>																	
<p><b>Visitor 3 Seater Bench</b></p> <p>Qty required for 1<sup>st</sup> phase -25</p>	<p>The frame work of 3 seater bench shall be made of 2" stainless steel square hollow section. Seat and back support to be made out of perforated stainless steel sheet.</p> <p>Complete in all respect.</p>																	
<p><b>Visitor Chairs</b></p> <p>Qty required for 1<sup>st</sup> phase -50</p>	<p>Bright chrome, high resistance steel structure with leatherette</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Seat Height : 490mm</li> <li><input type="checkbox"/> Seat Width : 500mm</li> <li><input type="checkbox"/> Seat Depth : 510mm</li> <li><input type="checkbox"/> Back Height : 490mm</li> <li><input type="checkbox"/> Back Width : 500mm</li> </ul>																	
<p><b>Cash Safe</b></p> <p>Qty required for 1<sup>st</sup> phase -20</p>	<table border="1"> <thead> <tr> <th>Specifications</th> <th>40 L (Vertical)</th> <th>30 L (Horizontal)</th> </tr> </thead> <tbody> <tr> <td>Dimensions (H x W x D)</td> <td>560 x 422 x 491</td> <td>385 x 507 x 491</td> </tr> <tr> <td>Body Thickness (Wall)</td> <td>58.5</td> <td>58.5</td> </tr> <tr> <td>Body Thickness (Door)</td> <td>82</td> <td>82</td> </tr> <tr> <td>Weight (kg)</td> <td>82</td> <td>70</td> </tr> </tbody> </table> <p>+5% variation</p>		Specifications	40 L (Vertical)	30 L (Horizontal)	Dimensions (H x W x D)	560 x 422 x 491	385 x 507 x 491	Body Thickness (Wall)	58.5	58.5	Body Thickness (Door)	82	82	Weight (kg)	82	70	
Specifications	40 L (Vertical)	30 L (Horizontal)																
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Body Thickness (Wall)	58.5	58.5																
Body Thickness (Door)	82	82																
Weight (kg)	82	70																

<p><b>Slotted angle iron racks for storage</b></p> <p>Qty required for 1<sup>st</sup> phase -25</p>	<p><b>Steel Rack:</b> Steel Rack of the size 84"x36"x15" having five shelves 20 gauge sheet and 1.5"x1.5"x 1/8" slotted angle iron and open from all sides.</p>	
<p><b>4 Door Book case</b></p> <p>Qty required for 1<sup>st</sup> phase -25</p>	<p>Height : 1742 mm Depth : 320 mm Width : 914 mm</p> <p>The rack consists of 4 partitions with Glass door + Lock &amp; Key.Board to be used will be 19mm, commercial (ISI mark and termite resistant-make.Archid/Green/Century/duly finished with 1 mm laminate (Archid/Green/marino or equivalent quality.)</p>	
<p><b>Computer Table</b></p> <p>Qty required for 1<sup>st</sup> phase -25</p>	<p>1000 mm (L) X 600mm (W) X 750 mm (H), Top made out of 25mm thick post formed pre-laminated MDF with PVC edge banding on sides. Table frame and key Board Tray made of 1" x1" Ms pipe. It will have wire manager, storage unit 300 mm (L) x 600 mm (w) divided into drawers of required size and number, CPU stand made out of 25 mm pre laminated MDF with PVC edge banding, with all necessary SS hardware lock and key etc. and foot rest . Complete in all respect.</p>	
<p><b>Principal/centre head chair</b></p> <p>Qty required for 1<sup>st</sup> phase -20</p>	<p><b>Size:</b> D 550 * W 590 * H 840-910 mm <b>Material:</b> Seat- Mesh fabric, Back- Mesh, Armrest- PVC Leg- Chrome Metal Castor- PVC metal Hydraulic Gas lift mechanism (Revolving type )</p>	



<p><b>Faculty Chair</b> Qty required for 1<sup>st</sup> phase -25</p>	<p>Hydraulic Chair, with Arms, with 40 density cushion of low back. Shed fabric covering with casters. ( Revolving type )</p> <p>Complete in all respect.</p>	
<p><b>Computer Chair</b> Qty required for 1<sup>st</sup> phase -25</p>	<p>Revolving type Material: Fabric, Mesh Back Height: Mid Back Overall Dimensions: 39" H x 18" W x 17" D Leg – Chrome metal</p>	
<p><b>Library chairs</b> Qty required for 1<sup>st</sup> phase -100</p>	<p>Arm less, with 40 density cushion of low back and fabric covering without casters. Complete in all respect.</p>	
<p><b>Student Chairs</b> Qty required for 1<sup>st</sup> phase -300</p>	<p>Chair with Fixed writing pad Frame made out of SS pipe and back rest, seat – Perforated Powder coated.</p> <p>Complete in all respect.</p>	
<p><b>Pattern Stools</b> Qty required for 1<sup>st</sup> phase -60</p>	<p>Revolving stool (Adjustable) Overall size-- seating 15" Base pipe ring 18" Leg rest pipe ring 16.5" Height 26" with manual height adjustment 4", Base pipe ring and leg rest ring distance 10" 19 mm round 1.25mm thick Chromium plated pipe powder coted frame with solid pin push system welded in 38mm round 1.25mm thick Chromium plated pipe, 12mm ply and 32D U- foam on seat.</p> <p>Complete in all respect.</p> <p>Seat and back rest covered with good quality furnishing fabric of ATDC – LOGO Colour.</p>	

**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.....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..... 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,