

MUNICIPAL CORPORATION CHANDIGARH

TENDER DOCUMENT

**E-TENDER FOR SUPPLY OF FURNITURE ITEMS FOR MC Primary Schools under the
Control of Municipal Corporation, Chandigarh)
DURING 2016-17**

The e-tender for supply of furniture items for MC Primary Schools Chandigarh is hereby invited from the manufacturers/suppliers as per specifications mentioned in Annexure 'C'.

Milestone dates of Electronic tendering

I	Downloading of e-tender document	Start date : 01.10.2016 at 10.00 a.m. End Date : 17.10.2016 at 1.00 p.m.
II	Date of submission of e-tender	Start date : 01.10.2016 at 10.00 a.m. End Date : 17.10.2016 at 1.00 p.m.
III	Physical submission of EMD, eligibility documents of Furniture Items	Start date : 01.10.2016 at 10.00 a.m. End Date : 17.10.2016 at 1.00 p.m.
IV	Opening of Bids (online)	17.10.2016 at 3.00 p.m.
V	Opening of Price Bid	Only of eligible Technically qualified Bidders determined by Purchase Committee

1. The Bid Document can be downloaded from the Chandigarh Administration website <http://chandigarh.gov.in> or <http://etenders.chd.nic.in/nicgep>. However, for general information, guidance and reference, the Bid document can also be viewed and downloaded from Municipal Corporation, Chandigarh website <http://mcchandigarh.gov.in/>
2. All other terms and conditions, instructions to bidder regarding e-tendering process etc may kindly be seen from the detailed Notice Inviting Tender (NIT) available / downloaded on the above noted web sites of Municipal Corporation, Chandigarh & Chandigarh Administration.

Joint Commissioner-III,
Municipal Corporation,
Chandigarh.

Additional information to tenderers regarding e-tendering process

1. The Bidders shall have to submit their Bids online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on <http://etenders./chd.nic.in/nicgep> On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
2. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No Tender will be accepted in physical form and in case, it has been submitted in the physical form, it shall be rejected outrightly.
3. Bids will be opened online as per time schedule mentioned above.
4. Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.
5. Municipal Corporation, Chandigarh will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.
6. It will be mandatory for all the Bidders to upload all the documents as per term and conditions of the Tender document.
7. Bidders should get ready with the scanned copies of Earnest Money Deposit (EMD) as specified in the tender documents. The original instructions in respect of EMD and Hard Copies of all the Eligibility Documents as uploaded by the Bidders should be submitted only to the designated Authority and within the stipulated date & time period on working days.
8. The details of EMD specified in the Tender Documents should be the same as submitted online (scanned copies) otherwise tender will be rejected.
9. The conditional bids shall not be considered and may be outrightly rejected in very first instance.
10. The Financial Bid through e-tendering of only those bidders shall be opened who will qualify in the technical bid as well as whose samples are approved by the Purchase Committee/Technical Expert.
11. The tenderers are required to upload self attested copies of the relevant documents required as per Terms & Conditions, failing which their bids may be summarily / out-rightly rejected and will not be considered.

MUNICIPAL CORPORATION, U.T., CHANDIGARH

E-TENDER FOR FURNITURE ITEMS DURING 2016-17

INSTRUCTIONS / TERMS & CONDITIONS FOR THE TENDERER

1. Only manufacturers/suppliers of furniture items with an annual sale of Rs. 10 Lacs or above are eligible to participate in the tender.
2. Documents once submitted will be considered as final. Any deficiency in the documents shall render the tender liable for rejection.
3. An affidavit as per specimen enclosed as **Annexure –‘B’** should accompany the tender. The tenderer who has been Black-listed or his / her tenders / supply order have ever been cancelled or any legal proceedings have ever been initiated / pending or any penalty has ever been levied on account of delay or non completion of supply order by any State / UT / Central Government, his / her tender will be out rightly rejected.
4. Technical Bid Proforma for evaluation of technical performance of the Tenderer is at annexure “A & C”.
5. Downloading and submission of Tender will be done by e-tendering process through the website of Chandigarh Administration <http://chandigarh.gov.in> or <http://etenders.chd.nic.in/nicgep>. However, for general information, guidance and reference, the Bid document can also be viewed and downloaded from Municipal Corporation, Chandigarh website <http://mcchandigarh.gov.in/>
6. **The Hard copy / Physical documents of Tender should be submitted as under:-**
 - (i) First envelope superscribed titled as “Pre-qualification bid” should contain EMD, Solvency Certificate & Non-Black-Listing affidavit i.e.: Annexure-“B”.
 - (ii) Second envelope superscribed as “TECHNICAL BID” should contain the Documentary proof as per clause No. 10 & 11.

These two Envelopes should be sealed and put in an outer envelope to be superscribed as **“E-TENDER FOR FURNITURE ITEMS”** due on 17.10.2016 before 1.00 p.m. Tender must be sealed and must bear stamp of the firm on the face of the envelope. Unsealed envelope will not be entertained and rejected out rightly.

Infringement of this condition or any conditional tender shall render the tender liable for rejection without assigning any reason.

7. Any tender submitted through e-tender process but without physical submission of documents in hard copy and without the acknowledgement of the CAO, MC, Office will be treated as invalid and shall be rejected without opening. There will not be any liability on Municipal Corporation, Chandigarh on this account.
8. Tender will be opened in two parts / stages. Firstly, Pre-qualification bid will be opened. If documents therein are as per the terms and conditions of Tender document, then only Technical Bids will be opened. Financial Bids of only those bidders will be opened online who will qualify in the technical bids. Any discrepancy in the documents will lead to rejection of tender.

9. EARNEST MONEY DEPOSIT (EARNEST MONEY DEPOSITED (EMD)):
- i) TENDER SHOULD BE ACCOMPANIED WITH EARNEST MONEY OF Rs. 10,000/- (Rupees Ten Thousand only) TO BE PAID IN THE SHAPE OF Demand Draft/FDR from any Scheduled Bank in favour of Commissioner, Municipal Corporation, Chandigarh which shall be valid for three months accompanied with a latest original Solvency Certificate amounting to Rs.10,00,000/- issued by any Nationalised Bank not older than 6 months. No firm will be exempted from submission of EARNEST MONEY DEPOSITED (EMD) & Solvency certificate failing which tender will not be considered. The EARNEST MONEY DEPOSITED (EMD) deposited by the firm in respect of another similar TENDER will also not be considered against this TENDER. **Scanned copy of EARNEST MONEY DEPOSITED (EMD), & Solvency Certificate issued by Bank duly attested and countersigned by the firms and non blacklisting affidavit shall be uploaded with the Tender by 17.10.2016 before 1.00 p.m.** The EMD of unsuccessful tenderers will be refunded immediately after finalization of the tender. No interest will be payable on EMD. The EMD will be forfeited, if the tenderer withdraws his / her tender after submission of the Tender. No tender without EMD shall be considered.
 - ii) Small Scale Industrial units registered with the D.G.S& D or N.S.I.C. shall also be exempted from the deposit of earnest money alongwith the tenders for such items for which they are registered with the D.G.S.&D or N.S.I.C.
10. **TECHNICAL BID:** The tenderer should submit documentary proof of his / her annual sale of Rs. Ten Lacs in respect of Furniture items only duly certified by the Chartered Accountant in the Technical Bid.
11. The tendering Companies/Firms/Agencies are required to upload self attested photocopies of the following documents alongwith the Technical Bid, failing which their bids may be summarily/out-rightly rejected and will not be considered any further :-

1.	Registration Certificate regarding Manufacturing/distributors/Supplying of furniture items
2.	EMD for Rs.10,000/- in favour of Commissioner, Municipal Corporation, Chandigarh payable at Chandigarh
3.	Non Black Listing affidavit as per annexure 'B'
4.	Latest Solvency Certificate of Rs. 10.00 lacs
5.	Annual Sales Certificate of Rs. Ten Lacs or more duly certified by CA
6.	Income tax clearance certificate/Income tax return of last year
7.	PAN Card
8.	Any other attested copies as required in Technical Bid.
9.	Copy of VAT /TIN No.

12. The Financial Bid through e-tendering of only those bidders will be opened who qualify in the technical bid.
13. **FINANCIAL BID:** The Financial Bid shall be quoted by the bidder through e-tendering as per BOQ pattern. The Financial bid should contain rates only (in Indian Currency). Any change in rate quoted by the tenderer afterwards will entail forfeiture of EMD & Cancellation of tender and blacklisting of the firm as per instructions of the Chandigarh Administration.
14. The rates quoted should be F.O.R destination within the Territorial limits of UT, Chandigarh including packing, forwarding, postage, printing charges,

Taxes/VAT/TIN, levies, octroi, Insurance, Cartridge , Transportation, loading, unloading, freight etc. minimum 06 months warranty. Rates quoted shall remain valid for six months from the issue of supply order.

15. The acceptance of tender will have binding effect on the tenderer and he/she has to supply the tendered items/ordered items within the period stipulated in purchase order. Subletting of Contracts shall not be allowed under any circumstances.
16. The award of work order, when issued to the successful bidder, constitutes the contract with collateral support from terms and conditions of the tender invitation notices as well as formal agreement on non judicial stamp paper, all of which finally form the contractual obligations to be adhered to / performed by the bidder and the non performance of any of such obligations make the bidder liable for consequential effects i.e. blacklisting etc.
17. The bid shall not contain corrections, erasures or over writing.
18. **Performance Security:** The successful bidder will have to deposit performance security @5% of the total value of the order in the form of an account payee fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank, in an acceptable form within 7 days of issuance of letter of intent by the Municipal Corporation, Chandigarh and the security deposited in connection with any other similar tender will not be considered against this tender. Thereafter, the supply orders will be issued for the supply of furniture items. The performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. If the successful vendor fails to submit requisite security deposit within prescribed 7 days, the Earnest Money will be forfeited.
19. **Inspection of Material** : The Departmental Committee will inspect the goods supplied by the vendor in response to the purchase order/intent at the stores of Municipal Corporation, Chandigarh or at any other designated place within the UT Chandigarh. The Joint Commissioner-III, Municipal Corporation, Chandigarh reserves all rights to reject the goods supplied if same are not found in accordance with the required description/specifications.
20. **SUPPLY OF SAMPLES BY SUCCESSFUL VENDORS:** The successful vendor (i.e. lowest one only) will be required to submit the samples of each furniture items as per specification within 10 days from the issuance of Letter of Indent issued by the Municipal Corporation, Chandigarh which shall be inspected by the technical committee.
21. **SUPPLY OF ORDERED MATERIAL & PAYMENT:** The successful tenderer shall supply the furniture items within 20 days from the issue of supply order as per schedule provided by the Department. In the event of finding the goods in order after inspection by the Departmental Committee, the payment will be released accordingly. The competent authority reserves the right to increase or decrease upto 10% of the quantity of supply order.
22. The timely deliverly/dispatch as stipulated in the supply order has to be strictly adhered to by the tenderer and in case of any request for extension of time made by the said tenderer in writing, the same shall be considered by the competent authority subject to the payment of penalty as provided in the terms & conditions of the tender.

23. **PENALTY:**

The competent authority reserves the right to impose penalties in the following exigencies:

- a) In case the vendor fails to complete the supply within time period as given in supply order, then penalty @ 0.5% per week or part thereof subject to maximum limit of 10%, on the value of delayed portion of supply will be levied. However competent authority may relax the penalty clause if it is satisfied that reasons for the delay were largely due to circumstances beyond the control of vendor.
24. In case, there is any variation in the specifications approved vis-à-vis the supply received, then that portion of supply will be rejected and the tenderers shall be liable to supply the goods as per specification within a period of 03 days alongwith the penalty as imposed by the competent authority otherwise the same shall be procured at their risk and cost.
25. In case of defected supply, the Supplier will be informed to lift the said supply within 5 days from the date of issuance of said letter by the competent authority at his own cost. In the event of non lifting of said defective goods within the specified period by the tenderer, the competent authority will not be responsible in any manner for the loss or damage, theft if any, caused to the said goods. The competent authority also reserves a right to impose any penalty as deemed fit in case the said goods are not lifted after the expiry of specified period.
26. **FORCE MAJEURE:** If the performance in whole / part by the party is prevented / delayed by any one or more of the force majeure events including but not limited to war, hostilities, civic commotion, acts of public enemy, sabotage, fire, floods and other natural causes, explosion, epidemics or non-availability of government controlled raw material under order / instruction of Central / State Govt. regulations, strikes, lockouts, agitations, embargo, act of civic or limitary authorities, the party shall not be made liable for the loss or damage due to delay or failure to perform during the currency of force majeure event provided that the happening is notified in writing (with documentary proof) within 7 days from the date of occurrence. The work shall be resumed as soon as practicable after the force majeure event ceases to exist.
27. **Schedule of e-tender:** The schedule for submitting tender through e-tendering will be as under:-

Milestone dates of Electronic tendering

I	Downloading of e-tender document	Start date : 01.10.2016 at 10.00 a.m. End Date : 17.10.2016 at 1.00 p.m.
II	Date of submission of e-tender	Start date : 01.10.2016 at 10.00 a.m. End Date : 17.10.2016 at 1.00 p.m.
III	Physical submission of EMD, eligibility documents of Furniture Items	Start date : 01.10.2016 at 10.00 a.m. End Date : 17.10.2016 at 1.00 p.m.
IV	Opening of Bids (online)	17.10.2016 at 3.00 p.m.
V	Opening of Price Bid	Only of eligible Technically qualified Bidders determined by Purchase Committee

28. The Tender received through e-tendering & physical documents shall be opened by the Departmental Purchase Committee on 17.10.2016 at 3.00 p.m. at the 1st Floor of Committee Room of Municipal Corporation, Chandigarh in the presence of tenderer or his/her authorized representative who so desire. In

the event of the date of receipt or opening of Tender being declared a holiday, **the due date of receipt/opening of the Tender will be the next working day at the same hours.**

29. This Tender is non transferable.
30. The rates will be accepted on the distinction understanding that these are not charged higher than those charged from the DGS & D rates and other State Government Departments as on date in the U.T., Chandigarh. No price revision will be accepted by the competent authority during the currency of the Purchase order.
31. **BLACK LISTING OF TENDERER :** Tenderer participating in the tender and short listed after due processing of tender can be blacklisted, as per the Finance Department, Chandigarh Administration Notification No.1927-F&PO(3)-2009/1170 dated 27th February, 2009 for non fulfilling the requisite requirements of the tender documents/supply order or for concealing any information or for furnishing any false documents/statements in the tender.
32. **ARBITRATION :** In the event of any dispute or difference the same shall be referred to the sole arbitrator i.e Commissioner, Municipal Corporation, Chandigarh whose decision shall be final and binding on the parties thereto. In case of any legal complication shall be settled in the court of Law, at Chandigarh only. The Arbitration & Conciliation Act, 1966, deemed to have come into force on 25.01.1996 shall apply to the said arbitration proceedings. The Expression "Commissioner, Municipal Corporation, Chandigarh" shall include an acting/officiating Commissioner, Municipal Corporation, Chandigarh.

Joint Commissioner-III,
Municipal Corporation,
Chandigarh

It is certified that I have gone through all the terms & conditions of the Tender and I further undertake to abide by all terms and conditions to be announced/mentioned at the time of opening of Tender or at the time of placing of supply order.

Date: _____
Time : _____

Signatures of the Tenderer with seal

MUNICIPAL CORPORATION, CHANDIGARH

E-TENDER FOR FURNITURE ITEMS DURING THE YEAR 2016-17CHECK LIST FOR ONLINE SUBMISSION OF TENDER

1.	Name of the firm / Organisation & Address and Telephone / Mob. No. / Fax No.	_____ _____
2.	Whether Registration Certificate regarding Manufacturing/Distributors/Supplying of furniture items issued by the competent authority has been attached?	Yes / No
3.	Whether EMD for Rs. 10,000/- in the shape of pledged FD or Bank Guarantee in favour of the Commissioner, Municipal Corporation, Chandigarh payable at Chandigarh has been attached? If yes, DD/FD/B. Guarantee No. _____ dated _____ and name of the Bank _____.	Yes / No
4.	Whether Non Blacklisted affidavit has been attached?	Yes / No
5.	Whether Solvency Certificate issued by the Bank for this contract has been attached?	Yes / No
6.	Whether Annual Sales Certificate of Rs. Ten Lacs or above has been attached (alongwith proof) duly certified by CA?	Yes / No
7.	Income tax clearance certificate/Income tax return of last year attached	Yes / No
8.	PAN Card.	Yes / No
9.	Whether copy of VAT/TIN No. attached	Yes / No

Place: _____ Signature of Tenderer _____

Dated: _____ Full Name of the Tenderer _____

Address _____

Annexure-“B”

(To be furnished on non judicial stamp paper duly attested by the Notary).

AFFIDAVIT

I/we M/s _____ are registered as Manufacturer/Distributor/Supplier of _____ as per Sale Tax Registration Certificate No. issued by _____ having registered office at _____ and manufacturing/supply base at _____ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders or Supply Orders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated / pending or any penalty has ever been levied due to delay of non completion of supply order by any State/UT/Central Government or by any authority.

Place : _____

DEPONENT

Dated: _____

Verification

I/we do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place : _____

DEPONENT

Dated: _____

TECHNICAL SPECIFICATION

Sr.No.	Item
1.	Teacher Table of size 3' × 2' × 2.5' with foot rest. Structure frame made up of 1" square pipe of 18 gauge. Top of table 17mm pre laminated MDF board with wooden bidding upto 34mm thick finished with spirit polish and structure furnished with enamel paint, anti-rust treatment.
2.	Teacher Chairs with arm structure frame made up of 1" square pipe of 18 gauge (standard size) seat and back canned with wooden frame finished with spirit polish and structure furnished with enamel paint, anti-rust treatment.
3.	Computer Table of Size 3'×2'×2.5' Frame made up of 1"square pipe of 18 gauge with provision of keyboard. CPU shelf of 17mm thick pre laminated MDF board and sides also covered. All corner covered with wooden beeding and Spirit polished and structure furnished with enamel paint, anti-rust treatment.
4.	Computer chair without arms revolving type with hydraulic system. The seat & back made of pressed ply of 10 to 12 mm thick and fix with T nut & bolt to the body. The chair moves on 5 nylon twin wheel casters(heavy). The seat is upholstered with fine quality cloth/rexon.
5.	Office table size 5' × 3' × 2.5' structure made of 17mm pre laminated board (varnut colour) Top & leg 34mm thick with provision of three drawers (one lockable). All corner covered with wooden beeding and complete Spirit polish. Use good quality handle, branded lock and telescopic channel.
6.	Steel Almirah of size 78" × 36" × 19". Understructure made up of sheet 20-22 gauge enamel paint with adjustable shelf supporting with back side gauge section with provision of three-way locking system. Adjustable nylon pedestals. Almirah with four shelves and 5 compartments. Complete finishing.
7.	Steel Almirah Small of size 54"x30"x17" . Understructure made up of sheet 20-22 gauge having three shelves 4 compartments complete anti-rust treatment, enamel paint, complete furnished.
8.	Dual Desk Overall size of dual desk 32"x18"x27" LxWxH, Size of desk is 18" (Length) by 15" (breadth) by 24" (height), Size of bench is 18" (Length) by 10" (breadth) by 15" (height), Back wrist panel 18" x 6", Frame made up of 18-19mm M.S. pipe of 18 gauge, Top and seat to be made of M.S. angle 18-19 mm x 19 mm x 3mm. All corners round , Top seat and back wrist panel to be made of 17 mm MDF board (different colour), All steel components to be given anti-dust treatment and enamel paint, Only steel wooden screw to be used, Suitable inclination to be given to back wrist panel in single pipe (Die bended), All the joints should be properly welded, One nose MS flat 17 x 3 mm to be use in bench and desk frame to support the MDF Board.
9.	Pigeon hole 78" × 36" × 19". Understructure made up of sheet 22 gauge holding six lockable door with system/handles. Structure furnished with enamel paint, anti-rust treatment.

All dimensions are approximate. One sample to be provided before full supply for minor rectification (if needed). Color combination will be decided at the time of order.

FINANCIAL BID

Tender Inviting Authority: Municipal Corporation, Chandigarh					
Name of Work: Supply of Furniture Items					
Contract No: MCC/CHD/CAO/2016-17/01					
Bidder Name :					
SCHEDULE OF WORKS					
Sl. No.	Description of work	Total No.of Qty. (Appx.)	RATE In Figures To be entered by the Bidder		AMOUNT Rs. P
			Figures	Words	
1.	Teacher Tables	43	0.00		0.00
2.	Teacher Chairs	47			
3.	Computer Table	10			
4.	Computer Chair	10			
5.	Office Table	02			
6.	Steel Almirah Big	38			
7.	Steel Almirah Small	02			
8.	Pigeon Hole	06			
9.	Dual Desk	15	0.00		0.00
Total in Figures			0.00		
Total in Words					

- The Furniture items can be increased/decreased as per actual requirement