

GOVERNMENT OF TAMIL NADU

TENDER DOCUMENT

**OFFICE OF THE DISTRICT BACKWARD CLASSES AND
MINORITIES WELFARE
COLLECTORATE, SIVAGANGAI – 630 561
TAMIL NADU**

TENDER NO: 01/2020-2021

**TENDER DOCUMENT FOR THE
SUPPLY OF TWO TIER STEEL COT FOR BC AND MBC
HOSTELS IN SIVAGANGAI DISTRICT**

INDEX FOR TENDER DOCUMENT (01/2020-2021)
FOR THE SUPPLY OF TWO TIER STEEL COT FOR BC AND MBC HOSTELS
SITUATED IN SIVAGANGAI DISTRICT

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TENDER DOCUMENT

1. PREAMBLE OF TENDER

For and on behalf of the Governor of Tamil Nadu Sealed Tenders are invited by the District Backward Classes and Minorities Welfare Officer, SIVAGANGAI for the purchase and supply of Two Tier Steel Cot for College hostel students as per the specifications mentioned in the Annexure C and as per the terms and conditions of the tender document.

2. SALIENT FEATURES OF THE TENDER.

1.	Tender inviting authority designation and address	District Backward Classes and Minorities Welfare Officer, Collectorate, Sivagangai - 630 561
2.	a. Name of the work	Procurement of 268 numbers of Two Tier Steel Cot for the use of hostel students.
	b. Tender reference	Tender No.01/2020-2021 Office of the District Backward Classes and Minorities Welfare, Sivagangai.
	c. Place of Delivery	Two Tier Steel Cot for the use of College hostel students should be delivered at 6 Backward Classes and Most Backward Classes Welfare Hostels situated in SIVAGANGAI District. List given in Annexure-I.
	d. Rate	The rate shall be valid up to 31.03.2021.
3.	a. Tender documents available place and due date for obtaining Tender	Tender Document may be purchased on any working day between 10.00 A.M & 5.00 P.M upto 15.02.2021 from the address mentioned in S.No. (1).
	b. Cost of Tender Document	Rs. 560/- (Rupees five hundred and sixty only) (inclusive of GST) by means of Demand Draft or Banker's Cheque drawn from any Nationalized / Scheduled Banks in favour of District Backward Classes and Minorities Welfare Officer, SIVAGANGAI.
4.	Earnest Money Deposit (EMD)	Rs.32,000 (Rupees Thirty Two Thousand only) by means of Demand Draft or Banker's Cheque drawn in favour of District Backward Classes and Minorities Welfare Officer, SIVAGANGAI.
5.	Due date, time and place of submission of Tender	up to 3.00 P.M on 16.02.2021 at the address mentioned in (1)
6.	Date, time and place of Opening the Tender	At 3.30 P.M on 16.02.2021 at the address mentioned in (1)

3. ELIGIBILITY CRITERIA

The Bidders shall have the following Eligibility for participating in the Tender. The Bidders shall enclose documentary evidence for fulfilling the Eligibility in the Technical Bid. If a bidder fails to enclose the documentary proof for eligibility, their bid will be summarily rejected.

	Eligibility Conditions	Documentary Proof to be submitted
a.	Bidder should be a manufacturer/ Dealer of steel furniture	Manufacturing license / Registration Certificate should be furnished with experience certificate / Document proof to be enclosed.
b.	Minimum turnover 1.00 cr for last 3 years 2017-2018, 2018-2019, 2019-2020. Bidder should have good financial record	Copies of the ITC Certificate/Audited Annual Reports containing the Balance sheets and Profit and Loss account for the last 3 Audited Financial years. The Turn over details should be attested by the Chartered Accountant as specified in Annexure-B1
c.	Bidder should have the production capacity and delivery of the tendered items of the previous bids within the stipulated time prescribed in those tender documents.	Details to be furnished in Annexure – B2
d.	Bidder should have supplied furniture items for having atleast 3 times to any Government Departments or Government undertakings in SIVAGANGAI or neighbouring Districts during the last 3 years.	Relevant copies of Purchase Orders / completion certificate obtained from the customers to be furnished. The credential details to be furnished in Annexure E
e.	Bidder should have IT and GST registration in their name	Copies of Pan card and GST registration certificate to be furnished.
f.	The Tenderer's manufacturing units/Supplier should be in Tamil Nadu	Copy of Manufacturing license/ Registration certificate to be furnished.
g.	The Bidder should be capable of supplying the entire quantity of the tendered items within the stipulated time.	Details to be furnished in Annexure B-2
h.	The Bidder should not have been blacklisted or non performer declared by the State Government/ Central Government and/or any State / Central Public Sector Undertaking. A Declaration to this effect should be furnished in the Technical cum Commercial Bid.	The Bidder should submit an undertaking in Annexure -D

4) Earnest Money Deposit (EMD)

- (a) The Earnest Money Deposit enclosed by the tenderer will be forfeited if the tenderer.
- a. Withdraws his tender or backs out after acceptance.
 - b. Fails to remit the Security Deposit.
 - c. Violates any of the conditions prescribed in the Tender Document.
 - d. Revises any of the terms quoted, during validity period.
- (b) Earnest Money Deposit of the unsuccessful tenders will be returned, after the acceptance of the successful tender, at the expense of the Tenderers within a reasonable time. Earnest Money Deposit will not bear any interest thereon. The tenderer is advised to send along with the original tender itself, an Advance stamp receipt for the EMD amount, so as to avoid delay in refund. The Advance stamp receipt shall be in favour of the District Backward Classes and Minorities Welfare Officer, Sivagangai

5. SUBMISSION OF TENDER

Two cover Bid system will be followed.

Tenders should be addressed to the District Backward Classes and Minorities Welfare Officer, Collectorate, SIVAGANGAI by designation only.

a. General instruction:

The tender consists of two stage bid system viz (1) Technical bid and Price bid. The first stage enables the procuring entity to know whether the bidder is technically competent and capable of executing order. Those who only qualify in the first stage (i.e. Technically qualified) would be eligible to take part in the second stage (i.e. Price bid)

b. Tenders should be submitted in the following two separate covers along with Certification in Annexure G.

i. Technical Bid (in **Envelope A**) as mentioned in Sl.No.3

ii. Price Bid (In **Envelope B**) as in **Annexure –H**

iii. Both the **Technical Bid and Price Bid** should then be put in a single **common envelope** (outer cover), duly sealed and superscribed as “Tender for the supply of Two Tier Steel Cot for College hostel

students-Tender No. 01/2020-2021". This cover must be superscribed without fail.

6.1 TECHNICAL BID (IN ENVELOPE-A)

The Technical Cum Commercial Bid as prescribed should be filled up and sealed in a separate cover along with an Index-cum-check slip as in the tender document and with all the enclosures specified. The whole document should be page numbered and document should be bound / stitched and the page nos. should be mentioned in the Index-cum-check slip. The cover shall be called **Envelope "A"**

The Technical Bid Envelope should contain the following:

- i. Demand Draft/Banker's Cheque for Earnest Money Deposit along with Advance Stamped Receipt for Refund of EMD.
- ii. Valid manufacturing license / Registration of the firm for Manufacturing/Supply of Steel furniture. Non enclosure of such proof would lead to rejection of the tender.
- iii. Documentary evidence for the constitution of the supplier, manufacturing firm with details of the name, address, telephone number, Cell Phone number, fax number and e-mail address of the manufacturer should be furnished.
- iv. Documentary proof for the capacity to supply the required quantity. Annual production and Annual turnover statement, Annual Report and Balance Sheet for the last three years viz., 2017-2018 , 2018-2019 and 2019-2020 duly attested by a qualified chartered accountant, should also be submitted. (Annexure B1) Financial Statements viz., Balance Sheet (P & L account) Auditors report for the last 3 years viz. .,
- v. Documentary proof for having manufacturer/Supplier furniture items atleast minimum 3 of any Government Departments or Government Undertakings in Sivagangai District or neighbouring districts during the last 3 years {As in **Annexure E**}
- vi. Duly attested Copy of PAN and copy of Income Tax returns filed upto 2019-2020.
- vii. Attested copies of Registration Certificates under the GST Act, / GST Clearance Certificate / GST return certificate from concerned authorities to the effect of filing of tax return as on 31.03.2020 under relevant acts. (2017-18, 2018-19 & 2019-2020)
- viii. Details of Tenderer's Manufacturing unit/Supplier with details of actual production capacity of steel furniture having supplied should be furnished. {As in **Annexure B2**}

- ix. Authorization for a Senior Responsible Officer/ Representative of the company to transact business.
- x. Duly filled in forms as in **Annexure II, Annexure A to F**
- xi. The Tenderer should specify the minimum period of 5 years on-site Guarantee/Warranty at free of cost.
 - a. Illustrated pamphlets containing all the Technical Details, Specification of the tendered item should be sent along with the tender.
 - b. List of personnel available in the organization on hand and proposed to be engaged for the subject work to complete the contract as per Schedule.
- xii. Credentials of the tenderer with his experience in supply of furniture materials in the last 3 years in format. {As in **Annexure E**}

The tenderer should sign and affix the seal in all the pages of the tender document all relevant and necessary documentary proof as mentioned in the Tender in original and enclose it along with the Technical Bid which contains the above details without missing any paper/pages, omission etc. This cover should be superscribed as “Technical Bid” – Envelope ‘A’ Tender No.01/2020-2021.

6.2 PRICE BID (IN ENVELOPE B)

- i. The **Price Bid** as prescribed in **Annexure H for Two Tier Steel Cot for College hostel students** should be filled up and sealed in a separate Envelope B and superscribed as “ **Two Tier Steel Cot for College hostel Students.”PRICE BID**”
- ii. Tenders can be submitted in person on or before the due date and time specified in the tender notice. Such tenders may be dropped in the TENDER BOX kept at the Office of the District Backward Classes and Minorities Welfare Officer, (Room No. 215), 2nd Floor, Collectorate Sivagangai – 630 561.
- iii. Alternatively, the tenderer who prefers to submit the tender through post can dispatch it by Registered Post or Courier service so as to reach the above address on or before the due date and time specified in the Tender Notice. Tenders received after the due date and time will be summarily rejected.
- iv. The tender inviting authority will not be responsible for any delay or loss of document in transit due to any reason.

- v. The Envelope A and B should be separately sealed and put in a common envelope C which should be sealed.
- vi. Tenderer should submit Sample of the Two Tier Steel Cot along with the Tender as mentioned in Annexure C without fail.
- vii. Name of the firm's label to be affixed in the sample without fail.

7. PRICE

- i. Basic Unit Rate shall be quoted per Two Tier Steel Cot in the tender which shall be inclusive of all charges of Fitting, Assembling, Freight Charges, Transportations, Demurrage, Insurance and of all Levies such as taxes, Excise Duty, Customs Duty and for **Free Delivery** (F.O.R. destination) to the enlisted College hostels functioning in SIVAGANGAI District.
- ii. Two Tier Steel Cot shall be delivered at the College hostels at the cost of the supplier and the rate should be indicated clearly both in **Figures** and in **Words**. If there is variation between the rates in Figures and Words the lower rate will be taken for evaluation. **SGST/ CGST/ IGST should be indicated separately.**
- iii. Price quoted should be in terms of Indian Rupees only.
- iv. Validity of the rates quoted in the Tender will be upto 31.03.2021.
- v. Rates should be quoted only for one model as specified in Annexure C. If the tenderer quote rate for more than one model, the Tender will be liable for rejection.

8. CERTIFICATES

Warranty/Guarantee Certificate

- i. The Two Tier Steel Cot to be supplied should be given a minimum of five years on-site warranty.

9. OPENING OF TENDER AND EVALUATION THEREON

The tenders **received up to 3.00 P.M. on 16.02.2021** will be opened at **3.30 P.M.** on the same day by District Backward Classes and Minorities Welfare Officer, SIVAGANGAI, in the presence of such of those Tenderers or their representatives who chose to be present at the time of opening. Representatives who are attending the opening of the Tenders should bring a **Letter of Authority from the Tenderers, whom they represent to identify their bonafides. (Annexure F)**

- i. The tenderers are advised to go through all the terms and conditions carefully and bring to the immediate notice of the undersigned, if there are any corrections or omissions in the tender schedule. Reporting of any corrections or alterations, etc., after submitting the tender, will not be entertained.

- ii. The District Backward Classes and Minorities Welfare Officer, SIVAGANGAI reserves the right to accept the whole tender or any part thereof or reject all the tenders, in the interests of the Government so require, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
- iii. Tenderers who satisfy the conditions stipulated in the tender document and who have supplied all the documents / materials required will alone be considered as qualified tenderers. The tenders of such qualified tenderers alone will be considered for opening the **“Price Bid in Envelope B”**.
- iv. The Tender whose sample with the specifications indicated in the Tender Schedule not conforming to the quality of specification shall be liable for rejection.
- v. For Price Bid Evaluation (Envelope B), in determining the lowest evaluated price the evaluation shall include the Price of Two Tier Steel Cot with all charges of Assembling, Transportation as part of the price. The rate should include all incidental expenditure on duties, taxes, dues, demurrage, assembling, transportation, and all other expenditure, so that this Department gets assembled, fully usable Two Tier Steel at the point of the delivery viz., the respective Hostels given in **Annexure I**.

10. REJECTION CRITERIA

- a. Tenders not submitted in the form as specified will be summarily rejected.
- b. The Tenders with the Technical cum commercial Bid not **containing EMD** amount will be summarily rejected.
- c. Tenders submitted without the **compliance statement** in Commercial Bid is liable for summary rejection.
- d. Tenders with **incomplete information subjective and conditional offers** as well as **partial offers** will be liable for summary rejection.
- e. Tenders with **variation /contradiction** between Technical cum Commercial and Price Bids will be liable for summary rejection.
- f. Tenders **without the signed copy** of the Tender Documents in the respective envelopes will be summarily rejected.
- g. Tenders submitted without samples as mentioned in Clause 10 will be summarily rejected
- h. Tenders submitted without **audited financial statements** (as specified) for previous 3 years are liable for summary rejection.
- i. The price bid will not be considered for opening, if the tenderer fails to submit sample Two Tier Steel Cot as per the specification in **Annexure-C**
- j. If the Technical cum Commercial bid and Price Bid are enclosed in **same cover**, the same will not be considered.
- k. The **Declaration** as given in **Annexure D** must be signed by the Tenderer and enclosed along with the Tender. Tender received without the declaration will be rejected.

11. ACCEPTANCE OF TENDER

The District Backward Classes and Minorities Welfare Officer, SIVAGANGAI reserves the right to accept, reject any or all of the tenders in full or in parts without assigning any reason thereof. There is no obligation on the part of District Backward Classes and Minorities Welfare officer to communicate with the rejected Tenderers. The District Backward Classes and Minorities Welfare officer may reject all the tenders for reason such as changes in the scope of procurement, new technologies, lack of anticipated financial resources, court orders, accidents or calamities, Black listed, Non Performer and other unforeseen circumstances.

12. NEGOTIATIONS

As per the evaluation criteria specified above in this Tender Document, selection of the Successful tenderer will be called for negotiations.

The District Backward Classes and Minorities Welfare officer reserves the right to cancel the tender or to negotiate the price with the lowest tenderer (L1) in accordance with the Tamil Nadu Transparency in Tender Act 1998 and the Tamil Nadu transparency in Tender Rules 2000.

13. LETTER OF ACCEPTANCE

After successful completion of the negotiation, the letter of acceptance of tender will be issued to the successful tenderer by the District Backward Classes and Minorities Welfare Officer, SIVAGANGAI.

14. EXECUTION OF AGREEMENT AND PAYMENT OF SECURITY DEPOSIT:

1. The successful Tenderer should execute an agreement on stamp paper to the value of Rs.100/- (Rupees one hundred only) for the fulfillment of the contract with the District Backward Classes and Minorities Welfare officer within Seven days (7 days) from the date of receipt of Letter of acceptance of the Tender. If the same is not executed within 7 days the order will be cancelled by the department.
2. In case the successful tenderer fails to execute necessary agreement within 7 days from the date of receipt of Letter of acceptance of the tender, his Earnest Money Deposit (EMD) shall be forfeited and the tender will be held as non-responsive.
3. The expenses incidental to the execution of agreement shall be borne by the successful Tenderer. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the Department to recover any consequential loss from the successful Tenderer.

4. The successful Tenderer will be required to remit within 7 days from the date of receipt of letter of acceptance, **Security Deposit** equivalent to the **5% value of the total purchase orders placed** with the firm by way of Demand Draft / Bankers Cheque drawn on any Nationalized Bank and payable to District Backward Classes and Minorities Welfare Officer, SIVAGANGAI or in the form of Unconditional Irrevocable Bank Guarantee, issued by any Nationalized Bank valid for a **period of five years** from the date of acceptance of tender. If the accepted Tenderer fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by him shall be forfeited to Department and his Tender will be held void.
5. The Security Deposit will not bear any interest. The Security Deposit furnished by the Tenderer in respect of his Tender will be returned to him at the end of the warranty period subject to satisfaction of Department.

15. PURCHASE ORDER

After receipt of Security deposit remittance and after execution of the agreement the District Backward classes and Minorities Welfare Officer, Sivagangai will release the purchase order to the supplier.

The supplier should nominate and intimate to the Department his authorized representative specifically to handle the Purchase order from Department and ensure that he fully familiarizes with the terms and conditions of the Tender.

The District Backward Classes and Minorities Welfare Officer, SIVAGANGAI reserves the right to relax or waive any of the tender condition and reject the tender if any one of the conditions enumerated above, is violated or not satisfied on any counter condition is given by the tenderer.

16. VARIATION IN QUANTITIES

The District Backward Classes and Minorities Welfare Officer, SIVAGANGAI reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty five percent (25%) indicated in the tender schedule, unless qualified by the specific limitations of the tender.

17. DELIVERY

Supply should be commenced within 15 days on receipt of Purchase Order and the entire supply should be completed within **30 days (Thirty days)** from the date of receipt of Purchase Order. The tenderer should deliver the Two Tier Steel Cot for College hostel students direct to the respective destination at the enlisted 6 College Hostels within the stipulated time at F.O.R. Destination.

18. TERMS AND CONDITIONS

- a) The delivery schedule should be adhered to strictly. If the tenderer fails to complete the supply within the time stipulated, the order for the supply of Two Tier Steel Cot will be liable to be cancelled. In such a case, the Security Deposit will be forfeited.
- b) In order to take care of situation arising out of the failure of the tenderer to supply as per the schedule and quality, norms, order for additional quantities will be placed with the other tenderer to make good the shortfall caused by such defaulter and the orders placed with such tenderer will be cancelled with sufficient cause. The monetary loss incurred by the department should be borne by the tenderer.
- c) In the event of any breach of contract at any time on the part of the Supplier, the Contract is liable to be terminated without any compensation to the Supplier. The Contract may also be put to an end at any time by giving notice to the supplier.
- d) Rejected goods or materials shall be removed by the supplier and at the expense of the supplier within ten days from the date of receipt of notice given.
- e) The following words should be engraved and paint in white colour in each Two Tier Steel Cot. No stickers should be pasted.

”2019-20 ஆம் ஆண்டின் பிற்படுத்தப்பட்டோர் மிகப்பிற்படுத்தப்பட்டோர் மற்றும் சிறுபான்மையினர் நலத்துறை மானியக் கோரிக்கையில் அறிவிக்கப்பட்ட திட்டத்தின் கீழ் கொள்முதல் செய்து வழங்கப்பட்டது”

- f) Bills will be settled only after completion of delivery of the entire Quantity of Two Tier Steel Cot in fully assembled condition to the satisfaction of the department with proper delivery notes.

19. PENALTY

In the event of failure of the successful tenderer to deliver the stock within the stipulated time, without prejudice to other remedies under the contract, a penalty equivalent to 1% (One Percent) of the value of delayed goods will be levied per week with a maximum of 5% of the contract value. It is the discretion of the District Backward Classes and Minorities Welfare Officer, Sivagangai shall make fair and grant reasonable time of extension with /without penalty, on request by the tenderer to specifically mention in the event of delay crept for due supply as notified in the tender. The purchase of the stock from any other source at the prevailing market rate at the risk and responsibility of the successful tenderer and to claim any loss sustained by the District Backward Classes and Minorities Welfare Officer in the transaction from the tenderer besides forfeiting Security Deposit.

20. SAVING CLAUSE

- a) In case any doubt arises on interpretation or otherwise of any point in this tender document the Tamil Nadu Transparency in Tenders Act 1998, The Tamil Nadu Transparency in Tenders Rules 2000 framed there under shall be referred to for clarification.

- b) At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall be published in the website (https://sivaganga.nic.in/notice_category/tenders/)
- c) Any clarification on the request made by the tenderer on the tender documents before 48 hours of the opening of the Tender, the Tender Inviting Authority shall send reply through valid email only.

21. ARBITRATION

Any dispute after entering into agreement will be settled under Indian Arbitration Act and conciliation of 1996. The Jurisdiction for any legal dispute shall be only in SIVAGANGAI.

28. SIGNATURE AND SEAL

The Tenderer must sign and affix his Seal in every page of the Tender Document and the complete Signed Original Tender Documents must be submitted only in the respective covers.

I/We have gone through the terms and conditions and will abide by them as laid down above.

TENDERER :

SIGNATURE :

NAME :

ADDRESS OF THE TENDERER :

SEAL OF THE ORGANISATION :

ANNEXURE I**Two Tier Steel Cots to be supplied for College hostels in Sivagangai District**

Sl. No	District	Name of the Hostel
1	SIVAGANGAI	BC College Boys Hostel, Karaikudi
2		BC College Boys Hostel, Sivagangai
3		MBC Polytechnic Boys Hostel, Karaikudi
4		MBC College Girls Hostel, Karaikudi
5		MBC College Girls Hostel, Karaikudi - II
6		MBC College Girls Hostel, Sivagangai.

COMMON ENVELOPE 'C'

CONTAINS: TECHNICAL BID ENVELOPE-A AND PRICE BID ENVELOPE-B both are sealed separately)

TENDER NO. 01/2020-2021 DISTRICT BACKWARD CLASSES AND MINORITIES WELFARE OFFICE, SIVAGANGAI

TENDER FOR THE SUPPLY OF TWO TIER STEEL COT FOR COLLEGE HOSTEL STUDENTS FOR THE YEAR 2020-2021

NAME OF THE TENDERER :

SIGN AND SEAL OF THE TENDERER :

ENVELOPE-A
TECHNICAL CUM COMMERCIAL BID

TENDER NO. 01/2020-2021 DISTRICT BACKWARD CLASSES AND MINORITIES
WELFARE OFFICE, SIVAGANGAI

SUPPLY OF TWO TIER STEEL COT FOR COLLEGE HOSTEL STUDENTS

NAME OF THE TENDERER :

SIGN AND SEAL OF THE TENDERER:

ANNEXURE II**INDEX – CUM- CHECK SLIP FOR TECHNICAL BID DOCUMENT****TENDER FOR THE SUPPLY OF TWO TIER STEEL COT FOR COLLEGE HOSTEL STUDENTS FOR THE YEAR 2020-21****(TENDER NO. 01/2020-2021 DISTRICT BACKWARD CLASSES AND MINORITIES WELFARE OFFICE, SIVAGANGAI)**

Name of the tender inviting authority: DISTRICT BACKWARD CLASSES AND MINORITIES WELFARE OFFICER, SIVAGANGAI.

LIST OF DOCUMENTS AND DETAILS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

Sl. No.	Details	Yes/No (Tick whichever is applicable)	Page. No.
1	Name and address of the firm		
2	Whether the Tender documents have been submitted in two covers viz. (Technical Bid cum Commercial Bid and Price Bid)		
3	Whether the Tender has been submitted in the original document obtained from the District Backward Classes and Minorities Welfare office, SIVAGANGAI.		
4.	<u>Earnest Money Deposit</u> Earnest Money Deposit in the form of DD/Banker's Cheque drawn from any Nationalized / Scheduled Banks in favour of District Backward Classes and Minorities Welfare officer, Sivagangai payable at SIVAGANGAI and enclosed with particulars as in Annexure A.		
5	Details of Standard and other accessories offered as specified in Annexure C.		

6.	Proof of installed Production Capacity Photo copy of Manufacturing/Supplier License / Company Registration Certificate duly attested is enclosed		
7.	Status of the firm Authentic Documentary evidence for the constitution of the manufacturing firm with details of the name, addresses, telephone No. Fax No., E-Mail address of the Manufacturer and of the Managing Director / Partners/ Proprietor are enclosed.		
8.	Annual Production Capacity of the firm Authentic Documentary proof for the capacity to supply the required quantity (Annexure B2)		
i)	Annual production and annual turnover statement for the last 3 years 2017-18, 2018-19 &2019-2020 enclosed is duly attested by the Chartered Accountant (vide Annexure B1).		
ii)	Documents relating to the annual Sales turnover as mentioned in the tendered document		
iii)	Annual report and Balance sheet for the last 3 years (2017-18, 2018-19 &2019-2020) period duly attested by the chartered accountant.		
iv)			
9	Valid ISO Certification Authentic Documentary proof of manufacturer for the valid ISO certification duly renewed.		
10.	Income Tax Clearance Certificate Attested copies Copy of PAN and Income Tax Returns filed by the Tenderer for Income upto 2019-2020		
11	Attested copies of Registration certificates under the GST Act, GST return certificate from concerned authorities to the effect of filling of tax return as on 31.03.2020 under relevant acts		
12.	Details of manufacturing and assembling units Details of manufacturing and assembling units. (Work executed in own name of the tenderer alone will be considered towards the eligible criteria).		
13.	Authorisation to transact business Authorization for senior responsible officer of the company duly authorizing him/her to transact business. (As per Tender document Annexure F) is enclosed.		
14.	Details of Export/Import dealings if any Details of Export /Import dealing and work executed in own name of the Tenderer.		

15.	Declaration form duly signed by the tenderer. Declaration form (regarding black listing /declared as Non performer of the firm) duly signed by the tenderer is furnished as prescribed in Annexure D.		
16	Pamphlets and Technical details Illustrated pamphlets containing all the Technical details, specification of the tendered items.		
17.	Available Plant and Machinery/ Personnel Organization List of Plant and Machinery/ personnel organization available on hand (own) and proposed to be inducted (own and hired to be given separately) for completion of the work in time as per Delivery Schedule of the Tenderer. (Annexure (i) & (ii))		
18.	Previous experience Credentials of the tenderer for having manufactured /Supplied furniture items for value of not less than 1 Crore in the last 3 years (ie.,) (Annexure 'E')		
19.	Sample of the Two Tier Steel Cot for College hostel students as per the specification mentioned in Annexure C produced at the time of submitting tender.		

Note: (All document should be duly signed and stitched & numbered by the tenderer)

Signature :

Address of Tenderer

Name :

Designation :

Seal of Tenderer

DATE:

PLACE:

PRICE BID- ENVELOPE-B
(Should contain separate sealed covers of Envelope B)

TENDER NO. 01/2020-2021 DISTRICT BACKWARD CLASSES AND MINORITIES
WELFARE OFFICE, SIVAGANGAI

**SUPPLY OF TWO TIER STEEL COT FOR COLLEGE HOSTEL STUDENTS
FOR THE YEAR 2020-2021**

NAME OF THE TENDERER :

SIGN AND SEAL OF THE TENDERER :

**ANNEXURE – A
EARNEST MONEY DEPOSIT PAYMENT PARTICULARS**

(Banker's Cheque/Demand Draft particulars)

Sl. No	BC/DD.No	Date	Name of the Bank And Place	Amount Rs.
1				
2				
3				
4				

I/We, _____ hereby declare that the particulars furnished by me/us in this offer are true to the best of my /our knowledge and I/ we understand and accept that, if at any stage the information furnished by me / us are found to be incorrect or false, I/we/am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above besides being black listed.

Signature :

Address of Tenderer

Name :

Designation :

Seal of Tenderer

DATE:

PLACE:

ANNEXURE – B1
(Should be signed by the Chartered Accountant)

TURN OVER DETAILS

(i) TURN OVER

As per the tender eligibility criteria, the average annual turnover should not be less than Rs.1.00 Crore (Rupees One crore only) over the last 3 financial years. These turn over details will have to be substantiated with the appropriate documentary evidences duly enclosed.

The last three years sales turn over details are furnished only from furniture dealing are as follows:

Name of the Company / Firm

Sl.No	Financial year	Turn over (Rs. in Lakhs)
1	2017-2018	
2	2018-2019	
3	2019-2020	

Signature of the Chartered Accountant :

Name of the Chartered Accountant :

Seal of the Chartered Accountant :

Address of the Tenderer :

DATE :

PLACE:

ANNEXURE – B2**PRODUCTION CAPACITY IN STEEL FURNITURE**

- a) Total Production Capacity per month/Sales / Distribution per month
 b) Plant wise Production Capacity / Outlet wise distribution capacity

Sl.No.	Name of the Plant / Location	Production/Sales/Distribution Capacity / Per month	Per Year

The Tenderer should furnish evidence of Production Capacity with the Tender.

Non-furnishing of above information and documents will entail the disqualification of the tender.

Signature of the Chartered Engineer :

Name of the Chartered Engineer :

Seal of the Chartered Engineer :

Address of the Tenderer :

DATE :

PLACE:

ANNEXURE – C
TECHNICAL SPECIFICATIONS FOR TWO TIER STEEL COT FOR COLLEGE
HOSTEL STUDENTS

Name of the Product: Two Tier Steel Cot (Refer Model Picture)

Specifications	Measurement
size	75" x 30" x 63"
Bed	16G CR sheet (1.63 mm Thick) :: V angle stiffeners
V angle stiffeners	3 for each Bed as Channel Type
Side Plate	10G CR sheet
Leg	1" Φ 10G ERW Tube with 4-Nos of Φ 2" 3MM THICK Round washer Hand Rail on both sides Φ 5/ 8" pipe on top cot and Bushes wherever necessary
Ladder: Height	54", 1"- Φ , 14G ERW Tube
Painting	One coat of red oxide and 2 coats of Powder Coating of Olive Green paint. and engraving the words in Tamil as mentioned Sl.No. 18(e) in the cot

Address of Tenderer

Signature :

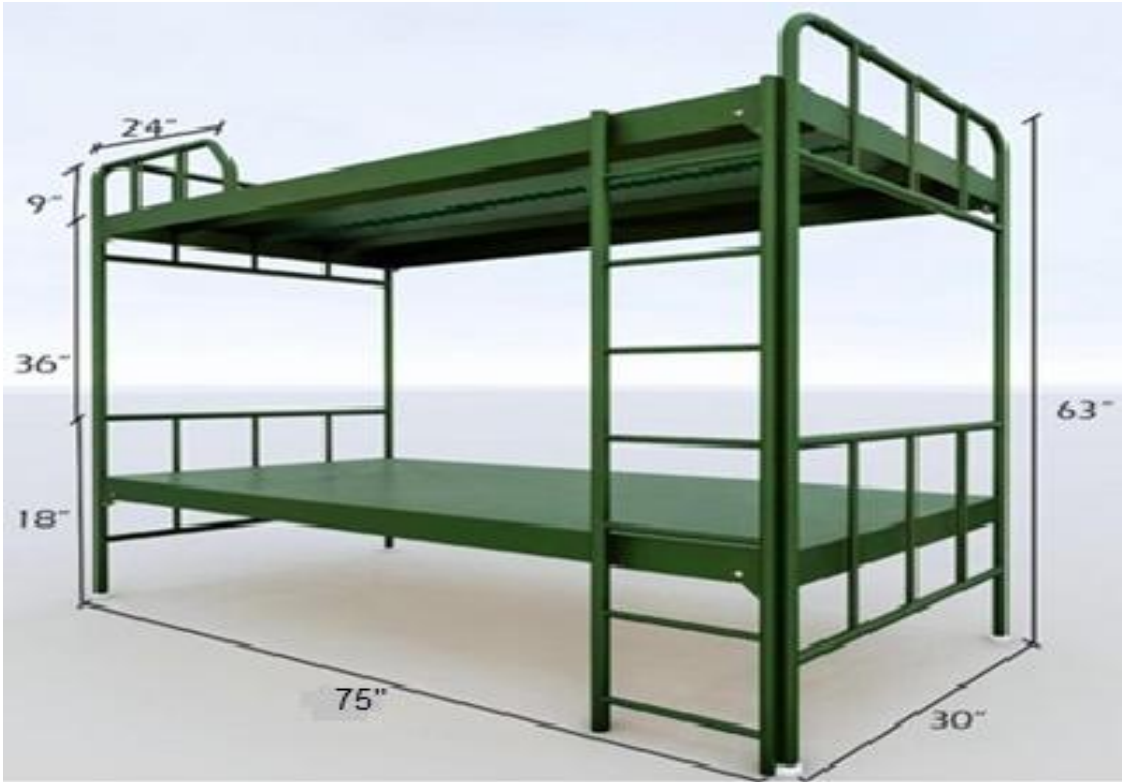
Name :

Designation :

Seal of Tenderer

DATE:

PLACE:



ANNEXURE – D

DECLARATION

I / We _____ having our office at _____
declare that I /We have never been blacklisted/Non performer by any State
Government / Central Government / or any State / Central PSU.

Signature :

Name :

Designation :

Address of the Tenderer :

Seal of Tenderer :

DATE :
PLACE:

ANNEXURE – E

(i) Credentials of the tenderer with experience in Supply of STEEL FURNITURE atleast minimum 3 govt./govt.undertakings in Sivagangai district or neighbouring districts during the last 3 years.

Sl. No	Year	Date of receipt of order	Name of the Department/ Office in which supplied with address	No. actual ly suppli ed	Value of supply (Rs. in lakh)	Date of comple tion of supply	If not completed reason(s) to be furnished
1	2	3	4	5	6	7	8
1	2017-18						
2	2018-19						
3	2019-20						

Note: Documentary proof for the above with completion certificate obtained from duly signed should be enclosed.

Address of Tenderer

Signature :

Name :
Designation :

Seal of Tenderer

DATE:
PLACE:

ANNEXURE – F**Authorisation Form**

To
The District Backward Classes and
Minorities Welfare Officer,
SIVAGANGAI.

WHEREAS _____ (Type the Name of the Manufacturer) who
are established and reputable Manufacturers of _____ (Type the Name
and description of goods) having factories at _____ (type the
address of Factory).

Do hereby authorise _____ (type the Name and address of the tenderer) to
submit a bid, and subsequently negotiate and sign the contract with you
against Tender No: **01/2020-2021** for the above goods manufactured by us.
We hereby extend our full guarantee and warranty for the goods offered for
supply by the above firm against this tender.

(Signature for and on behalf of
Manufacturer/Supplier)

Note: This letter of authority should be on the letter head of the
Manufacturer/Supplier and should be signed by a person competent and having the
power of attorney to bind the manufacturer. It should be submitted by the tenderer in
this tender:

SEAL AND SIGNATURE OF THE TENDERER

DATE :
PLACE:

ANNEXURE – G
PRICE BID CERTIFICATION FOR TWO TIER STEEL COT FOR COLLEGE
HOSTEL STUDENTS

To:

The Governor of Tamil Nadu.

I.....of

.....
hereby contract and agree on the acceptance of this tender by The District Backward Classes and Minorities Welfare Officer, SIVAGANGAI On behalf of the Governor of Tamilnadu to supply **TWO TIER STEEL COT FOR COLLEGE HOSTEL STUDENTS** to the Government of Tamil nadu (hereinafter referred to as " the Government ") in accordance with the terms and conditions of contract stated in the tender document, the goods hereunder named are of the quality and sort and at the rate or price specified in

Address of Tenderer

Signature :

Name :

Designation :

Seal of Tenderer

DATE:

PLACE:

ANNEXURE – H**PRICE BID****ITEM DESCRIPTION:****FOR TWO TIER STEEL COT FOR COLLEGE HOSTEL STUDENTS**

Sl. No.	Price Details	Rate (Rs. in figures)	Rate in words
I	Basic Price of one number of Two Tier Steel Cot for College Hostel Students(standard as per specification in Annexure C) Basic price which includes the price of one number of Two Tier Steel Cot as per specification prescribed and includes Assembling, Transport, free delivery of F.O.R. Destination at hostel and all levies such as Customs duty, Excise duty etc.		
II	GST on Sl.No. 1		
	(i) SGST (.....%)		
	(ii) CGST (.....%)		
	(iii) IGST (.....%)		
III	Other duties, taxes if any		
	Total		

Address of Tenderer

Signature :

Name :
Designation :

Seal of Tenderer

DATE:
PLACE: