

**OFFICE OF THE DIVISIONAL FOREST OFFICER
BARIPADA FOREST DIVISION
BARIPADA, DIST: - MAYURBHANJ**

Tel-06792-252613/252622, FAX-06792-255770, E-mail- dfobaripada.od@gmail.com

No. 269

Date: 06.12.2018

NOTICE INVITING TENDER

Sealed tenders are hereby invited from Registered Firms/Authorized dealers/DGS&D Rate contract holders having required statutory clearance for supply and installation of Furniture for Field Management Units under Divisional Management Unit, Baripada. The sealed offers are to be submitted on or before **21.12.2018 by 5 PM by Speed Post only**. The details regarding tender documents, specifications and terms and conditions can be downloaded from the standardised webportal of MAYURBHANJ district i.e. **www.mayurbhanj.nic.in**.

Sd/-

**DIVISIONAL FOREST OFFICER
BARIPADA FOREST DIVISION**

TENDER DOCUMENT

FOR SUPPLY OF FURNITURE FOR BARIPADA FOREST DIVISION
DIST. - MAYURBHANJ, ODISHA

**LAST DATE FOR SUBMISSION OF SEALED TENDER DOCUMENT (BY SPEED
POST ONLY)**

- 21.12.2018 by 05.00 PM

OPENING OF SEALED TENDER - 21.12.2018 - 05.30 PM

TENDER DOCUMENT

It is required to procure **the following furniture as detailed below for the Field Management Units under Divisional Management Unit, Baripada**. The procurement of the equipments shall be in confirmation with the terms & conditions attached (**Annexure-3**).

SL.NO.	Items	Unit	Quantity	Total for 6 Nos. FMU
1	Executive Office Table	Nos.	2	12
2	Executive Chair	Nos.	2	12
3	Table and Chair	Set	5	30
4	Visitors Chair	Nos.	10	60
5	Revolving Chairs	Nos.	5	30
6	Computer Tables	Nos.	5	30
7	Meeting Table (12 Seater with chairs and additional 5 chairs)	set	1	6
8	File Storage/ Cabinet	Nos.	2	12

The tender document should be submitted in two parts along with Terms & Conditions.

1. Application form showing detailed technical specification (**Annexure-1**)
2. Financial part showing detailed cost structure (**Annexure-2**)

TERMS & CONDITIONS

ELIGIBILITY CRITERIA:

The tenderer must fulfill the following eligibility criteria failing which their offer will be summarily rejected:-

1. The tenderer must possess required valid licenses, Registration etc. issued by the Competent Authority as per law.
2. If the tenderer is the authorized dealer/sole distributor of furniture, the Certificate to this effect should be attached (not applicable for the manufacturer of the product).
3. The tenderer must have completed satisfactorily supply orders of furnitures to any Govt./Autonomous/PSU Organisation (Central or State).
4. The tenderer must deposit earnest money of Rs.30,000/- (Rupees thirty thousand only) along with their tender in the form of Demand Draft favouring Divisional Forest Officer, Baripada Forest Division at Baripada.
5. The tenderer must have its own bank account, PAN, TAN, TIN, VAT and Service Tax No.
6. The tenderer must submit the following documents (self attested) along with the tender:
 - (a) Documentary proof of the registration/license etc. issued by the Competent Authority.
 - (b) Satisfactory completion certificate issued by the concerned Govt./Autonomous/PSU Organization (Central or State) under the signature of the appropriate authority as regards Sl.No.3 above. The certificate must contain (i) Full name (with description) of items supplied (ii) Supply order No. (iii) Supply order date (iv) Quantity supplied (v) Value of the complete supplies made (vi) Commencement of date of supply (vii) Completion of date of supply (viii) Whether the supply was made satisfactorily or not.
 - (c) Copy of Income Tax Return and Annual Accounts (Balance Sheet) of the last 03 Financial Years.
 - (d) Photocopies of bank account, PAN, TIN, TAN, VAT and Service Tax Registration Certificate.
 - (e) Original demand draft of Rs.30,000/- (Rupees Thirty thousand only) pertaining to earnest money in the form of account payee demand draft in favour of **Divisional Forest Officer, Baripada Forest Division** payable at **Baripada** only.
 - (f) Certificate of dealership/distributorship as applicable.

(g)

OTHER TERMS & CONDITIONS:

1. **Submission of Bids:** The tenderer shall submit their bid on the letterhead of the tenderer addressed to the The Divisional Forest Officer, O/o the DFO Baripada, PO- Baripada, Dist- Mayurbhanj, Pin- 757001 (Odisha) containing the information detailed at **Annexure-01 and 02. The photographs of the individual items of furniture to be supplied must be submitted along with the tender document failing which the tender document will be summarily rejected. Preference will be given to branded products only.**
2. **Mode of Submission.** Bid **must** be placed in a sealed envelope clearly superscribed as “Tender for supply and installation of Furniture in FMU BUILDINGS of Divisional Management Unit, Baripada (Make: Godrej/Wipro/Methodex/Jalaram/Durian or Equivalent)”. Tenders/bids submitted through Fax and E-mail will not be considered at all.
3. **Bid Opening.** The Bids shall be opened in O/o the Divisional Forest Office, Baripada in accordance with the extant procedure, tender terms and conditions.
4. **Tender Documents Availability & Cost:** The tenderer/bidder may download the tender document from the MAYURBHANJ district webportal i.e. www.mayurbhanj.nic.in.
5. **Validity of Bids:** Tender/Bids must be valid for 120 days from the tender opening date.
6. **Delivery Period.** The successful tenderer must be able to supply and install the goods within 15 days from the date of issue of Supply Order. Delayed supply will attract the levy of penalty/liquidated damages.
7. **Penalty:** If the suppliers fails to deliver and place any or all of the items or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
8. **Payment.** ‘Advance Payment’ is not allowed in any case. 100% payment will be released after completion of the supply and successful installation of the furniture.
9. **Performance Security Deposit.** The successful tenderer shall deposit within 07 days of issue of supply order Rs.1,00,000/- (Rupees One Lakh only) as performance security deposit with this office in the form of Fixed Deposit Receipts issued by Nationalised banks. The performance security deposit shall remain with this office till the completion of warranty period.
10. **Installation & Warranty Declaration :** Suppliers must give the comprehensive onsite warranty of at-least 01 year/as per the Manufacturer warranty clause from the date of successful installation of goods against any manufacturing defects. In the installation

report the model number of instrument and all spares parts/accessories numbers should be in the line of purchase order. Installation must be done within stipulated time period from the date of delivery of the item/equipment as specified in the purchase order.

- 11. Settlement of Disputes.** In the event of any dispute or difference(s) between the Divisional Forest Office, Baripada and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Divisional Forest Office, Baripada Forest Division who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties. All disputes shall be subject to Jurisdiction of courts at Baripada only.
- 12. Return of EMD to unsuccessful tenderers.** The unsuccessful tenderers shall be returned of their EMD demand draft within 15 days after finalization of the tender and issue of supply order in favour of successful tenderer. However, the EMD of the successful tenderer shall be retained by this office till the performance security deposit of the full amount is deposited by him.
- 13. Condition of goods.** The supplier must supply the goods in good condition without any defect whatsoever to the satisfaction of this office. Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction / specifications specified in the Letter of Award and demonstrate at the their own cost.
- 14. Dispatch of tender bids by the tenderer.** The tenderers may send their bids by **speed post** only addressed to the At- Divisional Forest Office, Po- Baripada, Dist- Mayurbhanj, Pin- 757001, (ODISHA), so as to reach this office before 1700 hrs of 21/12/2018. The bids sent through normal post or courier or Fax or e-mail shall not be considered.
- 15.** Divisional Forest Officer, Baripada Forest Division reserves the rights to accept/reject any offer in full or in part without assigning any reason thereof.

Sd/-
Divisional Forest Officer
Baripada Forest Division

Annexure-01

TECHNICAL BID PARTICULARS

1. Name of the Tenderer :
2. Full Address of the tenderer :
3. Contact details of tenderer :
(a) Telephone No.
(b) Mobile No.
(c) Fax No.
(d) E-mail id
4. Details of Earnest Money Deposit (Rs.:
30,000/-) (DD must be placed in the Bid
envelope)
(a) D.D. No.
(b) D.D. date
(c) DD amount
(d) Issuing Bank

5. List of Documents enclosed:

Sl. No.	Name of the document	Information to be filled in this column		Whether photocopies of the documents enclosed (pl.tick)
1.	License/Registration (Number)			Yes / No
2.	Dealership/Distributorship Certificate (Number)			Yes / No
3.	Supply order completion certificate (Name of the organization, value, supply completion date)			Yes / No
4.	Income Tax Return (Annual Income during last 03 Financial Years)	2014-15	Rs.	Yes / No
		2015-16	Rs.	
		2016-17	Rs.	
5.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2014-15	Rs.	Yes / No
		2015-16	Rs.	
		2016-17	Rs.	
6.	Bank Account (Bank Name, Branch & Account No.)			Yes / No
7.	PAN (Number)			Yes / No
8.	TIN (Number)			Yes / No
9.	TAN (Number)			Yes / No
10.	VAT (Number)			Yes / No
11.	GST (Number)			Yes / No

6. Detailed specifications of the goods proposed to be supplied by the tenderer. (The tenderer must submit the same in the enclosed format only (at **Annexure-02**)
7. Validity period of the Bid:
8. PHOTOGRAPHS ENCLOSED: YES/NO
9. Additional information, if any proposed to be furnished by the tenderer.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal:

Annexure – 2
FINANCIAL BID

1. Name of the Item : **Furniture for FMU BUILDING**
2. Quantity required :
3. Quantity proposed to be supplied:
4. Rates quoted by the tenderer in the following table:
5. Brand name :

SL.NO.	Items	Unit	Quantity	Make and Model	PRICE OF UNIT QUANTITY/SET
1	Executive Office Table	Nos.	2		
2	Executive Chair	Nos.	2		
3	Table and Chair	Set	5		
4	Visitors Chair	Nos.	10		
5	Revolving Chairs	Nos.	5		
6	Computer Tables	Nos.	5		
7	Meeting Table (12 Seater with chairs and additional 5 chairs)	set	1		
8	File Storage/ Cabinet	Nos.	2		

(Total Amount in Words Rupees)

6. Validity period of the bid :
7. Delivery Period :
8. Warranty Period :
9. Installation Period :

N.B.: Offer with Special condition having additional financial implication for this office shall not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal: