

TERMS AND CONDITIONS FOR SUPPLY OF FURNITURES

Sealed tenders are invited from the reputed & registered manufacturing/supplier for supplying following items to office of the CDM & PHO cum DMD, Nuapada as per requirement.

Si.No	Name Of the Items	Approx. Quantity
1	Table	52
2	Chair with cushion	104
3	Plastic Chair	312
4	Almirah	52
5	Rack	104

The Specification of the Furniture Items above mentioned is as follows

1. Office Table with one side drawers

- A. **Main Table**
- The size of main table shall be 4' X 3'
 - The top should be made of pre-laminated board
- B. **Under structure**
- The leg and other under structure should be made of round tubular under structure frame with footrest shall be made from MS ERW round tubes dia.
 - There shall be one drawers & one Locker on right side . The shell of the drawer unit shall be made of 0.8 mm thick CRCA steel sheet.
 - Drawer slides shall be based on friction slides of 1.2 mm thick CRCA steel sheet. It should have 6 lever brass lock. The handles of drawer are made of ABS plastic fitted under the self-surface with screw. The draw should have the single locking mechanism working on under lever.
 - Leg should be plastic buffer supports fitted with screw.
 - All the MS structure and draws are to be power coating with dry film.

2.Chair with cushion:

Material: Plastic/Steel/Fibre

Fitted with cushion

Back Height: high Back

Handle: with Handle or without handle

3. Plastic Chair:

a. Feature:	Lacquer Finish Synthetic Resin Medium Back with Arms.
Arm Rest	With Armrest
Back Type	Mid Back
Color	Any Colour
Appearance	Modern
Number Of Legs	4 Leg
Depth	560MM
Height	815MM
Width	560MM

4. Steel Alamirah

- a. Overall size : 198 cm (H) x 91.6 cm (W) x 48.6 cm (D)
- b. Materials : The CRCA steel sheet used for the body should be 0.9 mm thick,
- c. Construction : It should interlock design and full length over lapping doors and sides.
It should have three way bolting mechanism. The two doors have hinge mounted on frame
- d. Doors : The doors have one handle and lever locking mechanism with 6- Six lever Mazak Zinc Plated Lock.
- e. Powder coating : All steel components should undergo anti rust treatment .
- f. Shelves: It should have at least four shelves.

5. Iron Rack

- Colour: Any colour
- Load per Layer: 0-50 kg, 100-200 kg, 50-100 kg
- Material: Stainless Steel
- Shelves: Minimum Five shelves
- Height: five feet
- Others: High tensile strength, corrosive resistant & smooth finishing

Notes: the minimum warranty /replacement period of above items should be one year.

TERMS AND CONDITIONS

1. Sealed quotations will be received by **17.05.2022 till 1 P.M** along with all required documents. The quotations will be opened on 18.05.2022 **at 11.00 A.M** in the office of the CDM&PHO cum District Mission Director, Nuapada in presence of the quotationer /authorized representative of the quotationer who may wish to be present. Any quotation received after the due date & time will be rejected. **The Bid quotations will be received through Regd. Post / Speed Post /Courier only.**
 2. The quotationer(s) are to submit their quotations in **separate** sealed covered envelopes for **technical bid** and **Price bid** by superscribing **Cover "A" (Technical Bid) & Cover "B" (Price Bid)** and both the sealed covers should be put into a **third outer Cover**, which should be superscribed as **"FOR SUPPLY OF FURNITURES - HWC 2022-23"** Tender must be accompanied by Rs 2360/- (Rupees Two Thousand Three Hundred Sixty) Only (Non refundable) as processing fees and Security Deposits of Rs.10, 000/- (Must be submitted by way of Demand Draft), drawn on any Bank in favour of **ZSS Non. NRHM, Nuapada.**
 3. Rates should be inclusive of transportation, installation and including of all taxes. (List of the delivery site attached)
 4. It is mandatory to quote the rate of all items or else financial bid will be get rejected.
 5. The supplier selected shall have the responsibility to supply above mentioned items as per supply order.
 6. The suppliers shall also ensure that the quality and quantity have to be as per the supply order and approved rate contract in the quotation process.
 7. The firm should have PAN/GSTIN holder. (Originals to be produced at the time of tender opening). If demanded.
 8. Order to the supplier will be made as per the requirement.
 9. The supplier should start the supply of items within 4 days after receiving supply order and should complete within 20 days and supplier shall submit the bill for payment at the approved rate. The transportation of items is sole responsibility of the supplier and must deliver the item on door delivery basis to different subcenter of Nuapada District (DETAILS LIST ATTACHED).
 10. The successful bidder has to deposit @5% of the purchase order value by way of Demand Draft), drawn on any Bank in favour of **ZSS Non. NRHM, Nuapada as performance security** which will be refunded after completion of one year, without any interest on the mentioned amount.
 11. Payment will be made after 100% supply of items and complete installation as per order.
 12. The quoted rate should be inclusive of all taxes, transportation and installation at different sites of the district.
 13. L₁ bidder will be finalized, taking the average quoted rate of all items of financial Bid. Further negotiation will be made with the L₁ bidder for individual items as per the lowest quoted rate of the bidders and rate will be finalized. If L₁ bidder will not agree for negotiation, the decision of the committee will be final and binding.
 14. Annual turnover certificate duly signed by Chartered Accountant submitted for last 3 years (Annual turnover must be **≥ 10 Lakhs** in last three preceding years) Format **T2**
 15. If the successful bidder/ bidders fail to supply the entire quantity within the stipulated period (MENTINOED AT SI.NO 9), liquidated damage @ of the following % of the relevant contract value, per week of delays after the stipulated time shall be calculated, 1% for 1st week, 2% for 2nd week, 4% for 3rd week, 8% for 4th week, 16% for 5th week & 30% for 6th week. Default beyond 6th week shall amount to cancellation of work order/contract. The defaulting firm shall not be allowed to participate in the next tender for any item under NHM. EMD deposited by the defaulting firm shall be forfeited.
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16. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

Place
Date

Signature and seal of the authorized signatory

DOCUMENTS TO BE SUBMITTED

The firm/supplier has to submit the following documents along with Technical Bid (Tender Form A.)

- Photo copy of the Registration certificate.
- Address and contact number of office. (Form T1)
- Photo copy of Authorized Manufacture/Distributor/Supplier
- Photo copy of PAN/GSTIN certificate.
- **The firm/agency will have to submit the Affidavit with following clause:-**
 1. It has not been blacklisted by any Government Organization (To Be submitted in Rs.20/- non judicial stamp paper **Format T3**).
 2. The firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law.
 3. The Authority will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced.
 4. That the firm/agency agrees to abide by all terms& conditions of tender.
 5. The firm/agency will quote prices inclusive of all taxes.
- Authorization certificates from manufacturer (not needed for manufacturer).
- Tender must be accompanied by Rs 2360/- (Rupees Two Thousand Three Hundred Sixty) Only (Non-refundable) as processing fees by way of Demand Draft (Must be submitted) Deposits of Rs.10,000/- by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of **ZSS Non. NRHM, Nuapada or BG in favour of CDM&PHO,Nuapada**.
- Annual turnover certificate duly signed by Chartered Accountant submitted for last 3 years (Annual turnover must be **≥ 10 Lakhs** in last three preceding years) **Format T2**
- Supplier has to submit the product broacher with photographs of the product.
- Deviation and No deviation statement. Form T4

FORMATS - Part 1

FORM - T1

(To be submitted in Technical Bid Envelop)

(The documents have to be arranged serially as per the order mentioned below)

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory (In capital letters)	
4	Authorization and specimen signature of the authorized signatory Telephone number of authorized signatory / Organization	
5	product broacher with photographs of the product	
6	Deviation and no deviation (Format T4)	
7	GSTIN (GST identification number)	
8	PAN (Photocopy of PAN)	
9	Annual turnover certificate duly signed by Chartered Accountant submitted for last 3 years (Annual turnover must be \geq 10 Lakhs in last three preceding years) Format T3	
10	Draft number & date of tender document Cost (Non-Refundable) of Rs.2,240/-	
11	Draft number and date of the EMD	
12	Authorization Copy (Not required for Manufacturer)	
13	Affidavit of declaration (<i>On original Stamp Paper</i>) as per Clause 4 of the terms & condition in Format T3	
14	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation/forged information in the above statement at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place

(Signature and seal of the authorized signatory)

Date

Seal

FORM -T2

(To be submitted in *Cover A -Technical Bid*)

ANNUAL AVERAGE TURN OVER STATEMENT

(To be furnished in the *letter head* of the Chartered Accountant)

The Annual Turnover of M/s _____ for the last 3 fi

Sl.	Financial Year	Turnover in Lakhs (Rs.)
1	2018-19	
2	2019-20	
3	2020-21	
Average Annual Turnover of last three years (Rs. In lakhs)		

Date:
Accountant

Signature of Chartered
(Name in Capital)

Place:

Seal

Membership No

Note:

1) To be issued in the *letter head* of the Chartered Accountant with membership No.

FORM – T3

(To be submitted in *Cover A -Technical Bid*)

Format for Undertaking of the supplier (On Non-Judicial Stamp Paper Rs 20)

Affidavit

I,.....(Proprietor of the Agency), (the names and addresses of the Registered Agency) do hereby solemnly affirm and sincerely state that;

- That my agency not been blacklisted by any Government Organization.
- That my agency does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.
- That the CDM & PHO, Nuapada will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by me after receipt of communication from CDM & PHO within 7 days.
- That we agree to abide by all terms & conditions of tender vide Reference No _____.
- **That the rate quoted for different items are inclusive of all taxes, transportation, designing etc. as per tender documents.**

I further affirm that, in case of any such evidence in contradiction to above declaration come to the notice of the CDM & PHO, Nuapada any time during the valid contract period the annual rate contract shall be liable for termination in addition to other legal recourse available under the law of the land.

Dated thisDay of....., 20

Name of the Prop

.....

**Signature of the Authorized
Person**

.....

Name of the Authorized Person

Form-T4

STATEMENT REGARDING DEVIATIONS FROM TECHNICAL SPECIFICATIONS (IF ANY)

Following are the technical deviations and variations from the purchaser's Technical Specifications.

Sl.	Item Name	Clause of Technical Specification	Statement of Deviations / Variations if any
1			
2			
3			
4			
5			

In case there is no deviation from technical specification, Pl. Mention ***No Deviation.***

Signature of the Bidder

Name :

Date :

Place :

Seal

TENDER FORM - B
Financial Bid

Si.No	Name of The Items	Make & Model of Items Quoted	Rate Per Unit	Remarks
1	Office Table			
2	Chair with Cushion			
3	Visitors Chair			
4	Steel Alamirah			
5	General Rack			

Notes: Use different sheets for different model or for higher specification items

I / we _____ agree to supply the above goods & allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

I / we _____ confirm that we agree to all other terms and conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

I / we _____ have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tendered desires to put some additional /modified stipulations, terms & conditions etc. the same may be clearly indicated)

I / we _____ confirm that our offer will remain valid or acceptance for _____ days after the date of opening of tenders (preferably at least one year)

(Signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of.....

(Name and address of the tendering firm).....

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

Name of the Area where Delivery is to be done

<u>Si. No</u>	<u>Name Of the Block</u>	<u>Name of HWC</u>	<u>Minimum Distance from Hqr.</u>
1	Khariar	Bargaon	66
2		Badmaheswar	60
3		Badi	73
4		Khasbahal	78
5		Khudpej	77
6		Kirkita	92
7		Nehena	74
8		Amlapali	75
9	Komna	Agren	50
10		Bisibahal	62
11		Gandamer	55
12		Kandetara	50
13		Konabira	45
14		Kurumpuri	20
15		Lakhana	18
16		Sialati	32
17		Udyanbandh	33
18		Tikrapada	38
19		Pendraban	52
20		Rajna	67
21		Chhata	55
22		Nuagaon	55
23	Samarsingh	15	
24	Nuapada	Amsena	20
25		Godfulla	6
26		Gotma	8
27		Jampani	34
28		Kodomeri	15
29		Kotenchuan	8
30		Maulibhata	10
31		Parkod	22
32		Sahipala	15
33		Sarabong	10
34		Tanwat	4
35		Jenjera	15
36		Kuliabandha	25
37		Bisora	32
38		Bhaleswar	40
39		Motanuapada	18

40	Boden	Kuleikela	115
41		Rokal	120
42		Litisargi	107
43		Larka	125
44		Nagpada	135
45		Sunapur	95
46		Sinapali	Chalana
47	Gorla		115
48	Bargaon		105
49	Gandabahali		90
50	Niljee		112
51	Singhjar		108
52	Badibahal		110