



Jharkhand Agency for Promotion of Information Technology
(An Autonomous body under Department of Information Technology, Govt of Jharkhand)
Ground Floor, Engineers Hostel – I, Near Golchakkar, Dhurwa, Ranchi, Jharkhand
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Bid for Supply & Installation of office furniture

Ref No. JAP-IT/Furniture/01/2016

Jharkhand Agency for Promotion of Information Technology (JAP-IT)
(An Autonomous body under Department of Information Technology, Govt of
Jharkhand)
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JAP-IT/Furniture/01/2016

SECTION-1

Jharkhand Agency for Promotion of Information Technology intends to invite Bid from reputed companies/firms/agencies authorized to provide furniture for hall of JAP-IT.

NIT No.	Name of the work	Estimated Cost	Earnest money to be deposited	Cost of Bid (Non Refundable)	Last date of submission of cost of Bid , EMD and technical bid documents	Date and Time of opening the Technical Bid
NIT NO. JAP-IT/furniture/01 2016	Supply & Installation of office furniture	Approx 10,00,000/- (Ten Lacks (Approx .))	10,000/- (Ten Thousand)	(1,000)/-	17 th Nov 2016 Upto 13:30 Hrs.	17 th Nov 2016 upto 15:30Hrs.

1) The bid, complete in all respect, must be received in this office before the due time on the due date. The bids received after the due date and time will not be considered. All outstation bids sent by courier/post must be received in this office before the due time on the due date. This office shall not be responsible for any kind of delay in submission of the bid.

2) The bid is not transferable. Only one bid shall be submitted by one organization.

GENERAL TERMS AND CONDITIONS INCLUDING ELIGIBILITY CONDITIONS

1) Parties: The parties to the Contract are the Biding Firm and the Jharkhand Agency for Promotion for Information Technology (JAP-IT).

2) Preparation and Submission of Bid: The bid should be submitted in two parts viz. Technical Bid and Commercial Bid in the proforma given in Annexure-III and Annexure-IV respectively with each Bid kept in a separate sealed cover. Each cover must contain the address of the Bidder, and should be super scribed with the statement “Technical Bid” and “Commercial Bid”, as the case may be. These two covers should then be kept in another sealed cover addressed to The Chief Executive Officer, Ground Floor, Engineer’s Hostel Near Golchakkar, Dhurwa, Ranchi, Jharkhand, dully superscripted with the statement **“Supply & Installation of office furniture”**. The bidder should sign and affix his/her firm’s stamp at each page of the bid document and all its Annexure as the acceptance of the offer prepared by the bidder which may be deemed as a contract and a formal agreement will also be drawn regarding the contract.

3) Technical Bid

3.1 The Technical bid should be submitted in form given in Annexure-I.

3.2 All columns of the proforma should be filled and accompanied by DDs towards Earnest Money Deposit (EMD), cost of tender document and documentary evidence in support of the information provided against different columns, failing which the Bid would be liable for cancellation.

4) Commercial Bid:

4.1 The Commercial Bid should be submitted in form given in Annexure-II. The Commercial

Bids of only those bidders who are short-listed after evaluation of Technical Bids will be opened. A tender Committee will evaluate the Technical Bids and Commercial bids.

4.2 A consolidated price should be quoted for the item along with its break up showing different items of charge. The consolidated price quoted shall be firm and final and payable for the goods delivered, installed and commissioned in the office/hall indicated in Scope of Work. No payments other than the amount shown as consolidated price shall be made by this organization. If any statutory levy is found applicable, the same shall be borne by the bidding firm. The only deviation to the preceding statement could be the levies revised upward or introduced by JAP-IT after the submission of the bid by the bidder, in those cases the Bidder shall produce documentary evidence. The total consolidated price quoted shall be the basis of determining L1.

4.3 At the time of payment of bills, the taxes, if any, shall be deducted at source as per Government Rules and guidelines as may be prevailing at the time of payment.

4.4 The detail specifications of furniture are available in Annexure-II.

5) Validity: The bids shall be valid for a period of 6 (Six) months from the date of opening of the bids.

6) Opening of Bid: The Technical bids hall be opened on 17th Nov 2016 at 15:30 Hrs. in JAP-IT, Ranchi. The bidder is at liberty to attend either himself or authorize not more than one representative to be present at the opening of the bid. The representative attending the opening of the bid on behalf of the bidder should bring

with him a letter of authority from the bidder and a proof of identification. Those who will qualify in Technical Bid evaluation shall be intimated on phone/ by fax/by e-mail and will be eligible for opening of their respective commercial bid.

7) Criterion for Evaluation of Bids: The evaluation of the bids will be made first on the basis of technical information furnished in form given in Annexure-I and then on the basis bid document of commercial information furnished in form given in Annexure-II. The Commercial Bid (Annexure-II) of only those firms that are found eligible based on technical parameters and eligibility conditions will be opened. Any inferences drawn by the bidders or their representative during the opening of the Technical Bid will be their own view and JAP-IT will not be responsible and required to abide by the same. The reasons for selection or rejection of a particular bid will not be disclosed.

8) Breach of Terms and Conditions: In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by JAP-IT in that event.

9) Subletting of Work: The firm shall not assign or sublet the work or any part of it to any other person or party.

10) Terms of Payment:

10.1 Material is to be supplied by the bidder FOR at JAP-IT office on specified address.

10.2 All payments shall be made by cheque/ DD only after satisfactory supply, installation and commissioning of the said items.

10.3 JAP-IT shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in preceding para.

10.4 The term “payment” mentioned in this para includes all types of payments due to the firm/vendor arising on account of this contract.

11) Eligibility conditions:

11.1 The manufacturers who have been in the business of manufacturing furniture items for more than 5 years and have an annual turnover of more than Rs.2.00 (Rupees two) crores during last three years (2012-13, 2013-14 and 2014-15) shall only be eligible, and must submit an attested photocopy of the audited balance sheet & ITR of last 03 (three) years as a proof of annual turnover stated.

11.2 The supplier must be either itself a manufacturer or authorised vendor of the manufacturer.

11.3 The manufacturer should have a dealer bases in Ranchi, Jharkhand for last three years to prove its capability to provide after sales service as and when required.

11.4 The manufacturer should have a standard price list of its products all over the country and must submit a copy of the said list with the Technical Bid.

11.5 The bidder/authorised vendor/manufacturer must have successfully executed at least three contracts of similar nature to Central/State Government Departments/organisations. Copies of these contracts must be attached with the Technical Bid.

11.6 The manufacturer should possess prevalent certifications related to quality and safety relevant to manufacture of Furniture, e.g., ISO 90001, ISO 14001 and ISO 18001. Attested copies of such Certificates should be attached with the Technical Bid. This Clause will also be relevant to the authorised partners/dealers and they must

ensure that the product they are offering is manufactured by the manufacturer possessing the requisite certifications.

11.7 Preference will be given to the manufacturers engaged in manufacturing high quality “Green Furniture” duly certified by some international agency. Attested copies of such certificate should be attached with the technical bid.

11.8 The technical bid must be accompanied by the manufacturer’s catalogues/ Drawing (in original) in respect of the product offered.

11.9 The Bidder must have PAN/TIN No. and VAT No. and must submit legible attested copies of PAN/TIN No. and VAT No. with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.

11.10 The bidder must give warranty of at least 36 months of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.

11.11 The period of warranty offered for the product will be a criterion in case more than one bidder meets the above criterion.

12) General:

12.1 The manufacturer must submit pre-receipted Bill for payment after satisfactory supply

and installation of the product at the locations Ordered.

12.2 Any violation of the terms and conditions or supply of inferior quality of material shall result in total rejection of the items apart from taking appropriate remedial action at the risk and cost of the bidder.

12.3 The receipt of the Purchase Order should be acknowledged by return post.

12.4 The decision of competent authority i.e., CEO, JAP-IT, any matter of dispute shall be final and binding.

12.5 If the bidders fails to supply and install within the stipulated time the amount to be paid to him shall be deducted in the following manner -

- First 15 days of delay - 3%)
- Delay of 1(one) month -5%
- Delay of 2(two) months -7%)
- Delay of 3(three) months - work order will be cancelled along with forfeiture of EMD action will be taken for blacklisting.

12.6 The qualified bidder for supply the items has to complete supply within the stipulated Period as mentioned in tender document. And after successful installation and commissioning by successful bidder one technical manpower support will be provided as when required for duration of 24 (twenty four) months. After 24 (twenty four) months the bidder will have to provide technical man power as per remuneration/ wages of government of Jharkhand as fixed by the Labour, Employment and Training Department time to time.

12.7 The EMD amount of unsuccessful Bidders will be refunded/ returned without interest after completion of tender formalities.

13) Earnest Money Deposit (EMD): The Technical Bid must be accompanied by Earnest Money Deposit of 10, 000/- (Rupees Ten Thousand Only) submitted in the form of Demand Draft drawn on any Scheduled Bank in favour of “CEO, JAP-IT” payable at “Ranchi, Jharkhand”. While the EMD of other vendors would be returned immediately after a decision on identification of a vendor, the EMD of the selected vendor shall be returned after the Vendor has supplied and installed the materials at the locations indicated in the Purchase Orders and after furnishing the Performance Security. No interest will be payable on the EMD.

14) Performance Security: The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of furniture quoted in the commercial bid in the form of Demand Draft/ Bank Guarantee from any Scheduled Bank in favour of “CEO, JAP-IT” payable at “Ranchi, Jharkhand”. In case the Performance Security is submitted in the Form of Bank Guarantee the same should be valid for a period of 2 (two) months beyond the date of expiry of Warranty Period of the Furniture.

15) Cost of bid document: The bidders will be required to deposited cost of Bid amounting Rs.1,000/- (Rupees One Thousand Only) to be placed in the “Technical Bid” in the shape of separate DD in favour of “CEO, JAP-IT” payable at “Ranchi, Jharkhand”. This amount is non-refundable.

16) All legal disputes are subject to the jurisdiction of Ranchi courts only.

17) JAP-IT reserved the right to cancel the tender without assign any reason.

SECTION-3
PROFILE OF THE BIDDER

1. Full Name of Bidder :
2. Registered Address :
3. Address of Office :
4. Details of Contact/Authorized Person
Name & Designation :
Address:
Tel No. (Landline) :
Mobile
Email ID :
FAX:
5. Type of Firm: Private Ltd./
Public Ltd./Cooperative/NGO/PSU/Proprietary/Partnership etc.
.....
(Please mention and enclose copy of *Memorandum/Articles* of
Association/Certificate of Incorporation)
6. Name(s) of Directors/ partners/ proprietor:
.....
7. PAN/GIR No. (Please enclose photocopy):
.....
8. Service Tax Registration No. (Please enclose photocopy) :
9. Experience Certificate(s)
(Please enclose copies of documentary evidence i.e. experience certificate(s)
specifying satisfactory work completion, value of the work carried out and period of
work order from the clients.)
10. Earnest money details:
DD. No. dated for Rs.....
drawn on
11. Bank Account details
 - a. Name and address of Bank
 - b. Account no.
 - c. MICR no.
 - d. IFSC code of Branch
12. Any other relevant information

(Signatures of authorized signatory)

Name :

.....

Designation :

.....

Seal:

Annexure-II

SECTION-4

BID FORM

To,

CEO
JAP-IT,
Ranchi.

Sir,

1. Having examined the terms & conditions of the bid including all the annexures, the receipt of which is hereby duly acknowledged, I/we undersigned, offer to provide furniture at **JAP-IT, RANCHI** in conformity with the said terms & conditions of bid (Bid Ref. No. _____) , for the sum or such other sums as may be ascertained in accordance with the schedule of prices attached and made part of this bid.
2. We undertake, if our bid is accepted, to commence services and to deliver all items specified in the contract, as per the delivery schedule.
3. Online Bid submitted by us prepared so as to prevent any subsequent alteration and replacement. All the bid documents, duly signed, are enclosed .
4. We agree to abide by this bid till its validity period as specified in clause 5.0. It shall remain binding upon us and may be accepted at any time on or before expiry of validity period.
5. Until a formal agreement or contract is prepared and executed, this bid together with your written acceptance thereof, in your notification of award, shall constitute a binding contract between us.
6. If our bid is accepted we shall furnish a bank guarantee of a nationalized/scheduled bank or demand draft for a sum amounting to 5% of the contract value for the due performance of the contract.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2016.

Signature

In capacity of

Duly authorised to sign the bid for and on behalf of

Witness

Signature

Address.....

Annexure-III

Bid Part-1 (Technical)

Bid Notice no:- JAP-IT/ Furniture/01/2016
Due date of opening:-

Name of work:- Bid for Supply & Installation of office furniture

- 1) Name and full address for communication of the bidder
- 2) Permanent address
- 3) Valid TIN number
(Enclose attested photocopy)
- 4) Valid Service Tax Registration Number
(Enclose attested photocopy)
- 5) Accepted all terms and conditions
of the Bid (write Yes or No)
- 6) Experience certificate
(Enclose performance certificate as stated in NIT)
- 7) Particulars of the Earnest Money Deposited (EMD)

OR

- Bank Draft Number
- Name of the Bank (Nationalized/Scheduled Bank).....
- Date
- Amount
- Attached photocopy of Money Receipt
- Money Receipt number
- 8) Remarks if any
 - 9) Details of the enclosures
 - i)
 - ii)
 - iii)
 - iv)
 - v)
- Place:-
- Date:-

Signature of the Bidder with Official Seal

Note:- Desired information without supporting evidence may lead to disqualification of opening of Bid Part-II (commercial)

Scope of Work

Jharkhand Agency for Promotion of Information Technology (herein after referred to as JAP-IT), intend to invite bid for supply, installation of office furniture, for newly constructed hall , Ranchi. The Successful bidder will have to supply, install, commission, maintain and provide training for the same during warranty period, as per terms and conditions mentioned in the tender document. The Successful bidder will be responsible for providing the services for configuring the hardware and deploying system software as per the requirements testing/ integration of various hardware and software. The bidder to provide full documentation including technical details of all components listed in the proposal. Transporting goods to the site shall be arranged by the Successful Bidder at his cost.

General Terms and Conditions

Bid Part-1 (Technical) and Bid Part-II (financial) is invited from the registered Supplier/companies /firms for supply of modular furniture/ furniture.

1) The bidder will have to submit the duly attested photocopies of the following documents of the at the time of providing furniture:-

a) The bidder shall be registered for service Tax & Income Tax .

Sl No.	Model	Description
1.	Dies Table	Size: 1800Lx600Dx750Ht., 25mm thk Pre lam table top with PVC edge banding, Table top supported with 18 mm thk Prelam partical board side panel with pvc edge banding, tabletop supported with 18mm thk Prelam partical board modesty panel with pvc edge banding.
2.	Auditorium Table	Size: 1500Lx600Dx750Ht., 25mm thk Pre lam table top with PVC edge banding, Table top supported with 18 mm thk Prelam partical board side panel with pvc edge banding, tabletop supported with 18mm thk Prelam partical board modesty panel with pvc edge banding.
3.	Dies chair	High back Chair with revolving, Size (Seat-510x480, Back-660x510, Height- Min. 470 mmMax-540540 mm)
4.	Mid back chair	Medium back Chair, Size (Seat-495x480, Back- 495x Back width-470) mm, Height- Min. 410 to 470)
5.	Reception Table	Size: 1200Lx600Dx900Ht., side runner size; 900Lx450Dx750Ht. , 25mm thk Pre lam table top with PVC edge banding, Table top supported with 18 mm thk Prelam partical board side panel with

		pvc edge banding, tabletop supported with 18mm thk Prelam partical board modestry panel with pvc edge banding.
6.	Chair	Medium back Chair, Size (Seat-495x480, Back- 495x Back width-470) mm, Height- Min. 410 to 470)

Agreed and accepted the above Terms and Condition Authorized Signature & Seal of the Firm/ Agency/ Supplier.

Annexure-IV

Ref No. JAP-IT/Furniture/01/2016

SUBJECT: Bid Notice for purchase of office furniture for office of JAP-IT.

Sr. No.	Items	Quantity to be purchased	Basic unit Rates	Taxes	Any other specific charges	Total consolidated price (in Rs.) (4+5+6)
1	2	3	4	5	6	7

Total consolidated price inclusive of all levies and taxes, freight, insurance, installation, commissioning and all other incidental charges quoted for the work as details given above will be Rs..... (in words).....Only).

- 3. The above rates are inclusive of delivery installation charges.
- 4. The bid will be valid for a period of six months from the date of acceptance of the bid by the Competent Authority.

Signature (with Stamp).....
Name.....
Designation.....
Company Seal.....
Date: Place:

Annexure-V

UNDERTAKING (To be printed on the letter-head of Bidder)
BID No: JAP-IT/ FURNITURE/01/2016 Dated:

1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed purchase order of furniture items and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications terms and conditions for executing the Order" mentioned in this Bid, and shall conduct the work strictly as per these "Parameters and Technical Specifications".
3. I/We further undertake that the information given in this Bid are true and correct in all respect and we hold the responsibility for the same.
4. I/We also undertake that the materials to be supplied will be in accordance with specifications given in the Annexure II to the Bid Document and I/We shall be responsible for rejection/cancellation of contract if the materials are not found up to the mark or for civil/criminal proceedings if the material supplied is found sub-standard. We also undertake to incur the costs necessary for the tests or any other certification required by JAP-IT to confirm the compliance of the product with the specifications cited in the Notice for Bid.

Signature (with Stamp).....

Name.....

Designation.....

Company Seal.....

Date:

Place: