



राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)
(दिव्यांगजन सशक्तिकरणविभाग, सामाजिकन्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India
B.T. ROAD, BON-HOOGHLY, KOLKATA-700090
बी.टी. रोड बनहुगली, कोलकाता-700090
Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: mail@nioh.in and web: www.niohkol.nic.in

ENQUIRYNO: ACADEMIC BUILDING-MISC/2736/ACAD/2020/NILD

Date 02.11.2021

Delivery & Installation required within: 30 Days after receiving the P.O.
Last date of the tender-23.11.2021

REF: INVITING OF ONLINE QUOTATIONS THROUGH WWW.EPROCURE.GOV.IN FOR THE PURCHASE OF DUAL DESK FOR NEW ACADEMIC BUILDING NILD, KOLKATA.

Sl no.	NAME OF THE ITEMS		QTY
01	TWO-SEATER DUAL DESK-- Integrated Desk Cum Seating with Shelf / Storage Under Desk and covered from three sides with 18 mm thick prelaminate Particle Board		350 Nos.
TECHNICAL SPECIFICATION			
	Desk / bench Specifications	Type Of Disking	Integrated desk cum seating with shelf / storage under desk
		Material of Desk Top +/- 2mm (For shelf / storage +/-4 mm)	18 mm thick prelaminate Particle Board
		Length of Desk, Seating and Backrest (if provided) in mm (± 10 mm)	1200 MM
		Height of Desk Top in mm (± 5 mm)	750 MM
		Width of Desk Top in mm (± 5 mm)	350 MM
		Material of Desk Top +/- 2mm (For shelf / storage +/-4 mm)	18 mm thick prelaminate Particle Board
		Material of Support Structure or Side Panel	Mild Steel square Section of size 25x25 mm and wall thickness minimum 1.6 mm
	Seating Specification	Material of Seat and Backrest (if provided) (+/- 2mm (For back rest +/- 4mm)	18 mm thick prelaminate Particle Board
		Material of Support Structure	Mild Steel square Section of size 25x25 mm and wall thickness minimum 1.6 mm
		Material of Seat Cushion	Without Cushion
		Width of Seating in mm (± 10 mm)	300 MM
		Width of Seating in mm (± 10 mm)	460 MM
		Width of backrest if provided in mm (± 5 mm)	370 MM
		Distance between Tabletop edge and Seat edge in mm (+/- 5 mm)	250 MM
	Warranty	Warranty	02 years
		Desk top finishing	Two long sides shall have post form half round profile and other two sides edge banded with 2 mm thick PVC tape with the help of hot melt glue, two long sides shall have post form half round profile and other two sides edge banded with 2 mm thick PVC tape with the help of hot melt glue

GENERAL INSTRUCTION AND TERMS & CONDITIONS

1. Tender documents can only be downloaded from the web site (www.eprocure.gov.in). The cost of tender paper amounting to Rs. 500.00 which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online on or before the last date of bid submission date of tender. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned below. The original copy of the transaction slip, duly signed by the tenderer, must be up loaded along with tender document. **3% of work order value as a performance security should be submitted within 10 days of award of the contract.**

Bank account detail for submission of performance security and tender cost tender

Name of the Account Holder	National Institute for the Orthopaedically Handicapped
A/c No	53015297593
Name of the Bank	State Bank of India
Name of the Branch	NIOH Campus Kolkata
IFSC	SBIN 0030468

2. **Kindly online submit your quotation for the above items in two parts on Central Public Procurement Portal www.eprocure.gov.in**
3. Suppliers are requested to quote the item as per picture attached with the bid. Supplier are also requested to upload the colour picture of the item, dimension drawing along with bid document.
4. Successful bidder needs to submit the sample of the dual desk within 05 days of award of the contract and final delivery should be made within 21 days from the contract date after approval of the sample.
5. Suppliers may have to furnish test report of any or whole part of the item to the NILD, Kolkata.
6. The item along with it part should meet latest IS specification.

THE FOLLOWING DOCUMENTS SHOULD BE ENCLOSED IN TECHNICAL BID:

1.	Quotation should be enclosed with complete technical details and literature of the product.
2.	Compliance sheet with desired and quoted specifications given in comparative table
3.	Copy of latest and valid Trade license, Income Tax, GST / Sales Tax Clearance certificate etc should be submitted along with quotation.
4.	Warranty of the item should be 02 year
5.	Bid reserved for Make In India products: Procurement under this bid is reserved for purchase from Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. All bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected.
6.	Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar for that product category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.
7.	Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 50% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year.
8.	Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for last three Financial years. Copies of relevant contracts and supplied documents to be submitted along with bid.
9.	For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed. b. Execution certificate by client with order value. c. Any other document in support of order execution like Third Party Inspection release note, etc.
10.	The minimum average annual financial turnover of the bidder (reseller) and its OEM during the last three years, ending on 31st March of the previous financial year, should be not less than Rs.14 Lakh and 113 Lakh respectively. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
11.	The bidders/tenderers shall clarify /state whether he/they are manufacturer accredited agent or sole representative indicating principals and agent quoting on behalf of their manufacturers / principals with valid document
12.	Bidders / Tenderers should have quality assurance certifications issued by the authorized organization.
13.	After award of contract – Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing / starting bulk supplies. Successful Bidder shall submit 1 samples for Buyer's approval, within 5 days of award of contract. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete list of modification required in the sample within 5 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by Buyer
14.	Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if: i) The Seller fails to comply with any material term of the Contract. ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent. iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly. iv) The Seller becomes bankrupt or goes into liquidation. v) The Seller makes a general assignment for the benefit

	of creditors. vi) A receiver is appointed for any substantial property owned by the Seller. vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.
15.	The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
16.	Actual delivery and Installation & Commissioning (if covered in scope of supply) is to be done at following address New Annex Building National Institute for Locomotor Disabilities (Divyangjan) B.T. Road Bon-Hooghly, Kolkata -700090.
17.	Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name National Institute for the Orthopaedically Handicapped Account No. 53015297593 IFSC Code SBIN0030468 Bank Name State Bank of India Branch address 100/2, Subham Plaza, B. T. Road, Bon-Hooghly, Kolkata 700090. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 10 days of award of contract.
18.	In case of bidders or tenderers furnish false information their tender/bids will be rejected and their performance security will be forfeited.
19.	Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document.
20.	Warranty period of the supplied products shall be as given in specifications from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods.
21.	Timely Servicing / rectification of defects during warranty period: After having been notified of the defects / service requirement during warranty period, Seller has to complete the required Service / Rectification within 10 days time limit. If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security (PBG). Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Buyer shall have the right to get the service / rectification done from alternate sources at the risk and cost of the Seller besides forfeiture of PBG. Seller shall be liable to re-imburse the cost of such service / rectification to the Buyer
22.	The Bidder / OEM {themselves or through reseller(s)}, should have executed project for supply and installation / commissioning of same or similar Category Products during preceding 3 financial years (i.e. current year and three previous financial years) as on opening of bid, (i) Single order of at least 35% of estimated bid value; or (ii) Two orders of at least 20% each of estimated bid value; or (iii) Three orders of at least 15% each of estimated bid value. Satisfactory Performance certificate issued by respective Buyer Organization for the above Orders should be uploaded with bid.
23.	Do not use the word "Compliance" / "COMPLIED". remark should be specific.
24.	Suppliers/firms should quote the items as per specification (point wise) only. Any deviation from the technical and financial bid proforma given in the tender document may attract cancellation of the bid.
25.	Tender document should be strictly as per format given

Part 2- Financial Bid

1. The price / rates for the item quoted must be valid for 06 **months**.
2. Any other relevant information that the bidder may like to furnish so as to add the credibility, financial solvency, client list and past performance of the bidder.

3.SUBMISSION AND OPENING OF QUOTATION:

- (A) Telegraphic/ Cabled/ faxed/ e-mail etc, which are exposed Quotation will be summarily rejected.
- (B) The Technical bids will be opened first as per Central Govt. GFR.
- (C) The Financial bids will be opened of only the firms found technically suitable and after verify their valid document.

4. PRICE:-

- (a).The price quoted should be F.O.R. National Institute for Locomotor Disabilities (Divyangjan), (erstwhile NIOH) B.T.Road, Bon-Hooghly, Kolkata-700090 in **Indian Rupees only.Price quoted should never be exceed the Printed / Catalogued MRP of the product and price should be inclusive of all taxes and other charges (If any).**
- (b). the price quoted should be firmed and remained valid for 06 months from the finalization of tender.

5. PERFORMACEGUARANTEE

The PG will be remained in custody of the institute till three months after expiry of warranty period from the date of installation / commissioning of the ordered materials.

6. RESPONSIBILITIES FOR EXECUTION OF CONTRACT:

The supplier is to be entirely responsible for the execution of the contract in all respect in accordance with the terms and conditions as specified in the acceptance of quotation and lawfully responsible for the supply at site and will replace any part or full, whatever the case may be, if found not in conformity with the specification as laid down. Non-fulfillment of contract as per terms and condition as stipulated shall cause forfeiting of **Performance Security deposit**.

7. DELIVERY SCHEDULE:

Delivery should be free at site, NILD, Kolkata, If the supplier fails to deliver the stores or any part thereof within the stipulated date of delivery, the competent authority of the Institute (NILD) will be entitled at their discretion to either:

- (a). purchase the store from elsewhere, at the cost and risk of the supplier or
- (b) **Recover from the supplier liquidated damages liability @ 0. 5% per week of the order value.**

8. REMOVAL OR REJECTION:

Any stores rejected by our quality control officer/expert must be removed by the supplier and replacement made within two weeks from the date of receipt of such intimation at his risk and cost.

9. CREDIBILITY OF FIRM/SUPPLIER:

All the bidders are required to submit "Letter of Authorization from the Manufacturer verifying them as their authorized agent in India" **The bidder should have its office/representative/service provider within a reasonable distance from the institute in Kolkata and have sales/ service installations in Kolkata preferably.**

10. BILLING & TERMS OF PAYMENT:

Bills in Triplicate along with the Original receipted challan must be submitted to the Director, NILD, B.T.Road, Bon-hooghly, Kolkata-700090, duly pre-receipted by affixing revenue stamp and official seal. Admissible payment will be made after final commissioning/installation and satisfactory installation certificate.

11. SETTLEMENT OF DISPUTES:

All disputes or differences of any kind whatsoever arising out of or in connection with execution of this contract, whether during the progress of the supply or after their completion, shall be referred by the supplier to the Director of the Institute and the competent authority of the institute shall within reasonable time shall examine the case on its merit and on basis of any representation made in this context and notify decisions thereon in writing. The decision of the Director of the Institute shall be binding upon the supplier. If the supplier is not satisfied with the decision of the competent authority of the Institute, on any matters in question, dispute/difference to be arbitrated upon shall be the jurisdiction of the High Court at Kolkata.

The High Court of Kolkata will only be the jurisdiction to deal with and decide on any dispute whatsoever arising out of this tender.

The Director of the National Institute for Locomotor Disabilities (Divyangjan), reserves the right to reject any or all the tenders without assigning any reasons or giving any explanation thereof. No claim for damages will be entertained in this regard.

In addition to above, all others terms & conditions will also be binding as applicable in Govt. of India Purchase Rule.

The above conditions are stipulated without any prejudice.

**DIRECTOR
NILD, KOLKATA**

ANNEXTURE-I

CHECKLIST OF SUBMITTING DOCUMENTS – (TO BE FILLED BY THE TENDERER)

SL. NO:	DOCUMENTS	PLEASE MARK “√” IF DOCUMENT SUBMITTED*
1	Tender document, downloaded from the web site Web: www.eprocure.gov.in	
2	Warranty of the item should not be less than 02 year.	
3	Brand/Make and model of the item should be mentioned clearly	
4	Make In India products	
5	Micro and Small Enterprises document	
6	Three years' experience certificate	
7	Minimum Average Annual Turnover of the Bidder	
8	OEM Average Turnover (Last 3 Years)	
9	Years of Past Experience required	
10	Delivery period	
11	Validity of the quotation	
12	Signed photo copy of latest and valid Trade license, Income Tax, GST, Pan card, Sales Tax Clearance certificate, Partnership Deed (in case of Partnership firm must be submitted with the Quotation documents.	
13	Valid documents stating that bidder/ tendered is/are manufacturer accredited agent or sole representative indicating principals and agent quoting on behalf of their manufacturers / principals with valid documents.	
14	Any other documents submitting by the Tenderer, to be mentioned here:	

***Mention “Not Applicable” if the document is irrelevant.**

Pictorial presentation of Dual Desk two seater

