



SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH

(Ministry of Social Justice & Empowerment, Govt. of India)

Department of Empowerment of Persons with Disabilities, (Divyangjan)

OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.

Website: www.svnirtar.nic.in, E-mail: dir.nirtar@nic.in & svnirtar@gmail.com

Ref-AD-5/Local Bid /SS F&F//25-26

Date-29.04.25

GENERAL INSTRUCTIONS AND TERMS & CONDITIONS OF TENDER DOCUMENT

TENDER NOTICE

BID DOCUMENT FOR PROCUREMENT OF CANTEEN/CAFÉ F&F

SI No.	Particulars	Details
1	Name of the Job	Procurement of SS 304 grade canteen chair and table
2	Date of Publication of Tender Document	29.04.2025 (Tuesday)
3	Last Date and Time for submission of Tender	13 th May, 2025 (Tuesday) 16:00 Hrs.
4	Date and Time for opening of Technical Bids	14 th May, 2025 (Wednesday) 10 a.m.
5	Date and Time for opening of Financial Bids	To be informed after evaluation of Technical Bid.
6	Earnest Money Deposit (EMD)	Rs.20,000/- (Rupees Twenty Thousand only)
7	Security Depository	Rs. 50,000.00 (Rs.fifty thousand only) To be kept 26 months.
8	Tender papers	Tender Notice, papers etc are available in the Institute website. Bidder will download the documents and forms from the website and submitted as per instruction.

P.S-I/C

AD-2

Accounts Head

D.D P&A, Offg.

D.D-Tech, Offg

Director

30.4.25

1. INTRODUCTION

Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR) an Autonomous body under Department of Empowerment of Persons with Disabilities (DIVYANGJAN), Ministry of Social Justice and Empowerment, Govt. of India. It provides total medical rehabilitation for the Persons with Locomotor Disabilities.

2. ELIGIBILITY CRITERIA

- 2.1 The Bidder should have at least three years' experience in manufacturing or selling the required items in Govt/Semi Govt/Autonomous Organization.
 - 2.2 The Bidder should have a minimum average annual turnover of Rs. 5.00 lakhs or above. Documentary evidence in this regard must be furnished.
 - 2.3 Bidder must have valid GST/PAN/Aadhar/IT return and must be local residential area of 50 Kms from SVNIRTAR.
 - 2.4 Successful bidder in the technical bids must be submitted physical demo of required items as per required specification within three days after opening and evaluation of technical bid documents. No transportation cost will be paid to the bidder for this purpose. Final successful list of bidder in the technical bid will be finalized after demonstration and evaluation of physical items.
3. Delivery period; Within one month from the date of receiving order. Bidder must be deposited SD amount within 7 days of receiving order.

4. FOLLOWING DOCUMENTS TO BE SUBMITTED IN THE TECHNICAL BID ENVELOPE.

Sl	Name of documents
1	GST Certificate
2	Pan Card
3	Aadhar card
4	Latest quarter/month GST 3B receipt.
5	IT return for 23-24 and 24-25.
6	Bidder turnover certificate mentioning UDIN Number of CA.
7	Experience certificate in supply of this type of items in any Govt Institute mentioned above.
8	MSME certificate if any.
9	Technical Bid details as per Annexure-I (mandatory)
10	Compliance Statement as per Annexure-II (mandatory)
11	Declaration as per Annexure-III (mandatory)
12	Bank Account details,
13	Leaflet/ specification of the items to be supplied. Mandatory
14	EMD amount and details.

Annexure-I (Technical bid details format).

Sl. No.	Information required	Information to be provided by the bidder
1	Name of the firm/ organization	
2	Whether the organization is proprietorship/ partnership/ Pvt. Ltd./ Ltd. Company	
3	Local/present Address,	
4	Mobile No. & Whatsap No. and E-mail. Id of the proprietor/firm/contact person..	

Annexure-II (FORMAT OF COMPLIANCE STATEMENT) -MANDATORY

Name of Items	Required Specification	Whether complied to the required specification YES/NO	Brand/Model/Company of vehicle to be supplied
SS Dining Chair			
SS Dining Table			
SS Round Table			

Annexure-III (DECLARATION FORMAT)

I/wehaving my/our office atdo hereby declare that I/we have carefully read all the terms & conditions of GEM BOQ BID of the SVNIRTAR, Olatpur, Bairoi, Dist-Cuttack, Odisha-754010. I will abide by all terms and conditions set forth in the tender paper and GEM for the period of agreement.

Signature of Bidder

5. Terms & Conditions

- **Items detail specification given below will be delivered and installed/demonstrated at Patient mess and Cafeteria of SVNIRTAR.**
- If any items are not accepted, they may be replaced within seven days otherwise they will be rejected.
- If the price of the item is more than our estimate value, value will be negotiated or total bid may be cancelled.
- Delivery/demonstration is the responsibility of supplier. No extra cost will be paid for it.
- **Warranty certificates must be submitted along with bid documents and items.**
- Supplier must attend the call for maintenance of any defect of equipment/materials within warranty period.
- **Bidder must be local residential address within 50 km from the Institute.**
- Defects in materials must be replaced/repared within seven days.
- **Bidders must submit leaflets and details specification of materials to be supplied.**
- **MSME certificate will be accepted for exemption of EMD if bidder is the manufacturer of the bid items otherwise bidder will deposit EMD.**
- **The authority reserves the right to accept/reject and cancel any bid.**

6. GENERAL TERMS AND CONDITIONS FOR THE AWARD OF CONTRACT

- 6.1 The Bidders are requested to go through the instructions, terms and conditions and specifications given in the Tender Document. Failure to furnish all required information in every aspect will be at the bidder's risk and may result in the rejection of the Tender.
- 6.2 The Director, SVNIRTAR reserves the right to amend the Tender Document in full or any part thereof. Amendment to the Tender Document will be uploaded on the website of the Institute and it will be the sole responsibility of the bidders to verify the amendments if any and get the amended documents before the submission of the Tender Document.
- 6.3 Detail list of items and its specification is attached with bid document.
- 6.4 If at any stage the involvement of the Agency is found, in any, uncalled for activity, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the agreement of lease is liable to be terminated by the Competent Authority by giving 02 days' notice.
- 6.5 Institute reserves the right to accept or reject the Tender without assigning any reason whatsoever.
- 6.6 Items/specifications may change as per discussion by the Competent Authority of the Institute with the supplier.

7. EARNEST MONEY DEPOSIT (EMD)

- 7.1 **The bidder should furnish Earnest Money Deposit (EMD) for a value of Rs. 20,000/- (Rupees Twenty Thousand only) along with the tender document by way of Demand Draft/Bank Guarantee obtained from any Nationalized/Scheduled Bank and drawn in favor of “Director, Swami Vivekanand National Institute of Rehabilitation Training and Research” payable at Cuttack.**
- 7.2 **Submission of Tender Document without the EMD will be considered as non- responsive and will be summarily rejected.**
- 7.3 The EMD shall be refunded to the un-successful bidders after publication of the successful bidders. No interest will be paid on the EMD.
- 7.4 The EMD of the successful bidder will be refunded after deposit of SD within 7 days of receiving order otherwise order and EMD will be forfeited.

8. SUBMISSION OF TENDER

- 8.1 The tender documents duly filled in, signed on all pages shall be submitted in sealed cover to **The Director, Swami Vivekanand National Institute of Rehabilitation Training and Research, At: Olatpur, PO: Bairoi, District: Cuttack – 754010 up to 16:00 Hrs. on or before 13th May, 2025 (Tuesday)** as per the procedure laid down herein. The tender document can be submitted by registered/speed post on all workings days till the above closing date.
- 8.2 The Institute shall not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the Bidders including loss of the document in transit or delay in obtaining any document/certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay.
- 8.3 The Institute may extend the last date for submission of Tender Document by issuing an amendment. In such case all the rights and obligations of the Institute and the bidders previously subject to the original due date for submission will be then subject to the new date for submission.
- 8.4 Any Tender Document received by the Institute after the last date and time will not be considered and shall be rejected.

9. PROCEDURE FOR SUBMISSION OF TENDER DOCUMENTS

- 9.1 The tender shall be submitted in two parts viz., Part - A and Part - B. Each part shall be placed in an independent sealed envelope and each part shall be super scribed as follows:

Cover ‘A’

“TECHNICAL BID”

Name of Work: “Supply of canteen and Cafeteria Chairs & Tables”

Cover ‘B’

“FINANCIAL BID”

Name of Work: “Supply of canteen and Cafeteria Chairs & Tables”

- 9.2 Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be SEALED.

9.3 The sealed envelope shall be addressed to “**The Director, Swami Vivekanand National Institute of Rehabilitation Training and Research, At: Olatpur, PO: Bairoi, Dist: Cuttack – 754010** and mentioning Bidder name and address, place and date.

9.4 **The Technical Bid cover shall contain the Covering Letter, all required documents/Annexures, EMD and Check list mentioning page number of documents submitted.**

9.5 **Financial Bid shall contain the duly filled in and signed Financial Bid as per Annexure.**

9.6 **Signing of the Tender:**

All the pages of the tender document shall be signed by a person or persons duly authorized to sign on behalf of the Bidders.

10. TENDER OPENING

10.1 Criteria for Technical Evaluation (Evaluation of Technical Bid)

After opening cover envelope in presence of tender committee and bidder (optional), technical bid envelope will be opened and signed by all tender committee member on the envelope. The committee will evaluate the bid documents and determine whether the bidder has fulfilled all the tender conditions and has submitted all the relevant documents as stipulated in the tender document and whether the bidder is substantially responsive or not.

After that successful list of bidder will be approved by the authority for evaluation of physical demonstration of required items. After physical demonstration and evaluation, final list of successful bidder in the Technical Bid will be published for opening of Financial bid.

10.2 Financial Bid Opening:

The Institute will then proceed with the opening of Financial Bid of those bidders whose technical bid has been found substantially responsive. The opening of the "Finance Bid Cover" will be done in the presence tender committee members and bidders or their representatives. On opening of the “Financial Bid”, the amount quoted by the Bidders will be read out.

Evaluation of Financial bid: - Bid value of L1 bidder will be evaluated comparing to estimate amount of that items. If bid value is more than estimate amount, it will be negotiated with L1 bidder. If negotiation price of item is agreed to the Tender committee or competent authority, it will be final value and bidder will be declared as successful in bid.

If L1 bidder will not negotiated, next (L2) bidder will be negotiated. Same procedure will be followed till finalization of negotiation and declaration of result. If no final result is finalized, bid may be cancelled.

11. AWARD OF TENDER- L1 bidder after above process will be declared as successful bidder.

The bidders whose tenders has been accepted will be notified by the Institute. Notification of award shall constitute the formation of contract and purchase order. EMD will be treated as Security Deposit, till Security Deposit is furnished.

12. SECURITY DEPOSIT

- 12.1 The successful bidder has to furnish Security Deposit of **Rs.50, 000/- (Rupees Fifty thousand only)** in form of Demand Draft/Bank Guarantee obtained from any Nationalized/Scheduled Bank and drawn in favour of **"The Director, Swami Vivekanand National Institute of Rehabilitation Training and Research"**, payable at Cuttack within 07 days from the date of issue of the Work Order.
- 12.2 If the successful bidder fails to remit the Security Deposit within the above said period, the Earnest Money Deposit paid by him shall be forfeited and his Bid shall be held void and the Institute shall continue the process with other responsive bidders as per the General Terms and Conditions of the Contract.
- 12.3 No Interest will be paid on the EMD/Security Deposit as the case may be.

13. TERMINATION OF CONTRACT

The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 7 days, sent to the Bidder, terminate the contract either in whole or in part if it comes to the notice that, the Bidder has failed to perform any of the obligation(s) under the contract; or has engaged in fraudulent and corrupt practices in competing for or in executing the contract.

14. In the event, the Institute terminates the contract in whole or in part, the Institute may entrust the contract to other persons/bidders in such manner and at such rate as deemed appropriate.

15. DISPUTES AND JURISDICTION

Any legal disputes arising out of any breach of contract pertaining to this Tender process shall be subject to the courts of Cuttack jurisdiction.

S/D
Director

(To be submitted on Letter Head of Tenderer)

Technical Bid
(To be filled in by the Bidder)

To
The Director,
Swami Vivekanand National Institute of Rehabilitation Training &
Research, At: Olatpur, PO: Bairoi, District: Cuttack - 754010

**Subject: Tender for supplying canteen chairs and tables at Swami Vivekanand National
Institute of Rehabilitation Training & Research, Cuttack**

Sir,

With reference to tender notice, I/We here by submitting technical bid documents as
mentioned in the notice for your perusal.

Signature of the Tenderer
Name & Address
(Organisation Seal)

Place: -

Date: -

(To be submitted on Letter Head of Tenderer)

Financial Bid
(To be filled in by the Bidder)

To
The Director
Swami Vivekanand National Institute of Rehabilitation Training and
Research,
At: Olatpur, P.O.: Bairoi, Dist. Cuttack-754010, State: Odisha

Subject: Financial bid

Sir,

In reference to your Tender we submit herewith our financial bid:

Sl No	Item	A/U	Qty	Rate	Amount
1	SS Dining Chair	No	152		
2	SS Dining Table	No	20		
3	SS Round Table	No	06		

Signature of the Tenderer
Name & Address
(Organization Seal)

Place
Date

Note:

- Rate of items is included of GST, Taxes, Transportation, Delivery and commission etc. No extra payment will be made.
- Financial bid will be evaluated item wise for three items. L1 bidder of each item to be ordered.

Detail specification

Sl	Item	A/U	Qty	Spec
1	Dining Chair	No	152	SS-304 grade, 18 gauze, 1" round SS frame. Bottom seat- Waterproof ply-75 mm + foam and rexin. Dimension- Height-45 cm, seat-40cm x 40cm x 30 cm. Back side height-60 cm.
2	Dining Table	No	20	SS 304 grade-18 gauze square bar, leg size-1.6" x 1.6", Table top frame= 1" square bar SS 304 grade with 2 nos middle support. Height-2.6', Top granite dimension- 3.6' x 2.6' with side rounding polish.
3	SS Round Table	No	06	As per specification/dimension given below with image..



(Table top will be good quality Granite and SS 304 grade 1" square bar support (2 nos) to be given under granite.)

SPECIFICATIONS FOR STAINLESS STEEL ROUND HIGH TABLE



Material = 304 grade stainless steel

Table top diameter = 24 inches

Height of table top from ground = 42 inches

To be supported by at least one stainless steel post of 3 inches diameter

Base of post(s) to be firmly bolted onto / embedded into the concrete floor.

Table top shall be made of 14 gauge stainless steel.

Thickness of moulded edge of table top shall be 2 inches.