

TENDER DOCUMENT

Tender Form sold to:-

M/S _____

Receipt No. _____

Date: - _____

**FOR SUPPLY OF Furniture items/articles required in Hostel of Dr. RKGMC HAMIRPUR,
District Hamirpur (HP)**

LAST DATE FOR RECEIPT OF BID	UPTO 13/07/2022 on 05:00 PM
BID OPENING DATE	14/07/2022 AT 02:30PM

**Principal,
Dr. RKGMC, Hamirpur-HP**

TEL No. 01972-222999

COST OF TENDER DOCUMENT

AT COUNTER Rs.500/-

BY POST Rs.600/-

Instructions alongwith Terms and Conditions:-

1. Tender must be enclosed in a properly sealed envelope addressed to the Principal Dr. RKGMC, Hamirpur HP. **The tender must contain both Technical bid as well as financial bid in a separate envelope each.** The envelope must be superscribed as “**Tenders for the supply of Furniture items for different departments of Dr. RKGMC Hamirpur (HP)** and can be submitted by post or personally in the o/o Principal, Dr. RKGMC, Hamirpur on or before 13/07/2022 up to 05:00PM. For any query regarding tenderer may contact Principal, Dr.RKGMC, Hamirpur, HP, personally on phone No.01972-222999 / 224326.
2. The each & every page of tender document should be duly signed by tenderer.
3. All the columns of tender document shall be duly, properly and exhaustively filled in. The rates shall not be overwritten and in case of correction should be duly attested by the tenderer. In case bidder is not quoting the rates for some items, the word “Not quoted” should be clearly mentioned in the particular columns and no column should remain left blank. Any omission in filling of the column of rates may result in rejection of tender straightway and will not be considered under any circumstances.
4. **Samples must be produced of all furniture items quoted in the tender document by the bidder / firm, whenever required by technical committee. Financial bids of only approved sample will be considered.**
5. **Sample, on demand must be produced before Committee in the college campus. In any case firm/bidder to get his sample inspected in its premises, then the expenditure will be borne by the concerned vender/firm.**
6. Earnest money for Rs. **10,000/- (Rupee ten thousand only) in the shape of FDR in the name of Principal, Dr.RKGMC, Hamirpur-HP** should be enclosed with the tender.
7. The tender must be accompanied with G.S.T No, Pan Card and Sales Tax clearance certificate of taxes upto 31 March of preceding year. The income tax returns for the last three years filed by the tenderer or bidder/firm must be also enclosed with tender.
8. The rates quoted should be F.O.R. destination Principal Dr. RKGMC, Hamirpur-HP
9. GST/excise duty or other charges should be indicated separately otherwise rates will be deemed to be inclusive of such taxes and no future increase will be allowed. The committee will also consider/compare the rates such items with same specification available on the Gem portal.
10. **The branded products with requisite quality standard and certification will be given preference and the tenderer will have to produce authorization certificate from manufacturer or all India distributor.**
11. **The bidder will submit following undertakings & documents duly attached with technical bid.**
 - i. Undertaking on firms letter head that he will not try to gratify any person of the department.
 - ii. Undertaking on stamp paper that his firm has not been blacklisted by any HP state Govt. Deptt./Central Govt. Deptt.
 - iii. Bench price for the items supplied in any Govt. Deptt.
 - iv. Experience to supply the quoted items to HP state Govt. Office/ Central Govt/public sector undertakings etc.
 - v. Undertaking to the effect that the rates quoted are as per manufacturers rates and nowhere in India supplied the items at rates less than the quoted rates.
 - vi. Copy (s) of proper authorization certificates of Manufacturer / company, if any
 - vii. Copy of ISO (9001/18001/ 14001:2000 or 14001: 2004) / SEFA/ BIFMA Green Guard certificate (quality & Safety)

12. All photocopies of documents attached with the tender should be duly attested from a Gazetted officer/self-attested. **The original catalogues etc., should be enclosed with bid along with the compliance sheets for each item.** The index of the bid should give description of items quoted.
13. The bidders/ firm should possess following prevalent certifications related to quality & safety possessed by most of reputed brands of furniture manufacturers
a) ISO9001/ISO 14001/ ISO18001, b) ISO 9001:2000 or 14001:2004/ SEFA/BIFMA/Green Guard/ OHSAS 18001 etc. (Certificates to be attached).
14. Inspection of premises of the firm may be carried out to ensure genuineness of the firm.
15. The tender shall be opened in the presence of tenderers or their authorized representatives.
16. The tenderers who do not fulfill the above mentioned conditions their tender will be straight way rejected.
17. The financial bids of those bidders will only be opened whose technical bids recommended by Technical committee. The rates should be quoted inclusive of all taxes or with GST/ other taxes duly described.
18. **The contract period of the tender is one year from the date of award of tender or till the finalization of next tender.** In the event of tender being accepted the tender will be converted into a rate contract and will be governed by the conditions of contract. The contract will last for one year but in the event of any breach of agreement at any time on the part of contractor, the contract can be terminated summarily by the Principal, Dr. RKGMC, Hamirpur-HP or otherwise without assigning any reasons and without compensation to the contractor.
19. The contractor will supply nothing but genuine articles described in the schedule as per specifications. The articles will be of the good quality equal and answerable in every respect to the specifications given. The contractor will be answerable for all complaints as regards quality.
20. Performance security will be obtained from the successful tenderer on the award of contract @ 5% of the value of the contract, in the shape of FDR duly pledged, from a nationalized bank /commercial Bank. The performance security shall remain valid for a period of 60 days from the date of completion of contract.
21. 100% payment will be released within 21days against physical delivery of inspected/accepted articles duly sported with satisfactory inspection note and receipt of goods in good condition by consignee's site/destination.
22. The contractor must dispatch all the articles within 15 days of receipt of supply order.
23. The items supplied should be as per samples approved. The committee of this office will inspect all the items w.r.t specifications and quality standard as quoted in the tender.
24. Any dispute emerging from contract shall be subject to the jurisdiction of court at Hamirpur H.P. only.
25. Principal,Dr.RKGMC Hamirpur (HP) holds the right to increase or decrease the quantity of any items by 25% mentioned in the tender.
26. Principal, Dr. RKGMC Hamirpur (HP) holds the right to cancel the tender at any stage without assigning any reason.

I/We hereby undertake to supply the goods/material at the quoted rates specified in the Schedule and within the time specified in the conditions of the contract. The terms and conditions given in the contract will be binding upon me/us in the event of acceptance of my/our tender.

Read and accepted

Signature of tenderer

Specification(s) of Furniture items /articles required for Hostel Dr. RKGMC Hamirpur (HP)

S. No	Name of Furniture item	Qty.	Specification(s)
1	Bed Box	30 Nos.	Single Size 6'x3'x15" made of 18mm ply, on top 12 mm ply, on side 6mm ply on bottom cover with teak ply wood
2	Steel Amirah	30 Nos.	Amirah size 50"x30"x17" with three shelves & 4 compartment 20-22 G.Sheet
3	Mattress	30 Nos.	Mattress 6'x3'x4" with 32 D foam 3"x1" bonded foam with simple cotton cloth cover.
4	Study Table	30 Nos.	Table size 3'x2'2.5' with one drawer 1"sq.pipe frame top made of MDF laminated board.
5	Study Chair	30 Nos.	Study chair 1" round pipe chrome painted with seat and back 32 density foam cover with foam leatherite or jute cloth without arm.
6	Chair	30 Nos.	Chair SS pipe with seat & back 32 density foam cover with foam leatherite or jute cloth without arm.
7	Plastic Chair (without arm)	20 Nos.	Weight bearing capacity :120Kg
8	Dinning Table	02 Nos.	Seating capacity:6 person, Dimension:(H 2.5 feet x W 3.5 feet x L 5.5feet Standardized Top: 19mm.MDF Board
9	Steel Rack	20 Nos.	Rack size 50"x30"x17".The body should be made of 22 gaze metal sheet and adjustable
10	Dustbin	30 Nos.	Standard plastic size 5ltr,10ltr
11	Magazine Rack 15 pocket	10 Nos.	Size: 72" H x36" W x 16" D Should be made from pre-laminated MDF Board having 15 Nos. Storage pockets for the front display. Each storage is provided with MDF door with MS handle. Old Magazine and journals can be stored in the back storage.

Note:-The interested Firms/Venders/Company can see the samples of furniture items required in Hostel from Sr.No.01 to 05 at room No. 25 & 26 and which are already installed there.

Annexure-A**CHECK List duly filled in to be attached with the Technical Bid**

Sr. No	Particulars	
1.	Undertaking for Non gratification	Yes/No
2.	Non-blacklisting certificate on stamp paper	Yes/No
3.	Undertaking on letter head pad to the effect that rates quoted are as per manufacturer rates and items nowhere supplied less than quoted rates	Yes/No
4.	Whether a list of institution/organizations where your firm has supplied this item recently, is attached alongwith satisfactory performance certificate from those institution/organizations.	Yes/No
5.	Certificate of having satisfactory service arrangement and fully trained staff as per clause	Yes/No
6.	In case you are manufacturer, have you enclosed the certificate	Yes/No
7.	Whether the prices has been quoted on the prescribed proforma.	Yes/No
8.	Whether all the undertakings as required in the tender document are enclosed	Yes/No
9.	Whether EMD as asked has been attached	Yes/No
10.	Whether Tender Document duly signed by the authorized signatory attached	Yes/No
11.	Whether the technical specification/original catalogues of the material are attached ?	Yes/No

Authorized Signatory:

Name of the firm/bidder:

Annexure -B**To be enclosed with Techno-Commercial Bid**

BIDDER PARTICULARS

Bidder Serial Number Allotted on Tender Document: _____

1. Name of the Bidder :
2. Address of the Bidder :
3. Name of the Manufacturer (s) :
4. Address(es) of the Manufacturer :
5. Name and address of the person :

To whom all references shall be made regarding this tender inquiry.

Telephone :

Telex :

Fax :

e-mail address :

Witness :

Signature
Name
Address
Designation
Company
Date
Company Seal

PRICE BID PROFORMA

Sr. No.	Name of item	Rate of item	GST percentage	Rate including GST

It is certified that the cost of items shown above, has included all taxes/duties etc. and nothing above shall be charged over and above this cost.

Signature of authorized person