

**NOTICE INVITING TENDER**

Dear Sir/s,

Sub: Nature of work: Proposed Composite contract for Purchase & supply of TABLES made of pre-laminated particle fabricated in thick MDF board for National Productivity Council, Dr. Ambedkar Institute of Productivity, No.6, Aavin Dairy Road, Ambattur Industrial Estate (North), Ambattur, Chennai – 600 050.

1. Tender is hereby invited on behalf of National Productivity Council, Dr. Ambedkar Institute of Productivity (AIP), Chennai for above supply of furniture item.

Salient Information is given below:

S.NO	ACTIVITY/ITEM	Date/Value
1	Estimated Project Cost	Rs.2.00 Lakhs (Rupees Two lakhs only)
2	Project Completion time	30 days
3	Date of Issue of Tender Documents or and Downloading of Documents	28.01.2019 onwards
4	Cost of the Tender Documents. (Demand Draft drawn in favour of National Productivity Council, payable at New Delhi, Non-Refundable)	Rs.200/- to be obtained in person by DD at the above address (or) may be downloaded for which a separate UU for Rs.200/- to be enclosed at the time of submitting the tender document.
5	Earnest Money Deposit (Demand Draft drawn in favour of National Productivity Council, payable at New Delhi)	1% of the total tender cost (ie) Rs.2000/-
6	Last date for receipt of Tender	18.02.2019 (14.00 HRS)
7	Date of Opening of Tender	18.02..2019 (15.00 HRS)
8	Validity of Tender	30 Days
9	<b>ELIGIBLE CRITERIA</b> 1) The bidder/suppliers should produce three different work orders for the value of up to Rs. 5 lakhs and above already supplied to different clients/customers along with proof for the last three financial years. 2) The bidder/supplier must be in this trade of supplying furniture to various customers for the past FIVE years with an annual turnover of more than 5.0 crores. 3) The bidder/supplier must have their own production unit and goods to be produced in their unit using quality material. Distributors/Agencies who does the same trade are not allowed to participate in the tender. 4) The bidder/supplier must possess the ISO & BIFMA certificate and the copy of the same to be attached in the tender documents. 5) IT returns must be enclosed for the last three financial years. 6) PAN Card/GST Registration Certificate to be submitted.	

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e-mail : npcaipchn@gmail.com Website : www.aipnpc.in

Head Quarters : UTPADAKTA BHAVAN, LODI ROAD, NEW DELHI - 110 003.

Office at : Bangalore, Bhopal, Bhubaneswar, Kolkata, Chandigarh, Chennai, Gandhi Nagar, Guwahati, Hyderabad, Jaipur, Kanpur, Mumbai, Patna, New Delhi.

## **Terms & Conditions of the Contract**

1) The Bidder/Supplier documents consisting of Notice Inviting Tender, Terms & Conditions of the contract, Bill of Quantities (BOQ) and Working Drawing (if any) etc., can be had from our office on payment of a non-refundable sum of **Rs.200/- (Rupees Two hundred Only)** towards printing & stationary charges as Tender documents fee, by DD in favour of **National Productivity Council** payable at New Delhi from 28.01.2019 to 18.02.2019 on all working days.

2) Tender Documents are in two parts (i) Part 1 – General Conditions, Drawings and Technical Specification and (ii) – Price Bid.

Please fill in each documents and send your Tender completed in all respects as indicated of instructions to Tenderers in a sealed single cover super scribed **"Name of the work: Proposed supply of tables for National Productivity Council, Dr. Ambedkar Institute of Productivity, No.6, Aavin Dairy Road, Ambattur Industrial Estate (North), Ambattur, Chennai – 600 050.**

4) The last date for receiving the Tenders is **18.02.2019 up to 14.00 Hrs.** No consideration will be given to any Tender document received after the time above stipulated and no extension of time will normally be allowed for submission of the Tender.

5) The Tender is to be submitted in two parts, each in a different sealed ENVELOP duly marked. The envelop for Part I shall be marked "TD" (Technical Data) on the outside, Part II shall be marked "PS" (Price Schedule).

**a) Part I – Envelop:** To contain Tender Documents, Technical Specifications, Earnest Money Deposit (EMD) and if any variation from the Technical and commercial Specifications and Conditions of the Tender.

**b) Part II – Envelop:** To contain Bill of quantities (BOQ) with quoted rates.

All pages of documents should be signed with seal of the authorized persons.

6) All the two envelopes will be opened in the presence of the Tenderers/authorized representatives who may choose to be present. Tenders could depute one person only for the Tender opening who is duly authorized and they should produce an authorization letter.

7) The tender will be opened at **15.00Hrs (3 PM) on 18.02.2019** and the prices quoted by each tenderer will be informed to all tenderer.

8) The Terms/Conditions stipulated by the Tenderers in envelop for Part 1-TD will be evaluated by the Employer and only financial bids of eligible bidders will be opened.



9) The time of completion for the entire work is 30 days from the date of issue of the work order.

10) Every Tender shall be accompanied by an **Earnest Money Deposit for Rs. 2000/- (Rupees Two thousand only)** in the form of Demand Draft drawn in favour of National Productivity Council, payable at New Delhi.

11) The Tender not accompanied by such Earnest Money will to be rejected. (EMD in any other form will not be accepted).

12) The Earnest Money will be retained in the case of the successful Tenderer as part of the security deposit for the due fulfillment of the Contract and will be refunded without any interest thereon to the successful Tenderer within 6 months from the completion of work.

13) The Tenderer will submit their Tender after carefully examining the whole of the tender documents and the conditions of Tender and of contract, Appendix to the Conditions of contract, the drawings & Specifications, the bill of quantities etc.. The tenderer will have to quote for all the sections in the tender documents.

14) Canvassing in connection with Tenders is strictly prohibited and Tenders submitted by the Contractors who resort to canvassing are liable to be rejected.

15) Tenders not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected. The Institute reserves the rights to accept or reject any tender either in whole or in part without assigning for any reason for doing so and do not bind them to accept the lowest or any tender.

16) The Institute also reserves the right to negotiate or partly accepts any or all the tenders received without assigning any reasons thereof. Any discrepancies, omissions, ambiguities in the tender documents for any doubts as to their meaning should be reported in writing to the Institute, who will review the questions and where information sought is not clearly indicated (or) specified the institute will issue a clarification to all the tenders, which will become part of the contract document.

17) Tenderers are requested to bring the furniture catalogue/brochure to display in case if they compete in the selection of the bid. For the successful bidder, NPC officials may inspect their manufacturing unit for verification of the specifications and also may inspect the model of a table to satisfy in its dimensions. This Institute has every right to reject the sample if not met with the specified dimension and also cancel the allotment of order for supply of furniture items.

18) Out of the total contract value including tax, 2 % will be retained by this Institute as retention amount and the same will be released after completion of at least 6 (SIX) months from the date of bill/supply whichever is later.



19) All the pages of documents that comprise the tender should be signed and sealed by the tenderer.

20) No part of the bill of quantities (or) drawing should be deleted.

21) Validity period of offer: The tender shall remain valid for 30 days from the date of opening the price bid.

22) Liquidated damages: 0.5% per week subject to maximum of 5% contract value.

23) Defects liability Period: one year from the date of 'virtual completion certificate by Institute/Architect.



Yours faithfully,

A handwritten signature in black ink, appearing to be 'A. K. S.', written over the printed name.

Head - AIP  
National Productivity Council  
Dr. Ambedkar Institute of  
Productivity  
Chennai – 600 050

Signature of Tenderer with Seal:

Address:

Date:



### FINANCIAL BID

Nature of work: Proposed Composite contract for Purchase & supply of TABLES made of pre-laminated particle fabricated in thick MDF board for National Productivity Council, Dr. Ambedkar Institute of Productivity, No.6, Aavin Dairy Road, Ambattur Industrial Estate (North), Ambattur, Chennai – 600 050.

CLIENT : NATIONAL PRODUCTIVITY COUNCIL ATAMBATTUR, CHENNAI.			
SUBJECT : COST SUMMARY OF SUPPLY OF TABLE			
S No	Nature & Description of work	Rate per table	Total Cost (for approx 40 tables)
I	<p>The size of the table to be supplied will be 1350 MM x 450 MM x 750 MM (H) in dimensions. The top of the desk with 25 MM thick prelaminated particle in thick MDF (Medium density Fiber) board with PVC beading with 0.6 MM flex, in bottom a desk type/storage unit in wood measuring 25 MM prelaminated particle in thick MDF board and fabricated in 25 MM square frame with 4 legs fitted with wheels, of which two wheels will be having lock facility and the other two wheel without lock facility.</p> <p>All metal parts will be powder coated in approved shade &amp; treatment. A backer laminates to be cladded at the bottom of the table top to avoid warping.</p> <p>The tables supplied should be fitted with PB Base Nylon Castor wheels with ball bearing in normal rotation with locking facility to the floor.</p> <p><i>(Approximate requirement of tables will be 40 Nos.)</i></p>		
II	ADD GST @ _____ % (if any)		
	<b>GRAND TOTAL - (Inclusive of all Taxes) in Rs :</b>		

Signature of Tenderer with Seal

Important Note:

The total quantity of supply of desks is assessed based on NPC requirement. It is not guaranteed that the promised quantity in the tender will be allotted for supply. In case, if lesser quantity is allotted for supply, the total value of the tender will be based on the rate quoted for each single desk. The final decision of the Competent Authority is final.

