

Tender Cost Rs. 500/-

Tender No. NIHFW/16-66/2016



THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

LIMITED TENDER

**FOR
SUPPLY & INSTALATION
OF
FURNITURE ITEMS**

AT

**NCCVMRC, NIHFW, Baba Gangnath Marg,
Munirka, New Delhi-110067
Web Site: www.nihfw.org**

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Baba Gangnath Marg, Munirka, New Delhi – 110 067

NO. NIHFW/SB/16-66.2016

To,

M/s _____

Sub:- SUBMISSION OF SEALED BIDS FOR THE SUPPLY & INSTALLATION OF FURNITURE ITEMS TO, NCCVMRC PROJECT OF NIHFW, NEW DELHI.

Dear Sirs,

NIHFW proposes to purchase of Furniture items as per details in the tender document from the reputed distributors, authorized agents or reputed agencies preferably having experience in supply of Furniture items to the Government or Public Sector Undertakings.

The detailed Terms & Conditions are contained in attached bids. The interested parties may download the bid form from this Institute's website (www.nihfw.org) and may send their bid along with EMD through bank drafts in favour of Director, NIHFW payable at New Delhi.

You are therefore, requested to kindly submit your competitive rates (inclusive of all taxes & installation charges) FOR NIHFW, New Delhi with relevant documents in accordance with the Terms & Conditions of the Tender Document. The bid has to be submitted in two separate envelopes –Envelope "A" i.e. Technical Bid to contain EMD, the duly signed tender document with the copies of required certificates and Envelope "B" to contain the Financial Bid duly signed by the authorized signatory. Both the envelopes "A" & "B" should be submitted in a sealed envelope which should also show the name and address of the bidder. The bidder is also required to submit a sample of the furniture items of which he has quoted the rates, which shall be evaluated by the user department or Committee constituted for Technical Evaluation. The specification photographs & make/model of required furniture items is also enclosed as per Annexure-I.

The sealed bid should be quoted in the Tender Box kept near reception, Administration Block of the Institute on or before March 2nd 2017 upto 3.00 p.m. The bid submitted by FAX or email or after the time & date mentioned above will not be accepted. The Director NIHFW reserve the right to reject one or all bids without assigning any reason there of.

Yours faithfully,

Acting. Dy. Director {Admn.}

(To be submitted in ENVELOP-A)

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Baba Gangnath Marg, Munirka, New Delhi – 110 067

LIMITED TENDER FOR SUPPLY OF FURNITURE ITEMS TO NIHFW

TECHNICAL BID FORM

DATE & TIME FOR SUBMISSION OF TENDER

March 2nd, 2017, UPTO 3.00 PM

DATE & TIME FOR OPENING OF TENDER

March 2nd, 2017 AT 3.30 PM

The following details/documents/certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

1. Name of Firm/Agency
2. Name of the Proprietor/Partner
3. Address of the Firm.....
.....
4. Telephone/Fax No. Email ID
5. Attested copy of Valid License /Registration for authorized stockiest and distributorship, as applicable, should be provided.
.....
6. PAN Number (attached photocopy)
7. VAT No (attach photocopy)
8. Attach copies of ITR for the last
3 years duly certified by CA
9. Experience in the line (minimum three year).....
10. Attach list of clients
11. Detail of EMD:_
 - a. Name of the Bank
 - b. Bank Draft No. & Date
 - c. Amount
12. Detail of Tender (in case down loaded Tender document)
 - a) Name of the Bank
 - b} Bank Draft No. & Date
13. Document proof regarding manufacturer/
Authorized distributor/agent

[SIGNATURE OF THE BIDDER]

with address and seal

TERMS AND CONDITIONS FOR THE SUPPLY OF FURNITURE ITEMS

1. The NIHFW has issued these Bidding Documents for purchase of Furniture items as per technical specification mentioned.
2. Before formulating the Bid and submitting the same to the NIHFW, the Bidder should read and examine all the terms, conditions, instructions etc. contained in the Bidding Documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bidding Documents may result in rejection of its Bid.
3. The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and NIHFW, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.
4. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents.
5. The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.
6. A Bidder, who does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
7. Bid sent by e-mail/fax/tele/cable/electronically shall be ignored and rejected.
8. All payments will be made in Indian Rupee through National Electronic Fund Transfer (NEFT)/RTGS System or A/C Pay Cheque. Successful bidder is required to fill and attach the NEFT Mandate Form at the time of submission of bill.
9. The price of the goods should be inclusive of all taxes and duties like sales tax, CST, VAT, transportation charges etc.
10. The order may be awarded to the lowest responsive Bidder who meets the laid down Qualification Criteria in the Bid documents and accepts all other conditions of Bid document and whose samples is accepted by the user/evaluation committee.
11. Earnest money Deposit amounting to Rs. 20,000/- only will be deposited in the form of Demand Draft, or Banker's Cheque drawn in favour of Director, NIHFW and payable at New Delhi. EMD shall be attached with **Technical Bid in Envelop 'A')**
12. The **Financial bid** be submitted in **Envelop 'B'**.
13. Both the bids should be submitted in an envelope on which the words "**Tender for the supply of Furniture items**" should be super scribed on the top of the left corner of the envelope which should also show the name and address of the bidder.
14. EMD to the unsuccessful bidder will be refunded within 45 days after finalization of the Tender and successful bidder will be refunded after deposit of performance security money. No interest

will be paid on the EMD. However, in case of withdraws, amends, impair or derigates from the tender by the successful bidder his EMD is liable to be forfeited.

15. Competitive rates inclusive of taxes on the Furniture items manufactured by reputed agencies quoted in tender should be valid for a period of 90 days from the date acceptance of bid/opening of price bid..
16. Items quoted by the firms should be delivered as per specifications.
17. The Furniture items shall be delivered within 15 days of placing the order and in the manner prescribed by the Director, NIHFW. Any contravention thereof shall be deemed as a breach of contract and penalties as may be prescribed by the Director, NIHFW may be imposed.
18. The Director, NIHFW will have the right to reject any or all the bids without assigning any reason.
19. Bids received without Earnest money, conditional or incomplete having cutting or overwriting is liable to be rejected.
20. The furniture received, if not found as per specification/approved samples, are liable to be rejected & returned and be replaced with no extra cost.
21. In case the suppliers fails in making the supply in a given time and place the NIHFW shall have the right to purchase the same from the other source at the risk and cost of supplier.
22. The Director, NIHFW have the right of awarding the work to one supplier or different suppliers for the supply of Furniture items.
23. In case any dispute arises in regard to the tender, the decision of the Director, NIHFW will be final and binding.
24. The technical bid of the bidders will be opened first and the financial bid will be opened only of the bidders whose Technical bid shall be accepted.
25. Successful bidder shall have to deposit an interest free security deposit of @ 5% of the order value through Demand Draft or by Bank Gurantee in favour of Director, NIHFW, New Delhi. The Performance Security shall remain in force for a period of 60 days beyond the date of Completion of all contractual obligations of the supplier including warranty obligations.
26. The bidder should not have been blacklisted on any account by any Government organization.

TERMS & CONDITIONS FOR MSME/NSIC

1. In compliance of Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012, purchase preference shall be given to Micro and Small Enterprises (MSEs) registered with district Industries Center or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or consortia of Micro and Small Enterprises formed by National Small Industries Corporation, if the price quoted by the MSEs is within 15% of L-1 price (L-1 price means Landed Lowest Price) quoted by any other bidder, for the tendered items for which they are the L-1.
2. Purchase preference shall be applicable for the 20% of the tendered quantities only provided L-1 bidder is not MSEs and the MSEs accept the L-1 price.
3. In case of MSEs is the L-1 bidder for an item, the 100% tendered quantities shall be placed to MSEs firm.

4. In case of an MSE owned by SC/ST and price quoted is within 15% of the L-1 price quoted by the L-1 bidder then 20% quantity shall be ordered to them at L-1 rate, subject to their acceptance.
5. In case of more than one MSEs participates in the tender and their prices are within 15% of L-1 price and L-1 bidder is an enterprise other than MSEs then 20% of the tendered quantities shall be shared proportionately between participating MSEs on their acceptance of L-1 price.
6. In case of more than one MSEs participates in tender and their prices are within 15% of L-1 price bidder price who is not a MSEs and one of the MSEs is owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantities shall be procured from MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance of L-1 price in addition to sharing of equal portion of balance of 16% with other non SC/ST owned MSEs subject to their acceptance of L-1.
7. In case of more than one MSEs owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantity shall be procured from these MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance.

Tenderer in the above category should submit a proof/certificate regarding registration with MSME/NSIC for Tendered items

DECLARATION

1. I have read the terms & conditions mentioned in the tender document and undertake to abide the same during the contractual period.
2. The information given in the technical bid by the undersigned is correct.

[SIGNATURE OF THE BIDDER]
with address and seal

NOTE: The Technical Bid is required to be submitted in a separate sealed cover super scribed as Envelop 'A'.

LIMITED TENDER FOR SUPPLY OF FURNITURE TO NIHFW

FINANCIAL BID FORM
(To be submitted in ENVELOP-B)

1. Name of Firm/Agency:
2. Address of the firm

I/We hereby submit my/our competitive bid/amount of inclusive of all taxes of furniture items FOR NIHFV, New Delhi.

S.N	Item Name & Description of item	Qty.	Brand/ Make	Rate inclusive of taxes per unit	Total Cost inclusive of taxes
1.	<u>HIGH BACK CHAIR:</u> Providing and placing in position high back revolving chair with head rest of Indo make seat and back made up of 12mm thick hot pressed moulded BWP ply cushioned with 45mm thick moulded foam of density 40-45kg./Cum with upholstered with Fabric on seat and back and one piece PU moulded adjustable arms. Synchro Knee tilt mechanism, gas lift mechanism for height adjustment resting and MS Chrome base with superior quality castor wheels etc. The product should be from BIFMA Compliance Certified Company etc complete as per the approved photograph..	05 Nos.			
2.	<u>MEDIUM BACK CHAIR:</u> Providing and placing in position medium back revolving chair of Indo make seat and back made up of 12 mm thick hot pressed moulded BWP ply cushioned with 45 mm thick moulded foam of density 40-45kg/Cum with upholstered with Fabric on seat and back and one piece PU moulded arms, Synchro Knee tilt mechanism, gas lift mechanism for height adjustment resting and MS Chrome base with superior quality castor wheels etc. The product should be from BIFMA Compliance Certified Company etc complete.	10 Nos.			
3.	<u>LINEAR WORKSTATION:</u> Providing and placing in position linear workstation of SIZE-1200(W)x 600(D) x 1200(HT) (In accordance to the drawing) having specification of 60 mm thick Panel based Partition System in Main Spine having Fabrics tile/white marker tile above table top & Laminate Tile below Table top. 2 level MS raceway one at skirting level and other below table top duly powder coated having 50-60 microns powder	05 Nos.			

	coating. 25mm thick table top made up of prelam partical board with 2 mm thick pvc edge banding tape. 18mm thick Gable end made up of Prelam Particle Board with PVC edge banding etc. 8mm thick toughened glass screen above table top between two persons. Each workstation should have required (2 x 15 Amp & 4 x 5 Amp) switch socket on its Raceway with metal cable tray duly powder coated & metal wire riser for carrying wires. The product should be from BIFMA Compliance Certified Company etc complete. The colour for the same will be in accordance to the user requirement				
4.	<u>LINEAR WORK STATION:</u> Providing and placing in position linear workstation of SIZE-1600(W)x 600(D) x 1200(HT) (In accordance to the drawing) having specification of 60 mm thick Panel based Partition System in Main Spine having Fabrics tile/white marker tile above table top & Laminate Tile below Table top. 2 level MS raceway one at skirting level and other below table top duly powder coated having 50-60 microns powder coating. 25mm thick table top made up of prelam partical board with 2 mm thick pvc edge banding tape. 18mm thick Gable end made up of Prelam Particle Board with PVC edge banding etc. 8mm thick toughened glass screen above table top between two persons. Each workstation should have required (2 x 15 Amp & 4 x 5 Amp) switch socket on its Raceway with metal cable tray duly powder coated & metal wire riser for carrying wires. The product should be from BIFMA Compliance Certified Company etc complete. The colour for the same will be in accordance to the user requirement	04 Nos.			
5.	<u>PEDESTAL (2D + 1F) FOR LINEAR WORKSTATION:</u> Providing and placing in position Pedestal of size- 400(W) x 450(D) x 675(ht). 2D+1F Drawer unit made up of 18mm PLPB with central locking arrangement. The product should be from BIFMA Compliance Certified Company etc complete as per the approved photograph.	09 Nos.			
6.	PVC Key board Tray without Mouse Tray providing and placing in position PVC Keyboard Tray without mouse tray. The product should be from BIFMA Compliance Certified Company etc. complete.	11 Nos.			
7.	<u>METAL CPU TROLLEY:</u> Providing and placing in position Metal CPU				

	Trolley with castors. The product should be from BIFMA Compliance Certified Company etc complete.	11 Nos.			
8.	TABLE WITH SIDE STORAGE: Providing and placing in position Table of SIZE- 1200(W)mm x 600(D)mm x 750(HT)mm, Side Storage Size – 900(w)mm x 450(D)mm x 750(ht)mm. 25mm thick table top made up of prelam partical board with 2 mm thick PVC edge banding tape. Understructure of table shall have Gable end made up of 18 mm thick prelam partical board. Wooden modesty in front made up of 18mm thick pre laminated particle board. Metal Flipper with switch socket with metal cable tray duly powder coated & metal wire riser for carrying wires. The product should be from BIFMA Compliance Certified Company etc complete.	01 Nos.			
9.	TABLE WITH SIDE STORAGE: Providing and placing in position table of Size- 1500(W)mm x 750(D)mm, Side Storage Size- 900(w)mm x 450(D)mm x 750(ht)mm. 25mm thick table top made up of prelam partical board with 2 mm thick PVC edge banding tape. Understructure of table shall have Gable end made up of 18 mm thick prelam laminated partical board. Metal Flipper with switch socket with metal cable tray duly powder coated & metal wire riser for carrying wires. The product should be from BIFMA Compliance Certified Company etc complete.	01 Nos.			

This document is required to be submitted in Envelop A.

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Baba Gangnath Marg, Munirka, New Delhi – 110 067

AUTHORIZATION LETTER

Payee's Particulars	Name of Payee as in bank account	
	Address	
	Telephone/fax Number with STD code	
	Name of the Bank	
	Bank Branch (full address & telephone number)	
Bank Details	Bank Account number	
	Mode of electronic Transfer Available	
	RTGS NIFD Any other	
	IFSC Code	
	MICR Code	

Signature _____
(Owner of the Firm/Individual)
Name _____

Account number has been verified by me

Manager

(Bank Branch maintaining the account)



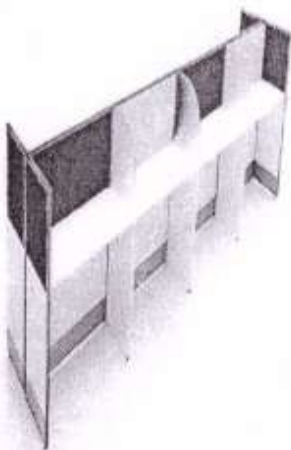
Forwarded to Director, NIHFV along with formal sanction for making payment

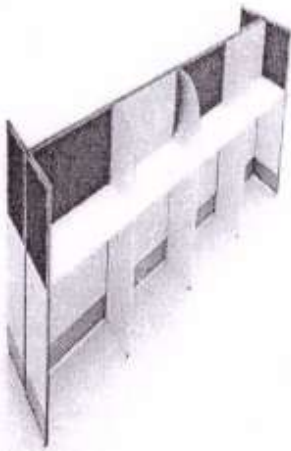

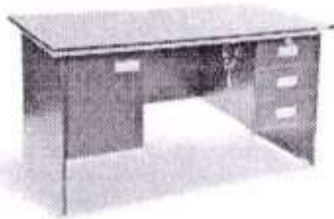

Signature _____

Name _____

Designation _____

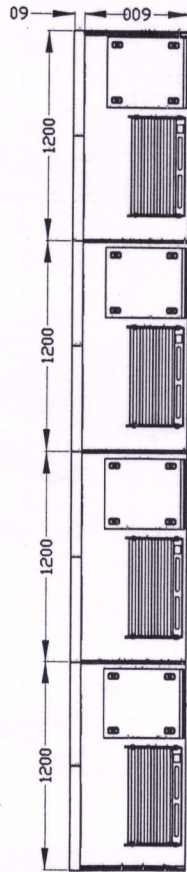
SPECIFICATION AND PHOTOGRAPH OF DEMANDED FURNITURE ITEMS

S.No	Item Name & Description of item	Qty.	Sample
1.	HIGH BACK CHAIR: Providing and placing in position high back revolving chair with head rest of Indo make seat and back made up of 12mm thick hot pressed moulded foam of density 40-45kg./Cum with upholstered with Fabric on seat and back and one piece PU moulded adjustable arms. Synchro Knee tilt mechanism, gas lift mechanism for height adjustment resting and MS Chrome base with superior quality castor wheels etc. The product should be from BIFMA Compliance Certified Company etc complete as per the approved photograph..	05 Nos.	
2.	MEDIUM BACK CHAIR: Providing and placing in position medium back revolving chair of Indo make seat and back made up of 12 mm thick hot pressed moulded BWP ply cushioned with 45 mm thick moulded foam of density 40-45kg/Cum with upholstered with Fabric on seat and back and one piece PU moulded arms, Synchro Knee tilt mechanism, gas lift mechanism for height adjustment resting and MS Chrome base with superior quality castor wheels etc. The product should be from BIFMA Compliance Certified Company etc complete.	10 Nos.	
3.	LINEAR WORK STATION: Providing and placing in position linear workstation of SIZE- 1200(W)x 600(D) x 1200(HT) (In accordance to the drawing) having specification of 60 mm thick Panel based Partition System in Main Spine having Fabrics tile/white marker tile above table top & Laminate Tile below Table top. 2 level MS raceway one at skirting level and other below table top duly powder coated having 50-60 microns powder coating. 25mm thick table top made up of prelam partical board with 2 mm thick pvc edge banding tape. 18mm thick Cable end made up of Prelam Particle Board with PVC edge banding etc. 8mm thick toughened glass screen above table top between two persons. Each workstation should have required (2 x 15 Amp & 4 x 5 Amp) switch socket on its Raceway with metal cable tray duly powder coated & metal wire riser for carrying wires. The product should be from BIFMA Compliance Certified Company etc complete. The colour for the same will be in accordance to the user requirement	05 Nos.	

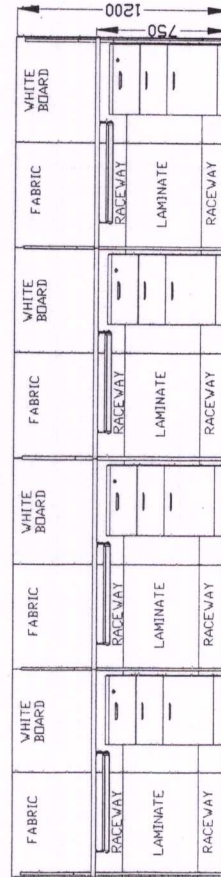
4.	<p>LINEAR WORK STATION: Providing and placing in position linear workstation of SIZE-1600(W)x 600(D) x 1200(HT) (In accordance to the drawing) having specification of 60 mm thick Panel based Partition System in Main Spine having Fabrics tile/white marker tile above table top & Laminate Tile below Table top. 2 level MS raceway one at skirting level and other below table top duly powder coated having 50-60 microns powder coating. 25mm thick table top made up of prelam partical board with 2 mm thick pvc edge banding tape. 18mm thick Cable end made up of Prelam Particle Board with PVC edge banding etc. 8mm thick toughened glass screen above table top between two persons. Each workstation should have required (2 x 15 Amp & 4 x 5 Amp) switch socket on its Raceway with metal cable tray duly powder coated & metal wire riser for carrying wires. The product should be from BIFMA Compliance Certified Company etc complete. The colour for the same will be in accordance to the user requirement</p>	04 Nos.	
5.	<p>PEDESTAL (2D + 1F) FOR LINEAR WORKSTATION: Providing and placing in position Pedestal of size- 400(W) x 450(D) x 675(ht). 2D+1F Drawer unit made up of 18mm PLPB with central locking arrangement. The product should be from BIFMA Compliance Certified Company etc complete as per the approved photograph.</p>	09 Nos.	
6.	<p>PVC Key board Tray without Mouse Tray providing and placing in position PVC Keyboard Tray without mouse tray. The product should be from BIFMA Compliance Certified Company etc. complete.</p>	11 Nos.	
7.	<p>METAL CPU TROLLEY: Providing and placing in position Metal CPU Trolley with castors. The product should be from BIFMA Compliance Certified Company etc complete.</p>	11 Nos.	
8.	<p>TABLE WITH SIDE STORAGE: Providing and placing in position Table of SIZE-1200(W)mm x 600(D)mm x 750(HT)mm, Side Storage Size – 900(w)mm x 450(D)mm x 750(ht)mm. 25mm thick table top made up of prelam partical board with 2 mm thick PVC edge banding tape. Understructure of table shall have Gable end made up of 18 mm thick prelam partical board. Wooden modesty in front made up of 18mm thick pre laminated particle board. Metal Flipper with switch socket with metal cable tray duly powder coated & metal wire riser for carrying wires. The product should be from BIFMA Compliance Certified Company etc complete.</p>	01 Nos.	
9.	<p>TABLE WITH SIDE STORAGE: Providing and placing in position table of Size-1500(W)mm x 750(D)mm, Side Storage Size-900(w)mm x 450(D)mm x 750(ht)mm. 25mm thick table top made up of prelam partical board with 2 mm thick PVC edge banding tape. Understructure of table shall have Gable end made up of 18 mm thick prelam laminated partical board. Metal Flipper with switch socket with metal cable tray duly powder coated & metal wire riser for carrying wires. The product should be from BIFMA Compliance Certified Company etc complete.</p>	01 Nos.	

Approved make for modular & Loose Furniture: Godrej, Haworth, Style Spa, Indo, Herman Miller.

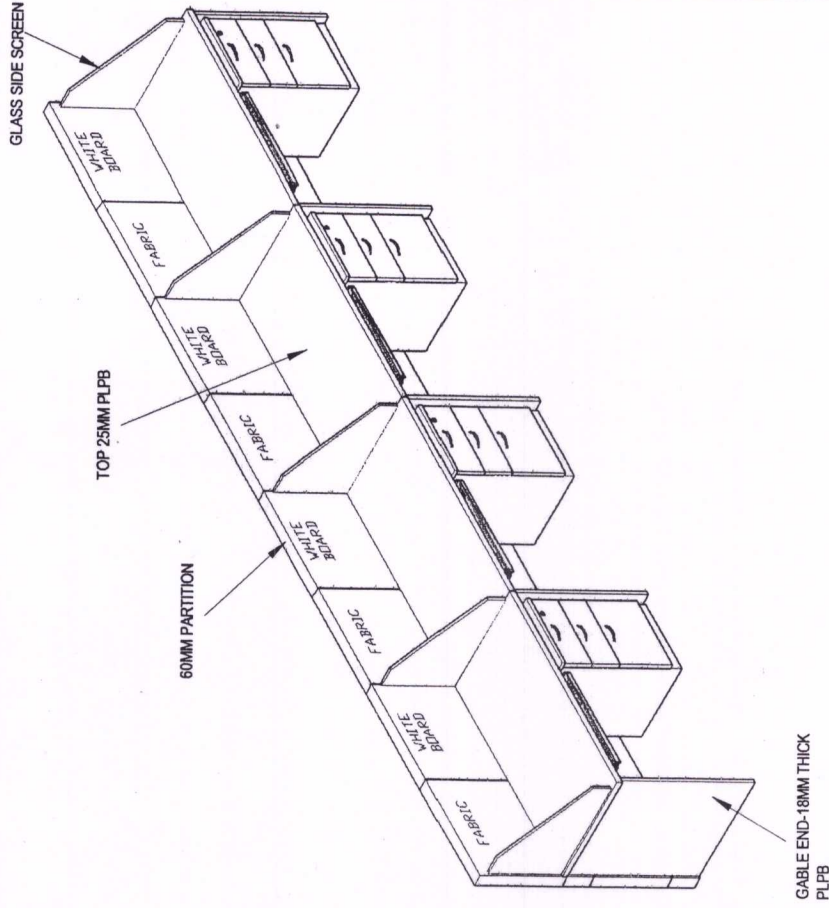
PLAN



FRONT VIEW



3D VIEW



COLOUR SCHEME

TABLE TOP LAMINATE COLOR -
PEDESTAL LAMINATE COLOR -
GABLE END LAMINATE COLOR -
MODISTY PANEL LAMINATE COLOR -
BACK STORAGE LAMINATE COLOR -

DRAWING TITLE:-
4 SEATER LINEAR WORKSTATION
TABLE SIZE- 1200X600X750HT.MM QTY. 04 NOS.
PARTITION SIZE- 1200X1200HT.MM QTY. 04 NOS.

DESIGN BY:- SUNIL

DATE
22-10-2016

LOCATION:
SCALE:
CLIENT:-

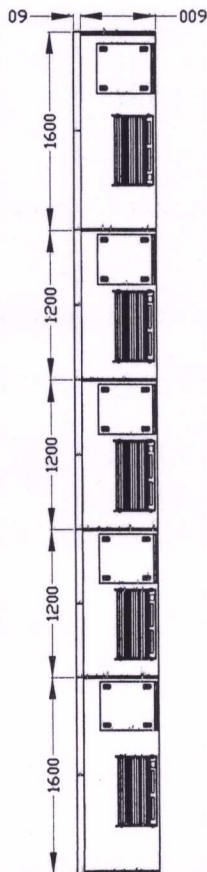
N.T.S.

Revision-no.

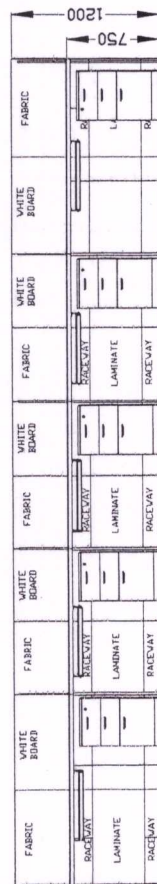
APPROVED BY:-

INDO

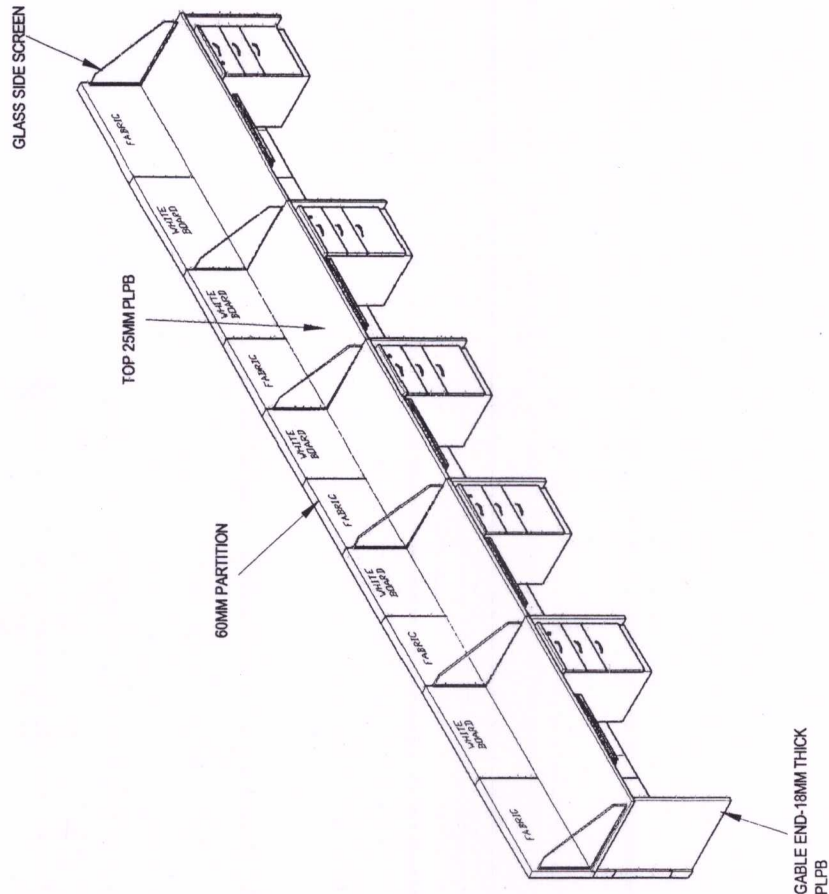
PLAN



FRONT VIEW



3D VIEW



COLOUR SCHEME

TABLE TOP LAMINATE COLOR -
PEDESTAL LAMINATE COLOR -
GABLE END LAMINATE COLOR -
MODESTY PANEL LAMINATE COLOR -
BACK STORAGE LAMINATE COLOR -

DRAWING TITLE:
5 SEATER LINEAR WORKSTATION
TABLE SIZE - 1600X600X750H MM QTY. 02 NOS.
PARTITION SIZE - 1200X1200X750H MM QTY. 04 NOS.
TABLE SIZE - 1200X600X750H MM QTY. 03 NOS.
PARTITION SIZE - 1200X1200X750H MM QTY. 03 NOS.

DESIGN BY:- SUNIL
APPROVED BY:-

DATE
22-10-2016
Revision no.

LOCATION:
SCALE
CLIENT:-

N.T.S.

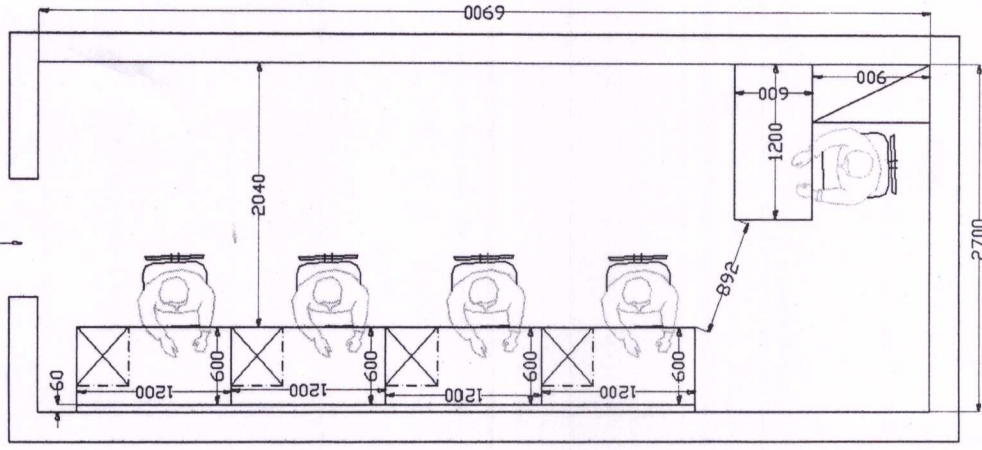


7

for NTAI-

PLAN

ENTRY



Recommended

10/11/16

DRAWING TITLE:-		DESIGN BY:- SUNIL	DATE	LOCATION:	A iido
LAYOUT PLAN			10-11-2016	SCALE	
WORKSTATION SIZE:-1200X600X1200HT.MM				N.T.S.	
TABLE SIZE:-1200X600X750HT.MM		APPROVED BY:-	Revision no.	CLIENT:- NIHFW Room 1	