

FOOD CORPORATION OF INDIA
भारतीय खाद्य निगम



ADMIN-B DIVISION

ALLAHABAD

E_Mail: allahup.fci@gov.in

TENDER FORM

**FOR
SELECTION
OF
CONTRACTOR/ SUPPLIER
FOR
SUPPLY OF OFFICE CHAIRS**

TENDER NUMBER: 2016_PUR_CHAIRS

ELIGIBILITY AND DOCUMENTS

1. Online bids are invited under two bid system-Technical Bid & Price Bid for **SUPPLY OF OFFICE CHAIRS IN FOOD CORPORATION OF INDIA, DISTRICT OFFICE, ALLAHABAD**. Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not registered in e-procurement should enrol / register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-A regarding 'Instructions for online Bid Submission'. Quotations for the subject work will be received ONLINE on or before the scheduled date and time against Enquiry No. **DO/ALD/PUR_1/16-17** published on CPPP website.

- A Last date for online submission of tender up to 11:00 Hrs on 06.03.2017
B Tender to be opened online at 11:00 Hrs on 07.03.2017

2. Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not registered in e-procurement should enrol / register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-A regarding 'Instructions for online Bid Submission'.
3. Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app>. The Bids/quotations shall be opened as per scheduled date and time mentioned in quotation by a Board of Officers appointed by competent authority. The representatives of the firms may remain present during the process of opening of quotations, if desired by them.
4. Tenders and supporting documents should be uploaded through e-procurement portal. Hard copy of the tender document will not be accepted.
5. If the date fixed for opening of tenders is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening as indicated above.
6. Tender to remain open for acceptance up to and inclusive of 06.03.2017 up to 11:00 Hrs

NOTE:

1. If the date upto which the tender is open for acceptance is declared to be a closed holiday/Sunday, the tender shall be deemed to remain open for acceptance till the next following working day.

7. **DOCUMENTS TO BE SUBMITTED IN TECHNICAL BID**

Following documents shall be submitted by all the bidders as per the format given in the Annexure:-

1. Undertaking for acceptance of bid conditions as per Annexure I.
2. NEFT Form for E-Payment as per Annexure II.
3. Copy of Registration Certificate along with CST & VAT TIN No.
4. Photograph of Shop along with Sign Board.
5. Address proof with Phone number, mobile number and email
6. Copy of PAN Card duly authenticated.
7. Copy of latest sale tax return.
8. Copy of latest Income Tax Return.

8. **EARNEST MONEY & TENDER COST:**

The Tenderer shall submit together Earnest Money Deposit (EMD) of **Rs. 6,000/- (Rupees Six Thousand only) and Tender Cost of Rs. 525/- (Rupees Five Hundred Only)** which must be submitted electronically through through NEFT/RTGS/other electronic means by the tenderers in the **C C Account No. 00000011076223360 Triveni Branch, Allahabad of State Bank of India**. The Tenderer has to indicate transaction no. (UTR No.)of such payments in the Tender and scan and upload the copy of the same with the Technical Bid. Non-submission of EMD & Tender Fee will lead to rejection of the Tender. The EMD of unsuccessful Tenderers shall be returned to them at the earliest of final award of contract and shall carry no interest. EMD in case of successful Tenderer shall be automatically converted towards Security Deposit. In case the Tenderer resiles, or modifies their offer after submitting the Tender, for any reason whatsoever during the Tender process, or any of the information furnished by them is found to be incorrect or false, the Earnest Money deposited by them is liable to be forfeited, without prejudice to any other rights and remedies of FCI under the Contract and Law and the Tenderer will also be debarred from participating in any other Tender Enquiry with FCI for a period of five years.

9. **SECURITY DEPOSIT:**

The successful Tenderer shall furnish, within seven days of acceptance of his tender, a Security Deposit for the due performance of his obligations under the contract. The Security Deposit shall consist of a sum equivalent to 10% of the value of the Contract amounting **Rs.30,000.00 (Rupees Thirty Thousand Only)** electronically through NEFT/RTGS/other electronic means by the tenderers in the C C Account No. 00000011076223360 Triveni Branch, Allahabad of State Bank of India. The Security Deposit shall not earn any interest.

If the successful Tenderer having been called upon by the FCI to furnish the stipulated Security Deposit fails to do so within the specified period, his EMD is liable

to be forfeited and it shall be lawful for the FCI to cancel the contract at the risk & cost.

The security deposit will remain with FCI for a period of one year and shall carry no interest.

10. **SUBMISSION OF TENDER:**

(a) The tender shall be submitted online in two parts, viz., technical bid and price bid.

(b) All supporting documents along with tender document have to be scanned and uploaded in Technical Bid.

Price Bid in the form of BOQ has to be uploaded at the requisite places in the e-Procurement system.

(c) The envelope/packet in online containing the Technical Bid shall include the following:

(i) All the Annexures & Appendices of MTF duly signed on each page by the Tenderer should be scanned and uploaded in e-Procurement portal.

(ii) Earnest Money Deposit details along with receipt if any.

(iii) List of Scanned copy of Documents attached, as per point 9 detailed earlier, duly signed by the Tenderer.

(d) Tender which do not comply with these instructions shall be summarily rejected.

(e) Tenders should be uploaded/submitted through e-Procurement at <https://eprocure.gov.in/eprocure/app>.

(f) The supporting documents shall be scanned and uploaded by Tenderer clearly, neatly and accurately in readable format. Any alteration, erasures or overwriting on the supporting documents should be duly initiated by authorized signatory.

(g) Tenders not accompanied by all the Schedules/Annexures intact, and duly filled in and signed may be ignored.

(h) It should be clearly understood by the Tenderer that no opportunity shall be given to them to alter, modify or with-draw any offer at any stage after submission of the tender.

(i) Any attempt by tenderer to change the format of any of the supporting documents of the MTF while uploading or any attempt to tinker with the software of the portal will render his tender liable for cancellation and his subsequent blacklisting.

11. **OPENING OF TENDERS:**

The Technical Bid will be opened online first, in the Office of the Food Corporation of India, District Office, Allahabad at the fixed time and the date indicated in the NIT. The Tenderer will be at liberty to be present either in person or through an authorized

representative at the time of opening of the Technical Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end. Price Bids of only those tenderers shall be opened whose technical bids qualify. The Tenderer technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of the Price Bids with the bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.

12. **CORRUPT PRACTICES:**

- Any bribe, commission, or advantage offered or promised by or on behalf of the Tenderer to any officer or official of the Corporation shall (in addition to any criminal liability which the Tenderer may incur) debar his tender/bid from being considered. Canvassing on the part of, or on behalf of, the Tenderer will also make his tender liable to rejection.
- Food Corporation of India reserves the right to reject any or all the tenders without assigning any reason and does not bind itself to accept the lowest or any tender. The successful Tenderer will be intimated of the acceptance of his tender by a letter/telegram/fax/email.
- In case of any clear indication of cartelization, the Corporation shall reject the tender(s), and forfeit the EMD.
- If the information given by the Tenderer in the Tender Document and its Annexures & Appendices is found to be false/incorrect at any stage, Food Corporation of India shall have the right to disqualify/ summarily terminate the contract, without prejudice to any other rights that the Corporation may have under the Contract and law.
- Not more than one tender/ bid shall be submitted by one contractor/supplier or contractors having business relationship. Under no circumstances, will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

13. **ACCEPTANCE OF BID**

Bid may be accepted in parts or item wise or as a whole. The bidder will not have any claim on this account and the decision of Accepting Officer shall be final and binding. The Accepting Officer does not bind himself to accept the lowest or any bid or to give any reasons for doing so.

14. **DEVIATION IN QUANTITY**

Quantities shown in the BOQ are approximate and may increase or decrease as per actual requirement even before placing of supply order. Invitation of quotation does not involve any binding or commitment on the part of purchaser to procure the stores from any firm. The decision of accepting officer will be final and binding.

15. **DRAWINGS/SAMPLES**

Copies of drawings and other documents pertaining to the work (signed for the purpose of identification by the Accepting Officer or his accredited representative) and sample of materials and stores to be supplied by the contractor/ bidder will be opened for inspection at the following locations:-

**FOOD CORPORATION OF INDIA, DISTRICT OFFICE, ALLAHABAD, 3-A MUIR ROAD
KATRA ALLAHABAD.**

Validate Print Help **Item Wise BoQ**

Tender Inviting Authority: Area Manager, Allahabad

Name of Work: Supply of chairs.

Contract No: Admin B/ Furniture/DO A/Id/2016-17

Bidder Name :

PRICE SCHEDULE
 (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)
 (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER	TEXT #	TEXT #	NUMBER	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes col(7) = col(4) * col(6)	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8
1	Furniture Item :						
1.01	Durian Magic Fabric Office Chair. MODEL NO.: MMPL 70020 (with metal base)	item1	75.00	Nos		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only	

(Signature of proprietor / Authorized Rep of the Firm)

Annexure-I

UNDERTAKING FOR ACCEPTANCE OF TENDER CONDITIONS

1. I/We, the under signed do hereby under take that our firm M/s _____ agree to abide by Terms and Conditions of tender No. **2016_PUR_CHAIRS** as per your advertisement given on CPPP website [https://eprocure.gov.in/eprocure /app](https://eprocure.gov.in/eprocure/app) and it shall be binding on us and may be accepted at any time before the expiration of validity period of the Offer.
2. I/We have read entire terms & conditions of the bid documents (including all documents like annexure(s), schedule(s) etc), which form part of supply order/ agreement and has made myself aware of the scope and specifications of the work to be done and of the conditions and other factors, site conditions, taxes and levies prevailing etc which may affect the quotation and execution of the work. I/We shall abide hereby the terms/conditions/clause contained therein, and accept the same to proceed further to submit online bids for this tender document.
3. The corrigendum(s) issued from time to time by your department / organization too, have also been taken into consideration, while submitting this offer.
4. I/We hereby unconditionally accept the terms and conditions of above mentioned bid document(s) / corrigendum(s) in its totality / entirety.
5. My/our signature here under is in token of my/our having accepted the aforesaid terms and conditions of contract and the clause relating to Arbitration forming an integral part of this bid.
6. I will be abide to supply the chairs within 10 days from the date of receipt of supply order.
7. In case any provisions of this tender/bid are found violated, your department / organization shall be at liberty to reject my offer / bid including banning my firm to participate in future and I/We shall not have any claim / right against your department in satisfaction of this condition.

(Signature of proprietor / Authorized Rep of the Firm)

NEFT / RTGS MANDATE FORM

S. No.	Description	Details
1	Name of Firm / contractor as per account in the Bank	
2	Beneficiary s Account Number (As appearing on the Cheque Book)	
3	Name of Bank where a/c is held	
4	Name of Branch	
5	Address of Branch	
6	Telephone No. of Branch	
7	IFSC Code of Branch	
8	9-digit MICR Code Number of the Bank & Branch	
9	E-mail ID of Contractor /Supplier	

Note:-Please attach a blank cancelled cheque for verification of the above particulars.

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected due to incomplete or incorrect information of the bank details, I will not hold the payment releasing authority responsible for it.

Dated:

Signature of the Supplier (Seal)

SUPPLY ORDER

2016_PUR_CHAIRS

FOR

**SUPPLY OF OFFICE CHAIRS IN FOOD CORPORATION OF
INDIA, DISTRICT OFFICE, ALAHABAD**

भारतीय खाद्य
निगम
ज़िला कार्यालय,
इलाहाबाद
पता: 3-ए, म्योर रोड,
फ़टय, इलाहाबाद-211001



Food Corporation
of India
District Office,
Allahabad
Add: 3-A, Muir Road
Katra, Allahabad-211001

Phone: 0532-2548773

Email-Id : allahup.fci@gov.in

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.....2016

M/s _____

SUPPLY OF OFFICE CHAIRS IN FOOD CORPORATION OF INDIA, DO, ALLAHABAD

Dear Sir, (s)

1. Reference your bid/ quotation No. _____ dated _____ for the subject work and our Tender Enquiry No. dated _____.
2. As Area Manager, FCI, Allahabad I hereby accept your bid/ quotation for the subject work at the item rates contained therein for total sum of **Rs _____ (Rupees _____ only)**. Detail of supply order sum is given at Appendix **A** to this letter.
3. Please arrange to supply the material at the rates quoted against each item as per terms and conditions enclosed to this letter as Appendix **B** and **C** duly accepted by you within 10 days of receipt of this order.

Yours faithfully,

Scrutinized by
Manager (Admin-B)

Area Manager
Accepting Officer

Copy to

1. Manager (Admin-B/Cont./A/Cs), FCI, DO, Allahabad.

DETAIL OF SUPPLY ORDER SUM

S. No.	BOQ Ref	Item of work	A/U	Quantity	Quoted Rate (Rs)	Amount (Rs)

Scrutinized by
Manager (Admin-B)

Area Manager
Accepting Officer

TERMS AND CONDITIONS

1. **GENERAL**

The Terms and Conditions given in succeeding paragraphs shall be read in conjunction with description given in BOQ, and Particular Specifications. In case of any discrepancies in the various provisions of the supply order, the following precedence shall be observed:-

- (a) Description given in BOQ.
- (b) Particular Specifications, if any.
- (c) Terms and Conditions.

2. **INSPECTION OF SITE**

For the purpose of inspection of site (where materials are to be delivered) and the relevant documents if any, other than those sent herewith, bidder is required to contact **Manager(Admin-B), FCI, DO, Allahabad** who will give reasonable facilities for the purpose. The submission of quotation/bid by the bidder implies that he has himself aware of the scope and specifications of the work to be done and local conditions including climatic security accessibility to site, availability of materials and other factors having bearing on execution, which may affect the completion of works under this contract/ supply order. The bidder shall be deemed to have inspected the site and made himself familiar with various factors which may affect his quotation whether he actually inspects the site or not. No extra charges consequent on misunderstanding or otherwise will be allowed.

3. **SAMPLES OF MATERIAL**

The bidder is advised to satisfy himself regarding the quality and specifications of the material to be supplied before submitting his tender/quotation. The samples are displayed in the office of Area Manager, Food Corporation of India, District Office, Allahabad and will remain open for inspection during office hours. He shall be deemed to have full knowledge thereof whether he inspects them or not. After acceptance of the tender/bid and issue of supply order the sample of the items of materials to be supplied in the contract/supply order shall be provided by the Contractor and shall be approved by the concerned in accordance with laid down specifications. The sample approved will be retained by the OC contract.

4. **CONSIGNEE**

Area Manager, Food Corporation of India, District Office, Allahabad

5. **INSPECTING AUTHORITY**

A committee appointed by Area Manager, Food Corporation of India, District Office, Allahabad or any other officer detailed for the purpose. Consignee's Right: Consignee is the final authority for acceptance/rejection of the stores. The rejection shall be exercised and intimated to the supplier within 15 days from the date of receipt of consignment.

6. **PAYMENT**

6.1 On completion of supply of stores as per supply order or unless until specified the supplier will submit, pre-receipted bill in triplicate duly ink signed to the consignee with all relevant documents within one month after acceptance of stores by three members committee for release of payment. Payment will be made through NEFT/RTGS only.

6.2 Full payment will be made on receipt of stores in good condition and its acceptance by the consignee on fulfilling the entire requirement specified in the terms and conditions of the bid document/supply order. Bill shall be submitted along with original copy of Supply Order and Delivery Challan.

7. **DISPOSAL OF REJECTED/INCORRECT ITEMS**

The purchaser /Consignee reserve the right to reject the Store. Incorrect & rejected items, if any, found by the inspecting Board of Officers shall be lifted by the supplier under own arrangements within 15 days of notice to remove the same. In case supplier fails to lift the rejected/surplus spares within above specific time, consignee may dispose off the same by other means at the risk and cost of the firm.

8. **WARRANTY**

(i) The period of warranty shall be as per terms and conditions laid by the Durian itself.

(ii) However, in case of any damage of the supplied chairs within 12 months, the supplier will be responsible for free replacement/repair of stores found defective within a period of 15 days from the date of intimation by the consignee.

9. **EXTENSION OF DELIVERY PERIOD**

The purchaser reserves the right to cancel the supply order/balance quantity not supplied within the delivery period on risk and cost of the supplier. However purchaser may grant extension of delivery period if same asked for by the firm within the delivery period subject to following conditions:

- (i) There are no changes in Cost of Supply Order.
- (ii) That the purchaser has the right to recover liquidate damages from contractor under the purchases of clause 4 of the contract for the stores which are not delivered within the delivery period.

10. **JURISDICTION OF COURT**

The Courts at Pune shall have exclusive jurisdiction over the Dispute if any in respect of Supply Order.

11. **TAXES / OCTROI/ROYALTY, ETC**

Rate quoted shall be considered to include all packing/forwarding charges, insurance charges, loading/ unloading, sale tax, service tax, octroi, entry tax, royalty, etc. No extra amount shall be paid on this account. Rates quoted will be FOR destination as mentioned in the enquiry/quotation/NIT.

12. **REPLACEMENT OF DEFECTIVE STORES**

The supplier will be responsible for free replacement of items in full or part thereof supplied and notified as defective in materials, specifications, workmanship or performance by the consignee or indenter. The consignee or indenter will notify such defects within a period not exceeding six months of receipt of stores and the supplier will have to provide free replacement within a period of two months from the date of such notification failing which the department reserves the right to recover the cost of such stores from any outstanding bill of the supplier held with department or other department/agencies where supplier has outstanding dues.

13. **NON-PERFORMANCE BY SUPPLIER/CONTRACTOR**

In case the supplier or contractor does not supply the stores against the supply order, failure will be considered as revocation and the earned money (if applicable) shall be forfeited. In case of BRO enlisted contractors/ registered suppliers/ firms, the amount equal to the earnest money stipulated in the Notice of tender, shall be notified to the bidder for depositing the amount through MRO. The defaulting firm may be banned to participate in future by the CFA.

14. **CANCELLATION/TERMINATION OF SUPPLY ORDER**

Supply orders are liable for cancellation without assigning any reasons prior to actual supply of stores within the time specified for supply in the supply order by the Accepting Officer. Either party shall be entitled to terminate this Agreement before the expiry of the initial stated period by giving one-month notice in writing to the other.

15. **DEVIATION IN QUANTITY**

Quantities shown in the BOQ are approximate and may increase or decrease as per actual requirement before / after placing of supply order. Invitation of quotation does not involve any binding or commitment on the part of this Centre to procure the stores from any firm. The decision of accepting officer will be final and binding.

16. **QUALITY CONTROL**

All items supplied shall be of good quality as specified and test certificates shall be submitted by the supplier / contractor, if applicable. Items may be got tested by the department on the cost of supplier, if required.

17. **MODE OF MEASUREMENTS**

Items shall be measured and paid for in numbers as specified in BOQ.

PARTICULAR/TECHNICAL SPECIFICATIONS

1. GENERAL

Durian Magic Fabric Office Chair.
MODEL NO.: MMPL 70020

2 Dimensions

- Length (26 inches)
- Width (18 inches)
- Height (37 inches)
- Primary Material: Fabric
- Base: Metal base
- Base Type: Revolving
- Back Type: Low Back
- Function- Revolving::Pneumatic Height Lift::Tilt Tension Control::Push Back
- Wheels Included: Yes
- Locking Mechanism: Push Back
- Color: Black
- Finish: Matte
- Compact and comfortable breathable mesh back with cushioned fabric seat

3. Drawing

