

No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi - 110 010

Ph. No., 26717983 Ext:305/312 Email: pktiwari.idsa@gov.in

MP-IDSA/EM/ 2023/ CHAIRS

Date: \ 5 Feb. 2023

BID ON GEM PORTAL FOR SUPPLY OF OFFICE FURNITURE [REVOLVING CHAIRS AND VISITOR CHAIRS] AT MP-IDSA

Online bids are invited under single packet system on GeM from bonafide and experienced Firm/ Contractor for "Supply of Office Furniture [Revolving & Visitor Chairs] at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats.

Detailed Tender Documents are available online from the date of tender publication at www.idsa.in and https://eprocure.gov.in/epublish. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their bids on the GeM, latest by 01st Mar 2023 by 1500 hrs. Bidder shall submit hard copies of the relevant documents also along with (1) Demand Draft for Rs. 20000/- (Rupees Twenty thousand only) in favour of "MP-IDSA" payable at New Delhi as Earnest Money Deposit and (2) all documents signed and stamped, which shall be submitted in sealed cover addressed to the Assistant Director, MP-Institute for Defence Studies and Analyses, may be sent at the Institute's address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before 1500 hrs, 01st Mar 2023 duly mentioning on top right hand corner of the sealed envelope "EMD and any other supporting documents for "Supply of Office Furniture [Revolving & Visitor Chairs].

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of tender and Annexures as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

The bids shall only be opened online on GeM in presence of the bidders or their authorized representative, not more than one person, may be present at the time of opening of the bids, if they desire.

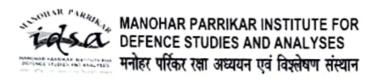
MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time (ii) Document Download Start Date & Time (iii) Bid Submission Start Date & Time (iv) Start date of seeking clarification (v) End date of seeking clarification	17/02/2023, 11:00 hrs 17/02/2023, 11:30 hrs 17/02/2023, 12:00 hrs 17/02/2023, 12:00 hrs 01/03/2023, 14:00 hrs 01/03/2023, 15:00 hrs
(vi) Bid Submission End Date & Time (vii) Offline submission,EMD, and other supporting documents (viii) Bid Opening Date & Time (ix) Cost of Tender	01/03/2023, 15:00 hrs 01/03/2023, 15:30 hrs Free of cost

Note: Contractor may inspect the Campus & assess its requirement before bidding the tender. Corrigendum / addendum / modification to this tender, if any, will be notified through GeM,www.idsa.in and https://eprocure.gov.in/epublish only.

Col. Rajeev Agarwal (Retd.) Assistant Director (Admin)



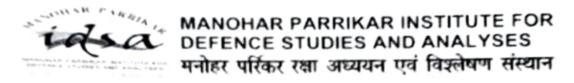
TENDER FOR Supply of Office Furniture [Revolving & Visitor Chairs]"

MEMORANDOM OF WORK IN BRIEF

1	Name of work	Supply of Office Furniture [Revolving & Visitor Chairs]
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs. 20000/-
4.	Validity period	90 days
7.	Publish Date & Time	17.02.2023 by 1100 hrs
8.	Submission Start Date & Time	17.02.2023 by 1130 hrs
9.	Site visit	17.02.2023 on all working day between 1030 hrs to 1530 hrs till submission end date.
10.	Tender Submission End Date	01.03.2023 by 1500 hrs.
11.	Tender Opening Date	01.03.2023 by 1530 hrs.
12.	Mode of Sending	EMD and relevant documents of In sealed cover by Speed post/Hand Delivery in the tender box kept at reception.

Signature of bidder Name:

Company seal Date



Supply of Office Furniture [Revolving & Visitor Chairs]

Online bids on GeM, are invited for the work as mentioned above and scope of work and terms & Conditions of the order shall be as follows: -

- 1 Time Schedule: The work shall be completed within 30 days from the date of award. A sum of Rs 500/- per day will be charged for delay in completion of work. Director General, decision in this regard shall be final and binding.
- 2 Execution of Work: The work shall be executed in best workman like manner, to the entire satisfaction of the Institute.
- 3 Unit Price: Unit rates quoted for the work shall be deemed to include for all material, labour, tools and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of work shall be deemed to have been taken into account in the quoted rates. The rates shall also include for transportation including price escalations, contractor's overheads and profits including GST. Nothing extra shall be admissible on any such account.
- 4. Approval of Material and Workmanship: The materials which stand rejected shall be removed from the site forthwith and replaced with approved materials at no extra cost. One sample of each type of chair to be supplied will be placed on site, for approval before executing the complete work.
- 5 Defect Liability: The materials & work of the contractor shall be under 1 (one) year's Defect Liability Period (DLP). Defect/s noticed during the defect liability period shall be rectified by the contractor without any cost to MP-IDSA, failing which the Security Deposit of the Contractor shall be forfeited. The contractor may also be debarred from any future tendering in the Institute. The contractor shall re-do the work, wherein defects have developed during this period under the direction of the Estate cell, at no extra cost.
- 6 Delivery of Materials/Items and Completion: Inspection of the finished work will be carried out by the representative of MP-IDSA. On completion, items/materials supplied shall be delivered to the Institute as indicated at Annexure I'. These shall be accompanied with delivery challans, if required indicating description of items/materials, their sizes and quantity. Delivery challans shall be got signed by the user's/Unit's representative(s) in token of having received the item/material and submitted to Estate cell, along with claims for payments/bills by the suppliers/agencies. The work shall be completed to the entire satisfaction of the Institute. On completion of the work, the contractor shall inform the Estate cell in writing with the date of physical completion of work for final approval for issue of completion certificate.

- 7. No material will be issued by the department. All materials for the work as per scope of work if required will be procured/arranged by the contractor at his own cost.
- 8. Submission of quotation: Quotation shall be uploaded on GeM and Annexure II (Price Bid) to the quotation duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be submitted in sealed covers duly marked "quotation for "Supply of Office Furniture [Revolving & Visitor Chairs]" addressed to Assistant Director, MP-IDSA, so as to reach on or before 1500 hrs on 01st Mar 2023.
- Upon acceptance of the quote, no subletting/transfer would be allowed by the Institute.
- 10. **EMD Payment**: The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 20000/- (Rupees Twenty thousand only) by way of FDR/Demand drafts or Bank Guarantee only. The demand drafts or Bank Guarantee shall be drawn in favour of "MP-IDSA". The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract.
- a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- b) The Firm who are registered with MSME/ OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid)
- c) The EMD, in case of unsuccessful Bidders shall be retained by MP-IDSA till the finalization of the tender. No interest will be payable by MP-IDSA on the EMD.
- d) The Bid documents of original instruments in respect of earnest money deposit must be delivered to the MP-IDSA on or before last date/time of Bid Submission as mentioned above. The bid without EMD will be summarily rejected.
- 11. <u>Security Deposit</u>: After deduction of 3% of contract value, which shall be kept as performance security deposit to cover the defects liability for a period of one year from the date of completion which shall be return back on completion of defects liability period. During this period, If any defect is found the same shall be got rectified immediately by the contractor. No extra payment will be made.
- 12. Payment Term: Payment shall be made against successful delivery of chairs at site after deduction of security deposit as mentioned at para 11. No payment will be made for goods rejected. All statutory deductions like TDS, GST as applicable rules shall be made from the due payment of the bidder.
- 13. Subletting of Work: The firm shall not assign or sublet the work/job or any part of

it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.

14. Scope of work – The scope of work for "Supply of Office Furniture [Revolving & Visitor Chairs]" is placed at Annexure I.

Warranty / Guarantee:

- (a) The bidder must quote for 02 years comprehensive on-site warranty (Including all Spares, Accessories and Labour) from the date of completion of the satisfactory installation. The warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected. Failure to comply this condition will entail the rejection of the bids.
- (b) No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods.
- 16. Delivery and Installation: The items shall be delivered and successful installed/commissioned within 30 days from the issue of supply order at "MP-IDSA premises. The successful tenderer will also provide required training free of cost for supplied items at "MP-IDSA. The goods should be manufactured after adoption of latest technology. All the aspects of safe delivery, installation and commissioning shall be the exclusive responsibility of the supplier.

17. Eligibility:

Sno	Parameter	For General Bidder	For MSME/MII registered bidder
(a)	Work Experience	03 Years	01 Years
(b)	Average Annual Turnover last 03 years	20 Lakhs	15 lakhs
(c)	PAN & GST Number	Required	Required
(d)	One similar nature of work	Required	Required
(e)	ITR last 03 years	Required	1 year

Note:-Definition of Similar Work: Supply & Installation of Furniture & furnishing items in any Government/PSU/Autonomous Body/Educational Institutions.

Or.

Firm should have registered with Govt. departments like MES,DRDO & CPWD/P&T ,GeM ,MSME etc. under supply of furniture and goods & must have capable to undertake the work for up to 15 lakhs and submit undertaking for the same.

18. Pre-qualification sheet:-

Sno	Parameter	Page No.	Document attached (Yes/NO)
(a)	Work order		
(b)	Completion certificate		
(c)	PAN Copy		
(d)	GST Number		
(e)	Current Account details		
(f)	Last 3 years ITR		

- 19. Liability to Damage: Contractor shall be fully responsible for safety & security to his workers. Contractor has to give written undertaking that he will be fully responsible for any accident/misshaping occurred during the work & he will indemnity MP-IDSA in case of any accident.
- 20. Evaluation & Award of work: The bids will be evaluated as per the Eligibility criteria given at Clause 17 & 18 above. The bids which are found to be fulfilling the eligibility criteria shall only be considered for opening of Price-Bids. MP-IDSA may seek clarifications in the bids from the bidders during the evaluation process. The work will be awarded to the lowest responsive (L-1), evaluated bidder and Work- order will be issued to the firm. MP-IDSA may like to visit the similar completed works of the successful bidder before considering their bid/ award of work. Substantially responsive financial bids will be checked for any arithmetic errors. Arithmetic errors are to be rectified on the basis of the standard procedure as follows:
 - a) If there is a difference between the amount of rate in figure and in words of an item, and the total amount is worked out, then the rate which corresponds to the amount worked by the bidder shall be taken as correct.
 - b) If the bidder has not worked out the amount of an item, or the same does not correspond with the rates written either in figures or in words, then the rate quoted by him in words shall be taken as correct.
 - c) If the rate quoted by the bidder in figures and in words tallies, but the amount is not worked our correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
 - d) Bidders who have the following valid certifications, namely from ISO 9001:2015, ISO 14001:2015, ISO 18001:2007 BIFMA shall only be considered. In case the applicant is authorized dealer, these certificates shall be obtained from the manufacturer and submitted with the tender document.

- e) Manufacturer Authorization letter is to be furnished with the tender if authorized dealer of the reputed manufacturer is participating in the tender on behalf of Original Manufacturer.
- Relevant documentary evidence, if the bidder wants to avail the purchase preference of MSE/MII.
- g) If the selected bidder refuse to execute the work after award of work, his EMD will be forfeited.

21. Time of Completion and Extension for delay:

- The work shall be completed within 30 days from the date of receipt of work order from MP-IDSA.
- ii) Due to an event, not attributable to the contractor, causing delay, occurs or a variation order is issued, which makes it impossible to complete the work by scheduled completion date, MP-IDSA may consider extending the completion date on the specific request of the contractor.

Dispute Resolution.

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Principal Secretary / Secretary (of the Administrative Department), Government of NCT of Delhi.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

Additional Conditions

- (A) All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account.
- (B) Lowest bidder has to submit one sample of each type of chair before placing entire order
- (C) The Contractor shall be bound to follow the restrictions on the movement of labour, at MP-IDSA campus due to security or any other reason(s). No Claim shall be entertained on this account.
- (D) The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority. No claim on this account shall be entertained.
- (E) TDS & GST will be deducted as per applicable rules.
- (F) The contractor shall be fully responsible for safe custody of the material even if the materials are under double lock system.
- (G) Quantity of products ordered can be increased or decreased by MP-IDSA depending upon the requirements.
- (H) The bidder must quote for 02 years comprehensive on-site warranty (Including all Spares, Accessories and Labour) from the date of completion of the satisfactory installation. The warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected.

Director General, MP-MP-IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.

Please acknowledge.

Yours sincerely,

Col. Rajeev Agarwal (Retd.)
Assistant Director (Admin)

Form of Quotation

(Note: the appendix forms the part of the Quotation)

To,

MP-IDSA No 1, Development Enclave Rao Tularam Marg, New Delhi-110010.

Sir,

Name of work: Supply of Office Furniture [Revolving & Visitor Chairs]

- Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.
- We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.
- We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
- Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
- We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated	Day of
Duly authorized t	In the capacity of o sign for and on behalf of ss of the tenderer. TALS)

Annexure I

Scope of work

Supply of Office Furniture [Revolving & Visitor Chairs]-

Type 1(Sample photo enclosed for reference)

Quantity	27 Nos.(with wheel)			
	Specification Name	Required value		
Specification	Pedestal Base	Mild steel(MS) CRCA chrome plated having pitch circle dia. 650 mm fitted with Caster Wheels Minimum 5 Nos, of 50 mm Size		
	Arm Material	Chrome plated with cushion leatherite covering top and MS spine shall be joint with seat & Back		
	Seat Material	PU foam covered with leatherite upholstery		
	Density of PU foam used in seat KG per Cu Meter (+/- 3)	55		
	Material of Fabric Back Cover / Material for Backrest	Inner frame Upholstered with covered leatherite (Black)		
	Material of Fabric of Seat Cover	Leatherite (Black) tapestry 1 mm thick		
	GSM/Thickness of fabric ±5%(Gram/Square meter)	571 GSM		
	Chair Type	central tilt synchronic		
	Tilt Tension Adjustment	Pneumatic height adjustment		
General	Height Adjustment ± 5(mm)	up to 90 mm		
	Arm	With		
	Arm Type	Fixed		
	Colour of Fabric for Seat	Black		

	Ergonomic Seat Design	Yes	
	Seat is curved	Yes	
	Locking Mechanism	Yes	
	Type of locking	3-position locking	
	Lumber Support	integrated	
	Overall Chair Height ±10 mm	990 mm	
	Overall Chair width ±10 mm	760	
	Seat back Height ±10mm	490	
	Seat back widtht ±10mm	580	
	Seat size Width ±10 mm	545	
	Seat Size Depth ±10 mm	515	
Dimension	Thickness of plywood used in seat ±1(mm)	15 mm	
	Thickness of Plywood used in Backrest	Backrest made of 15 mm thick double layered moulded plywood padded with 30 mm thick foam having density 32 kg/m3	
	Padestal Size (Diameter in mm) +/- 10 mm	650	
	Thickness of Polyurethane Foam Used in Seat in mm (+/- 2 mm)	50 mm	
Warranty	Warranty period in number of years	2 Years	
	Test reports to be furnished to buyer on demand	Yes	
Certification	OEM of offered product as per ANSI/BIFMA	Yes	
	OEM of offered product is ISO 14001:2015 certified	Yes	

Type 2 (Sample photo enclosed for reference)

Quantity	28 Nos.(without wheel)		
	Specification Name	Required value	
	Pedestal Base	Mild steel(MS) CRCA chrome arrested together with chrome plated HR steel spine	
	Arm Material	Chrome plated with cushion leatherite covering top and MS spine shall be joint with seat & Back	
	Seat Material	PU foam covered with leatherite upholstery	
Specification	Density of PU foam used in seat KG per Cu Meter (+/- 3)	55	
	Material of Fabric Back Cover / Material for Backrest	Inner frame Upholstered with covered leatherite (Black)	
	Material of Fabric of Seat Cover	Leatherite (Black) tapestry 1 mm thic	
	GSM/Thickness of fabric ±5%(Gram/Square meter)	571 GSM	
	Chair Type	Visitor	
	Arm	With	
	Arm Type	Fixed	
General	Colour of Fabric for Seat	Black	
	Ergonomic Seat Design	Yes	
	Seat is curved	Yes	
	Overall Chair Height ±10 mm	960 mm	
Dimension	Overall Chair width ±10 mm	760	
	Seat back Height ±10mm	490	
	Seat back widtht	580	

	±10mm	
	Seat size Width ±10 mm	545
	Seat Size Depth ±10 mm	515
	Thickness of plywood used in seat ±1(mm)	15 mm
	Thickness of Plywood used in Backrest	Backrest made of 15 mm thick double layered moulded plywood padded with 30 mm thick foam having density 32 kg/m3
	Thickness of Polyurethane Foam Used in Seat in mm (+/- 2 mm)	50 mm
Warranty	Warranty period in number of years	2 Years
	Test reports to be furnished to buyer on demand	Yes
Certification	OEM of offered product as per ANSI/BIFMA	Yes
	OEM of offered product is ISO 14001:2015 certified	Yes

Type 3 (Sample photo enclosed for reference)

Quantity		25 Nos.(with wheel)	
	Specification Name	Required value	
	Pedestal Base	Mild steel(MS) CRCA chrome plated having pitch circle dia. 660 mm fitted with Caster Wheels Minimum 5 Nos, o 50 mm Size	
	Arm Material	Chrome plated metal arm with black leatherite covering top shall be joint with seat & Back	
Specification	Seat Material	15 mm thick hot pressed commercial plywood and back shall be made of metal inserted pipe frame padded with foam 40 mm thick having density of 4 kg/m3 in seat and 19 mm thick having density of 23 kg/m3 in back.	
	Density of PU foam used in seat KG per Cu Meter (+/- 3)	40	
	Material of Fabric Back Cover / Material for Backrest	Upholstered with leatherite (Black)	
	Material of Fabric of Seat Cover	Leatherite (Black) tapestry 1 mm thick	
	GSM/Thickness of fabric ±5%(Gram/Square meter)	535 GSM	
	Chair Type	central tilt synchronic	
	Tilt Tension Adjustment	Pneumatic height adjustment	
	Height Adjustment ± 5(mm)	up to 90 mm	
General	Arm	With	
	Arm Type	Fixed	
	Colour of Fabric for Seat	Black	
	Ergonomic Seat Design	Yes	

	Seat is curved	Yes	
	Locking Mechanism	Yes	
	Type of locking	3-position locking	
	Lumber Support	integrated	
	Overall Chair Height ±10 mm	980 mm	
	Overall Chair width ±10 mm	560	
	Seat back Height ±10mm	490	
	Seat back widtht ±10mm	580	
	Seat size Width ±10 mm	545	
Dimension	Seat Size Depth ±10 mm	515	
	Thickness of plywood used in seat ±1(mm)	15 mm	
	Thickness of Plywood used in Backrest	Backrest made of 15 mm thick double layered moulded plywood padded with 40 mm thick foam having density 40 kg/m3	
	Padestal Size (Diameter in mm) +/- 10 mm	660	
Warranty	(+/- 2 mm) Warranty period in number of years	2 Years	
	Test reports to be furnished to buyer on demand	Yes	
Certification	OEM of offered product as per ANSI/BIFMA	Yes	
	OEM of offered product is ISO 14001:2015 certified	Yes	

Financial Bid -

Supply of Office Furniture [Revolving & Visitor Chairs]

To be filled properly, reasonably and upload on GeM. The rates should be filled in prescribed format including GST.

Sno	Description	Qty.	Rate(Rs)	Total Amount (Rs)
(I)	Medium Back Chair with Ergonomic Design with wheel base. Details of specification as per scope of work (Type 1)	27 Nos.		
(ii)	Medium Back Chair with Ergonomic Design without wheel. Details of specification as per scope of work (Type 2)	28 Nos.		
(iii)	Medium Back Chair with Ergonomic Design with wheel base. Detail specification as per scope of work (Type 3)	25 Nos.		
	Total ((i+ii+iii)			

Total amount in words:	
------------------------	--

Signature of Bidder with stamp

Note: -

- 1. The amount quoted should be including GST. Conditional Tenders will be rejected.
- 2. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site.
- If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
- GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.
- Lowest bidder has to submit one sample of each type of chair before placing entire order.

Type 1



Type 2



Type 3

