

**North Eastern Institute of Ayurveda and Homoeopathy (NEIAH)**  
**(An autonomous Institute under the Ministry of AYUSH)**  
**Government of India**  
**Mawdiangdiang, Shillong, Meghalaya-793018**

**INVITATION FOR LIMITED TENDER/BIDS**

The North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong, Meghalaya an autonomous institute under the **Ministry of AYUSH**, Government of India invites sealed bids for "Supply and Installation of Classroom Furniture at NEIAH,Shillong". Interested eligible bidders are requested to quote their best offer.

**IMPORTANT DETAILS:-**

Price of Bidding Document	Rs.1000/-
Last Date and Time for receipt of tender/bid	Wednesday,20th December,2017, 2:00pm.
Address of Communication	<b>The Director</b> <b>North Eastern Institute of Ayurveda &amp;</b> <b>Homoeopathy</b> <b>Mawdiangdiang</b> <b>Shillong, Meghalaya – 793018</b>
City office contact number	+91-364-2520680; +91-364-2538184; +91-364-2538134
Date of opening of Bids/Tender and address	Wednesday,20 <sup>th</sup> December,2017,3:00 pmat the o/o Director,NEIAH,Mawdiangdiang,Shillong ,Meghalaya-793018
Earnest Money deposit	Rs.86,680/-(Rupees Eighty Six Thousand Six Hundred Eighty only)

## General Terms & Conditions

1. **Preparation and Submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid (Annexure-I) and Financial Bid (Annexure-II). The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers named "Technical Bid for Supply and Installation of Classroom Furniture at NEIAH,Shillong" and "Financial Bid for Supply and Installation of Classroom Furniture at NEIAH,Shillong". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "Supply and Installation of Classroom Furniture at NEIAH,Shillong"
  - a. At the time of submission of bid document, the Tenders may be dropped in the Tender Box kept in the o/o the Director, NEIAH, Shillong or sent through Speed/ Registered post to "The Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Mawdiangdiang ,Shillong,Meghalaya-793018" so as to reach by the stipulated date and time.
  - b. Bidder shall submit a copy of the tender document with each page of the document duly signed and stamped to confirm the acceptance of the entire Terms & Conditions as mentioned in the tender enquiry document.
2. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the North Eastern Institute of Ayurveda & Homeopathy, Shillong may without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.
3. **Tender Fee:** Tender fee will be non-refundable amount of Rs. 1000/- (Rupees Five hundred only) and shall be payable in the form of Bank Draft/ Pay Order in favour of "Director, North Eastern Institute of Ayurveda & Homoeopathy,payable at Shillong, Meghalaya", and should be enclosed in separate cover along with the Technical bid and on the cover " Tender Fee" be neatly written. No forms downloaded through website would be accepted/considered valid without the payment of the Tender fee.
4. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount ofRs.86,680/-(Rupees Eighty Six Thousand Six Hundred Eighty only)by way of Demand Draft only. The Demand Draft shall be drawn in favor of "Director, North Eastern Institute of Ayurveda & Homoeopathy, payable at Shillong, Meghalaya". The Demand Draft for Earnest Money Deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder(s) 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. Bid(s) received without Demand Drafts of EMD shall be rejected.

- a. Payment of any pending bill in respect of any previous work will not be entertained.
  - b. Tenderer shall not be permitted to withdraw his offer or modify the Terms and Conditions thereof. In case the tenderer fails to observe and comply with stipulation **made herein or backs out after quoting the rates, the aforesaid amount of Earnest Money Deposit shall be forfeited.**
  - c. The tender without Earnest money Deposit and tender fee shall be summarily rejected
  - d. The EMD, in case of unsuccessful Bidders shall be retained by the North Eastern Institute of Ayurveda & Homoeopathy, Shillong, Meghalaya till the finalization of the tender. No interest will be payable by the North Eastern Institute of Ayurveda & Homoeopathy, Shillong, Meghalaya on the EMD.
5. **Rate:** Rate should be quoted in Indian Rupees (INR) inclusive of all the charges (i.e. installation charges at Institute Campus, taxes, basic cost etc.) with break-up as:
- Basic Cost.
  - VAT/GST (which ever applicable).
  - Total Cost (F.O.R. at North Eastern Institute of Ayurveda & Homeopathy, Shillong).
6. **Opening of Tender:** The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending on the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification. The tenders received after the speculated date by the North Eastern Institute of Ayurveda & Homeopathy, Shillong shall be ignored. Further, the North Eastern Institute of Ayurveda & Homeopathy, Shillong does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
7. **Validity:** The quoted rates must be valid for a period of 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted validity shorter than the required period, the same shall be treated as unresponsive and it shall be rejected.

In case the tenderer withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the Earnest Money Deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any of the Terms & Conditions etc. of their original tender

8. **Breach of Terms and Conditions:** In case of breach of any of the Terms and Conditions as mentioned above, the competent authority shall have the right to reject the bid at any stage without assigning any reason thereof and nothing shall be payable by North Eastern Institute of Ayurveda & Homeopathy, Shillong. In that event the EMD shall also stand forfeited.
- a) North Eastern Institute of Ayurveda & Homeopathy shall not be responsible for any postal delay or delay due to any other reason
9. **Performance Security:** The successful tenderer shall be required to furnish a Performance Security Deposit of 5% of contract value after receiving work order in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the " Director, North Eastern Institute of Ayurveda & Homeopathy, Shillong " which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of North Eastern Institute of Ayurveda & Homeopathy, Shillong in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security shall be discharged after completion of contractor's performance obligations (including Warranty / Guarantee period) under the contract.
10. **Contract Period:** The contract for Supply and Installation of Classroom Furniture at NEIAH, Shillong items shall be initially for a period of (1) one year and can be continued / renewed for a further period of (1) year at a time and maximum upto (3) three years subject to satisfaction of the North Eastern Institute of Ayurveda & Homeopathy, Shillong and on mutual consent of both the parties subject to the conditions/ rules framed by the Government of India from time to time.
11. **Specification:** The tenderers must confirm in writing that the goods supplied & installed by them shall be as per specification of goods mentioned in Annexure – II and in case of any variation, the contract shall be liable to be canceled immediately. The Security cum Performance Guarantee shall also be forfeited.
12. **Quality of goods:** The firm shall be entirely responsible for quality of supplied/ installed goods. The supplier should replace the rejected/ damaged items within 10 days, failing which legal action shall be taken as deemed fit by the Institute.
13. **Completion period :** The work shall be completed within 21 days from the date of issue of work order by the North Eastern Institute of Ayurveda & Homeopathy, Shillong. All the aspects of safe supply shall be the exclusive responsibility of the supplier. If the supplier fails to complete the work on or before the stipulated date, then a penalty at the rate of 2% per week of the total order value shall be levied subject to a maximum of 10 % of the total order value.

14. **Payment Term:** The Bill in triplicate may be sent to this office for settlement after completion of delivery & installation of the goods. The bill should have full particulars of the items. No payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work. The Contractor shall submit the bill only after supply, Installation and commissioning of the material to the satisfaction of the North Eastern Institute of Ayurveda & Homeopathy, Shillong. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted invoice from the Contractor. No payment will be made for goods rejected.
15. **Legal Jurisdiction:** Any dispute if arises, is subject to exclusive jurisdiction of competent court and forum in Shillong, Meghalaya, India only.
16. **Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
17. **Taxes :**
- a) GST/Taxes if payable extra should be clearly mentioned otherwise no GST/Taxes charges shall be paid
  - b) The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
18. **Warranty:** All items should carry all inclusive warranty of 12 months, from the date of receipt by North Eastern of Ayurveda & Homoeopathy, Shillong. The date of receipt shall be in writing from the Institute to the bidder and any other form of date receipt produced by bidder shall not be considered valid. It is the responsibility of the bidder to get the received items repaired that are deemed not in proper working condition by NEIAH officials within 10 days of complaint received by them, failing which penalty as deemed fit by the Institute might be taken.
19. **Tolerance Clauses:**
- a) NEIAH reserves all rights to reject any tender including those bidders whose bids fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of NEIAH in this regard shall be final and binding.
  - b) NEIAH reserves the right to split the bid/proposal between multiple eligible bidders if it finds that it is in the interest of the Institute to purchase different items from the list, from different bidders, without assigning any reason thereof.
  - c) NEIAH reserves the right to reduce or increase the order when felt necessary. For any additional quantities, the same rate quoted by the bidder shall be considered.
  - d) The firm shall not assign or sublet the work or any part of it to any other person or party.
  - e) NEIAH shall have the right to call upon information regarding status of work at any point of time.

## 20. Eligible Criteria.

The firm /company/manufacturer, which fulfills the following qualification criteria are deemed provisionally eligible to bid:

- The bidder should have minimum 03 (three) year experience in the field of Supply and Installation of Furniture .
- The bidder should have a regional/branch office at Guwahati or Shillong.
- The bidder should be an income tax assessee and should have filed Income Tax return for the last three assessment year.
- The average financial turnover during the last three years ending as on 31st March, 2017 should be minimum Rs. 1 Crore per year.
- The bidder should be a sole proprietary concern/partnership firm or a company and should be registered of Firms/Companies wherever applicable.
- The company/ firm/bidder should have valid sale tax no., etc. whichever is applicable.

## 21. List of documents to be submitted

The Bidder shall submit the following Documents with Technical Bid -

- (a) Copy of Firm/Agency's Certificate of Registration with Government.
- (b) The Tenderer should furnish a copy of S.T. /C.S.T./GST registration number. Tenders not complying with this condition shall be rejected.
- (c) Income Tax / Exemption certificate.
- (d) Copy of PAN Card of the firm/ agency
- (e) Two Similar work/contract not less than Rs 50 Lakhs each.
- (f) Copy of document in support of annual turnover and financial standing.
- (g) Earnest Money Deposit (EMD of Rs.86,680/-(Rupees Eighty Six Thousand Six Hundred Eightyonly) in the form of Bank Draft drawn in favour of **Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.**
- (h) Tender Fee of Rs. 1000/-(Rupees One Thousand only) in the form of Bank Draft Drawn in favour of **Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.**
- (i) Bid Documents with each Page duly signed and stamped by the bidder as a token of acceptance of the Terms and Conditions laid down by this Institute. The bid should contain all the pages. In case of any page missing ,bid is liable to be rejected.
- (j) Specification of items specifications as desired should be duly highlighted in the Catalogue and should be signed and sealed.
- (k) The bidder should submit all the Undertaking/Declaration Forms (Form "A",Form "B",Form "C",Form "D",Form "E", &Form "F") duly signed and sealed.

**Director**

**NEIAH, Shillong.**

# Annexure – I

## Format of Technical Bid

(In Separate Sealed Cover-I super scribed “Technical Bid for Supply and Installation of Classroom Furniture at NEIAH,Shillong”)

1. Name of Firm/ Contractor/ Supplier	
2. Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
3. Name of the owner(s)/proprietor(s)/partner(s)/Director(s) with address and phone numbers.	
4. Details of registration- whether partnership firm, company etc. Name of registering authority, Date and Registration number. (enclose documentary evidence)	
5. Whether the firm has worked for the Government/Semi-government/Municipal Authorities or any other public organization etc. if so, give details.	
6. Yearly turnover of the organization during last three years (year wise)- as certified by the chartered accounted (enclose copy of balance sheet of last 03 years)	Rs. For 2014-15 Rs. For 2015-16 Rs. For 2016-17 (Provisional)
7. No. of years of experience in the relevant field. (enclose certificate)	
8. Office Address at Guwahati/Shillong	
9. Bank Account Details: Name of Bank  Branch  Account No  IFSC code	
10. Details of EMD No. Date, Amount, and Bank name	
11. Details of Tender Fee No. Date, Amount, and Bank name	
12. Service Tax Number/VAT Number/GST Number(Enclosed documentary evidence)	
13. Income tax no:- Permanent A/c no (enclose documentary evidence)	
14. VAT No. (enclose the attested copy of VAT Certificate)	
15. Undertaking/Declaration Forms (Form “A”, Form “B”, Form “C”, Form “D”, Form “E”, & Form “F”)	

(Signature of the Bidder)

Along with Stamp of Firm/Company

Date:

Place:

## Annexure – II

### Format of Financial Bid

(In Separate Sealed Cover-I super scribed "Financial Bid for Supply and Installation of Classroom Furniture at NEIAH,Shillong")

Sl. No.	Particulars	Quantity	Rate	Rate Inclusive of all taxes and other Charges.	Amount
1	<p><b>SINGLE SEATER CLASSROOM DESK :</b></p> <p><b>Specification:</b></p> <p>a) <b>Size:</b> Width-600mm,Depth-500mm,Height-760mm</p> <p>b) <b>Desk-top Panel:</b> Wooden top panel made of 18mm thick pre-laminated twin board with polypropylene injection moulded edges. Desk should have provision for pen/pencil storage.</p> <p>c) <b>Understructure:</b></p> <ul style="list-style-type: none"> <li>All side metal frames and cross connectors are made up of mild steel ERW tubes 40X20X2mm thick(aprox 14 SWG) as per IS 7138 and are welded together.The welded structure and cross connectors are coated with min 45 micron thickness of epoxy polyester coating.</li> <li>Shelf tray and desktop mounting brackets are made of 2mm thick mild steel sheet (as per IS:513) are welded to the understructure for fixing shelf tray and desktop respectively.</li> <li>Hooks are provided on vertical side frames on both sides of the desk for hanging bags/bottles.They are from 9mm dia Mild Steel Rod(As per IS:432) and are welded to the main understructure.</li> <li>Plastic Cap made of polypropylene are provided on the foot rest side tubes and front leg tubes adding more aesthetic value to the product.</li> </ul>	40nos.			
2	<p><b>DOUBLE SEATER CLASSROOM DESK :</b></p> <p><b>Specification:</b></p> <p>a) <b>Size:</b> Width-1206mm,Depth-500mm,Height-760mm</p> <p>b) <b>Desk-top Panel:</b> Wooden top panel made of 18mm thick pre-laminated twin board with polypropylene injection moulded edges. Desk should have provision for pen/pencil storage.</p> <p>c) <b>Understructure:</b></p> <ul style="list-style-type: none"> <li>All side metal frames and cross connectors are made up of mild steel ERW tubes 40X20X2mm thick(aprox 14 SWG) as per IS 7138 and are welded together.The welded structure and cross connectors are coated with min 45 micron thickness of epoxy polyester coating.</li> <li>Shelf tray and desktop mounting brackets are made of 2mm thick mild steel sheet (as per IS:513) are welded to the understructure for fixing shelf tray and desktop respectively.</li> <li>Hooks are provided on vertical side frames on both sides of the desk for hanging bags/bottles. They are from 9mm dia Mild Steel Rod(As per IS:432) and are welded to the main understructure.</li> <li>Plastic Cap made of polypropylene are provided on the foot rest side tubes and front leg tubes adding more aesthetic value to the product.</li> </ul>	280nos.			



3	<b>CLASSROOM CHAIR :</b>  <b>Specification:</b> <b>a) Size:</b> <ul style="list-style-type: none"> <li>• Seat Width-426mm,Seat Depth-420mm,Seat Height-760mm</li> <li>• Backrest Width-473mm,Backrest Height-311mm,Backrest angle-100degree</li> </ul> <b>b) Seat-back:</b> Seat back is made of Blow Moulded High-density polyethylene and is fixed on the understructure assembly with the help of stainless steel rivets. <b>c) Seat:</b> Seat is made of Blow Moulded High-density polyethylene and is fixed on the understructure assembly.  <b>d) Understructure:</b> <ul style="list-style-type: none"> <li>• All side metal frames and cross connectors are made up of mild steel ERW tubes 40X20X2mm thick(aprox 14 SWG) as per IS 7138 and are welded together.The welded structure and cross connectors are coated with min 45 micron thickness of epoxy polyester coating.</li> <li>• Bag Storage tray made of 4 mm dia Mild Steel Rod(As per IS:432)forms a cage at the bottom and is welded to the main understructure.</li> <li>• Seat support channel made of 1 mm thick Mild Steel Sheet (As per IS: 513) is welded to the understructure for fixing seat.</li> <li>• Plastic Cap made of polypropylene are provided on the foot rest side tubes and front leg tubes adding more aesthetic value to the product.</li> </ul>	600 Nos			
	<b>TOTAL</b>				

(Signature of the Bidder)

Along with Stamp of Firm/Company

Date:

Place:

**FORMS AND SCHEDULES**

**FORM – A**

**UNDERTAKING ON BEHALF OF ORIGINAL EQUIPMENT MANUFACTURER (OEM)**

No:

Date:

To: **NEIAH  
Shillong**

Subject: *Authorization to a distributor/channel partner/System Integrator for tender No.*

Dear Sir,

The prospective bidder **M/s** ..... for above tender intends to place order onus for the following items as a part of this supply items

.....

.....

Understanding the specification in the tender we assure that the above items will meet the specifications detailed in the NIT.

We authorized **M/S** ..... to Bid with our product.

In case of supply of the above items to you through the bidder we shall stand warranty of performance of the items for 1(one) year under circumstances of intended use of the Items. We shall support the spare supply for above items for a period of 5 years if needed

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Yours very truly,

(Signature of the authorized signatory with stamp)

**FORM -B**  
**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENT**

**To:**  
**NEIAH**  
**Shillong**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document No:----  
----- *published in* ..... *regarding*“**SUPPLY AND INSTALLATION OF CLASSROOM FURNITURE AT NEIAH,SHILLONG**”I declare that all the provisions of this Tender Document are acceptable to my Company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

**Yours very truly,**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

(Signature of the authorized signatory with stamp)

**FORM -C**  
**DECLARATION REGARDING PAST PERFORMANCE**

No:

Date:

**To:**  
**NEIAH**  
**Shillong**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document No:----  
-----regarding "SUPPLY AND INSTALLATION OF CLASSROOM FURNITURE AT NEIAH,SHILLONG". I  
hereby declare that my company has not been debarred/blacklisted by any reputed Government/Semi  
Government organizations/University for quality/service products nor is there any pending dispute  
regarding short shipment/ installation/service. I further certify that I am an authorized signatory of my  
company and am, therefore, competent to make this declaration.

**Yours very truly,**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**FORM – D**

COMPLETION OF MINIMUM TWO PROJECTS OF SIMILAR NATURE

Sl no	Name of the works	The works given by the Dept/ organization	Date of issue of work order	Date of completion of the works as per work order	Date of actual completion

Signature with seal

**FORM – E**

Annual Turnover of the Bidder

Sl No	Financial year	Annual turnover ( Rs in lakh)

Signature with seal

**FORM-F**

**LIST OF QUALIFIED MANPOWER**

Sl No	Name of the employee/s	Qualification	Experience	As employee with the bidders from-	Contact Details (Address/Phone Number/email ID)

Signature with seal