**TENDER DOCUMENT**

**FOR**

**SUPPLY OF**

**OFFICE FURNITURE**

**FOR SCHOOL EDUCATION DEPARTMENT**

**GOVERNMENT OF MIZORAM**

**DIRECTORATE OF SCHOOL EDUCATION**

**GOVERNMENT OF MIZORAM**

**McDONALD HILL, ZARKAWT, AIZAWL, MIZORAM**

**Phone: 0389 – 2341233 e-mail:** [**dirsemz@gmail.com**](mailto:dirsemz@gmail.com)

**Website: https://schooleducation.mizoram.gov.in**

**PART – I**

|  |  |  |
| --- | --- | --- |
| 1. | Name of Authority Inviting Tender | **Director of School Education,**  **Government of Mizoram** |
| 2.  3. | Name of work  Completion period | **Supply of Office Furniture under School Education Department**  **15 (fifteen) days from the date of issue of supply order** |
|  |  |  |
| 4. | Date of issue of NIT | **21nd September, 2017** |
| 5. | Deadline for receiving bids | **6th October, 2017 up to 1:00 pm** |
| 6. | Date, Time & Place for opening of Technical Bids | **6th October, 2017 at 1:00 pm in the Directorate of School Education** |
| 7. | Date & Time for opening of Financial Bids | **9th October, 2017 at 10:00 am in the Directorate of School Education** |
| 8. | Earnest Money | **Rs. 5,000/- (Rupees five thousand) only** |
| 9. | Bid Validity | **90 (Ninety) days from opening of Technical Bids** |

**PART – II**

**NOTICE INVITING TENDERS**

1. Director of School Education, Government of Mizoram invites sealed quotations from reputed Companies or authorised dealers/distributors/suppliers for procurement of office furniture for use in the School Education Department.
2. Details can be obtained from the Directorate of School Education, McDonald Hill, Zarkawt, Aizawl on any working day from 21st September, 2017 to 6th October, 2017 during office hours. The bid document may also be downloaded from the School Education Department’s website <https://schooleducation.mizoram.gov.in>.



**(K. LALTHAWMMAWIA)**

Director of School Education

Government of Mizoram

**PART – III**

**INSTRUCTIONS TO BIDDERS (ITB)**

**1. General instructions:**

1. Sealed tenders are invited under two bid system for supply of Office Furniture under Directorate of School Education, Government of Mizoram.
2. The firms fulfilling the prescribed eligibility criteria may submit their bids, complete in all respect and in the manner prescribed in these ITB, to the Director of School Education latest by 1:00 pm of 6th October, 2017.
3. Eligible bidders may submit bids for all or any of the items listed in Clause 2. All bids should be submitted in the format prescribed at Part VI and Part VII of the Tender Document.
4. Bids must be accompanied by Earnest Money of the amount specified in Clause 7 of the ITB.
5. Bids which do not fulfil all the criteria prescribed in the ITB shall be rejected summarily.

**2. Detailed Specifications and estimated quantities:**

List of items, detailed specifications and estimated quantities for which bids are invited are as follows –

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Items** | **Specification** | **Estimated Quantity** |
| 1 | Steel Almirah (Medium size) | At least 900Wx1500Dx1900H –Branded, manufactured by reputed company/manufacturer | 03 |
| 2 | Steel Almirah (Small size) | At least 900Wx1500Dx1200H – Branded, manufactured by reputed company/manufacturer | 03 |
| 3 | Revolving Chair | Branded, manufactured by reputed company/manufacturer, High Back (1) and mid-back (1) with option of height adjustable and multi-position lockable. | 02 |
| 4 | Office Chair | Armed chair, branded, manufactured by reputed company/manufacturer | 34 |
| 5 | Visitor Chair | Armless, Branded, manufactured by reputed company/manufacturer | 04 |
| 6 | Office Table (Medium) | At least 1200Wx600Dx750H – Branded, manufactured by reputed company/manufacturer | 02 |
| 7 | Office Table (Small) | At least 900Wx550Dx750H – Branded, manufactured by reputed company/manufacturer | 09 |

**3.** **Qualification of the Bidders:**

1. A bidder must be the owner of a reliable company or its authorised dealers/distributors/suppliers dealing with the items for which bid is submitted. All Bidders should submit the following information and documents along with their bids:
2. Self-attested copies of documents defining the constitution or legal status, place of registration and principal place of business of the bidder.
3. Bank certificate showing soundness of capital investments of the bidder in the Format specified in Part IV.

**4.** **Disqualification**:

1. Absence of any of the documents stated in clauses 3 b) in the bid document will disqualify the bidder.
2. Even if a bidder meets the above criteria, he may be disqualified if-
3. He makes misleading or false representation in the forms, statements, affidavits and attachments, submitted in proof of the qualification requirements, and/or
4. He has record of poor performance, such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
5. He quotes unreasonably high or low bid prices and could not furnish rational justification for the same.

**5. Number of Bid per bidder:**

Each bidder shall submit only 1 (one) bid for 1 (one) item. A bidder who submits more than 1 (one) bid for the same item will not be entertained.

**6. Bid Price:**

1. The contract shall be for a period of one year from the date of issue of supply order.
2. All duties, taxes, royalties and other levies payable by the bidder under the contract, or for any other cause, shall be included in the rates, prices, and total bid price submitted by the bidder.
3. The rates and prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment.
4. All rates/prices quoted should be FOR destination, which is the Directorate of School Education, McDonald Hill, Zarkawt, Aizawl, Mizoram.

**7**. **Earnest Money:**

1. The bidder shall furnish, as part of the bid, Earnest Money of Rs. 5000/- (Rupees five thousand) only in the form of **Demand Draft/Fixed Deposit/ Deposit at Call of a Scheduled Bank guaranteed by the Reserve Bank of India** and issued in favour of the Director of School Education, Mizoram. The Demand Draft/Fixed Deposit Receipt/ Deposit at Call Receipt shall be payable at Aizawl and **valid for at least 3 months**.
2. The Earnest Money of unsuccessful bidders will be returned.
3. The Earnest Money of the successful bidder will be released when the bidder has signed the Agreement and furnished the required Performance Security, or it may be used as part of Performance Security.
4. The Earnest Money Deposit shall be forfeited
5. In case a bidder withdraws its bids after opening of Technical Bid (Part – I) and before the expiry of the validity period of the Bid.
6. If bidder fails to deposit performance security within specified period as per intimation/ request from the Department.
7. If the bidder fails to execute the agreement within specified time as intimated/ requested.

**8. Pre-Bid Meeting**:

1. Pre-Bid meeting at the request of majority of the potential bidders may be arranged at the time and place fixed by the Department.
2. The Bidder or his authorize representative shall be invited to attend Pre-Bid Meeting.
3. The purpose of the meeting shall be to clarify issues and to answer questions to any matter that may be raised at the stage.
4. Non-attendance at the Pre-Bid meeting will not be a cause for disqualification of a bidder.

**9. Amendment of Bidding Documents:**

1. The Department may modify the bidding documents by issuing addenda before the deadline for submission of bids.
2. Any addendum thus issued shall be part of the bidding documents and shall be notified to all concerned.
3. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Department shall extend the deadline for submission bids as may be deemed necessary.

**10. Language of Bids**:

All documents relating to the bid shall be in English.

**11. Submission of Bids:**

1. Each bidder should submit sealed quotations in two separate parts, i.e., **Technical Bid (Part – I)** and **Financial Bid (Part – II)** in separate sealed envelopes (called the inner envelopes), and place them together in a sealed single, larger envelope (called the outer envelope).
2. The outer envelope should be superscripted as **‘TENDER FOR SUPPLY OF OFFICE FURNITURE’** and should be addressed to **‘Director of School Education, Government of Mizoram, Aizawl’**. It should also bear the **full postal address and contact number of the bidder.**
3. The inner envelope containing Technical Bid should be marked **‘Technical Bid (Part – I): Not to be opened before the date and time specified in the ITB’**.

The following documents will form the Technical part (Part –I) of the bid (Photo-copy duly self attested to be compulsorily enclosed for sl. (ii), (iii) & (iv)) –

1. Earnest Money as stipulated in the bid document.
2. Qualification information and supporting documents as specified in clause 3 of ITB.
3. GST registration certificate.

Original copies of all the documents submitted should be produced at the time of opening of the bids, failing which the bid will be treated as non-responsive.

1. The inner envelope containing Financial Bid should be marked **‘Financial Bid (Part – II): Not to be opened except with the approval of the Director of School Education’**.

Financial part (Part – II) of the bid shall consists of -

1. Form of bid as specified in Part VI
2. Priced Bill of Quantities as specified in Part VII.

**12. Format and Signing of Bids:**

1. The Bidder shall submit 1 set of the bid comprising of the Documents as described in clause 11.
2. All Pages (both front and back side) of the bid shall be signed by the bidder.
3. The bids shall contain no overwriting, alteration or addition, except those to comply with instructions issued by the Department, or as necessary to correct errors made by the bidders, in which case such corrections shall be made by scoring out the cancelled portion, writing the correction and initialling and dating it by the bidder.

**13. Bid Validity:**

The quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission or can be extended upto Supply period in the discretion of Director of School Education.

**14. Bid Opening:**

1. The outer envelope and the inner envelope containing the Technical Bid of all Bids received within the stipulated time will be opened in the presence of the Bidders/Bidders’ representatives who chose to attend at the time, date and place specified in **Part – I.**
2. The Bidders’ names and such other details as the Department may consider appropriate, including availability of Earnest Money, documents enclosed and their validity shall be announced at the time of opening.
3. Evaluation of Technical Bids with respect to Bid Security, Qualification information and other information shall be taken up immediately.
4. Bidders whose Technical bids are found responsive will be informed the date, time and place of opening of Financial Bid as stated in **Part – I.**
5. The Financial Bids of only those bidders whose Technical Bids are found responsive will be opened. The remaining bids will be returned unopened to the Bidders. The responsive bidders’ names, the bid prices, the total amount of each bid, and such other details as the Department may consider appropriate will be announced at the time of bid opening.
6. Minutes of the opening of both the Technical Bids and the Financial Bids shall be prepared separately at the time of opening of the respective bids.

**15. Process to be Confidential:**

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the bidders or any other persons not officially concerned with such process until award to the successful bidder has been announced. Any attempt by a bidder to influence the Department’s processing of bids or award decisions may result in the rejection of his Bid.

**16. Clarification of Bids and Contacting the Department:**

1. No Bidder shall contact the Department on any matter relating to its Bid from the time of the Bid opening to the time the contract is awarded.
2. Any attempt by a Bidder to influence the Bid evaluation, Bid comparison or contract award decision may result in rejection of his Bid.

**17. Examination of Bids and determination of Responsiveness:**

1. During the detailed Evaluation of “Technical Bids” the Department will determine whether each bid
2. meets the eligibility criteria prescribed in the ITB
3. has been properly signed
4. is accompanied by the required securities, and
5. substantially responsive to the requirement of the Bidding Documents.
6. During the detailed evaluation of the “Financial Bid”, the responsiveness of the Bid will be further determined with respect to the remaining bid conditions, i.e., priced bill of quantities and technical specifications of the bid items.

**18. Award of Contract:**

1. The Department will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents, and, other things being equal, who has offered the lowest evaluated quoted price for a specified item. However, the Department reserves the right to indicate its preference for an item in case of difference in specifications among different brands, in which case the lowest quoted price may not necessarily be accepted.
2. Notwithstanding the above, the Department reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
3. The bidder whose bid is accepted will be notified of the award of contract by the Department. The terms of the accepted offer shall be incorporated in the supply order.
4. The notification of the award will constitute the formation of the contract, subject to furnishing of Performance Security by the successful bidder in accordance with the provisions of clause 19.
5. The Contract Agreement will incorporate all agreements between the Department and the successful bidder. It will be signed by the Department and the successful bidder after the Performance Security is furnished.
6. **Performance Security:**
7. Successful bidder will have to deposit 5% of the total bid/contract value as performance security in the form of Bank Guarantee/ Demand Draft in favour of Director of School Education, Government of Mizoram payable at Aizawl before award of the work. The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.
8. The performance security deposit shall be forfeited in case any terms and conditions of the contract/agreement, etc. are infringed or the bidder fails to complete the supply in time.
9. **Other Terms & Conditions:**
10. The School Education Department, Government of Mizoram reserves the right to postpone or cancel the bid, and the bidders will have to abide by such decision to postpone or cancel the bid process.
11. Payment shall be made only after satisfactory completion of the supply and submission of bills. The Department reserves the right to adopt its own methods to certify the satisfactoriness of compliance of the contract agreement before payment is made.
12. Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with ITB.
13. Successful bidder will have to enter into an agreement with School Education Department for timely execution of the purchase order.
14. No payment will be made for any damaged goods supplied.
15. Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost or loss of revenue or loss of other benefits to the Department.



**(K. LALTHAWMMAWIA)**

Director of School Education

Government of Mizoram

**Part – IV**

**EVIDENCE OF ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES**

**BANK CERTIFICATE**

This is to certify that M/S \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a reputed company/ society / firm with a good financial standing. If the contract for the work, namely, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is awarded to the above company/society /firm, we shall be able to provide overdraft/credit facilities to the extent of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Rupees \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) only to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Senior Bank manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp of the Bank

Note: Certificate should be given in the letter head of the Bank.

**Part – V**

**Letter of Acceptance**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

(Name of the Contractor)

(Address of the Contractor)

This is to notify you that the School Education Department, Government of Mizoram has accepted your Bid dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for supply of the following items for the Contract Price of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) only:-

(List of items with quantities and rates)

You are hereby requested to furnish Performance Security in the form detailed in Clause 22 of ITB for an amount of Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within 10 days of the receipt of this letter of acceptance valid up to 45 days from the date of expiry of Defects Liability Period \_\_\_\_\_\_\_\_\_\_\_\_ and sign the contract, failing which, action as stated in Clause 22.3 of ITB will be taken.

Yours faithfully,

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Name of Society: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

**Part VI**

**Form of bid**

To

The Director of School Education

Government of Mizoram

McDonald Hill, Zarkawt,

Aizawl, Mizoram

Subject: Tender for Supply of Office Furniture

Sir,

I/We offer to execute the works described above and remedy any defects therein, and carry out the conditions of contract, specifications, Bill of Quantities and Addenda for item rate Contract (Total Bid Price) Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in figures) Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in words)

We undertake to commence the works on receiving work order in accordance with the contract documents. This Bid and your written acceptance of it shall constitute a binding contract between us.

We understand that that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity and Earnest Money required by the bidding documents and specified in the Appendix to ITB.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note : The Bidder shall fill in and submit this Bid form with the Bid

**PART – VII**

**FORM OF PRICED BILL OF QUANTITIES**

(Rates quoted are inclusive of all duties, taxes, royalties and other levies payable)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Items** | **Name of manufacturing Company with Model No** | **Detailed Specifications** | **Rate in Rs** | **Rate in Word** | **Remarks** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |