

**TENDER DOCUMENT**

**FOR**

**SUPPLY OF**

**OFFICE FURNITURE**

**&**

**SPORTS GOODS**

**FOR SCHOOL EDUCATION DEPARTMENT  
GOVERNMENT OF MIZORAM**

**4<sup>th</sup> February, 2021**

**DIRECTORATE OF SCHOOL EDUCATION  
GOVERNMENT OF MIZORAM  
Education Centre, Treasury Square, AIZAWL, MIZORAM  
Phone: 0389 – 2326233      e-mail: [dirsemz@gmail.com](mailto:dirsemz@gmail.com)  
Website: <https://schooleducation.mizoram.gov.in>**

**PART – I**

- |    |   |  |
|----|---|--|
| 1. | Name of Authority Inviting Tender:                  | <b>Director of School Education,<br/>Government of Mizoram.</b>  |
| 2. | Name of work:                                       | <b>Supply of ‘Office Furniture and Sports<br/>Goods’ under School Education Department.</b>                      |
| 3. | Completion period:                                  | <b>30 (thirty) days from the date of issue of<br/>supply order.</b>  |
| 4. | Date of issue of Notice Inviting Tender:            | <b>4<sup>th</sup> February, 2021.</b>  |
| 5. | Last date for receiving bids:                       | <b>12<sup>th</sup> February, 2021 up to 12:00 noon.</b>  |
| 6. | Date, Time & Place for opening of<br>Technical Bids | <b>12<sup>th</sup> February, 2021 at 1:00 pm in the<br/>Committee Room, Directorate of School<br/>Education.</b> |
| 7. | Date & Time for opening of Financial Bids           | <b>12<sup>th</sup> February, 2021 at 2:30 pm in the<br/>Committee Room, Directorate of School<br/>Education.</b> |
| 8. | Earnest Money                                       | <b>2% of the total bid value.</b>  |
| 9. | Bid Validity  | <b>90 (Ninety) days from opening of Technical<br/>Bids.</b>  |

## **PART – II**

### **NOTICE INVITING TENDER**

1. Director of School Education, Government of Mizoram invites sealed quotations from reputed companies or authorised dealers/distributors/suppliers for procurement of 'Office Furniture and Sports Goods' for use in the School Education Department.
2. Details can be obtained from Budget Section, Room No.510, Directorate of School Education, Education Centre, Treasury Square, Aizawl on any working day from publication of this notice till **12<sup>th</sup> February, 2021 upto 12:00 noon** during office working hours. The bid document may also be downloaded from School Education Department's website <https://schooleducation.mizoram.gov.in>.

**(JAMES LALRINCHHANA)**

Director  
School Education  
Government of Mizoram

## PART – III

### INSTRUCTIONS TO BIDDERS (ITB)

#### 1. General instructions:

- (a) Sealed tenders are invited under two bid system for supply of ‘Office Furniture and Sports Goods’ under Directorate of School Education, Government of Mizoram.
- (b) 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 **12<sup>th</sup> February, 2021 upto 12:00 noon**.
- (c) Eligible bidders may submit bids for all or any of the items listed in clause 2 of the ITB. All bids should be submitted in the format prescribed at Part VI and Part VII of the Tender Document.
- (d) Bids must be accompanied by Earnest Money of the amount specified in Clause 6 of the ITB.
- (e) 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 –

##### **A: Office Furniture & Equipment:**

Sl. No.	Name of Items	Specifications required	Quantity required
1.	Computer Table	Dimension (in cm) – 90W x 50D x 75H	9
2.	Office Table (small)	Size (in cm) – 119.90L x 59D x 73.5H	18
3.	Office Table (big)	Size (in cm) – 136.50L x 68D x 73.5H	3
4.	Steel Almirah (big size)	198.10H x 91.60W x 48.60D	11
5.	Steel Almirah (small size)	137.2H x 90W x 50.7D	22
6.	Revolving Chair (high back)	Size (in cm) – 76.30L x 76.30D x 97-109H, Seat height: 43-54	2
7.	Revolving chair (mid-back)	Size (in cm) 71L x 71D x 86.10-97.10H, Seat height: 43-54	13
8.	Bookshelf (4-door)	Size (in cm) – 91.40L x 30D x 174.20H	5
9.	Office chair (with arm)	Size (in cm) – 58L x 56.50D x 87.50H, Seat height: 48	6
10.	Office chair (armless)	Size (in cm) – 58L x 56.50D x 87.50H, Seat height: 48	8
11.	Plastic chair	With arm	34

##### **B: Sports Goods:**

<b>Sl. No.</b>	<b>Name of Items</b>	<b>Specifications required</b>	<b>Quantity required</b>
1.	Discus (1.5 Kg)	The Discus should be precisely mastered and designed with jointless rim. The Discus features must be rust proof alloy rim with unbreakable strong plastic side plates and hyper spin AFI approved.	3
2.	Discus (1 Kg)	The Discus should be precisely mastered and designed with jointless rim. The Discus features must be rust proof alloy rim with unbreakable strong plastic side plates and hyper spin AFI approved.	3
3.	Shot 3 Kg	Turned iron shots, precisely machine turned for accurate weight and diameter. It should be 97 mm in diameter and AFI approved.	3
4.	Shot 4 Kg	Shell made of rust proof alloy (stainless steel). Precisely machine turned for accurate diameter and balance. It should be 109 mm in diameter and AFI approved.	3
5.	Shot 5 Kg	Turned iron shots, precisely machine turned for accurate weight and diameter. It should be 115 mm in diameter and AFI approved.	3
6.	Shot 7 Kg	Shell made of rust proof alloy (stainless steel). Precisely machine turned for accurate diameter and balance. It should be 129 mm in diameter and AFI approved.	3
7.	Javelin 700 g	It should be made of hardened best quality dura aluminium. Designed and crafted for maximum throw distance. Javelin head made of stainless steel for extra durability and AFI approved.	5
8.	Javelin 500 g	It should be made of hardened best quality dura aluminium. Designed and crafted for maximum throw distance. Javelin head made of stainless steel for extra durability and AFI approved.	5
9.	High Jump Post	Uprights must be made of special aluminium telescopic pillar construction profiles, which are bolted with 18" square roll away steel base and includes two brackets to place the crossbar, heavy duty construction for maximum stability.	2
10.	Fiber Glass Cross bar	Fibreglass Crossbar made in single piece through pultrusion process for minimum sag and extra durability. Overall length should be 4 Metres.	5
11.	High Jump Landing Pit	Landing Mat High Jump made of	1 set

		Polyurethane Foam with dimension of 5M X 3M X 60Cm	
12.	Stop Watch	Professional Sports Stopwatch (PC660) with Electro-Luminescent Display, Lap and Split Timing Options, Presentable Countdown timer, Back Clip and Lanyard included and supports 12/24 Hour Display Format.	10
13.	Game Clock	Fully automatic Digital Game Clock	1
14.	Score Board (Basket Ball)	Shockproof / Waterproof / Rustproof housing. Real time Clock + 24 Second Timer with Hooter 3 ft 6" x 3ft x 3" Operating Voltage: - 100-275 v A.C., 50/60 Hertz, View angle more than 120 degree, View distance 300Mtr. Battery backup of 7 hours. Radio frequency remote of range 100 mtrs. Function: Stop, Pause, Reset.	1
15.	Foul Indicator (Basket Ball)	Fully automatic Scoreboard as per FIBA Rules 24 Seconds Timer, Game Clock, Quarter Indicator, Team Foul, Player Foul, Player Scores, Timeout, Ball Possession Indicator	1
16.	Assistant Referee Flags	Pattern: Red, Yellow Pattern Frame Material: Aluminium Fabric Material: Polyester Fabric Grip Material: PVC	8
17.	Corner flag	The corner flag should be with spring made of premium quality fabric and the stand must be made up of good quality plastic attached with metal spring at the bottom of it. Size - 25 mm round x 150 cms high with socketed spring at the bottom for easy ground insertion. The flag must be a check pattern with fluorescent yellow and Orange colour.	12
18.	Substitution Board	Numbers must be 12"h x 7"W (varies by the number). Sections flip around easily to make numbers 00 to 99 and Water-resistant	2
19.	Bip (for team games)	Made of 100% polyester fabric. Front and back numbered scrimmage vest in bright vibrant colours.	8 set
20.	Goal net	Honeycomb mesh strong silk. Length 7.32 mtr Height 2.44 mtr Net mesh hole: 12cm	2 set
21.	Hockey Goal Keeper Kit	The set must include the following: 1. Leg Guard Standard 2.Hockey Kicker Standard 3.Hockey Kicker Standard 4.Hockey Chest Cum Arm Guard 5.Hockey Gloves Foam 6.Hockey Helmet Champ	2 pairs

		7.Hockey Abdominal Guard 8.Hockey Padded Shorts 9.Hockey Over T-Shirts 10.Hockey Over Nicker 11.Hockey Goalie Stick Zig Zag Wooden Painted 12.Hockey Trolley Kit Bag With Wheel	
22.	Hockey Stick (Fiber)	Composite With Dual Glass Fibre Size:- 37"-48"-Inches" Length Composite Painted With Dual Glass Fibre Fabricated Weight vary must be 550to 620gms.	32
23.	Judo Gi with belt (White)	680gm Jacket, 10oz Cotton Twill Pants. IJF Approve	2 sets
24.	Judo Gi with belt (Blue)	680gm Jacket, 10oz Cotton Twill Pants. IJF Approve	2 sets
25.	Head Gear (Big & Small)	Liner part of the guard must be lined with a moisture wicking material for quick drying and keeping the head cool during training while outer shell should be constructed in genuine PU leather. It must allow full range of vision, large padded ear holes to enhanced protection. Adjustable top and rear lace closures to make the guard comfortable and snug fit	8
26.	Abdominal Guard	Abdominal guard made of tough protection with hard plastic and soft PVC padding.	8
27.	Glove (Big & Small)	Shock Absorption Durable material with extra protection and promotes better traction to prevent injuries	10
28.	Foot Guard (Big & Small)	Weight 170 Grams made of Leatherette, Sponge and Elastic Textile and should be WTF recognized	10
29.	Taekwondo Mat	High density Eva foam with soft core in the middle with interlocking systems. Tile Size : 40" × 40", Trim piece : 40" × 1.5", Size in meters : 1m × 1m	200
30.	Volley Ball Net	Volleyball Net made of 2 mm thick twisted & machine knotted polypropylene cord. Head bond of 3" wide bleach canvas tape. Sides and bottom made 2" bleach canvas tape, with 6 mm thick Polypropylene cable. Mesh Size: 100 mm. Net Size: 9.5 m x 1 m	6
31.	Score Board (Volley Ball & Hockey)	Portable, table top design Product Dimensions: Height 22cm, Width 51cm, Long-lasting, lightweight, Clear red and black numbers, both sides displayed High Visibility Easy to assemble able to be read from anywhere on the field or court.	4

32.	Scorer Table (Volley Ball)	Good quality Plastic table folding 2 feet wide 4 feet length and 2.6 feet height	2
33.	Referee stand (Volley ball)	✓ 1.5/16" steel w/ powder coated paint finish 4" non-marring wheels for easy portability. Folds to 84"H x 30"W x 10"D ✓ Padded platform and Platform 48" above the floor	2
34.	Antennae (Fibre glass) for Volley Ball	Fiberglass construction with steel connector. Set includes 2 highly-visible, red-striped fiberglass poles, 2 bottom white fiberglass poles and two antenna pockets. Top rod: 80 cm; bottom rod: 100 cm; official size	4

### 3. Qualification of the Bidders:

- (a) 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.
- (b) All Bidders should submit the following information and documents along with their bids:
  - (i) GST Registration Certificate for tenderer firm.
  - (ii) Bank certificate showing soundness of capital investments of the bidder **in the Format specified in Part IV.**
  - (iii) Photocopy of dealership Certificate/Authorisation letter.

4. The Samples or brochures/catalogue should be submitted along with the tender.

### 5. Bid Price:

- (a) The contract shall be for a period of one year from the date of issue of supply order.
- (b) 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.
- (c) The rates and prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment.
- (d) All rates/prices quoted should be for destination, which is the Directorate of School Education, Treasury Square, Aizawl, Mizoram.

### 6. Earnest Money:

- (a) The bidder shall furnish, as part of the bid, Earnest Money of 2% of the bid value 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.**
- (b) The Earnest Money of unsuccessful bidders will be returned.
- (c) 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.
- (d) The Earnest Money Deposit shall be forfeited -



- (i) 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.
- (ii) If bidder fails to deposit performance security within specified period as per intimation/ request from the Department.
- (iii) If the bidder fails to execute the agreement within specified time as intimated/ requested.

**7. Amendment of Bidding Documents:**

- (a) The Department may modify the bidding documents by issuing addenda before the deadline for submission of bids.
- (b) Any addendum thus issued shall be part of the bidding documents and shall be notified to all concerned.
- (c) 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.

**8. Language of Bids:**

All documents relating to the bid shall be in English.

**9. Submission of Bids:**

- (a) 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 in a sealed single, larger envelope (called the outer envelope).
- (b) The outer envelope should be superscripted as ‘**TENDER FOR SUPPLY OF OFFICE FURNITURE AND SPORTS GOODS**’ 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**.
- (c) The inner envelope containing Technical Bid should be marked ‘**Technical Bid (Part – I): To be opened on date and time specified in ITB**’.
- (d) 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 -

- (i) Form of bid as specified in Part VI.
- (ii) Priced Bill of Quantities as specified in Part VII.

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

- (a) The Bidder shall submit 1 set of the bid comprising of the Documents.
- (b) All Pages of the bid shall be signed by the bidder.
- (c) 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

**11. Bid Opening:**

- (a) 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**.

- (b) 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.
- (c) Evaluation of Technical Bids with respect to Bid Security, Qualification information and other information shall be taken up immediately.
- (d) 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**.
- (e) 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.
- (f) 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.

**12. 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.

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

- (a) 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.
- (b) Any attempt by a Bidder to influence the Bid evaluation, Bid comparison or contract award decision may result in rejection of his Bid.

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

- (a) During the detailed Evaluation of Technical Bids, the Department will determine whether each bid -
  - (i) meets the eligibility criteria prescribed in the ITB
  - (ii) has been properly signed
  - (iii) is accompanied by the required securities, and
  - (iv) is substantially responsive to the requirement of the Bidding Documents.
- (b) 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.

- 15.** The undersigned is not bound to accept the lowest rate or any of the tenders and reserved the rights to accept or reject any tender without assigning any reason thereof.

**16. Performance Security:**

- (a) 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/supply. The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.

- (b) 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.

**17. Other Terms & Conditions:**

- a) 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.
- b) 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.
- c) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with ITB.
- d) Successful bidder will have to enter into an agreement with School Education Department for timely execution of the purchase order.
- e) No payment will be made for any damaged goods supplied.
- f) 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.

**(JAMES LALRINCHHANA)**

Director  
School Education  
Mizoram, Aizawl  
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 16 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 16 (b) of ITB will be taken.

Yours faithfully,

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

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

Name of Department: \_\_\_\_\_

## Part VI

### Form of bid

To

The Director  
School Education Department  
Government of Mizoram  
Treasury Square,  
Aizawl, Mizoram

Subject: **Tender for Supply of Office Furniture and Sports Goods**

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 figure) 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 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 BILL OF QUANTITIES**

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

<b>Sl.No</b>	<b>Items</b>	<b>Name of manufacturing Company with Model No</b>	<b>Detailed Specifications</b>	<b>Rate in Rs</b>	<b>Rate in Word</b>	<b>Remarks</b>
1	2	3	4	5	6	7