



**Government of India  
Ministry of Science and Technology  
Department of Science and Technology  
Administration II (B) Section  
Technology Bhavan, New Mehrauli Road  
New Delhi-110 016**

**Tender Enquiry No. D-14013/ 1 /2016 Admin II (B) Part I-Admn II (B)**

**Date: 25 Apr.,2016.**

**To,**

All Interested & eligible Vendors

**Sub: Tender Enquiry for Supply office furniture  
in DST, Technology Bhavan, New Delhi -16**

Dear Sirs,

For and on behalf of the President of India, sealed tenders are invited from the interested & eligible firms for Supply of office furniture in the Department of Science & Technology, Technology Bhavan, New Delhi-16 as per requirements given in the Schedule I to this document.

2. In case your firm is a manufacturer or valid authorized dealer of the product and interested in the above said work, you are requested to quote your lowest prices in the enclosed Proforma in a sealed cover. The sealed cover containing the quotation should be super scribed "**Quotation for Supply office furniture in DST, Technology Bhavan, New Delhi -16**" and should be dropped in the tender box kept near the Reception of the Technology Bhavan on or before the **16<sup>th</sup> May, 2016 latest by 1500 hours**, which will be opened on the same day at 1530 hrs in Room No.12 Hall-"A", S & T Block I (Erstwhile WH Block) in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. The sealed envelop must accompanied by a Demand Draft/ Pay order/ banker's cheque of Nationalized Bank for Rs.25,000/- (Rupees twenty five thousand only) as earnest money deposit. The earnest money amount will be returned to the unsuccessful firm immediately after the award of the contract to successful bidders and the earnest money of the successful tenderer will be returned only after submission of Performance Security as mentioned in Annexure "A" to this document.

4. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached schedules.

Yours faithfully,

(Pawan Sharma)  
Under Secretary to the Govt of India  
Tel: 26590538

**Cont'd.....02/-**

**IMPORTANT INFORMATION**  
**& GENERAL INSTRUCTIONS**

1.	Purchaser	THE PRESIDENT OF INDIA
2.	Single bid system	This tender will be processed in single bid system
3.	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
4.	Non-transferability	This tender is non-transferable.
5.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of this Department.
6.	Earnest Money Deposit	The requisite amount has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm in the name of DDO, DST, New Delhi. Payment by any other mode shall not be acceptable. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited.
7.	Performance Security	Successful bidders who are awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security for a period of nine months (Warranty period + 03 months) of an amount equal to 10% of the awarded cost of the contract (excluding statutory duties and taxes) in the form of DD/ Pay order, Banker's Cheque, Fixed Deposit Receipt (FDR) in favour of DDO, DST or Bank Guarantee from any Nationalized Indian Bank within 15 days of the award of the Contract for a period of nine months. The format for such Performance Bank Guarantee (PBG) will be provided by DST along with the work order. In the event of failure on the part of the successful bidder awarded the Contract to furnish Performance Security, EMD furnished with the Tender by such firm shall stand forfeited.
8.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letterhead/ Quotations will not be accepted and ignored straightaway.
9.	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (Admn.II-B) will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.

Signature of the bidder

Cont'd....03/-

10.	Duties & Taxes	<p>Tenderers are requested to enclose a copy of their valid sales tax certificate/ VAT registration number.</p> <p>i) <b>Excise Duty:</b> The tenderers must clearly indicate in their bid the rate/ quantum of Excise Duty applicable and payable by them irrespective of the fact whether the quoted prices are inclusive or exclusive of Excise Duty. If it is intended to ask for excise duty or any other charges extra, the same must be specifically stated. In absence of such stipulation it will be presumed that prices are inclusive of all such charges and no claim for the same will be entertained. They should also indicate their Excise Duty Registration. In the case of Small Scale Industrial Units, they should indicate the rates of Excise Duty in various turnover slabs.</p> <p>If a tenderer states in his bid that the Excise Duty is nil, he must intimate the basis for the same and also confirm that no Excise Duty will be charged by him under any circumstances.</p> <p>(ii) <b>Sales Tax/ VAT:</b> Tenderers should indicate in their Bid whether the prices quoted are exclusive or inclusive of sales tax/ VAT. They should indicate the rate (s) of VAT/ Local Sales Tax (as may be applicable) and Central Sales Tax with &amp; without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.</p>
11.	Purchaser's Address	The quotation should be addressed to "Under Secretary, Admin II (B) Section, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and should be dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi <b>on or before at 1500 hours on 16<sup>th</sup> May., 2016.</b> In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II B or S.O. Admn II B, DST.
12.	Inspecting Officer	Authorized representative of DST, New Delhi
13.	Inspection Authority	Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.
14.	Work site	Entitlement Cell, Hall-E, WH Block, DST, Technology Bhavan, New Delhi-16
15.	Job Execution period	Within 30 days of the receipt of confirmed work order by the firm.
16.	Dispatch instructions	Stores are required to be delivered at the Technology Bhavan premises on free delivery to the consignee's premises/ freight paid basis.
17.	Payments Terms	100% payment shall be released on successful supply of items in full satisfaction of the Department. Advance payment will not be made under any circumstances.
18.	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
19.	Validity of offer	Up to 90 days from the date of opening of the bid.
20.	Eligibility condition	The manufacturer or the authorized dealer of the firms are only can participate in the tendering process subject to submission of valid documents.

Signature of the bidder

Cont'd....04/-

21.	Paying Authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
22.	Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½ % per week of the price of any stores which the contractor has failed to execute/ deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price.
23.	Evaluation of bid & Acceptance of offer	Item-wise prices should be quoted and the contractor has offered the lowest bundled price in the schedule, then the total contract will be awarded to the contractor.
24.	Warranty	Six months comprehensive from the date of completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or deterioration in the quality or deviation to tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to your premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component.

Signature of the bidder

**Cont'd.....05/-**

Appendix IDepartment of Science & Technology  
Admin II (B) SectionContractor's details

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information				
01	Name of the Applicant/ Firm					
02	Nationality					
03	Address (attach separate paper for addresses of other offices)	Regd. Office				
		Head office				
04	Telephone Numbers	Landline No.				
		Mobile No.				
		Fax No.				
		E-mail address				
05	Other Details	PAN Details				
		VAT Registration Number				
06	Constitution	Individual				
		Sole Proprietorship Concern				
		Partnership Firm				
		Public Ltd. Company				
		Private Ltd. Company/ Public Sector Enterprises				
07	Is the Individual/ sole Proprietor/ any Partner of the Firm/ Director of Company	Dismissed Government Servant	yes		No	
		Removed from approved list of contractors	Yes		No	
		Demoted to a lower class of contractors in CPWD/ PWDs	Yes		No	
		Convicted by a court of law	Yes		No	
		Retired official of Govt of India within last one year	Yes		No	
		Director or partner of any other company/ firm with CPWD/ PWDs or any other Govt Department	Yes		No	
		Member of Parliament or any State Legislative Assembly	Yes		No	
		If answer to any of the above is "Yes", furnish details on a separate sheet				

Signature of the bidder

Cont'd.....06/-

SI No.	Description	Information
08	Applying firm is manufacturer/ Authorized dealer (if authorized dealer attach valid dealership certificated issued by the manufacturer)	
09	a) Name of the person holding power of attorney	
	b) Nationality	
10	Name of the Bankers with full details/ orders	
11	Place of business	
12	Is any person working with the applicant a near relative of the official of DST? If yes, give details	
13	Certificates	
	a)	I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them
	b)	I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.

Signature of the bidder

**Department of Science & Technology**  
**Schedule I to TE No.D-14013/ 1 /2016 -Admin II (B) Part I dated 22<sup>nd</sup> Apr., 2016**

Scope of work, specifications, location (s), design, quantity and quality parameters etc. for supply of office furniture in DST, Technology Bhavan, New Delhi-16.

A. Location: DST, Technology Bhavan, New Delhi-110016.

B. Scope, specification, quantity and quality parameters:

**Technical specification of items:**

(i) **Product Manufacturer: M/s Stellar or equivalent manufacturer**

Sl No.	Name of the item	Model	Technical Specifications
A	Visitor Chair	DO-26 or equivalent	Medium back chair with MS Frame with chromium plating, fixed base, hard wooden arm, PU seat and back. Black in colour.

**Schedule of supply & abstract of cost: Supply of office furniture in DST, Technology Bhavan, New Delhi**

**Group A to Schedule**

Sl No.	Description of item	Make/ Model	Unit	Unit rate in Rs.	Qty**	Amount in Rs.	Remarks
a	Visitor Chair	Stellar/ DO-26 or equivalent	Each		60		
b	<b>Total bundled price exclusive taxes etc.</b>						
c	<b>CST/ VAT/ ST etc.</b>						
d	<b>Total bundled price inclusive taxes etc.</b>						

**\*\*Note:- The quantity of chairs may vary during placing of supply order as per requirement of the Department.**

Signature of bidder