

NOTICE INVITING TENDER
for supply of furnitures
at
UIDAI, (Data Centre), Regional Office, Bangalore

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Date of Publication on website : 25.03.2014

Date of Bid Enquiry : 10.04.2014

Last date for submission of Tender : 16.04.2014 at 1500 hrs

Technical Bid Opening : 16.04.2014 at 1530 hrs

Financial Bid Opening : Later date

NOTICE INVITING TENDER
for supply of Furniture
at
UIDAI, (Data Centre), Regional Office, Bangalore

T.No: UIDAI/CISF/Furniture /13-14/07

DT 25/03/2014

Sealed Tender/Quotations are invited from reputed Firms/Agencies/Manufacturer /Authorized Dealer **FOR SUPPLY OF FURNITURE AT UIDAI, (Data Centre), Regional Office, Bangalore** along with Earnest Money Deposit (EMD) for **Rs.8,000/- (Rupees eight thousand only)** in the form of **Crossed Demand Draft in favour of "CDDO, UIDAI, Regional Office, Bangalore"**. **No interest shall be paid against EMD .**

Tender documents can be downloaded from our website www.uidai.gov.in. The last date for submission of Tender documents will be on 16.04.2014 **upto 1500 hrs** and tender will be opened on the same date 16.04.2014 at **1530 hrs** at UIDAI, Regional Office, Bangalore

The offers without Earnest Money Deposit (EMD) shall be out rightly rejected. **UIDAI** reserves the right to extend the date, or cancel the tender, accept or reject any/all quotations or not to purchase all or any of the items.

Quotations are to be sent/submitted in sealed covers addressed to:-

The Deputy Director,
UIDAI,
3rd Floor, Khanija Bhavan,
#49, Race Course Road,
BANGALORE - 560001

Sd/-
Deputy Director

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for supply of Furniture
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I. Credential Criteria:

Bids under two bid system (Technical-Bid and Financial-Bid) in sealed covers are invited from Bidders. The bidder should have provided similar nature of services to Govt. Departments/Semi Govt. Departments/PSU/Educational Institutions, etc.

The bid must be sealed in an envelope super scribed as:-

“QUOTATION FOR SUPPLY OF Furniture at UIDAI, (Data Centre), Regional Office, Bangalore VIDE TENDER REF NO A-42012/342/2014/CISF/VOL-III, DATED 25.03.2014. DATE AND TIME OF OPENING 16.04.2014 1530 hrs”

[The bid may be summarily rejected & returned to the bidder if the sealed envelope containing the quotation is not super scribed as above].

II. Two-Bid system:

In case of the Two-bid system, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Financial Bid will be intimated after acceptance of the Technical Bids. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Purchaser (UIDAI). After opening the Technical Bid, the empanelled agencies items will be inspected by UIDAI team to judge the specifications of the items tendered. If specifications are not upto the requirement of UIDAI CISF, the agency has to replace the item, if possible, otherwise the item will not be purchased by UIDAI.

TERMS & CONDITIONS:

1. The bidding agency should be reputed firm and having all necessary certificates, viz. VAT registration certificate, PAN for Income Tax, registration Sale Tax Clearance Certificate, Authorized Dealership/Distributorship certificate, etc. The photocopies of all the certificates self-attested should be attached with the tender.
2. The items being quoted should be of branded/standard items only. All detailed specifications with make & model no. of the items accompanied by proper leaflets should be clearly mentioned and attached with the offer.
3. **The rate quoted must be both in words and figures and F.O.R. / Destination UIDAI, (Data Centre), RO, Bangalore inclusive of**

packing, forwarding etc. Octroi, surcharge, insurance, Installation and any other charges.

4. Karnataka Sales Tax must be quoted as extra in the tender, wherever applicable.
5. Payment Terms :
 - a) 90% of cost of the materials supplied will be paid after receipt of the material
 - b) The balance 10% of the payment will be paid on satisfactory completion of the supply or on replacement of the defective furnitures
or
on replacement of furnitures as per specifications by the UIDAI.
6. Manufacturer's/Company's name, it's trademark should be mentioned in the Tender and illustrative leaflets giving technical particulars, etc. should be attached in the tender.
7. Tenderer(s) registered with the State/Central Government must quote his registration numbers, if any, and submit a Xerox copy of registration(self-attested) along with the tender.
8. Guarantee/Warranty period offered for the tendered item is to be clearly specified.
9. The rates to be quoted by the agency should be valid for a period of **six months** from the date of placement of order.
10. The quantity against each item mentioned in the tender may vary according to the actual requirements at the time of placing Purchase Order. In case if the quantity items is increased/decreased, the rate quoted should be the same for a period of one year from the date of work order.
11. It is binding for the bidding agency to quote for all the items.
12. **Each bidder should clearly specify that the bidder agrees to abide by the conditions of this tender document on their printed letter head duly sealed & signed by an authorized person.**
13. **Bid Price**
 - a) The contract shall be for the full quantity as described above. Corrections, if, shall be made by crossing out, initialing dating and rewriting.
 - b) **The bidder should quote the total price for each item inclusive of packing and forwarding, all duties, levies, insurance, installation, any other charges, etc. Only taxes & (discount if any) should be mentioned separately.**
 - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

14. Each bidder shall submit only one quotation.
15. All necessary documents shall be furnished along with the bid.
16. Validity of Tenders/Quotations: Tenders/Quotations shall remain valid for a period not less than 6 months after the deadline date specified for submission of tender.

17. Evaluation of Quotations :

UIDAI, RO, Bangalore will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a) are properly signed
- b) conform to the terms and conditions, and specifications
- c) lowest rate quoted by the tenderer and the lowest value offered will be taken for evaluation purpose.

18. Award of contract:

UIDAI, RO, Bangalore will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- a) The bidder whose bid is accepted will be notified of the award of contract by the UIDAI, RO Bangalore prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- b) The bidder has to keep his offer valid upto 6 months for entering into contract with UIDAI.

19. Acknowledgement of the Purchase Order: The supplier shall give an acknowledgement of the Purchase Order within 15 days of the date of the Purchase Order. In case, the supplier fails to acknowledge the Purchase Order within the stipulated time, the, UIDAI, RO Bangalore is at liberty to cancel the Purchase Order.

20. No alternations in tender forms shall be made by the bidder and if any such alteration is made, the tender is liable to be rejected.

21. Demurrages and penalty, if any, paid by the supplier shall not be borne by the UIDAI, RO, Bangalore.

22. The tenders submitted shall clearly mention the name of the firm/person in whose favor the purchase order is to be placed.

23. Contact details of the person for all post sales/installation maintenance support should clearly be given with **Name & Designation, Phone No, Fax No, Mobile, E-mail and official address.**

24. UIDAI, RO, Bangalore is not liable for non-receipt of the tender forms in time due to wrong address/ any delivery delay of the mail service provider/ force majeure. Tender documents received after the last date and time for receiving tenders will be summarily rejected.
25. All legal disputes shall be under the jurisdiction of the Bangalore Courts in the state of Karnataka.

Scope of the work :

SPECIFICATIONS OF THE ITEMS

1. The furniture details

	Item Name	Quantity
1	Office Table (Large 6' X 4' with well-polished top and with boxes and drawers on both sides)	01
2	Revolving Chairs- Frame- Tubular, 25mm with 1.2mm thickness Feature: <ul style="list-style-type: none"> • Five pronged base with caster wheels • Adjustment for height, recline and position of back rest • Arms rest • First class teak wood • Cushioned seat and back • Superior quality leathered 	01
3	Armed Chairs A. (wooden) with canned seat OR B. Chairs with arms in plain maroon or plain black, fabric cushioned.	10
4	Side rack with 5-6 compartments with lockers where file can be stored. Overall Approximate size. H1850mm X W380mmXD450mm	04
5	Table tiffin with wooden top 3'x2'x2 ½' well-polished	01
6	Almirah – Large 18-20guage Almirah for storage of files	05
7	Table Officers (Wooden) 5'x3'x2 ½' with rexine top and drawers on both sides.	02
8	Table (wooden) 4'x2 ½'x 2 ½' with three drawers.	05
9	Wooden stools, 305 x 350mm laminated (wood colour).	04
10	Iron safe deposit locker (Lockable type) of approx. size 12" x 12" x 15" (deep) made out of 19mm thick commercial board with all accessories finished with laminate all around	02
11	Fabric cushioned Chairs (visitors chair) with arm.	13

12	Centre table of size L 2100mm x D 1000mm x H 750mm	01
13	Multiseater (3 Persons) wooden Benches without back	02
14	Rack file- Iron rack with 5-6 compartments with lockers where files can be stored. Overall size approx. H 1850mmxW 380mm x D 450mm	01

III. Technical Bid :

Sl.No.	Particulars	Details	
1	Bidders Name address with mobile no. & email id		
2	Should have been in the similar business – supply of furnitures for the Govt. Depts/Semi Govt. Depts/PSUs/educational institutions etc.,		
3	VAT Number and registration Certification		
4	PAN number		
5	Sales Tax Registration No.		
6	Authorised Dealership/Distributionship certificated		
All above certificates are to be self-attested			

Signature :

Name of the Tenderer with seal & signature :

Address for communication :

COMMERCIAL BID**SUPPLY OF FURNITURE**

	Item Name	Quantity	Rate in Rs.
1	Office Table (Large 6' X 4' with well-polished top and with boxes and drawers on both sides)	01	
2	Revolving Chairs- Frame- Tubular, 25mm with 1.2mm thickness Feature: <ul style="list-style-type: none"> • Five pronged base with caster wheels • Adjustment for height, recline and position of back rest • Arms rest • First class teak wood • Cushioned seat and back • Superior quality leathered 	01	
3	Armed Chairs C. (wooden) with canned seat OR D. Chairs with arms in plain maroon or plain black, fabric cushioned.	10	
4	Side rack with 5-6 compartments with lockers where file can be stored. Overall Approximate size. H1850mm X W380mmXD450mm	04	
5	Table tiffin with wooden top 3'x2'x2 ½' well-polished	01	
6	Almirah – Large 18-20guage Almirah for storage of files	05	
7	Table Officers (Wooden) 5'x3'x2 ½' with rexine top and drawers on both sides.	02	
8	Table (wooden) 4'x2 ½'x 2 ½' with three drawers.	05	
9	Wooden stools, 305 x 350mm laminated (wood colour).	04	
10	Iron safe deposit locker (Lockable type) of approx. size 12" x 12" x 15" (deep) made out of 19mm thick commercial board with all accessories finished with laminate all around	02	
11	Fabric cushioned Chairs (visitors chair) with arm.	13	
12	Centre table of size L 2100mm x D 1000mm x H 750mm	01	
13	Multiseater (3 Persons) wooden Benches without back	02	
14	Rack file- Iron rack with 5-6 compartments with lockers where files can be stored. Overall size approx. H 1850mmxW 380mm x D 450mm	01	

Signature:

Name of the Tender with Seal & Signature:

Address for Communication

E-mail Address: