

**Tender Document
For Wood works / supply and
installation of customised
fixtures**



Ref No. CCIC/TENDER/2011-12/

**Central Cottage Industries Corporation of India
Ltd.**

Janpath, New Delhi - 110001

Bid Schedule & Venue

S.No.	Activity	Scheduled Date & Time
1.	Date of commencement of Bid Document	09.12.2011
2.	Submission of Technical & Financial Bid	Bids should be dropped in tender box kept for the purpose, by 03.1.2012 till 3:00PM
3.	Location of Tender Box	Reception of Central Cottage Industries Emporium, JVB, Janpath New Delhi-01
4.	Venue of Opening of Technical Bid	office of AGM Central Cottage Industries Emporium, JVB, Janpath New Delhi-01
5.	Date & time of Opening of technical Bid	At 3:30 PM on the date in pt. no. 2



CCIC OF INDIA LTD.
NEW DELHI.

Ref: CCIC/TENDER/2011-12/

Tender for Woodworks / Supply and installation of customised fixtures for CCIC,
Bharat Nagar, New Delhi.

CCIC invites Sealed Bids for supply of customised fixtures for our showroom(s) in New Delhi as per the configuration and terms and conditions listed in the enclosed Annexure.

The necessary Tender Documents are attached in the form of Annexure.

1. SUBMISSION OF BID

The Bidding Process shall be in two parts, viz.

Part- I :Technical Bid

Part- II: Financial Bid

Technical &Financial Bid is to be submitted on same date and time in different sealed envelopes super scribing “**TECHNICAL BID FOR Woodworks, SUPPLY and installation of customised fixtures at CCIC, Bharat Nagar, New Delhi.** and ‘**FINANCIAL BID for woodworks, supply of installation of customised fixtures for CCIC, Bharat Nagar, New Delhi**’ respectively.

The bidder should take care in submitting the bid properly filled so that enclosed papers are not found loose. The bid document should be properly numbered and signed on each page by the authorised signatory of the company under company seal and submitted in a file in proper manner so that paper do not bulge out and tear during scrutiny.

1.1. Parts of Technical Bid

ANNEXURE - I contains Terms & Conditions, Selection Criteria etc. The bidder should sign each page of this annexure.

ANNEXURE – II is a composite format, which, besides detailing the technical specifications of the items, also provides space to indicate / record your response. For any other supplementary information a separate sheet should be used.

ANNEXURE – III is a format of Technical Bid.

ANNEXURE – IV is a format of Financial Bid.



- 1.2. Above bids with all the relative annexure as detailed above should be dropped in tender box kept in Reception at CCIC OF INDIA LTD, JVB, New Delhi by the due date of Submission of Technical & Financial Bid as per Bid Schedule / Venue on Page No 1.
- 1.3. To ensure uniformity at the time of evaluation and finalization of offers the bidder should *strictly follow the format & procedure* indicated in the Annexure.

2. Earnest Money Deposit

NIL

3. The Technical bids will be examined by a Committee of CCIC which may call for clarifications / additional information from the vendors which must be furnished to the Committee within the time stipulated by the Committee.
4. Financial Bids of the vendors short-listed by the Committee will only be opened. The prices quoted in Financial bid should be Local Delivery at site inclusive of all taxes, duties, levies, VAT, transport, Entry Tax, Octroi, Transit insurance, loading-unloading, installation charges etc. The rate should be firm and valid for 06 months from the date of Tender Closing Date. No price escalation on any ground whatsoever will be entertained during the period of validity of the rates.

Yours Faithfully

(Deepak Kumar)
AGM (CCIC, New Delhi showroom)



ANNEXURE - I

Tender Document for Woodworks / Supply and installation of customised fixtures for CCIC, Bharat Nagar, New Delhi.

TERMS & CONDITIONS OF THE TENDER

1. GENERAL.

- 1.1. The response to the present tender will be submitted by way of two stage bidding process. The technical details with the relevant information/documents/acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short listed, the Financial Bid of the vendor will be opened.
- 1.2. Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
- 1.3. Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- 1.4. CCIC reserves the right to change location or increase/decrease the number of location where customised fixtures are to be supplied. CCIC also reserves the right to order individually, any one or more of the item (s) for any of its location till the validity of rates.
- 1.5. CCIC reserves the right to divert the delivery of order to any other location as desired by the CCIC.
- 1.6. CCIC reserves the right to accept/reject any or all Bids without assigning any reasons therefore.
- 1.7. Any set of terms and conditions from the Vendors are not acceptable to CCIC.
- 1.8. CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- 1.9. The bids should be valid for 6 months and L1 vendor is bound to execute the orders placed at L1 rates during the currency of the tender.
- 1.10. CCIC reserves the right to impose and recover penalty from the vendors who violate the terms & conditions of the tender including refusal to execute the order placed on them for any reasons.



- 1.11. CCIC has the right to reject the goods on receipt at site during final inspection though the goods have already been inspected and cleared at testing stage by the CCIC's inspector.
- 1.12. No binding legal relationship will exist between any of the Respondents and CCIC until execution of a contractual agreement. Bids must remain valid and open for evaluation according to their terms for a period of at least six (6) months from the date/time of submission of Bids. Bids valid for less than 6 month are liable to reject
- 1.13. The financial bids of vendor(s) who do not qualify in the technical bid, will not be opened/considered.
- 1.14. The vendor (if selected) shall supply new customised fixtures as per Annexure -III
- 1.15. If required, any further clarification, please get in touch with the following officers of this Department within ten days of tender notification date, after which no such communication will be entertained:

Shri. Deepak Kumar Phone: 01123320439

2. INSTRUCTIONS TO THE VENDORS:

- 2.1. NAME OF WORK: **Woodworks / SUPPLY AND INSTALLATION OF CUSTOMISED FIXTURES** to CCIC OF INDIA LTD., Bharat Nagar, New Delhi.
- 2.2. Please read the terms & conditions governing the tender carefully.
- 2.3. Please fill in the relevant information in the blanks provided.
- 2.4. Please sign in full by the Authorised Signatory (ies) with Company Seal in all the relevant Annexure and return the complete set in sealed cover.
- 2.5. Sealed Envelop of Bids should be dropped in Tender Box kept in the Reception of Central Cottage Industries Emporium, JVB, New Delhi advance copy of bid through Email/Fax or in any other form should be disclosed to any of the employee/consultant of CCIC.
- 2.6. No consideration will be given to a Bid received after the time stipulated above and no extension of time will be permitted for submission of Bid.
- 2.7. The vendor will submit his Bid after carefully examining the document/conditions and the items covered under the tender.



- 2.8. Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- 2.9. All prices quoted in Financial bid should be 'Local Delivery on Site' inclusive of all taxes, duties, levies, VAT, transport, Entry Tax, Octroi, Transit insurance, loading-unloading, installation charges etc. CCIC will not issue certificates of any kind pertaining to tax exemptions.
- 2.10. During the validity period of tender quotes, any upward change in the exchange rate/excise duty and customs duty are to be borne by the vendor. In the event of any downward revision of levies/duties etc., the same should be passed on to CCIC, notwithstanding what has been stated in the Bid or in the Letter of Intent etc.
- 2.11. No price escalation adjustment or any other escalation will be payable.
- 2.12. The vendor should arrange for requisite road permit wherever applicable. CCIC will place orders on vendor's Delhi Office.
- 2.13. Canvassing in any form in connection with Bids is strictly prohibited and Bids submitted by vendors who resort to such practices are liable to be rejected.

2.14 ELIGIBILITY CRITERIA

S. No.	Criteria
A.	Experience of having successfully executed similar value order for product bided during last 3 years ending on 31.3.2011 at either of the following:
	Three similar completed works costing not less than Rs. 1 lacs. each.
	Or
	Two similar completed works costing not less than Rs. 2 lacs. each.
B.	Or
	One similar completed work costing not less than Rs.3 lacs. each.
	Average annual Turnover during last three years is above Rs.3 lacs.

**ACCEPTED THE ABOVE CONDITIONS
SIGNATURE OF THE VENDOR WITH SEAL**



3. CONDITIONS GOVERNING THE TENDER:

Signature: The authorised person(s) should sign the Tender Document and related Annexures only. A copy of the letter issued by competent authority authorising the person(s) to sign on behalf of the company should be enclosed.

4. Delivery:

4.1. The fixtures should be delivered within 60 days, from the date of placing the Purchase order.

In case any vendor awarded the contract is unable to deliver equipment by the stipulated delivery date, CCIC will charge a **penalty of 1%** of order value for every day of delay, subject to a **maximum of 5%** of the order value or will cancel the purchase order. The amount of penalty so calculated shall be deducted at the time of making payment. In the event of cancellation of the order, the vendor shall not be entitled to any compensation and EMD will be forfeited. Time shall be the essence of the contract. **No Advance Payment will be released along with purchase order.**

4.2. CCIC reserves the full right to take any action as it deems fit in case the vendor does not make delivery by the stipulated delivery dates including forfeiture of Security Deposit held with CCIC.

5. **Quantities liable to vary:** The quantities are liable to alteration. It should be clearly understood that the contract is not a lump-sum contract. Payment shall be regulated on the actual quantities of supply made at the accepted rates.

6. **Vendor not to make any alteration in document:** No alterations, which are made, by the vendor in the specifications or probable quantities accompanying this notice shall be recognised, and if any such alterations are made, the Bid shall be invalid. Any Bid, which purports to alter, vary or omit any of the conditions herein, is liable to be rejected.

7. Vendor to gather all information for/bear cost for submitting Bids:

7.1. The vendor must obtain for himself on his own responsibility and at his own expenses all the information necessary including risks, contingencies and other circumstances to enable him to prepare a proper Bid and to enter into a contract with CCIC.

7.2. The vendor should also bear all the expenses in connection with the preparation and submission of his Bid.

7.3. The vendor whose Bid is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.



8. Rates should be complete, adequate and cover all taxes, contingent costs including insurance. The Bid must be complete in itself, properly worked out to cover all the vendor's obligations under the contract and all matters and things necessary for the proper completion of the work, and the rates quoted therein must be correct and sufficient to cover the vendor's costs, overheads and profits etc, completely for the individual items of work including cost for all necessary materials and labour, taxes, excise or any other such tax or duty levied by Govt., Central or State or Local Authority as on the date of submitting Bids, if and as applicable, insurance against loss or damage by fire, theft or other usual risks during transit, and till the work is completed at site and handed over to the CCIC in all respects according to the true meaning and intent of the contract.
9. **Quoted rates not subject to escalation:** The rates should not be subject to any escalation in prices of components, basic material, exchange rate, taxes, duties, railway/freight and the like, labour rates, Octroi etc.
10. The rate should be firm for a period of six months from the date of submission of bids
11. **Rights of CCIC:**
 - 11.1. CCIC does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reason therefor.
 - 11.2. While placing the Purchase Order, CCIC further reserves the right to delete or reduce any item without assigning any reason therefor.
12. **Assigning Work:** The work or any part of it should not be transferred, assigned or sub-let without the written consent of CCIC.
13. **Other agencies at work:** The vendor shall be required to co-operate and work in coordination with and afford reasonable facilities for such other agencies/specialists as are/may be employed by CCIC on other works/sub-works in connection with the project/scheme of which this work forms part and in this connection it shall be deemed that the vendor has prior to submitting the Bid inspected the premises and taken all circumstances into consideration.
14. **Acceptance Testing:**
 - 14.1 Inspection/Acceptance test shall be carried out to the satisfaction of CCIC.
 - 14.2 The Inspection/Acceptance Test shall be designed by CCIC and conducted by CCIC's officials to their satisfaction. The vendor shall provide/extend necessary assistance to CCIC in the conduct of the acceptance tests/inspection.



- 15. Release of Shipment from the Check Post:** It is to be clearly understood that items shipped from factory, will be got cleared from any Check post by the vendor himself.
- 16. PAYMENT TERMS:**
- 16.1 On delivery : 80 % of value of order after inspection.
Balance on installation 15% of value of order 5% after warranty period of 3 months.
- 16.2 The vendor should submit the bills to the AGM (CCIC, Delhi showroom) office that have issued the relative Purchase Order. The payments will be processed and Payment will be made.
- 16.3 In case site is not ready, 80% payment will be made after the expiry of 30 days from the date of delivery upon submission of 'site not ready' certificate signed by the authorised official of CCIC. Rest after 15 days of successful running.
- 16.4 DOCUMENTS TO BE ENCLOSED:** Invoice(s) reflecting taxes and duties, delivery challan duly acknowledged by the consignee, packing slip, Installation Report covering all the items supplied and duly signed by the department evidencing satisfactory installation of the items supplied etc, **all in duplicate.** The Invoice and Delivery Challans should indicate the list of items. **A copy of the relative Purchase Order should also to be submitted along with your claim.**
- 17. Transfer of Ownership:** Transfer of ownership of the property shall be effective as soon as the fixtures are delivered, checked, tested and accepted by CCIC.
- 18. Insurance:** Vendor shall arrange for suitable transit insurance cover at no extra cost to CCIC, which will cover the period till the system is delivered as mentioned above in point no 8.



19. Warranty :

19.1. The vendor/supplier shall warrant that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials.

19.2. All the items supplied under this tender should carry 6 months unconditional onsite comprehensive warranty.

19.3 Within the period of warranty/maintenance cover, CCIC shall have the right to shift the Fixtures to an alternate site of its choice, if required.

20. Subcontracting /Assignment: The vendor shall not, without the prior written consent of CCIC OF INDIA LTD., sub-contract or permit anyone other than the vendor's own personnel to perform any of the work, services or other performance required of the vendor.

21. All disputes and differences of any kind whatsoever arising out of or in connection with this purchase order shall be referred to arbitration. The arbitrator may be appointed by both the parties or in case of disagreement; each party may appoint an arbitrator and the decision of the arbitrator(s) shall be final. Such arbitration shall be governed by the provisions of the Indian Arbitration Act.

22. Force Majeure

22.1 Notwithstanding the provisions mention in the document, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

22.2 For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to, acts of the CCIC either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, and freight embargoes.



- 22.3 If a Force Majeure situation arises, the supplier shall promptly notify the CCIC in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by CCIC in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 22.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
- 22.5 In case due to a Force Majeure event the purchaser is unable to fulfil its contractual commitment and responsibility, the purchaser will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.



Central Cottage Industries Corporation of India Limited

Technical Bid

**Tender Document for Woodworks / supply and installation of customised fixtures for
CCIC, Bharat Nagar, New Delhi .**

Sr. No.	Particulars	
1.	Name of the party.	
2.	Address	
3.	Name of contact person	
4.	Names of Owner(s) / Partner(s) / Director(s) Please enclose copy of the registered partnership deed / memorandum and articles of association.	
5.	Telephone No.	Office: _____ Shop : _____ Residence: _____ Mobile : _____ Fax No.: _____
6.	Number of years of experience in the trade.	
7.	Turnover (Rs. In lakhs) Please Enclose documentary proof (Balance sheet & Profit & loss accounts statement.	2008-09 2009-10 2010-11



8.	Detail of products, source Of manufacture.	
9.	TIN No.	
10.	PAN No.	
11.	Service Tax No.	
12.	Provident Fund No. ESI No.	
13.	Details of Demand Draft	No. Date: Bank: Amount
14.	Date	
15.	Signature & Seal	

DECLARATION:

1. All the information furnished by me / us here above is correct to the best of my / our knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decisions of CCIC in selection of contractors will be final and binding to me / us.
4. I / we understand that if any false information is detected at a later date Application shall be cancelled at the discretion of CCIC..
5. I / We have read all the terms & conditions of tender and instruction of tender document and these are acceptable to us.

Signature of Authorized Signatory: _____

Name and Title Of Authorized signatory: _____

Name of Firm/Company: _____

PLACE

DATE :



Financial Bid

S.No.	Particulars	Unit	Rate per unit	Qty	Amount
1 a)	<u>Wooden Partition (Refer Drawing No.2)</u> P/F Wooden partition of 2"x1'6" thk softwood framework @ 2'x2' centre to centre topped with 6mm commercial ply of ISI make on both sides, 3"x1/2" skirting made up of softwood painted with black enamel paint (Nerolac make). It shall all be provided with flush door of ISI make. The job includes hardware, fitting, painting edges, fevicol, screws, door closer, hinges, stoppers, door handle, lock, latch etc. The job shall be complete in all respects including three coats of white plastic emulsion paint (ISI or Nerolac make).	Sqft.		50 sqft.	
b)	<u>Dismantling old partition and refixing at site as per revised layout.</u> The job shall include necessary hardware paint etc.	Sqft.		125 sft.	
2	<u>Low Height Rack-LHR1-LHR9</u> Providing and fixing in position a low height rack of size- 3'x1'6"x5'0" ht. as per design and detail No.3. It shall all be made of commercial block board ISI marked / weather proof and Anti termite treated), complete in all respects with painting, polishing after preparing the surface to give an even and smooth surface, margin, handles etc	No.		7	



<p>3.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>Computer workstation</p> <p>4'0"x2'0"x2'6" ht.(T1-T2)</p> <p>3'6"x2'0"x2'6" ht. (T5-T8)</p> <p>3'0"x2'0"x2'6" ht. (T9-T30)</p> <p>Providing and fixing in position computer workstation as per sizes detail above, design and drawing no.3. It shall all be made up of 19mm thick commercial block board topped with 1.5 mm thick plastic laminate of signature Company shade no. 101 GL Noble white (Signature Company). The job shall include all necessary, hardware, sliding channel for keyboard, handle, locks, margin, three coats of Plastic emulsion paint etc.</p>	<p>No.</p> <p>No.</p> <p>No.</p>		<p>2</p> <p>6</p> <p>22</p>	
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Note ; Rate should be quoted separately for each category of project value.

Date : _____

Place: _____

Signature of Authorized Signatory: _____

Name and Title of Authorized Signatory: _____

Name of firm / company _____

Authorized Address of communication _____

