

**Indian Institute of Corporate Affairs**  
**Ministry of Corporate Affairs (Govt. of India)**  
**Plot No. P- 6, 7 & 8, Sec. - 5, IMT Manesar, Gurgaon**

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**TENDER FOR PROVISIONING OF CHAIRS FOR SETTING UP 1-BHK & RETREAT BLOCK AT  
INDIAN INSTITUTE OF CORPORATE AFFAIRS, MANESAR.**

Indian Institute of Corporate Affairs, Plot No. P- 6, 7 & 8, Sector 5, IMT Manesar, Gurgaon invites reputed vendors/ dealers/ firms who are dealing in the trade of Supply of chairs for setting up 1-BHK & Retreat Block to Govt. Ministries/ Departments/ Educational Institutions.

**SCHEDULE**

Last Date/Time for receipt of Bids	:	18 <sup>th</sup> March, 2013 /3:00 PM.
Date/Time of Opening of Bids	:	18 <sup>th</sup> March, 2013/ 3:00 PM.
Place of Opening of Bids	:	Indian Institute of Corporate Affairs Plot No – 6, 7 & 8, Sector – 5, IMT Manesar, Gurgaon.
Address for Communication	:	Indian Institute of Corporate Affairs Plot No – 6, 7 & 8, Sector – 5, IMT Manesar, Gurgaon.

**ELIGIBILITY CRITERIA FOR BIDDERS**

- A. Bidder should be a reputed dealer/ firm engaged in the business of supply of chairs to Govt. Departments/ Educational Institutions/ Ministries.
- B. Bidder should have a minimum experience of at least 2 years in the field of supply chairs to Govt. Departments/ Educational Institutions. Certificate or at least one work order may be provided.
- C. Bidder should be registered with Sales Tax/Vat Department; copy of certificate must be added with bid.
- D. Bidders to give an undertaking that they have not been blacklisted by any Govt. Department and that no Criminal Case/Complaint is pending against them anywhere in India may be attached with bid.

**SPECIFICATIONS & STANDARDS FOR PROVISIONING**

1. The work would include provisioning of the chairs as per tender performa and positioning them for setting up 1-BHK & Retreat Block.

2. Warranty obligations, by the manufacturing company will remain on the selected bidder.
3. Defect liability for all chairs supplied by the bidder as per order, will rest with the bidder for the next one year including repair/ replacement warranty from the date of completion of work.
4. Supply of entire quantity of chairs given in the schedule may be completed within 15 days of the order.
5. The firm will quote the rates exclusive of all taxes as per the list in the Tender Performa. No delivery charges will be admissible.
6. The rates quoted shall be valid for next one year and IICA reserves the right to reduce/increase the quantity or prefer additional orders as required.

## **TERMS AND CONDITIONS**

1. Only bidders who satisfy the eligibility condition may apply. Sealed tenders as a single composite bid are to be delivered by hand/post at IICA, Manesar by the last date & time as mentioned below.
2. Before quoting the rates bidders may inspect the chairs in the IICA, Manesar Office.
3. All sealed envelopes shall be clearly marked with name of work and name of bidder and shall be submitted before **3:00 PM on 18<sup>th</sup> March, 2013**. Tenders received after due date will not be entertained.
4. The bid should be accompanied by an Earnest Money Deposit (EMD) of **Rs 5,000/-** (Rs Five Thousand only), by Demand Draft/Pay Order in favour of **Indian Institute of Corporate Affairs**, Payable at New Delhi, drawn on any schedule Bank. Tenders without EMD will be rejected.
5. Tenderers should sign at the bottom space of all pages of tender document. The tender bid shall be opened at IICA, Manesar.
6. EMD of the successful bidder shall be forfeited in the event of withdrawal of his bid before the bid validity period (45 days) or non-completion of the task.
7. EMD of unsuccessful bidder shall be returned after a decision on the tender is taken. No interest will be paid by IICA on the EMD.
8. No bidder shall contact the IICA on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.
9. Any effort by a bidder to influence the IICA in the IICA's bid evaluation, bid comparison or contract award decisions may result in rejection of the bidder's bid.
10. The notification of award will constitute the formation of the contract/ work order.
11. The Tenders submitted beyond the date and time fixed shall be summarily rejected. Partial quotations of items will make the tender liable for rejection. Bidder has to give quotation for all items in the Tender Performa.
12. Any postal delay or loss in transit will not be binding on IICA.
13. Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
14. No request for increase in the rates will be entertained during the period of supply of

items. No advance payment will be made. Also, no interest will be paid on delayed payment.

15. The IICA reserves the rights to reject any or all tenders. The IICA, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the tendering firm.
16. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
17. In case of any differences the firms can be called for negotiation. DG & CEO, IICA will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
18. In case of breach of any clause of contract the firm can also be black listed.

**TENDER DOCUMENT TO BE SUBMITTED**

1. Duly Filled Tender Performa.
2. EMD – DD/Pay Order.
3. Eligibility/ Experience/ Qualification Certificates as given in eligibility criteria.

Administrative Officer

SIGNATURE OF TENDERED.....

DATE:

**Annexure I**

**FINANCIAL BID FOR CHAIRS**

(May inspect the chairs in the office of IICA, Manesar)

Sr. No.	Specification	Qty	Rate	Amount
1.	<p><b>Manufacturing and supplying and fixing in position of chairs as per following specification.</b></p> <p>The seat shall be made up of 12 mm thick hot pressed plywood upholstered with fabric and moulded Polyurethane Foam. The back is made up 12mm thick hot pressed plywood upholstered and moulded polyurethane foam. The back ply and foam shall be designed with contoured lumber support for comfortable seating posture. The MID BACK SIZE shall be 480 mm ± 5m (D).</p>	52		