

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

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**TENDER FOR PROVISIONING OF SOFT FURNISHINGS IN THE
TRAINEES ACCOMMODATION (RETREAT, ONE-BHK & HOSTEL) AT
IICA MANESAR.**

Indian Institute of Corporate Affairs, Plot No. 6, 7 & 8, Sector – 5, IMT Manesar, Gurgaon invites reputed vendors/ dealers/ firms who are dealing in the trade of Provisioning and Supply of Miscellaneous/ General articles and items to Govt. Ministries/ Departments/ Institutions.

SCHEDULE

Last Date/Time for receipt of Bids	:	6-8-2012/3:00 PM.
Date/Time of Opening of Tech Bids	:	6-8-2012/3:00 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 provisioning and supplying Miscellaneous/General items to Govt. Departments/ Institutions/ Ministries.
- B. Bidder should have a minimum experience of at least 2 years in the field of Provisioning and supply of Miscellaneous/ General Items to Govt. Departments/ Institutions. Certificate/Work Order for at least one year is to 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.

SUPPLY/ PROVISIONING SPECIFICATIONS & STANDARDS

1. All items supplied/ provisioned by the selected bidder should have the relevant ISI mark/ ISO standards wherever applicable.

2. Warranty obligations, on electrical/ mechanical items as specified by the manufacturing company will remain on the selected bidder.
3. Supply of all items shall be completed before 15th August 2012.
4. The firm will quote the rates exclusive of all taxes as per the list in the Tender Performa. No delivery charges will be admissible.
5. 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. All sealed envelopes shall be clearly marked with name of work and name of bidder and shall be submitted before 3:00 PM on 06-08-2012. Tenders received after due date will not be entertained.
3. The bid should be accompanied by an Earnest Money Deposit (EMD) of Rs 25,000/- (Rupees Twenty- 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.
4. Tenders should sign at the bottom space of all pages of tender document. The tender bid shall be opened at IICA, Manesar.
5. 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.
6. 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.
7. 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.
8. 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 bidders bid.
9. The notification of award will constitute the formation of the contract/ work order.
10. 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.
11. Any postal delay or loss in transit will not be binding on IICA.
12. 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.
13. 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.

14. 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.
15. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
16. 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.
17. 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.

SIGNATURE OF TENDERER.....

DATE:

Administrative Officer

TENDER PERFORMA
TENDER FOR PROVISIONING OF SOFT FURNISHING IN THE TRAINEES
ACCOMMODATION (RETREAT, ONE-BHK & HOSTEL) AT IICA MANESAR.

Sr.No	Particulars of Items	Quantity Required	Rate Per Unit	Total
1.	Hand Towel(Bombay Dyeing)	148 Nos.		
2.	Bathing Towel (Bombay Dyeing:- Size – 30"*60")	148 Nos.		
3.	Bed –Single Bed Sheet(Bombay Dyeing)-Set of two bed sheets & two pillow covers-60"*90"	90 Sets		
4.	Bed Mattresses(72"*35"*5")(1"foam & 4" coir)	74 Nos.		
5.	Pillow with Pillow cover(set of two piece)	37 Sets.		
6.	Blanket (Good Quality)- Single Bed	74 Nos.		
7.	Water Container Mayurs (5 Ltr.) with two glasses	74 Nos.		
8.	Dustbin (With Peddle Facility-13-15 Ltr.)	84 Nos.		
9.	Paper Napkins/Tissue Paper Box	84 Nos.		
10.	Wooden Hangers	300 Nos.		
11.	Bathing Buckets (20 Ltr.)	42 Nos.		
12.	Bathing Mugs	42 Nos.		
13.	Liquid Hand Wash (Dettol)	42 Nos.		
14.	Water Jug	42 Nos.		
15.	Heat Convector (Usha Make)	42 Nos.		
16.	Electric Kettle/Tea & Coffee Maker (Bajaj- 1 Ltr.)	42 Nos.		
17.	Tea Flask (1 Ltr.)	42 Nos.		
18.	Room Door Mats (as per sample)	42 Nos.		
19.	Bathing Door Mat	42 Nos.		
20.	Easy Chair (Wooden) as per sample	32 Nos.		
21.	Bathing Stool	42 Nos.		
22.	Cup & Saucer	8 Doz.		
23.	Tea Spoon	8 Doz.		
27.	Service Trays (as per sample)	42 Nos.		
28.	Wall Clock	42 Nos.		
29.	Multi Utility Tooth Brush/Soap Stand for Toilet	42 Nos.		
30.	All out Pluggy(With 30 days Refill)	42 Nos.		
31.	Key Chain (With Number Embossed)	100 Nos.		
32.	Presto Sign Board 3'*2' base	02 Nos.		
33.	Removing of Sink and installation of luggage rack and shoe rack	12 Nos.		

Date:

SIGN OF TENDERER
WITH STAMP