

**INDIAN INSTITUTE OF CORPORATE AFFAIRS
MINISTRY OF CORPORATE AFFAIRS (GOVT. OF INDIA)
PLOT NO. 6, 7 & 8, SECTOR. - 5, IMT MANESAR, GURGAON**

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**TENDER FOR PROVISIONING OF SOFT FURNISHINGS IN THE TRAINEES
ACCOMMODATION (RETREAT, ONE-BHK & HOSTEL) AT INDIAN INSTITUTE OF
CORPORATE AFFAIRS, 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.

SCHEDULE

Last Date/Time for receipt of Bids	:	10 th June, 2014/3:00 PM.
Date/Time of Opening of Tech Bids	:	10 th June, 2014/3:00 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.

B. Bidder should have a minimum experience of at least 2 years in the field of Provisioning and supply of Miscellaneous/ General Items. 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.

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 within 15 days of the placing order.
4. 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 10th June, 2014. Tenders received after due date will not be entertained.
3. The bid should be accompanied by an Earnest Money Deposit (EMD) of Rs 5,000/- (Rupees 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.

Administrative Officer

SIGNATURE OF TENDERER.....

DATE:

TENDER PERFORMA

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

Sr. No.	Particulars of Items	Quantity Required	Rate per Unit (Rs.)	Total
1.	Electric Kettle (Bajaj Make- 1 Ltr)	30		
2.	Bed Mattress (1" Foam & 4" Coir) Size: 75"X36"	25		
3.	Bed Sheet (Single Bed Sheet good quality)	100		
4.	Pillow with Pillow Cover (Set of Two Pieces)	50		
5.	Blanket (Good Quality) Single Bed	30		
6.	Plastic Bucket 20 Ltrs.	30		
7.	Plastic Mug	30		
8.	Water Jug	30		
9.	Bath Stool	30		
10.	Soap Case	30		
11.	Camper	30		
12.	All Out Machine With Refill	30		
13.	Wall Clock	30		
Total				

Signature of the Tender