

Tender No: 12

Dated: 06.03.19

**ODISHA JUDICIAL ACADEMY, CUTTACK
TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF GODREJ
MAKE FURNITURE**

Period of contract	One month
Start date for submission of the Tender Form	06/03/19
Last Date & time for submission of tender Form	15/03/19 by 11:00 AM.
Date and time of opening of Technical Bids	15/03/19 at 12:00 Noon
Date and time of opening of Financial Bids.	15/03/19 at 01:00 P.M
Bid Security	Rs. 10,000/-
Cost of Tender Document	Rs.500/-

(A) INVITATION OF BIDS:-

Sealed tenders are invited from authorized dealers/ authorised suppliers of Godrej Company for supply of Furniture as per Schedule of requirement given at "Annexure A" to be installed at the premises of the Odisha Judicial Academy.

(B) Terms and Conditions of the Tender

1. The bidder must have valid GST Registration Number.
2. Bidder must be an authorized dealer/ authorised supplier of M/s. Godrej.
3. The bidder must not have been black listed by any of the Government department or agency.
4. The rate quoted shall remain valid for 60 days.
5. Rate quoted should be inclusive of all taxes and charges if any and deliverable at O.J.A. This academy will not pay any extra charge for transportation and installation of the products at the academy.
6. The Quantity tendered for is tentative and may change as per the requirement of this Academy.
7. The payment will be released only after delivery and installation of the furniture at O.J.A and inspection of the same by the authority. This academy reserves the right to deduct statutory dues/taxes if any due for deduction as per government rules.
8. This academy reserves the right to reject any of the supplied furniture that doesn't match the specified models mentioned in this tender or are damaged. The bidder must immediately replace the same at no extra cost.
9. The furniture supplied should have comprehensive warranty of 1 year. The supplier has to submit a performance security in form of Bank Guarantee from any nationalised bank amounting to 10% of the bid value, valid for a period of 14 Months from the date of supply of the Furniture. Performance security to be furnished along with the bills of the supplied furniture.
10. The firm should have adequate stock to supply the listed items within the 7 days of receipt of purchase order. Any delay in supply may result in cancellation of purchase order and forfeiture of E.M.D.

(C) Documents to be submitted along with the Tender.

1. Self attested copy of PAN card of the firm/bidder , issued under Income Tax Act;
2. Self attested copy of G.S.T Registration Number of the firm
3. Self attested copy of Valid Registration No. of the Agency/Firm
4. Copy of Authorised dealership/Supplier Certificate from the Manufacturer.
5. Non refundable Tender Document Cost Rs.500/- (**Rupees Five Hundred**) in form of bank draft in favour of **Director, Odisha Judicial Academy.**
6. Refundable Bid Security of Rs. 10,000/- (**Rupees Ten Thousand only**) in form of a separate bank draft.
7. A duly signed undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm/agency/proprietor (As per Annexure IV);
8. Undertaking showing that Terms and conditions of the tender has been duly accepted, with stamp of the prospective bidder;
9. Each page of the tender document be signed and stamped by the authorized signatory and submitted along with technical bid.
10. Bids without Tender document cost/E.M.D shall be rejected summarily.
11. The tender form is non-transferable.

(D) PROCEDURE OF SUBMISSION OF BIDS:-

1. Bids are to be submitted in two bid system. i.e. Technical Bid and Financial Bid.
2. Technical Bid alongwith all the requisite documents as mentioned at Clause C of this document is to be submitted in the format prescribed under annexure II. All the documents are to be placed inside a sealed envelope marked as "Technical bid" .
3. Financial bid to be submitted as per annexure III and to be placed inside a separate sealed envelope marked as "Financial bid".
4. Both the envelopes containing Financial Bid and Technical Bid are to be placed inside another Envelope super scribed "Tender for Supply of Godrej Make Furniture" and submitted in physical at the office of Odisha Judicial Academy, Sector-1, C.D.A, Abhinav Bidanishi, Cuttack- 753014 by 11: 00 AM of 27/02/19. Bids submitted through any other means shall not be accepted. Incomplete and Late bids shall be rejected summarily.
5. Financial Bids will be opened only of those firms which qualify technical bid.
6. The Bids will be rejected if information given therein is found false or detected to be incorrect or incomplete in any manner what so ever, at any stage prescribed in the tender or if any ineligibility is detected, and no correspondence thereof shall be entertained, what so ever.
7. The bidder can bid for any no. of item as mentioned in Annexure-I .Successful bidder(s) shall be selected basing on lowest price quoted against each item.
8. The Bid Security will be forfeited in the following conditions:-
 - I. If at any stage, any of the information/declaration given by the bidder is found false.
 - II. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - III. In case of any lapse/default in honouring of the terms and conditions at any stage after submission of tender.

Annexure-I

SCHEDULE OF REQUIRMENT

SI No	Description of Materials	No of unit Required	MAKE	Colour	Specification
1	Revolving Chair(Model-Halo Mid Back)	8	Godrej	black	77cmx77cmx(113.50-122.50)cm(LXDXH)
2	Revolving Chair(Model-Halo High Back)	1	Godrej	black	77cmx77cmx(128-137)cm(LXDXH)
3	Desking unit(Model-Aristo)	1	Godrej	Membrane in Tobacco Ash +black	Main Table+ ERU with Pedestal+ Back unit-1
4	Sofa Set (Model-Manhatthan)	3 units (3s+1s+1s)	Godrej	brown	1s=117cmx96cmx95cm(LXDXH)
					3s=222cmx96cmx95cm (LXDXH)
5	Wardrobe (Model-H1 metal)	2	Godrej	Cherry Red	W x H x D: 101.8cm x 198cm x 53.5 cm
6	Computer Table (Model-Enterprise)	4	Godrej	N. Teak with char brown	165cmx90cmx72.80cm(LXDXH)
7	Chair(Fixed Type,Model-Kareena)	8	Godrej	black	76cmx76cmx(89-105)cm (LXDXH)
8	Chair(Movable Type,Model-Kareena)	3	Godrej	black	66.5cmx58cmx88.5cm (LXDXH)
9	Chair (Fixed Type,Model-7B)	2	Godrej	black	with arms
10	Unitised Table(T9)	2	Godrej	Rosewood Top	136.50cmx68cmx73.5cm(LXDXH)
11	visitors' Chair(Model-PERCH)	4	Godrej	Hoary	with armrest 183cmx67cmx77.50cm(LXDXH)
12	4 Door Book Case	10	Godrej	bond white with highland prince top	91.40cmx30cmx174.20(LXDXH)

13	Book Rack(3 sided Covered)		20	Godrej	kitchen metallic silver with white cedar	90cmx60cmx185(LDXH)
14	Pigeon Hole book rack	6' main	10	Godrej	Modish Oak	58.20cmx68cmx73.5cm(LDXH)
		6' add on				136.50cmx68cmx73.5cm(LDXH)
						136.50cmx68cmx73.5cm(LDXH)
15	Metal Optimiser		2	Godrej	Sesame Beige Body with umbertone brown u/s, locking stiffener, Drive Cover	D5 Drive Type
16	Steel Rack		10	Godrej	snowbell grey	dimension 90"x36"x18" With 6 shelves and of 20 gauge

Annexure - II
TECHNICAL BID
(DETAILS OF THE AGENCY)

Name of the Firm/agency:	
Address	
Tele. No. of the Bidder	
Registration No of the Firm:	
Name, Designation, Address & Tel No. of the Authorized person to deal with:	
Goods & Services Tax Registration Number	
Any other Certificate:	
Whether the Agency has been blacklisted by any of the Departments/Organizations of the Government of India/ Government of Odisha and any criminal case is pending against the said firm/agency:	
Whether Terms and conditions of Tender duly accepted	
Details of E.M.D	
Details of Bid Security	
Any other Document relevant to tender	
List of References:	

This is to certify that I/we have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Bidder

Place:

Date: __ / __ /2019

Name of the Signatory

Name of the Firm/agency

Seal of the Firm/Agency

Annexure – III
Financial Bid

Bid No.: OJA.....

Name of Contractor: _____

Address: _____

SI No	Description of Materials	Rate per Unit (in Rs.)	GST on the Item in %	Total (in Rs.)
1	Revolving Chair(Model-Halo Mid Back)			
2	Revolving Chair(Model-Halo High Back)			
3	Desking unit(Model-Aristo)			
4	Sofa Set(Model-Manhatthan)(3s+1s+1s)			
5	Wardrobe (Model-H1 metal)			
6	Computer Table(Model-Enterprise)			
7.	Chair(Fixed Type,Model-Kareena)			
8.	Chair(Movable Type,Model-Kareena)			
9.	Chair(Fixed Type,Model-7B)			
10.	Unitised Table-T9			
11.	visitors' Chair(Model-PERCH)			
12.	4 Door Book Case			
13.	Book Rack(3 sided Covered)			

14.	Pigeon Hole book rack			
15.	Optimiser			
16.	Steel Rack of dimension 90"x36"x18" With 6 shelves and of 20 gauge			
	Grand Total inclusive of GST	In Words.....		In figures

Signature of the Bidder

Place:

Date: __ / __ /2019

Name of the Signatory

Name of the Firm/agency

Seal of the Firm/Agency

Annexure IV

U N D E R T A K I N G

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against my firm/agency as on _____.

Place:

Date: __/__/2019

Signature of the Bidder
Name of the Signatory
Name of the Firm/agency
Seal of the Firm/Agency

Annexure V

U N D E R T A K I N G

I do hereby undertake to abide by the terms and conditions specified in the tender paper.

Place:

Date: __/__/2019

Signature of the Bidder
Name of the Signatory
Name of the Firm/agency
Seal of the Firm/Agency