सं.14/2/2015 – प्रशासन

GOVERNMENT OF INDIA/भारत सरकार

MINISTRY OF MINES/खान मंत्रालय

(ADMINISTRATION SECTION/प्रशासन अनुभाग)

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Shastri Bhavan, New Delhi.
Dated: the 15th June, 2015.

TENDER DOCUMENT

Supply & installation of Godrej make Maestro Book Case & Credenza in the Ministry of Mines.

BRIEF INFORMATION ON BID DOCUMENT

1.	Tender No.	No.14/2/2015 - Admn.
2.	Last date and time of submission	1200 Hours on 07.07.2015
3.	Date of Opening of Bids	1500 Hours on 08.07.2015
4.	EMD	5,000/-
5.	Cost of Tender document	NIL
6.	Total Number of pages of Tender Document	9
7.	Address and Venue for the submission of Tender document	Tender Box kept at Information & Facilitation Centre, Ministry of Mines, Garage No.23, Shastri Bhawan, New Delhi.

संजय सिंह / SANJAY SINGH
अनुभाग अधिकारी / Section Officer
खान मंत्रालय / Ministry of Mines
भारत सरकार / Govt. of India
शास्त्री भवन / Shastri Bhawan
नई दिल्ली / New Delhi

सं.14/2/2015 – प्रशासन

GOVERNMENT OF INDIA/भारत सरकार

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Shastri Bhavan, New Delhi.
Dated: the 15th June, 2015.

NOTICE INVITING TENDER

SUPPLY & INSTALLATION OF GODREJ MAKE MAESTRO BOOK CASE & CREDENZA

SEALED quotations are invited from reputed Prime Equipment Manufacturers/ Authorized Distributors/Dealers for the supply & installation of one Godrej make Maestro Book Case & Credenza in the Ministry of Mines. Price quoted per unit should be inclusive of all levies taxes, packing & forwarding charges, installation charges etc. The Godrej make Maestro Book Case & Credenza are to be delivered in Administration Section, Room No.338, A wing, Shastri Bhawan, New Delhi – 110001 and installed at Room No.315, "D" wing, Shastri Bhawan, New Delhi. No extra cartage/ fright charges/ installation charges shall be paid.

2. The complete Tender Document can be downloaded from the website of **this Ministry (http://www.mines.nic.in)** and **http://eprocure.gov.in/cppp**

3. The complete **quotation** of the Firm along with other requisite documents has to be submitted in the Tender Box kept at the Information & Facilitation Centre, Ministry of Mines, Garage No.23, Shastri Bhawan, New Delhi.

4. **The last date of receipt of tender is 7th July, 2015 AT 1200 HOURS.**

6. The Quotations will be opened by the Tender Opening Committee of the Ministry on **8th July, 2015 at 1500 hours.**

(Sanjay Singh)
Section Officer
Email: sanjay.singh68@nic.in
Phone: 2338 1631
संजय सिंह/SANJAY SINGH
अनुभाग अधिकारी/Section Officer
खान मंत्रालय/Ministry of Mines
भारत सरकार/Govt. of India
शास्त्री भवन/Shastri Bhawan
नई दिल्ली/New Delhi

No. **14/2/2015 – प्रशासन** / Admn.

Government of India/भारत सरकार

Ministry of Mines/प्रशासन अनुभाग

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INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS

1.1 For the Bidding/Tender Document Purposes, the Ministry of Mines shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor' and/ or Bidder or interchangeably.

1.2 The tender document can be downloaded from the websites of this Ministry (**http://www.mines.nic.in**) and **http://eprocure.gov.in/cppp**

1.3 **While all the efforts have been made to avoid errors in the drafting of the tender documents, the Bidders are advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.**

1.4 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected.**

1.5 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to the Ministry of Mines. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

1.6 The bidder is free to inspect the installation location between 3.00 PM to 4.30 PM in the premises of Shastri Bhawan, New Delhi before submitting the quotes. For this purpose, Section Officer (Administration) can be contacted over phone 2338 1631 during office hours on any working day.

1.7 No cutting or overwriting in the tender form will be acceptable.

1.8 Name of the proprietor, Residential and official Address and Telephone numbers of the firm to be given on the letterhead of the firm.

1.9 All the pages of tender documents should be signed and properly numbered and total number of pages must be indicated on the forwarding letter.

1.10 The tender quotation should be complete in all respects and any incomplete tender quotation would be treated as ineligible for award of the contract.

1.11 Any other charges like transportation/fare etc., will not be paid.

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भारत सरकार / Govt. of India
शास्त्री भवन / Shastri Bhawan
नई दिल्ली / New Delhi

1.12 The rates may be quoted as per Annexure, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation. In case of no separate mention of VAT/Service Tax, Rates will be presumed to be all inclusive & assessment will be made accordingly.

2. MINIMUM ELIGIBILITY CRITERIA

2.1 The following shall be the minimum eligibility criteria for selection of bidders at bid stage of the bidding process;-

(a) Registration: the Bidder/Bidding Firm must be registered with the Income Tax. The proof/self-attested copies in support shall be attached with bid document.

2.2 Documents supporting the Minimum Eligibility Criteria:

(1) In proof of having fully adhered to minimum eligibility criteria at 2.1(a), following documents shall be acceptable with the bid documents:

(a) Self-attested copy of PAN/TIN number, VAT Registration Certificate;

(b) In case the indenting bidder is Authorized Distributor/Authorized Dealer, they shall have to possess valid authorized Distributorship/Dealership licence from prime manufacturer for supplying, installing the similar equipment. **The copy of the same shall be enclosed along with the bid of tender**

3. SUBMISSION OF BIDS

3.1 The Bidding Firms have to submit the tenders in the prescribed proforma. The interested agencies are advised to submit their quotation in a sealed envelopes super-scribing "**Quotation for the supply & installation of Godrej make Maestro Book Case & Credenza in Ministry of Mines**" and dropped the same in the Tender Box kept at the Information & Facilitation Centre, Ministry of Mines, Garage No.23, Shastri Bhawan, New Delhi.

3.2 The Bid shall be submitted not later than **1200 hours of 07.07.2015** addressed to "Under Secretary (Administration), Ministry of Mines, Shastri Bhawan, New Delhi. Bids must be submitted within date and time stipulated in the Tender Document.

3.3 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the Ministry of Mines, reserves right to extend the date/time for submission of bids, before opening of the Bids.

3.4 Tenders received in open covers/letters/fax/emails will not be considered.

3.5 The tender shall be completed in all respect and should be **signed with date by the Authorized Signatory of bidder with company stamp on all the pages of this tender**.

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शास्त्री भवन / Shastri Bhawan
नई दिल्ली / New Delhi

4. EARNEST MONEY DEPOSIT:

4.1 Earnest Money Deposit (EMD), refundable, of **Rs.5,000/- (Rupees Five thousand only)** in the form of Demand Draft/Pay Order drawn in favour of "Pay & Accounts Officer, Ministry of Mines, New Delhi" **failing which the tender shall be rejected out rightly**.

4.2 Any request by the bidders to consider their EMD furnished by them to Ministry of Mines for any other contract/tender cannot be considered as EMD for this tender.

4.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Government.

4.4 No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable in EMD.

4.5 The EMD may be forfeited in the following cases:

(i) If the bidder fails to accept the order based on his offer (bid) and within the prescribed time;

(ii) If the bidder fails to supply the material with specifications in compliance to as mentioned in Annexure.

(iii) If the bidder delays supplies beyond a reasonable time resulting in disruption of Ministry of Mines works

5. VALIDITY OF BIDS

5.1 Bids shall remain valid and open for acceptance for a period of 60 days from the last date of submission of bids;

5.2 In case, client call the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder;

5.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

5.4 No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained.

6. BID OPENING PROCEDURE

6.1 The Bids shall be opened on 08.07.2015 at 1500 hours by the Tender Opening Committee in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

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नई दिल्ली/New Delhi

6.2 Absence of bidder or their representative shall not impair the legality of the opening procedures.

6.3 After opening of the Bids and verifying the EMD amount, the bids shall be evaluated later to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

6.4 Bids shall be declared as valid or invalid based on the preliminary scrutiny, i.e. verification of EMD, by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of valid Bid.

6.5 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, and time remaining unaltered.

7. Guarantee of Quality and Warranty of goods supplied:

7.1 The equipment offered shall conform to the specifications as given in tender/ order and shall be guaranteed against defective design, defective quality, manufacturing defects etc. for a minimum period of 12 months from the date of supply/installation of Godrej make Maestro Book Case & Credenza.

8. Packing:

8.1 The supplier shall provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit.

8.2 The equipment shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport.

9. Price:

9.1 The price shall be firm and shall include all applicable taxes. Any variation in the taxes duties, levies etc. during the period of supplies shall be to the Tenderer account. The rates quoted shall be all inclusive, with the delivery, up to destination i.e. Ministry of Mines, Shastri Bhawan, New Delhi. The price shall be quoted both in figures and words. In case of discrepancy in words or figures, the amount written in figure will be treated as final.

9.2 Bidder shall take into account all costs including installation, commissioning, cartage, etc for giving delivery of material at Ministry of Mines, Shastri Bhawan, New Delhi before quoting the rates. In this regard, no claim for any extra payment for any reason shall be entertained.

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नई दिल्ली / New Delhi

10. Delivery:

10.1 The successful tenderer shall complete supplies strictly within twenty five (25) days of issue of supply order by Ministry of Mines. Material ordered by the Ministry of Mines shall be delivered FOR destination securely packed as may be necessary.

10.2 The equipment shall have to be delivered at and installed at Room No.315, D wing, Ministry of Mines, Shastri Bhawan, New Delhi and to be operationalized to the satisfaction of the Ministry of Mines.

10.3 The comprehensive catalogue which includes instructions for Operation, Maintenance, Trouble shooting & all other areas which are necessary for smooth functioning of equipment, shall be provided along with the equipment by Tenderer.

10.4 The material shall be inspected on receipt at Shastri Bhawan and supplier shall be responsible for any damage during the transit of goods.

11. Claims:

11.1 If the material supplied are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, Ministry of Mines shall have right to totally reject the goods and/or to prefer a claim for compensation for the part of goods, which are rejected. The supplier shall reimburse to Ministry of Mines, the actual expenditure incurred, on such goods, within 15 (fifteen) days of its demand.

11.2 The supplier shall be responsible for arranging the rejected goods to be removed at his cost from Shastri Bhawan premises.

11.3 The supplier shall also compensate for losses, if any, sustained by Ministry of Mines due to defective packing and/or wrong marking of the goods.

11.4 The bidder shall provide warranty of one year from original equipment manufacturer.

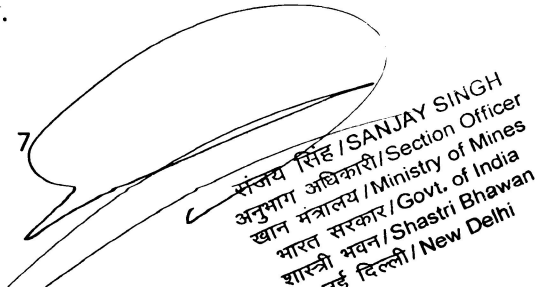
11.5 The rates may be quoted as per Annexure-I, Taxes (VAT) if any, may be specifically and separately indicated in the quotation.

12 PAYMENTS

12.1 Payment will be made only after successfully installation & commissioning and satisfactory report of the users. No advance payment will be made.

12.2 All payments shall be made in Indian currency by means of Electronic Clearance Service (ECS) or Cheque.

12.3 The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Ministry.



13. GOVERNMENT LAWS AND SETTLEMENT OF DISPUTE

13.1 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, it the disputes are not resolved by the discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication of the arbitration of a sole arbitrator to be appointed by the Secretary, Ministry of Mines in accordance with the provisions of the Arbitration and conciliation Act 1996 and Rules made thereunder including any modifications, amendments and future enactments thereto. The venue of the arbitration will be New Delhi and the decision of the arbitrator shall be final and binding on the parties. The arbitrator so appointed shall be an official of the Ministry of Mines not below the rank of Director/Deputy Secretary.

13.2 **Jurisdiction of Court:** This contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the Courts in Delhi.

All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Ministry.

(Sanjay Singh)
Section Officer
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☎: 2338 1631

संजय सिंह / SANJAY SINGH
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भारत सरकार / Govt. of India
शास्त्री भवन / Shastri Bhawan

To

1. **Website of "Central Procurement Portal".**
2. **Director (NIC) with a request to upload the tender document on the website of this Ministry.**

Annexure

Enclosure to Tender document No.14/2/2015 – Admn. dated 15.06.2015

Supply & installation of Godrej make Maestro Book Case & Credenza in the Ministry of Mines

1.	Name of the Bidder (in Block letters)	:	
2.	Full address of Registered Office	:	
3.	Telephone No.	:	
4.	Self-attested copy of PAN number	:	
5.	Self-attested copy of TIN number	:	
6.	Self-attested copy of VAT registration Certificate	:	
7.	Whether the firm is Prime Equipment Manufacturer [attach self-attested copy]	:	
8.	Whether the firm is Authorized Distributor [attach self-attested copy]	:	
9.	Whether the firm is Authorized Distributor/ Authorized Dealer [attach self-attested copy]	:	

Price BID For Godrej make Maestro Book Case & Credenza

S. No.	Description of items	Qty.	Rate per unit including all levies taxes, packing, forwarding, cartage/freight charges	Total Price
1.	Godrej Maestro Credenza Size: 1400W x 470D x 760H	01		
2.	Godrej Maestro Bookcase Size: 790W x 400D x 2010H	01		

Signature of the authorized Signatory: _____

Date: _____

Seal of the Firm: _____