



INSTITUTE OF GOVERNMENT ACCOUNTS & FINANCE  
MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE  
BLOCK-IV, OLD J.N.U. CAMPUS  
NEW DELHI - 110067

Tele Nos. 2610 2257, 2610 5713 Fax No. 46203636

No.: 11011/INGAF/MISC/2018-19/1182

Date 24/10/2018

**INVITATION FOR TENDERS FOR SUPPLY OF FURNITURE**  
**for class room at INGAF**

Established vendors with proven track record and experience of 05 years in the supply of concerned items are invited to submit their most competitive bids on or before **15/11/2018 at 02.00PM**. The bids are to be sent in a sealed envelope super scribing the **Reference No. & Name of the item clearly on the envelope addressed to**

**TENDER BOX,  
C/O DIRECTOR,  
INSTITUTE OF GOVERNMENT ACCOUNTS & FINANCE  
MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE  
BLOCK-IV, OLD J.N.U. CAMPUS  
NEW DELHI - 110067**

**Important Dates:**

Bid Document download Start date	24 <sup>th</sup> October, 2018
Clarification start date	25 <sup>th</sup> October, 2018
Clarification end date	14 <sup>th</sup> November, 2018
Bid submission start date	24 <sup>th</sup> October, 2018
Bid submission end date	Up to 2.00 P.M. on 15 <sup>th</sup> November, 2018
Bid opening date (Technical)	At 4.00 PM on 15 <sup>th</sup> November, 2018

The bids will be opened in the presence of the bidders or their authorized representatives along with the authorization letter who choose to attend as per the terms and conditions mentioned below. No bid will be accepted after the due date and time.

Interested eligible bidders may download the set of bidding documents and formats given as Annexures etc. from our website: [www.ingaf.in](http://www.ingaf.in), [www.cga.nic.in](http://www.cga.nic.in) and CPP Portal website i.e. <http://eprocure.gov.in/cppp>. The payment towards EMD shall be made in the form of Demand Draft only obtained from any **Nationalized Bank** in favor of "PAO, INGAF" PAYBLE AT New Delhi.

EMD - Rs. 50,000/- (Rupees Fifty thousand only)

No interest will be paid on the EMD. The EMD will be forfeited, if the supplier withdraws his tender during the validity period of the bid. Offer without EMD and tender fee will be rejected

No conditional Tenders will be accepted and such Tenders are liable to be summarily rejected. The Institute reserves the right to reject or accept any tender without assigning any reason thereto. The decision of the Director of INGAF shall be final and binding on the Tenderers.



( P K GIRI )  
Sr.Accounts Officer(INGAF)

Copt to:

1. Sr/AO, IT Div, O/o the Controller General of Accounts for uploading on [www.cga.nic.in](http://www.cga.nic.in).
2. IT wing INGAF, for uploading on [ingaf.in/eprocure.gov.in](http://ingaf.in/eprocure.gov.in)
3. Notice Board
4. Guard File

## I. GENERAL CONDITIONS OF CONTRACT (GCC):

- (1) **Validity of the offer:** The Offer shall be valid for **90** days from the date of opening of the quotation.
- (2) **Clarification of bids:** During opening or evaluation, the purchaser may at its discretion, seek the required clarification from the bidders. However, no change in prices or substance of the bid shall be sought, offered or permitted. If the bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity. Unsigned communication/ bids will not be accepted and will be rejected summarily.
- (3) **EMD:** EMD for the specified amount shall be submitted along with the offer in the form of Demand Draft only obtained from any **Nationalized Bank** in favour of "**PAO, INGAF**" PAYBLE AT New Delhi For details refer corresponding specification sheet (SCC).

No interest will be paid on the EMD. The EMD will be forfeited, if the supplier withdraws his tender during the validity period of the bid. Offer without EMD and tender fee will be rejected summarily.

- (4) **Prices:** The price quoted shall be on FOR Destination basis, i.e. the price shall include installation & commissioning, Standard Warranty period of ONE year or as specified in the SCC as specified in the Specification sheet packing, forwarding, freight and all taxes & duties, insurance, etc. However the quote should indicate the basic price, discount, other duties/taxes and levies separately
- (5) **Payment:** Payment will be made through RTGS/NEFT upon receipt of ordered item and its satisfactory performance and on production of EMD
- (6) **Evaluation:** Evaluation of the Bids shall be made strictly in terms of provisions and criteria disclosed in the bidding document for the quantities mentioned in the bid. However, the Institute reserves the right whether to purchase the total quantities or in part thereof.

Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation, cancel the bidding process and reject all quotations at any time prior to the award of the contract. Also, the Director reserves the right to cancel the purchase order if the firm fails to comply with the delivery schedules without any notice and bid security/EMD in any form will be forfeited.

- (7) **Delivery period:** The ordered item shall be delivered within 02-03 weeks from the date of Purchase Order or on mutually accepted date and terms.
- (8) **Liquidated Damages:** The Institute reserves the right to impose 'LD clause' if the supplier fails to perform the contract within the specified period and can even terminate the contract on the whole or in parts thereof.
- (9) **Performance Security /Security deposit:** The successful bidder will be required to provide a Performance Security Deposit of 10% value of the total purchase orders placed with the firm payable through Demand draft/Fixed Deposit drawn in favour of "**PAO, INGAF**" PAYBLE AT New Delhi only upon award of the contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Security deposit will be refunded only after the expiry of the contract, this deposit is liable to be forfeited, if during the period of contract, the services of the contract are found to be unsatisfactory in any respect, and/or if any of

the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor of his employees.

- (10) **Inspection and tests**: The purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the purchaser prior to the goods shipment. The Inspection and test certificates shall accompany the goods/invoice.
- (11) **Sample**: samples shall be provided by the supplier at the entire cost and risk of the supplier.
- (12) **Defective material**: The defective material/samples from premises of INGAF will be lifted at the entire cost & risk of the firm and the defective material will be lying at their own risk and cost.
- (13) **Packing**: Each package shall marked with (i) Order No., (ii) Reference number of the packing list and (iii) supplier's name on three sides of the package with proper paint/indelible ink.
- (14) **Delivery and Documents**: Upon delivery of goods, the supplier shall notify the purchaser and Insurance company by fax the full details of the shipment like contract No., description of the goods, quantity and name of the consignee etc., Also, the supplier shall mail copies of the documents like, Supplier's Invoice, packing list, insurance certificate, warranty certificate and inspection certificate issued by the concerned agency/factory etc.,
- (15) **Corrupt or Fraudulent practices**: The bidders shall observe the highest standard of ethics during the whole transaction. Contrary to the above the offer will be rejected for award of contract and firms will be declared as ineligible even for further period as deemed fit by the Institute.
- (16) **JURISDICTION**: The Courts of Delhi alone will have the jurisdiction to try and any matter dispute or reference between the parties arising of this agreement/contract.
- (17) **Indexing the bid documents**: All pages of the Bid Documents shall be numbered and the first page shall be the table of contents. (Format enclosed as Annexure --I) to this bid document) and the last page shall be the declaration certificate (format enclosed as Annexure -- VII)

In addition, the Special Conditions of Contract (if mentioned along with the specifications of the item) shall supplement these General Conditions of Contract. Wherever there is a conflict, the provisions mentioned in the SCC shall prevail over these General Conditions of Contract.

Please note that the institute reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or bidders.

Signature 

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

PRADEEP KUMAR GIRI  
Sr. Accounts Officer

Institute of Government Accounts & Finance  
Ministry of Finance, Department of Expenditure  
Block No. IV, J.N.U. Campus (Old)  
New Delhi-110067

**SPECIAL CONDITION OF CONTRACT:**

**1: Specification for Office Table  
(Twenty Two)**

**Qty. 22 Nos.**



Dimension: Length: *150CM*  
Width : *36 CM*  
Height: *77 CM*

**SPECIAL CONDITION OF CONTRACT:**

**1: Specification for Office Chair Qty. 40 Nos. (Forty)**



Dimension: Length: 54CM  
Width : 52 CM  
Height: 78 CM

**Pre-qualification criteria:**

1. Bids will be accepted from manufactures or their authorized Dealers/Distributors only. Documentary evidence to this affect shall be enclosed.
2. One Order of at least Qty. 100 Nos. of above item should have been executed in any one of the financial year i.e., 2016-17 or 2017-18 or including even in the current financial year 2018-19. Satisfactory performance certificate issued by the firm i.e., Govt./Semi Govt./Autonomous/PSU only to whom the supplies were made shall be enclosed.
3. The firm should have sold worth of Rs.20.00 lakhs (in one Single Order) of similar items at least in any one of the financial year i.e., 2015-16 or 2016-17 or including even in the current financial year 2017-18. Documentary evidence to this effect shall be enclosed.
4. Annual Turnover of 50 lakhs on the sale of New & Unused Furniture items for the three financial years as per the format give at Annexure-IV.
5. On compliance of pre-qualification, the sample shall be submitted within 5 to 7 working days. Further, the price-bid of those firms which satisfy the all criteria including the samples only will be opened.
6. Also, the Institute reserves the right to visit the firms for its eligibility criteria etc. at any time before placing in the Purchase Order. as specified in SCC.
7. Declaration of manufacturer with respect to material used in the item.
8. All the samples shall be supplied on free of cost including transportation "to & fro" .
9. Delivery period: **03 to 04 weeks** on approval final sample if required.
10. Warranty: One year (minimum) or specified in the specification sheet under SCC.



Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Annexure – I  
(to be enclosed as age – 01)

Table of contents

Sl. No.	Description	Page No.
01	Certificate regarding page numbering	
02	Registration and Tax clearance certificate of the supplier issued by the competent authority.	
03	GST Registration Number with percentage of Tax without any concession. (a certified true copy shall be enclosed).	
04	Manufacturers Authorization Certificate if the offer is from a Distributor / Dealer (original copy shall be enclosed).	
05	Make and Model number of the item together with Technical Literature / Brochures / Catalogues for the item quoted and list of Clientele.	
07	Annual Turnover of the firm as per the format given	
08	Bank details of the Tenderer as per the format given	
09	Bank Guarantee (B.G) as per the format given	
10	Declaration Certificate (shall be the last page)	

Annexure -II  
(Format for certificate of page numbering )

(Shall be on Company's Letter Head only)

CERTIFICATE

Certified that this bid document is carrying \_\_\_\_\_ pages (in figures and words) and each page is numbered.

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
of the competent authority  
of the firm

Date & Seal

Annexure – III  
(Format for Financial Bid)

(To be enclosed in a separate envelope and shall be sealed. The Words 'FINANCIAL BID' shall be annotated on the enveloped)

(Shall be on the Company's Letter Head only)

**FINANCIAL BID**

Name & Description of the item: \_\_\_\_\_

Basic Price	Discount	Packing & Forwarding	Freight	Taxes & Duties	Insurance	Any other cost*	Total Amount for Qty. ONE (inclusive of all) in INR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	Figures and words*
				GST @ _____%			

\* Each one in Figures (inclusive of all taxes) : \_\_\_\_\_

\* In words Rupees \_\_\_\_\_

Gross Total (Inclusive of all): (Qty. X price for each one): in Figures: Rs. \_\_\_\_\_

In words: Rupees: \_\_\_\_\_

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

of the competent  
authority of the firm

Date & Seal

Annexure-IV  
(Format for Annual Turnover)

(Shall be on the Company's Letter Head only)

**ANNUAL TURNOVER**

Sl. No.	Annual turnover w.r.t. Furniture items			Remarks if any
	2015-16	2016-17	2017-18	
(1)	(2)	(3)	(4)	(5)

Certified that the authenticity of the above has been verified by me and are correct in all respects.

Signature

Signature

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
of the competent  
authority of the firm with seal

of the Chartered Account  
with seal

The relevant documents are enclosed as Page Nos. \_\_\_\_\_

Certified copies of ITRs are enclosed as page Nos. \_\_\_\_\_

- Note : (i) Documentary evidence shall be submitted along with the format  
(ii) Certified copies of ITRs of the above years shall be enclosed.

Annexure V  
(Format for Bank details)

**Bank details of the Tenderer for Refund of EMD & for making payment in case L-1**

<b>Name of the Beneficiary</b> (fill in Capital Letter) As per Bank account	
<b>Bank Account No.</b> (Beneficiary)	
<b>Name of the Bank:</b>	
<b>Name of the Branch:</b>	
<b>IFSC Code of the Branch</b>	
<b>Swift Code/BIC Code</b> (if needed)	
<b>PAN No.</b>	
<b>Mobile No.</b>	
<b>Email ID:</b>	

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
of the competent  
authority of

Date & Seal

Annexure VII (Format for declaration &  
to be enclosed as last page of the bid document)

(Shall be on the Company's Letter Head only)

**DECLARATION**

I/we hereby solemnly declare and affirm that the above documentary evidence/declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
of the competent  
authority of the firm

Date & Seal