



फा.सं / FILE NO: D-14013/02/2016-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 30th November, 2016

Tender Document for procurement of Furniture items at, Institute of Secretariat Training & Management (ISTM)

CRITICAL DATES

Bid Document download Start date	30 th November, 2016
Clarification start date	1 st December, 2016
Clarification end date	22 nd December, 2016
Bid submission start date	30 th November, 2016
Bid submission end date	Up to 2.00 P.M. on 23 rd December, 2016
Bid opening date (Technical)	At 4.00 PM on 23 rd December, 2016
Financial Bid opening date	Would be informed later

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Sd/-
(R.Gayathri, Dy. Director (Admn))

Name & Signature of the
Authorized Signatory of the Firm
(with Seal of the Agency affixed)
Date:



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दिनांक / Date: **30th November, 2016**

E-Tender Notice

Subject: - E-Tender for supply of furniture items etc. to Institute of Secretariat Training and Management (I.S.T.M.).

Institute of Secretariat Training and Management (I.S.T.M.) invites e-Tenders on CPP Portal in two bid system (**Part-I: Technical Bid and Part-II: Financial Bid**) from eligible and reputed firms for supply of furniture items etc. to ISTM, Admn Block, Old JNU Campus, Olof Palme Marg, New Delhi on the terms & conditions enumerated in detail in the tender document. The tender can be downloaded from the website <http://eprocure.gov.in/cppp/app> or www.istm.gov.in.

2. The last date of receipt of bid is by 2.00 PM on 23rd December, 2016. The Technical and Financial Bids, in prescribed format and other required document as per tender notice should be submitted on CPP Portal website i.e. <http://eprocure.gov.in/cppp>. Bidders are requested to furnish/upload scanned copies of all documents in pdf. format. **EMD of Rs. 25,000/- (Rupees Twenty-Five Thousands Only)** drawn in favour of Director, ISTM, New Delhi-110067, must be delivered to the System Administrator, Room No. 201, 2nd Floor, ISTM, DOPT, New Delhi-110067 (OTel: 011-26185316) on or before last date /time of bid submission without which the quotations will not be considered. The scanned copy of EMD should also be uploaded with other documents. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents. The technical bid will be opened on 23rd December, 2016 at 4.00 PM. The financial bids are to be uploaded only in the prescribed BOQ and bid of any form which discloses any pricing information in technical bid stage will be summarily rejected.

2. Bidders may also contact toll free no. 18002337315 of Central Public Procurement Portal for obtaining guidance to fill online tender.

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2. SCOPE OF WORK AND TERMS AND CONDITIONS**SCOPE OF WORK**

Supply of furniture items to ISTM as described in Annexure-IV.

TERMS AND CONDITIONS**1. EARNEST MONEY DEPOSIT (EMD)**

- A. EMD of ₹. 25,000/- (Rupees twenty-five thousand only) payable through Demand Draft/Fixed Deposit only drawn in favour of Director, ISTM payable at New Delhi as the non-interest bearing EMD must be submitted to the System Administrator, ISTM, Room No. 201, JNU Old Campus, New Delhi on or before last date of bid submission without which the quotations will not be considered. The scanned copy of EMD should also be uploaded with other documents. Tenders without EMD shall be rejected.
- B. The EMD of the unsuccessful tenderers will be returned, after the acceptance of the successful tender, within reasonable time.
- C. Cheques, Bank Guarantees will not be accepted towards EMD.
- D. On opening of Technical Bid, if it is found that EMD is not enclosed, then the Tender offer will be summarily rejected; unless any category of Tenderer specially exempted by the Government from the payment of EMD.
- E. **FORFEITURE OF EARNEST MONEY DEPOSIT-** The Earnest Money Deposit / Security Deposit will be forfeited:
 - i. If the Successful Tenderer (referred as "Tenderer") fail to act according to the Tender Conditions or Backs out after the Tender has been accepted, the Earnest Money will be forfeited by the Director, ISTM.
 - ii. Tenderer fails to remit the Security Deposit
 - iii. In case the successful tenderer fails to execute necessary agreement within 10 days from the date of receipt of Letter of acceptance of the tender and the tender will be held as non-responsive.
 - iv. Tenderer violates any of the conditions prescribed in the Tender Document.
 - v. Tenderer revises any of the terms quoted during validity period
- F. **REFUND OF EARNEST MONEY DEPOSIT-** EMD shall be refunded to the unsuccessful tenderer. For this purpose, the tenderer is advised to send along with the original tender itself, an Advance Stamped Receipt for the EMD amount, so as to avoid any delay in refund. The advance stamped receipt shall be in favour of the Deputy Director (Administration), ISTM.

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2. 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 Director, ISTM, 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 or his employees.
3. The Security Deposit will not bear any interest. The Security Deposit furnished by the Tenderer in respect of his/her Tender will be returned to him after the warranty period
4. The prospective bidders are requested to go through the enclosed terms & conditions of the contract carefully. **The Bid documents (Technical and Financial) are to be submitted as per Annexure III and VIII.** The rates quoted in the Bill of Quantities (BOQ) should be inclusive of all charges such as labor, transportation, storage etc. but exclusive of applicable taxes. Taxes, as applicable should be reflected separately in the bills. Any disclosure of financial bid in the technical bid documents will lead to summary rejection of the bid. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered.
5. The contract will be awarded for a period of one year which can be extended further subject to satisfactory performance of the contractor on year to year basis for a maximum of two years.
6. ISTM reserves the right to award the contract to one or more tenderer depending upon L-I rates quoted in the tender.
7. ISTM reserves the rights to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.
8. Under no circumstances shall the successfully firm appoint any sub-contractor or sub-lease the contract. Firms with single proprietorship are eligible for participation in the tender.
9. Delay in delivery will not be permissible on any ground. If the ordered items are not delivered within a reasonable time a penalty of 1 % of the order value per day shall be imposed.

10. **SAMPLE**

- i) All the furniture mentioned above should match with the furniture available in class rooms, or
- ii) The sample as approved by ISTM before supplying the furniture to ISTM. The Furniture supplied not in accordance of sample approved will not be accepted.

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11. The furniture items etc. supplied by the firm should be of best quality and a strict view will be taken if it is found defective at any stage during or after the delivery. In case of such lapses, ISTM reserves the right of taking any action including termination of the contract without assigning any reasons whatsoever. ISTM also reserves the right of imposing financial penalties for any losses caused to the ISTM including loss of time.
12. Details of shape, size, specification of furniture is mentioned in Annexure V. Illustrated pamphlets containing all the technical Details, Specification of the tendered items should be attached along with the tender. Failure to send detailed pamphlet, brochure, and drawing may result in the rejection of tender.
13. The Tenderer should provide warranty/guarantee and Free Service for a period of minimum one year from the date of installation. Undertaking to this effect shall be furnished.
14. Pamphlets and specifications of quoted items should necessarily accompany the offer.
15. In case the contractor fails to cope with the workload or does not supply quality goods or dishonors the contract in any way, the contract awarded shall be liable for outright cancellation/termination summarily, without assigning any reasons thereof and the security deposit and payment due to the firm, if any shall also be forfeited. ISTM is free to entrust the job to any other firm/party at the risk and expenses of the defaulting contractor. In this connection, decision of ISTM shall be final and binding on the contractor.
16. It will be the responsibility of the contractor to obtain delivery reports from the officer concerned in which the items are delivered. In the absence of delivery report, no payments will be released.
17. Tenderers may please quote the unconditional rates. The price quoted at the time of submission of tender should remain valid for 90 days from the date of tender opening and the rate finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract. The rates should be inclusive of VAT and all other taxes, freight charges from Dealers shop to ISTM, loading/unloading etc. Nothing shall be paid extra except rates quoted in Price Bid.
18. The contractor shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour / wage laws in force in NCT of Delhi and the ISTM shall not be party to any dispute between the contractor and the workers.
19. The prospective bidders are free to seek any clarification/see the kind of requirements of ISTM is looking for. System Administrator, Room no.201 ISTM, New Delhi (Ph- 011-26185316) may be contacted with prior appointment on any working days before tender opening.
20. The contract shall normally be awarded to the lowest evaluated bidder whose bid

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has been found to be responsive and who is eligible/ qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document. ISTM reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.

21. If any of the bidders have any objection with regard to the terms and conditions of the tender, the same may be pointed out within 10 days of the issue of the tender documents, before opening of the tender.
22. The earnest money shall be returned to the successful bidder only after receipt of performance security and will not carry any interest.
23. The bills in triplicate for the services prepared on the basis of rates will have to be submitted in favour of Deputy Director(Administration), ISTM, New Delhi for effecting payment together with the copies of job works carried out duly signed by the System Administrator. No advance payment shall be made for the services. The payment will be released through ECS system only.
24. The job carried out shall be to the satisfaction of the ISTM, else no payment will be made. Further, depending upon the severity of negligence, ISTM reserves the right to blacklist the agency for a suitable period or from further participation in any of this departments contracts. The decision of the competent authority of the ISTM shall be final and binding on the firm /agency.
25. Rates shall remain fixed and valid during the period of contract. TDS and any other government levies applicable on bill as per Govt. of India instructions issued from time to time shall be deducted. The contracting firm is required to provide the furniture items in ISTM, New Delhi where the need be and no transportation charges will be paid by ISTM.
26. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice.
27. The Director, ISTM reserves the right to accept the whole tender or any part thereof or reject all the tenders, in the interest of the ISTM so require, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
28. If the successful Tenderer fails to execute the agreement and / or deposit the required security Deposit within the time specified or withdraws the tender after intimation of the acceptance of the tender or fails to comply with the conditions above or owing to any other reason, tenderer is unable to execute the contract, the Earnest Money Deposit /Security Deposit by tenderer, will be forfeited along with liability for all damages sustained by the ISTM.

29. TENDER EVALUATION CRITERIA

- i. Tenderers who satisfy the conditions stipulated in the tender document and who have supplied all the documents/materials required will alone be considered as qualified Tenderers. The tenders of such qualified Tenderers alone will be considered for "Opening the Price Bid or BOQ"
- ii. The expenses incidental to the execution of agreement shall be borne by

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the successful tenderer. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the ISTM to recover any consequential loss from the successful Tenderer.

30. **VARIATION IN QUANTITIES-** Delivery of Furniture items shall be made by the tenderer in accordance with the terms specified by ISTM. In case the supplied goods do not match with the given specifications, ISTM reserves the rights to cancel the order.

The Director, ISTM, reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty-five percent (25%) indicated in the tender.

31. **RELEASE OF SUPPLY ORDER**

- a) It is not binding on the part of the Director, ISTM to accept the lowest or any other tender and she reserves the right to reject or accept any tender fully or partly or retender without assigning any reason. The Director, ISTM reserves the right to accept and place the supply orders to the successful tenderer.
- b) The Director, ISTM also reserves the right to relax or waive any of the tender condition and reject the tender if anyone of the conditions enumerated above is violated or any counter condition is given by the tender

32. **DELIVERY**

- a) Supply of Furniture items will have to be completed within **15 days**.
- b) The delivery schedule should be strictly adhered. If the tenderer fails to complete the supply within the time stipulated, the order for the Supply of Furniture items will be liable to be cancelled. In such a case, the Security Deposit will be forfeited.
- c) The supply of all items of furniture should be completed within 15 days from the date of receipt of supply order. This period can be extended by Director, ISTM on the request of tenderer in view of justification given by the successful tenderer and acceptable by Director, ISTM.

33. **PAYMENT TERMS**

The payments shall be made after satisfactory receipt of the material in ISTM as per quantity and quality of tender documents/supply order.

34. **JURISDICTION FOR LEGAL PROCEEDING:** Suit or any legal proceedings in regard to this matter arising in any respect under this contract shall be instituted in any court of Delhi only.

35. **PENALTY**

In the event of failure of the successful tenderer to make the Supply of Furniture,

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items within the stipulated time, without prejudice to other remedies under the contract a **penalty equivalent to 0.5% (Half Percent) of the value of delayed goods will be levied per week with a maximum of 5% of the contract value.** If requested by the tenderer, it is the discretion of the Director, ISTM, Delhi to grant extension of time with penalty/without penalty or to purchase the stock from any other source at the prevailing market rate at the risk and cost of the successful tenderer and to claim any loss sustained by ISTM, Delhi in the transaction from the tenderer besides forfeiting Earnest Money Deposit and Security Deposit.

36. Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection

37. SAVING CLAUSE

- a) In case any doubt arises on interpretation or otherwise of any point in this tender document, ISTM shall be referred for clarification.
- b) At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall send intimation of such change to all those who have purchased the original tender documents, if any.
- c) In case anyone tenderer asks for a clarification on the tender documents before 48 hours of the opening of the Tender, the Tender Inviting Authority shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all those who have purchased the tender documents without identifying the source of the query.

38. GENERAL

The tenderer while uploading their tender should ensure that Tender Documents with the conditions stipulated duly certified and attested by them in token of having accepted the Tender conditions that they understood and accepted them fully. The Tenderer should enclose, proof for carrying out supplies, as specified, to various customers during the last three years, i.e. 2013-14, 2014-15 and 2015-16.

39. SIGNATURE AND SEAL

The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Original Tender Documents must be submitted online.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

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3. ELIGIBILITY /TECHNICAL QUALIFICATION CRITERIA

The Contractor/Firms shall furnish the following documents attached with the quotation for Technical Bid failing which the bid will be rejected summarily.

1. The firms participating in the tender must have PAN No. VAT registration & Service Tax Registration Certificate/ESIC Registration/EPF Registration/Sales Tax Registration. (Readable copy of documents also should be Uploaded).
2. PAN No. on the name other than the firm will not be accepted. Copy of the Income Tax Return for the last three years.
3. Proof of Annual Turn Over which should not be less than Rs. 2.00 Crore (Rupees Two Crore Only) per annum along with balance sheets and profits & loss Account for the last three years (2013-14, 2014-15 & 2015-16) in the sale of Furniture, and similar items. The tenderer should submit copies of supporting records to prove the condition should have all the necessary registrations of the Govt. under the Shops and Establishment Act.
4. Bidders should have its own workshop facility/commercial establishment under MCD/NDMC for manufacturing the furniture. Copy of the supporting documents in this regard should be enclosed.
5. Proof of three annual contracts for supply of similar furniture items with Govt. Ministries/Departments/PSUs etc. for last three years along with satisfactory report of work value not less than Rs. 5.00 lakhs (work order with performance/completion report should be enclosed).
6. The firm should have a valid certificate from International Organization for Standardization (ISO) in manufacturing of office furniture items. Copy of the same must be enclosed.
7. Earnest Money Deposit (EMD) of an amount of Rs. 25,000/- (Rupees twenty-five thousand only) in the form of Demand Draft drawn in favour of Director, ISTM, payable at New Delhi. This Earnest Money Deposit will not bear any interest.
8. The firm should not have been black listed from any Govt. Ministries/Departments/PSUs organization. (A certificate in this regard will be enclosed with the tender).
9. The participating firms are required to upload the required documents as per the details given in Annexure III for consideration and evaluation of their technical bids.
10. The Technical bids should have index (with proper page no.) of all documents uploaded as per Annexure III.
11. The financial bids are to be uploaded only in BOQ in the CPPP Portal. The rate quoted against each item in the BOQ will be excluding taxes, which will be paid as per rules by the firm selected.
12. Catalogue of furniture should be uploaded.
13. It is cautioned that any firm which discloses its rates in the technical bid will be summarily rejected.

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TECHNICAL BID**PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR SUPPLY OF FURNITURE ITEMS ETC.**

Note: The documents to be uploaded should be legible and proper index should be there with page no. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the Tender of that firm.

Sl. No.	Description	Document to be uploaded
1	a) Name of the company /Firm, b) Address (with phone & Email), c) Contact Person's Name with mobile number	
2.	Name of the Proprietor/ Partners of the Agency/ Firm	
3	Service Tax Number/ Sales Tax Number/ VAT number/PAN Number/ESIC Registration Number/EPF Registration Number	Copy should be uploaded
4	Trade/Manufacturing License Number	(Copy of License should be uploaded)
5	Income Tax Return for the last three years (2013-14, 2014-15 & 2015-16)	Income Tax return sheet should be uploaded.
6	Proof of Annual Turn Over not less than Rs. 2.00 cr. Every year for the last three years. 2013-14 2014-15 2015-16	(i) C.A. Certificate, or (ii) Audited Balance Sheet, or (iii) Annual turn Over to be Clearly mentioned for 2013-14, 2014-15 & 2015-16
7	The firm should have a certificate from International Organization for Standardization (ISO) in manufacturing of office furniture items.	Copy of the ISO Certificate should be enclosed
8	Whether Bidders have its own workshop facility/commercial under MCD/NDMC and if so location.	Copy of the documents should be uploaded.
9	Proof of three annual contracts for the last three years with Govt. Ministries/Departments/PSUs etc. for last three years (2013-14, 2014-15 & 2015-16) along with satisfactory report for supplying similar furniture items value not less than Rs. 5.00 lakhs of work annually	Copy of experience certificate, Award letter, annual contracts for supply of similar furniture items for last three years along with performance certificate from Govt. Ministries/Departments/PSUs etc. for having completed. For supply of furniture items satisfactorily with value not less than Rs. 5.00 lakhs each work annually for the last three years (2013-14, 2014-15 & 2015-16)
10	Details of EMD	Scanned copy of EMD to be uploaded
11	Catalogue of furniture	(catalogue showing make, model and specification to be uploaded)
12	Declaration duly signed by the tenderer. (Annexure VII)	should be uploaded

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the ISTM in future.

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ANNEXURE – IV**TECHNICAL SPECIFICATIONS****Details of Furniture with tentative quantity and their description/ specifications**

S.No.	Name of the Item	Qty.	Description / Specification
1.	Computer Table for ICT lab	50	Computer Table size 30" x 18" x 30" made up of MDF board 25mm PFT Top with 1mm flex duly post formed with key board and one self for keeping CPU in desired colour. The MDF board & flex must be ISI mark and reputed brand namely (Merino, green Lam, Bhutan Board, Bajaj, National, Duro)
2.	Computer Chair for ICT lab	50	Computer Chair PU seat & back without arms 5 prongs base with 60mm castors in fixed design and desired colour
3.	Faculty Table for ICT lab	02	Classroom Table 4' x 2' with one drawer and keyboard shelf made up of MDF board 25mm PFT Top with 1mm flex duly post formed in desired colour. The MDF board & flex must be ISI mark and reputed brand namely (Merino, green Lam, Bhutan Board, Bajaj, National, Duro)
4.	Faculty Chair for ICT lab	02	Medium Back Chair with PU seat & back OV Handle, 5 prong base with 60 mm castors in tilting mechanism in desired colour

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INSTRUCTIONS OF ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/ e-tender portal is a pre-requisite for E-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/ registration, the bidders should provide the correct/ true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site thro' their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/Code/e-Mudra or any Certifying Authority recognized by CCA India on e-Token/Smart Card, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/ schedules for the tenders he/ she is interested
7. After downloading / getting the tender document/ schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e• Token/Smartcard to access DSC
10. Bidder selects the tender which he/ she is interested in by using the search option & then moves it to the 'any tenders' folder
11. From my tender folder, he selects the tender to view all the details indicated
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is

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- advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
- 14.If there are any clarifications required, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids
 - 15.The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids
 - 16.Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer
 - 17.While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets
 - 18.The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
 - 19.The details of the DD/**EMD**/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection
 - 20.The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements
 - 21.The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected
 - 22.If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender
 - 23.The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour
 - 24.After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the

Sd/-

(R.Gayathri, Dy. Director (Admn))

Name & Signature of the
Authorized Signatory of the Firm
(with Seal of the Agency affixed)
Date:

- particular tender and will also act as an entry pass to participate in the bid opening date
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
 26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
 27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done
 29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser
 30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to -cppp-nic@nic.in

Sd/-
(R. Gayathri, Dy. Director (Admn))

Name & Signature of the
Authorized Signatory of the Firm
(with Seal of the Agency affixed)
Date:

ANNEXURE – VI

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,
 The Dy. Director (Administration),
 Institute of Secretariat Training & Management,
 Department of Personnel & Training, Govt. of India
 Admn Block, Old JNU Campus,
 Olof Palme Marg, New Delhi-110067

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. D-14013/02/2016-ISTM dated 30th November, 2016

Name of the Tender/Work: - Award of contract for supply of furniture items etc. to the ISTM.

Sir/Madam,

I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

_____ as per your advertisement, given in the mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms & conditions of the tender documents from Page. No. _____ to _____ (including all documents like Annexure(s), schedules(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/Corrigendum(s) in its totally/entirely.

5. In case any provisos of this tender are found violated, then your Department/Organizations shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Sd/-
 (R.Gayathri, Dy. Director (Admn))

Name & Signature of the
 Authorized Signatory of the Firm
 (with Seal of the Agency affixed)
 Date:

TECHNICAL BID**UNDERTAKING/ DECLARATION**

I/We having our office at
 declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

2. Demand Draft particulars

S.No.	D.D. No.	Date	Name of Bank & Place	Amount in Rs.

3. I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

4. I/We_____ hereby accept to provide warranty/guarantee and Free Service for a period of minimum one year from the date of supply/ installation of the materials.

5. I/We of hereby agree on the acceptance of this tender by Director, ISTM to **Supply of Furniture**, in accordance with the terms and conditions of contract and at the rates or price specified in financial bid (BOQ).

6. This is also certified that the rates quoted in the financial bid are not more than the rates charged from any other Institution/Department/Organization in the last six months. No Other charges would be payable by the Institute.

7. I/We _____ have gone through the terms and conditions and will abide by them as laid down above. I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Sd/-
 (R.Gayathri, Dy. Director (Admn))

Name & Signature of the
 Authorized Signatory of the Firm
 (with Seal of the Agency affixed)
 Date: