

CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE (NGRI)
(Council of Scientific & Industrial Research)
Uppal Road, Hyderabad-500 007(Telangana), India
Tel: +91 40 27012370 / 27012887; Fax: +91 40 27171564; e-mail: purchase@ngri.res.in

INVITATION TO TENDER

46(1)2015-Pur/RC

December 14, 2015

Tender for conclusion of Rate Contract for Office & Hostel furniture

Our Enquiry No. 46(1)2015-Pur dated 14.12.2015

Last date for submission: 12.01.2016 at 02.30 p.m.

Date of opening: 12.01.2016 at 03.30 p.m.

We are interested in concluding a “**RATE CONTRACT**” for purchase of following items as per terms & conditions, mentioned below. Tenders may be submitted , so as to reach this office on or before **12.01.2016 –02.30 p.m.**

Sl. No.	Description of Items
1.	Various office furniture like Tables, Chairs, Computer tables, Computer Chairs, Cupboards, Filing Cabinets, Book Cases, Visitor Chairs and Executive chairs and Hostel furniture like Cots, Chairs, Tables, Chairs, Centre tables etc.,

TERMS & CONDITIONS

1. Tenders are invited from **Manufacturers only**.
2. Manufacturers should have at least 10 years experience as on – date of tender opening - in manufacturing of modular / office furniture and office furniture.
3. Manufacturers should have average annual gross turnover of Rs. Five Crores per annum in last three completed financial years.(Audited Balance Sheet to be enclosed)
4. Manufacturers should be a profit-making firm and should not have made loss in the last two year and any three out of last five financial years. (Income tax return last five years to be enclosed)
5. Manufacturer will agree/undertake for comprehensive warranty for supplied/fixed items for one year.
6. Manufacturing bidders should be a Certified ISO-9001 organization and considering Institute’s growing concern on environment and human resource, the Furniture manufacturer should also possess ISO-14001, OHSAS 18001 and Green Certificates/BIFMA Certificates for products (Gold/Platinum level). All these should be submitted with the tender. The supporting documents to be enclosed.

7. The furniture manufacturer should have an organized services set up based at Hyderabad. First response time for service should be within 24 working hours (excluding Sundays/holidays).
8. The manufacturer should have in house Quality Control Facility. (Supporting documents about Quality Control facilities should be attached). The criteria for assessment of the firms placed on the preliminary select list will include quality consciousness, quality of finishes.
9. The tenders will be evaluated based on the technical requirements being fulfilled and their price list will be evaluated and discount offered will be considered in deciding and finalizing the manufacturer/vendor/dealer for rate contract. If needed, authorized persons from the Institute may visit the setup of the firm at Hyderabad for inspection or firm may be called for a presentation.
10. **PRICE LIST** : The complete price list of furniture quoted shall be furnished giving break-up of basic cost, ED if applicable and VAT/CST. If the quoted items (all or any) is under DGS&D Rate Contract, then the price under DSS&D may also be mentioned and the price quoted should not be in any condition more than the DGS&D price.

Discount offered shall be separately indicated.

11. **DELIVERY**: The delivery of the material should be made at NGRI Stores **within 15 days** from the date of PO, as and when ordered.
12. **PAYMENT**: Payment would be made **within 30 days** from the date of acceptance of material through RTGS (e-payment).
13. **PROPOSED PERIOD OF RATE CONTRACT**: ONE YEAR. (Extendable for another 1 year on mutually agreeable terms)
14. NGRI reserves the right to conclude more than one rate contract for the same item.
15. NGRI as well as the supplier may withdraw the rate contract by serving suitable notice to each other. The prescribed notice period is generally thirty days.
16. NGRI will have the option to renegotiate the price with the rate contract holders.
17. In case of emergency, NGRI may purchase the same item through ad hoc contract with a new supplier.
18. The NGRI will be entitled to place Purchase Orders upto the last day of the validity of the rate contract and, though supplies against such Purchase Orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms & conditions of the rate contract.
19. **PRICE ESCALATION**: There shall not be any price increase during the currency of the Rate Contract. Any decrease in the price should be intimated immediately.
20. **FALL CLAUSE**: The price charged for the Stores supplied under the Rate Contract should in no event exceed the lowest price at which the party sells the Stores of identical description to any of her person during the period of Rate Contract.

- 21. LIQUIDATED DAMAGES:** Time is the essence of the order as our requirements are connected with time targeted research programme. . The date of delivery should be strictly adhered to otherwise the Director reserves the right not to accept delivery in part or full and to claim liquidated damages @1% per week subject to the maximum of 10% of the total value of the supply order. The Director, NGRI also reserves the right to cancel the Order if the delivery schedule is not adhered to.
- 22.** The Rate Contract can be terminated at any time by giving one month notice.
- 23.** The tenderers should enclose the list of CSIR/DRDO/DAE Labs for the past five years, if they are supplying / entered into Rate Contract for same / similar nature of items (with complete address, Telephone / Fax No. and contact person).
- 24.**The acceptance of the Tender will rest solely with the Director, NGRI who is not bound to accept the any tender and reserves the right to himself to reject or partially accept any or all the Tenders received without assigning any reason.
- 25.**The Tender should be kept in a sealed cover, superscripted and properly identified with enquiry number & name of material for which the tender is submitted and addressed to the Director, National Geophysical Research Institute, Uppal Road, Hyderabad – 500 007, Telangana, India. Fax/e-mail Tenders will not be accepted. The Tenders will be opened in the purchase department of NGRI in the presence of authorized representatives if any of the quoting firms on the date and time mentioned on the first page.
- 26.**The Tenders are liable to be rejected if the above conditions are not complied with. The Tenders should be complete in all respects duly signed wherever required.
- 27. Unsigned, Late and delayed tenders will not be considered.**

(S.GNANAPRAKASAM)
Controller of Stores & Purchase

CHECK LIST

- Proof of 10 years experience in modular / office furniture.
- Annual gross turnover of Rs. Five crores during last three financial years (Audited Balance Sheet)
- Proof of Profit making firm as above.
- Factory Act Registration certificate.
- EPF/ESIC registration certificate.
- Excise Registration Certificate along with challan wise paid for last six months.
- Income Tax Return for the last five years financial year.

- Document confirming that bidder is certified with ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007.
- Experience certificate of Govt./Semi-Govt./Autonomous bodies (enclose evidence)
- Service tax registration.
- Method of quality control systems
- Registration certificate commissioner of industries.
- VAT/TIN registration and latest VAT clearance.
- Solvency certificate by his any nationalized banker as above.
- NSIC Certificate, if applicable