

**TENDER DOCUMENT FOR PROCUREMENT OF DESK BENCHES FOR
CLASSROOM OF ITI NAGAON, S.M ROAD, PANIGAON, PO-
ITACHALI, PS- SADAR, DIST.- NAGAON, ASSAM**

UNDER

STRIVE PROJECT

The Tender Document may be downloaded from the website-
www.itinagaon.com or may be collected in person during office hrs from the
STRIVE ITI Nagaon Cell on any working day.



GOVT. OF ASSAM
SKILL, EMPLOYMENT & ENTREPRENEURSHIP DEPARTMENT
OFFICE OF THE SR. PRINCIPAL, INDUSTRIAL TRAINING INSTITUTE
INSTITUTE MANAGEMENT COMMITTEE, ITI, NAGAON, ASSAM.

PRESS NOTICE

NOTICE INVITING TENDER

NIT No. NITI/STRIVE-IMC/TENDER/2021-22/174-175 Dated, Nagaon the 12/11/2021

IMC, ITI, Nagaon invites sealed tender from eligible bidders on single package basis for procurement of Desk Benches for Classroom of Govt. ITI Nagaon for Training purpose. The interested bidder may view & download the detailed Tender Documents in the website of ITI Nagaon at www.itinagaon.com & https://itinagaon.com/Strive_Projects.htm w.e.f 16th Nov'2021. Schedule to the NIT.

- | | |
|--|--|
| 1. Tender Document Publishing Date | : 16.11.2021 at 3.00 PM |
| 2. Last date and time of receipt of bid | : 20.11.2021 at 2.00 PM |
| 3. Date of opening of financial bid | : 20.11.2021 at 4:00 PM |
| 4. Place of submitting and opening of bids | : Office of the Sr. Principal cum Member
Secretary, IMC, ITI Nagaon, S. M. Road,
Panigaon, PO- Itachali, PS- Nagaon Sadar, Dist.
Nagaon, Assam,
PIN- 782003. |

The undersigned reserves the right to change/modify/cancel the notification without assigning any reason thereof.

Sd/-
Sr. Principal
Cum
Member Secretary,
IMC, ITI Nagaon.



GOVT. OF ASSAM

SKILL, EMPLOYMENT & ENTREPRENEURSHIP DEPARTMENT
OFFICE OF THE SR. PRINCIPAL, INDUSTRIAL TRAINING INSTITUTE
INSTITUTE MANAGEMENT COMMITTEE, ITI, NAGAON, ASSAM.

No. NITI/STRIVE-IMC/TENDER/2021-22/

Dated Nagaon the 12/11/2021

NOTICE INVITING TENDER

1. Institute Management Committee, ITI, Nagaon, S. M. Road, Panigaon, PO- Itachali, PS- Nagaon Sadar, Dist.- Nagaon, Assam, PIN- 782003, intends to procure Desk Benches for Classroom of ITI Nagaon for Training purpose and invites sealed tender with a validity of 35 (Thirty Five Days) from the Date of receipt of tender in prescribed format available in the STRIVE Cell of ITI Nagaon from eligible Firm/ Agency/ Manufacturer/Supplier for the procurement as mentioned below:-

Name of Procurement	Estimated Cost	Time of Completion	EMD (In Rs.)	Cost of Tender Documents (In Rs.)	Last Date & Time of Submission of Tender	Due Date & Time of opening of sealed Tender
Desk Benches for Classroom of ITI Nagaon	Rs. 8,00,000/-	One Month (30 Days)	16000/-	500/-	20/11/2021 Up to 2:00 PM	20/11/2021 at 4:00 PM

2. The tender document can be downloaded by clicking the URL of https://itinagaon.com/Strive_Producs.htm from the website of ITI Nagaon at www.itinagaon.com for which non-refundable tender fees of Rs.500/- per tender payable in DD/Account Payee Cheque drawn in favour of "IMC STRIVE" account of ITI Nagaon to be enclosed as application fees along with the filled tender document and the same can also be obtained from STRIVE CELL of ITI Nagaon on all working days up to 5:00 PM of 19th Nov'2021.

3. The IMC, ITI Nagaon doesn't bind itself to accept lowest bidder/tender and reserves the right to reject any or all the tenders including the lowest bidder received by recording clear, logical reasons.
4. Canvassing in any form will be viewed seriously and if any tender is found to be resorting to such practice, the tender of such firm will be rejected.
5. Quotations in the sealed cover superscribed "Tender Notice for procurement of Desk Benches for Classroom of ITI Nagaon" addressed to Institute Management Committee, ITI, Nagaon, S. M. Road, Panigaon, PO- Itachali, PS- Nagaon Sadar, Dist.- Nagaon, Assam, PIN- 782003, so as to reach latest by 2:00 PM on 20/11/2021.
6. Quotations received after last date will not be entertained.
7. Quotation should be based on details terms & conditions as mentioned in the tender document.
8. The schedule of receipt and opening of quotations is as under:
 - i. Last Date for submission of Quotations: 20/11/2021 till 2:00 PM
 - ii. Opening of financial Quotations: Date: 20/11/2021 at 4:00 PM in the Office of the Sr. Principal cum Member Secretary, IMC, ITI Nagaon, S. M. Road, Panigaon, PO- Itachali, PS- Nagaon Sadar, Dist. - Nagaon, Assam, PIN- 782003.

Sd/-
Sr. Principal
Cum
Member Secretary,
IMC, ITI Nagaon.

Memo No. NITI/STRIVE-IMC/TENDER/2021-22/174-175 Dated Nagaon the 12/11/2021

Copy to: - 1. G.M. Gogoi, Chairman, IMC, ITI Nagaon for favour of kind information.

1. Press Notice in Newspaper for wide publication
2. Notice Board, DC office, Nagaon
3. Notice Board District Employment Exchange, Nagaon.
- ✓ 4. Notice Board/Upload in website of ITI Nagaon.
5. File.

Sd/-
Sr. Principal
Cum
Member Secretary,
IMC, ITI Nagaon.
12/11/2021



GOVT. OF ASSAM

SKILL, EMPLOYMENT & ENTREPRENEURSHIP DEPARTMENT
OFFICE OF THE SR. PRINCIPAL, INDUSTRIAL TRAINING INSTITUTE
INSTITUTE MANAGEMENT COMMITTEE, ITI, NAGAON, ASSAM

TENDER

**Name of Work: - Procurement of Desk Benches for Classroom of Govt. ITI
Nagaon**

Estimated Amount: - Rs. 8,00,000.00(Rupees Eight Lakhs) only.

Certified that this tender document contains 17 (Seventeen) nos. of pages including the cover page.

Tender issued to.....

Date of issue.....

Signature of issuing official of STRIVE Cell, ITI Nagaon



GOVT.OF ASSAM
SKILL, EMPLOYMENT & ENTERPRENEURSHIP DEPARTMENT
OFFICE OF THE SR. PRINCIPAL, INDUSTRIAL TRAINING INSTITUTE
INSTITUTE MANAGEMENT COMMITTEE, ITI, NAGAON.ASSAM

TENDER DOCUMENT

Name of Work: - Procurement of Desk Benches for Classroom of Govt. ITI Nagaon

Estimated Amount: - Rs. 8,00,000.00(Rupees Eight Lakhs) only.

Last Date & Time of Submission of Tender Document:- 20/11/2021 up to 2:00 PM

Date & Time of opening of Bid:- 20/11/2021 at 4:00 PM

INSTRUCTIONS TO BE FOLLOWED:-

- i) **EMD** to be sealed in Envelop No.1
- ii) **Technical Bid** to be sealed in Envelop No.2
- iii) **Financial/Price Bid** to be sealed in Envelop No.3
- iv) **Envelop No. 1, 2 & 3** is to be inserted in a single Envelop , properly sealed and superscribing Name of Work, Closing Date & Name of Agency / Contractor on the cover of the Envelop.

N.B. Seal Means: Sealing by Wax /Gum/ Any type of adhesive Tape etc. but not Pinned or Stapled.

CONTENTS OF THE TENDER DOCUMENT
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**CHECKLIST OF THE DOCUMENTS TO BE ATTACHED ALONG WITH
THE TECHNICAL BID**

Sl No.	Name of the Document	Whether Enclosed (Yes / No)
1	Tender specific authorization letter from OEM (In case of authorized dealer).(Ref: Clause-12 of Chapter-2)	
2	List of the Govt. clients/customers with complete name, address and contact numbers	
3	Audited Balance Sheet and Profit and Loss Account for last three years	
4	Documentary proof of GST Registration	
5	Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions	
6	Technical compliance as per Chapter 4	
7	Whether DD/pay order/Account Payee Cheque for EMD enclose or not	

Chapter-1

INVITATION OF THE BID

SCOPE OF THE TENDER:

Date: 12.11.2021

Institute Management Committee, ITI, Nagaon, S. M. Road, Panigaon, PO- Itachali, PS- Nagaon Sadar, Dist.- Nagaon, Assam, PIN- 782003 invites sealed bids on single package basis for supply of Desk Benches for Classroom of ITI Nagaon for Training purpose. The tenderer should be a reputed manufacturer or his authorized dealer/supplier. The technical specifications and configurations are given in chapter-4 of the tender document.

DETAILS OF THE BID:

- | | |
|---|-----------------------------------|
| 1. Last date and time of receipt of bid | :Date:20.11.2021 up to 2.00p.m |
| 2. Date of opening of Financial bid | :Date:20.11.2021 at 4.00 pm |
| 3. Place of submitting and opening of bids | : Office of the Sr. Principal cum |
| Member Secretary, IMC, ITI Nagaon, S. M. Road, Panigaon, PO- Itachali, PS- Nagaon Sadar, Dist.- Nagaon, Assam, PIN- 782003. | |

BIDDING PROCEDURE

The prescribed tender document consisting of (i) Technical Bid/compliance to technical specifications and (ii) Financial Bid, sealed separately in two different envelopes, super scribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop super scribing "Tender Notice for supply of **Desk Benches for Classroom of ITI Nagaon**" may be submitted in person or sent through Post by Dated: 20.11.2021. The bids may be sent also so as to reach at the aforesaid address by 2.00 p.m by 'Dated: 20.11.2021. IMC, ITI Nagaon is not responsible for postal delay any. Only those bidders, whose technical bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence shall be entertained by the bidder after the last date of submission of the tender. Technical bids shall be opened on Dated: 20.11.2021 at 4:00 PM by Tender scrutiny committee.

Note: Fax/Telex and incomplete offers will be rejected. " **Institute Management Committee, ITI, Nagaon** " reserves the right to accept or reject any or all bids in part or full received, to increase/decrease number of Desk Benches for Classroom of ITI Nagaon to be purchased at its absolute discretion without assigning any reason, whatsoever or any notice.

CHAPTER – 2

INSTRUCTIONS TO BIDDERS

1. The firms quoting for the tender should have at least three years' experience in undertaking such type of jobs in Government/Pvt. Establishments concerned along with satisfactory service certificate mentioning name/designation/telephone numbers etc where they have rendered such work for three or more years.
2. Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the Company and signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.
3. The firm should not have been blacklisted during last three years in any government organizations. If it is found at any time during contract period that the firm is blacklisted then the contract will immediately be cancelled and the performance security deposit will be forfeited.
4. The prescribed tender document consisting of (i) Technical Bid/compliance to technical specifications and (ii) Financial Bid, sealed separately in two different envelopes, superscribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop superscribing "Tender Notice for Desk Benches for Classroom of ITI Nagaon " may be submitted in person or sent through Post by Dated, 20.11.2021. The bids may be sent also so as to reach at the aforesaid address by 2.00 p.m by Dated. 20.11.2021.
5. Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions.
6. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. Relevant product literature may be enclosed with the bid along with media (if any).
7. Vendors to Comply all the Technical Specifications as a part of Technical Bid, as mentioned under Chapter-4.
8. The bidder shall quote the prices in INR of goods and services inclusive of all duties and all taxes, levies, or charges.
9. Bids without EMD would not be accepted.

10. All the terms and conditions for the supply, delivery, payment, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable. The firms should also submit a list of three Govt. clients/customers (with complete name, address of the firms and telephone number of the contact person therein) with details of the Desk Benches & type under reference supplied by them for Information of the Institute.

11. Submission of the tender by a tenderer shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasing of any terms and conditions are not permitted.

12. VALIDITY AND EVALUATION

12.1. The bids should be valid for a period of 35 (Thirty Five Days) days from the date of opening of the tender, within which the award shall be finalized.

12.2. The techno-commercial bids will be evaluated for satisfaction of the terms of the tender.

12.3. Conditional tenders are liable to be rejected.

13. Canvassing in any form will be viewed seriously and if any tender is found to be resorting to such practice, the tender of such firm will be rejected.

Sd/-
Sr. Principal
Cum
Member Secretary,
IMC, ITI Nagaon.

CHAPTER -3

CONDITIONS OF CONTRACT

The terms and conditions of the contract will be as under: -

1. The Desk Benches quoted should be of quality make and specification to be supplied only by the firm.
2. The Desk Benches are proposed to be purchased given in the Technical specifications in Chapter-4, the Tenderer shall have to supply/lift off/shift from one place to another/replace Desk Benches as and when required by the IMC, ITI Nagaon anywhere in ITI Nagaon, during the period of contract.
3. All Desk Benches should be new only. The minimum specifications of the Desk Benches which will be supplied by the firm should match the specifications as mentioned in Tender document.
4. A complaint will be attended to within 48 hours from the time of its lodging failing which a penalty @ Rs.50/- per Desk Benches per day will be levied till the complaint is attended to during the contract period.
5. Tenderer should have at least Three years of experience in the sales/supply of Desk Benches/Furniture of similar kind. Performance Statement as per Annexure to be filled up and documentary proof of the same to be attached.
6. Tenderer should have turnover of more than Rupees Ten lakh per annum in the sales/supply of Desk Benches during last three years. Audited Balance sheet and profit and loss account statement for last three 3 years to be submitted along with the bid.
7. Desk Benches are proposed to be purchased under Single Package basis. In other words, the bidder whose, subject to being found technically qualified, quotes the least amount & more quantity and quality for supplying Desk Benches shall be awarded the contract.
8. Tenderer should have registration of Sales tax/V.A.T/GST.. Documentary proof to be enclosed.
9. All the terms and conditions for the supply, delivery, payment, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
10. **Delivery Period:** Maximum Four (4) weeks from the date of purchase order at the desired Classroom of ITI Nagaon.
11. Successful tenderer will have to adhere to the delivery schedule strictly.

12. EMD details:

Particulars	Amount (Rs.)
Name of the Bank:	
Branch:	
Details Of EMD: DD/Pay order/Account	Rs.16000/-(Sixteen Thousand
Payee Cheque No:	Rupees Only)
Date:	

13. TERMS & CONDITION FOR SECURITY DEPOSIT AND RELEASE OF SECURITY DEPOSIT

EMD will be kept as security deposit and it will be retained by IMC, ITI Nagaon which shall be released after 01(one) year from the date of completion of supply of Desk Benches and any penalty charges over the period shall be adjusted/recovered from this amount. After completion of One Year, security deposit shall be returned to the selected bidder against his request letter.

14. Payment terms: Payment shall be released on complete supply of Desk Benches.

15. Any disputes arising out of this tender will be under the jurisdiction of court of Nagaon & Guwahati only.

PROFORMA FOR SUBMISSION OF TENDER

To:- The Sr. Principal Cum Member Secretary,
IMC, ITI Nagaon, S.M. Road, Panigaon,
Nagaon, Assam, Pin-782003.

Sub:- Supply of Desk Benches for Classroom of Govt. ITI Nagaon.

Sir,

With due respect, I have the honour to inform you that having carefully read and examined the Notice Inviting Tender, Tender documents and all other documents attached regarding the Tender Notice No.....Dated....., I/We hereby tender for execution of the work specified for IMC, ITI Nagaon in the documents as per conditions mentioned therein.

I/We enclose herewith Earnest Money Deposit of Rs. 16000.00 in the form of from..... (Name of Bank) in favour of "IMC STRIVE" account of ITI Nagaon.

I/We certify that we have carefully read each and every condition and Technical specifications given in this Tender Documents and understood the same, I/We conform our acceptance of the same.

I/We agree to abide by this Tender initially for a period of 35 (Thirty Five) days from the last day of fixed for opening of Tender by IMC, ITI Nagaon and it will remain binding on me/us and order may be accepted at any time before the expiry of that period.

I/We hereby undertake not to withdraw from this Tender during this period of 35 (Thirty Five) days. However, if I/We withdraw it, the IMC, ITI Nagaon shall have the right to invoke the Earnest Money without reference to me/us.

Should this Tender be accepted by the IMC, ITI Nagaon, I/We agree to abide by and fulfill all terms and conditions of the Tender Documents and in default thereof.

I/We hereby declare that I/We shall treat the Tender Documents drawings and other documents connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use information in any manner prejudicial safety of IMC, ITI Nagaon.

Signature of Tenderer

CHAPTER-4**TECHNICAL SPECIFICATIONS FOR DESK BENCHES**

Sl. No.	Name of Items	Specification	No. of Units to be supplied	Rate	Total(Rs.)
1	Desk Bench pair	Desk = Mica finished Hard Board rest on pre-painted Iron frame made of standard thickness of Angle, Square Pipe and Patti. Height of Desk = 2.6 Ft, Length = 4 Ft. Hard Board Width = 16" Length = 4 Ft. Bench = Mica finished Hard Board rest on pre-painted Iron frame made of standard thickness of Angle, Square Pipe and Patti. Height of Bench = 1.6 Ft, Length = 4 Ft. Seat Hard Board Width = 12" Length = 4 Ft. Back rest height= 1.6 Ft. from the seating level. Backrest Hard Board Width = 8" and Length = 4 Ft.			

Sd/-
 Sr. Principal
 Cum
 Member Secretary,
 IMC, ITI Nagaon.

Work: Procurement of Desk Benches for Classroom of ITI Nagaon.

To be filled up by the Bidder

TECHNICAL BID

Name of the Contractor: _____

Full Postal Address: _____

Telephone No & Fax No: _____

E-mail id: _____

Contact person name: _____

Name of work: Procurement of Desk Benches for Classroom of ITI Nagaon.

Sl. No	Description	Contractor's Remark
1	Service Tax registration No:	
2	VAT NO/GST NO:	
3	Acceptance to carry out the work as per Terms & conditions	
4	Free delivery of Desk Benches at the Classroom of ITI Nagaon within 4(Four) weeks from the date of Work Order received	
5	Price quoted is firm during the entire contract period	
6	Payment as per Payment Terms & Conditions	
7	Supplier should have local service support(enclose registration copy)	

Work: Procurement of Desk Benches for Classroom of ITI Nagaon.

To be filled up by the Bidder

FINANCIAL BID FOR SUPPLY OF DESK BENCHES FOR CLASSROOM OF ITI NAGAON

Name of the Contractor: _____

Full Postal Address: _____

Telephone No & Fax No: _____

E-mail id: _____

Contact Person Name: _____

Name of work: Procurement of Desk Benches for Classroom of ITI Nagaon.

Sl. No.	Description	Amount including all taxes(Rs.)
1	Desk Benches for Classroom of ITI Nagaon	