

E-5

**Procurement of Office Furniture & Office Appliances of DPIU, AFRD-BKBDP under National Shopping Procedures**

**Procurement Plan Ref. No.**

- Item - 1 Offices Chair Revolving, Visitor Chair Normal, Office Table (Procurement plan ref no. Goods/AFRD-02)
- Item – 2 Almirah and Files Cabinet (Procurement plan ref no. Goods/AFRD-15)
- Item – 3 (White Board)

**(For contract value less than the equivalent of US\$ 50,000/- each)**

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**Invitation Of Bids For Supply Of Offices Furniture's & Offices Appliances of  
DPIU, AFRD-BKBDP under Shopping Procedure**

1. You are invited to submit your most competitive bids for the following goods:-

Sl.	Name of item	Specification	Quantity	Delivery Period
1	Offices Chair Revolving (20 District - @ 4 at each District)	As per the Annexure 1 (Format of quoting Price of Bids Items)	20	Within 15 days from the date of Purchase order
2	Visitor Chair (15 for District - 3 @ each District)		15	
3	Office Table (20 District - @ 4 at each District)		20	
4	Almirah (for 5 districts - @ 1 in each district)		5	
5	File Cabinet (5 Districts - 1 in each District)		5	
6	White Board (5 'x 4')		5	

\*Where ISI certification marked goods are available in market, procurement should generally be limited to goods with those or equivalent marking only.

**2. Important Dates and time/Bid Document**

- 1.1 Last date & Time for submission of Bids : 3.00 PM on March 25<sup>th</sup> 2019  
1.2 Date and time of opening of Bids : 4.00 PM on March 25<sup>th</sup> 2019  
1.3 Bidders may be present at the time of opening of Bids

**3. Eligibility Criteria**

- Bidders should be registered under GST (attach Photocopy)
- Bidders should have PAN number (attach Photocopy)
- Bidders have 1 years annual turnover of 1 crore (attach Auditor Report copy)
- Bidder should have experience in supply and installation of Furniture & Fixtures equipment (attach Photocopy)
- Copy of Latest GST Return (attach Photocopy)
- Copy of Last IT Return Copy (attach Photocopy)
- Self Declaration regarding Non Blacklisted from any organisation/institution

**4. Bid Price**

- The price shall be quoted strictly for the item as described above
- Interlineations, correction, erasures and overwriting shall not be valid.
- Applicable GST must be clear stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the bidders under the bids shall be included in the bid price
- The rates quoted by bidders shall be fixed for the duration of contract and shall not be subject to any account.
- The price should be quoted in Indian rupees only.
- Discount offer if any and condition thereof must be clearly stated in the bid itself.
- Tax will be deducted at source if applicable.

**5. Customs and Excise duty**

- BKBDP -II (A&FRD) will not issue any custom & excise duty exemption certificate for any term mention in clause 1

**6. Warranty**

- Warranty/Guarantee for the item of equipment supplied shall be on comprehensive basis (including repairs, replacement, maintenance, etc).
- The minimum applicable period of comprehensive warranty should be as mentioned in para 1 above from the date of supply to BKBDP - II (A&FRD).

**7. Submission of Bids:**

- Bidder has to quote the item mention in clause 1.
  - Bidder has to return the entire bidding document duly signed and stamped along with their bids.
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- 7.3 The bidder must mention the make, model and full detail specifications of the items quoted. In addition to the bidder shall offer technical Boucher supporting specification of the item.
- 7.4 Envelope containing bids must bear, on the cover itself, name and full address of the bidder, bid and packages details mentioned in bid document.
- 7.5 For bids submitted by post or courier, it is bidder's responsibility that bids reach the purchaser's office before the scheduled time of closure of submission of bids.
- 7.7 All the required documents along with the Bids should be sealed in a single an envelope along with the letters inscribed on top of the Envelope: - **"Bid Supply of Office Furniture & Office Appliances for the World Bank Assisted BKBDP, AFRD Project."** Otherwise the bids will not be opened.
- 7.8 The Bids should be submitted to the *Nodal Officer, AFRD-BKBDP, RJ Heritage, First Floor, Jagdeo Path, Pulwari road, Patna - 14* at the risk of the bidder. Any bids received after the deadline for submission of bids will be summarily rejected and returned unopened to the bidder.

**8. Validity Period of bid**

- 8.1 Bids shall remain valid for a period of 1 Year from the date of issuing of purchase order.
- 8.2 In case of any additional requirement is made in the offices, the bidder will supply the item as the rate quoted in bid document.

**9. Evaluation of bid**

- 9.1 The purchaser will evaluate and compare the required eligibility criteria for the bids determined to be substantially responsive i.e. which
  - (a) Are properly signed;
  - (b) Conform to the terms and conditions, technical specifications and eligibility criteria are submitted.
  - (c) Non responsive of any eligibility criteria mention in clause 3 & 4 will be rejected.
  - (d) The supporting document regarding eligibility criteria must be enclosed

**10 Issue of Purchase order**

- 10.1 The purchaser will award the purchase order to the bidder
  - (i) The bid has been determined to be substantially responsive; and
  - (ii) The assessment/judgment and sole discretion of the BKBDP-II (A&FRD), has technical and financial capability to execute as per the term and condition of Purchas order
  - (iii) The lowest evaluated price in accordance with the specification of item given in clause no.1
- 10.2 AFRD reserves the right to accept or reject any bids, for some or all items and to cancel the bidding process at any time prior to the award Purchase order.

**11. Delivery**

All equipment/goods to be supplied and/or installed under the purchase order must be delivered to and installed at **District offices located in Araria, Madhepura, Purnia, Saharsa & Supaul** on working days between 10.00 a.m. and 5.00 a.m.


**12. Payments**


Payment shall normally be made within 21 working days after supply, installation and upon submission of bill in duplicate.

We look forward to receiving your BID and thank you for your interest in this project.

Encl:

- 1. Format for rate quote of Bids items

  
 Nodal Officer, BKBDP  
 Animal & Fisheries Resource Department, Bihar





Annexure 1 - Format of quoting Price of Bids Items

Description of Goods: Supply & Installation of Furniture's

Sl.	Description of Items	Specification of the equipment/works offered	Quantity/Unit	Price for each unit (Rs.)			Total Price (Rs.)	
				Unit rate (a)	GST (b)	Transportation insurance, local incidental costs, etc. (c)	Quoted Unit rate [a+b+c]	(In figures)
1	Offices Chair Revolving (20 in number)	Medium back revolving chair, Foam with PU upholstery on seat and back, PP frame handles with PU upholstery with chrome cladding on side, Regular tilt mechanism with single position locking, Nylon base with chrome cladding on it, nylon wheels	20					
2	Visitor Chair (15 in number)	Visitor chair, Foam with PU upholstery on seat and back, PP frame handles with PU upholstery. Iron base with Powder coating, Scratch Resistant paint	15					
3	Office Table (20 in number)	Size: 1380x690x720, should be made of 25mm thick post formed edge along the length. The laminate should be 0.7MM thick post formed melamine laminates of high abrasion resistance with PVC cable manager. Sides should be mounted on PVC shoes. The Sides & modesty panels should be made of 18mm thick pre laminated particle board. All components should have 1.5mm thick PVC edge band around exposed edges. All components should be provided with necessary hardware and on knock down fitting. with two drawer fix pedesial unit & Key Board Tray.	20					
4	Almūrah ( 5 in number)	Size: 78"x36" x20" , Material : CRC Sheet 22 Gauze, Shelve : 4, Paint : Rust free powder coated painting , Lock : 6 Lever Brass Lock	5					
5	File Cabinet (5 in number)	2850x450x1950mm, Providing and fixing of Wooden swing door storages made of 18mm thick PLPB top and under structure. The top and shutters are finished with 2 mm thick PVC edge band and other exposed edges finished with 0.8mm thick pvc edgeband. The unit is complete with handles, locks	5					

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6	White Board (5' x 4')	and all necessary hardware. The storage unit is mounted on PVC Shoes. Magnetic White Board, Frame Material: All., Colour White	5						
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Note: In case of discrepancy between unit price and total price, the unit price shall prevail

We agree to supply, install and demonstrate the performance of the above items of in accordance with the technical specification for a contract price quoted against each item within the period specified in the invitation for quotations.

Signature of Bidder .....

Name & Address.....

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Place : ..... Date .....

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