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OFFICE OF THE ZONAL DIRECTOR, NARCOTICS CONTROL BUREAU, KOLKATA

NO. NCB/KOL/2015-16/TE-Q/1

Dated, the 10 Feb.' 2016

TENDER NOTICE : CONFERENCE TABLE AND REVOLVING CHAIRS

Time and date of receipt of tender : By 1500 Hrs on 02/05/2016

Time and date of opening the tender : At 1200 Hrs on 03/05/2016

Earnest money required : 2% in form of BANK DRAFT.

(Tenderers are advised to read the instructions carefully before submitting their offer).

Sealed tenders are invited from reputed firms for and on the behalf of the President of India in favour of the Zonal Director, Narcotics Control Bureau, Kolkata Zonal Unit, Premises No. 04-0321, Plot No. DJ-2, Street No. 321, New Town, Rajarhat, Kolkata – 700 160 for supply of following stores on two bid system:-

1. Conference Table for Conference Hall at DDG (E.R) Office – 01 No.

Specification:-

- a. Dimension – 7400 X 2600 X 770 mm \pm 100 mm
- b. Thickness – 50 mm \pm 1 mm
- c. Shape – Oval
- d. Material Used – Modular & Wood Based.

2. Conference Table for Training Hall at Zonal Office – 01 No.

Specification:-

- a. Dimension – 7400 X 2600 X 770 mm \pm 100 mm
- b. Thickness – 25 mm \pm 1 mm
- c. Shape – Oval
- d. Material Used – Modular & Wood Based.

3. Conference chair (High Back) for Chairman – 02 Nos. (01 each for DDG (E.R) & Zonal Office)

Specification:-

- a. height – about 1200 mm
- b. width – 520 mm \pm 20 mm
- c. Hydraulic Movement – 175 mm \pm 5 mm
- d. Material Used – Nylon base & Wheel
- e. Mechanism – Tilt with single point locking facility.
- f. Adjustable height facility.

4. Conference Chair (Medium Back) for Delegates – 60 Nos. (30 Nos. each for DDG (E.R) & Zonal Office)

Specification:-

- a. Height – about 1100 mm
- b. Width – 520 mm \pm 20 mm
- c. Hydraulic Movement – 175 mm \pm 5 mm
- d. Material Used – Nylon base seat, Netting back with Steel wheel.
- e. Mechanism – Tilt with Single locking facility.

TERMS AND CONDITIONS:-**(Tenderers are advised to read the instructions carefully before submitting their offer)**

1. The Tenderer has to declare that the store to be supplied to the purchaser under this contract shall be of the best quality, workmanship and new in all respects and shall be strictly in accordance with the minimum specifications and particulars contained/ mentioned in the tender form. If the said stores are found not to confirm to the description and quality of aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the firms and purchaser should be entitled to call upon the tender to rectify or replace the stores within specified time.
2. The purchaser shall be entitled to recover the cost with all expenses from the tenderer for such defective/inferior stores and same will be returned to firm concerned on freight to pay basis at their own risk and cost. Stores have to be supplied at suppliers risk at the above mentioned address. Cost of freight should be included in the cost of item.
3. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores delivered in full and good condition at the above address. The supplier will be responsible for any loss or damages to the stores that may occur during the transit.
4. The rates shall be quoted on firm basis and including all delivery charges/sale tax etc valid upto 31/03/ 2016 with F.O.R. at the above address. The rates should be quoted in Rupees/Paisa and quantity.
5. VAT/LC/CST/GST/PAN numbers of the firms should be clearly shown/quoted in the quotation
6. No need to send the Samples of above item however catalogue and complete specification may be enclosed with the tender upto 1500 hrs on 02/05/2016. Name of the firms must be mentioned on the catalogue. Without catalogue & complete specification tender will not be entertained under any circumstances.
7. The representatives of the firms who responded to our tender inquiry can be present at above address at the time of opening of tenders on 03/05/2016 at 1200 hrs Technical Bid will be opened on same day. Price Bid will be opened after samples are examined by Catalogue by a Board appointed for this purpose. Date and time of opening of Price Bid will be informed separately to tenderer who qualify in technical bid.
8. The tenderers should submit the following along with their tenders failing which their tenders will be rejected:-
 - (a) Photo copy of PAN card
 - (b) Preference will be given to the firms who have past experience in similar store. Any supply order received by the firm in past from Govt /Govt. under taking may be attached.
9. E.M.D. to the tune of Rs. 2% only should be sent in form of Bank Draft of any nationalized bank in favour of the Zonal Director, NCB, Kolkata along with quotation. Firms registered with DGS&D and NSIC are exempted from depositing Earnest money with request to exempt ,but copy of the same certificate should be enclosed along with quotation. Tenders without earnest money will be similarly rejected.
10. No interest shall be payable by the purchaser on the E.M.D. deposited by the tenderer.
11. EMD of unsuccessful tenderers shall be returned by the purchaser as early as possible.

12. The tender may be sent by registered post/courier/speed post Tender received after 1500 hrs on 09/05/2016 will not be entertained under any circumstances.
13. The tenderers whose rates and samples are approved have to deposit 5% of the cost of stores as security money. On receipt of the security money, the E.M.D. will be returned to the tenderer.
14. If the tenderers fail to deposit the security money within 15 days of acceptance his tender, the E.M.D. will be forfeited.
15. If the tenderers failed to supply the stores within 60 Days (unless extended) the security money will be forfeited. No extension in D.P. Shall be entertained without L.D., which shall be charges @ 2% of the value of delayed supplies per month.
16. The tender received after expiry of specified date and time will not be accepted.
17. The firm should submit the tender with proper sealed envelope duly endorsing full address of the firm, tender notice number, date of the tender. Due date and time should be written in bold letters on the top of the envelopes.
18. There will be two bids i.e. Technical bid and Price bid in each tender. Both these bids should be kept in separate envelopes and the type of bid such as price bid or technical bid should be clearly mentioned on top of the envelope. For the technical bid, the bidder has to fulfill all the requirements and enclose all the documents as mentioned in para -7 above in the envelope marked as technical bid. For the price bid, the tenderer will quote his rate for each item. Both these bids (Technical and Price) should be put in one envelope. Name and address of the tenderer, tender notice number with date, date of opening of tender and quotation for **CONFERENCE TABLE & CHAIR FOR NCB KOLKATA OFFICE** should be clearly written in bold letters on the top of the envelope.
19. While opening the tenders, the technical bid will be opened first and on scrutiny of all the samples/documents enclosed by the tenderer, a comparative study will be made. If a tenderer fails to fulfill all the conditions stipulated in the tender notice/fails to enclose the documents as asked vide para -9 or fails to arrange Technical inspection of samples specified vide para -7 above, then his tender will be rejected out rightly and his name will not be included for the price bid. Names of successful tenderers who fulfilled all the conditions in the technical bid after checking catalogue will be prepared separately and only their tender will be opened for Price bid. The Price Bid given by the unsuccessful bidder in the technical bid will not be opened and kept as it is. (Forms for submitting the Technical Bid and Price Bid are enclosed)
20. The store will be delivered at the above address. The stores received in the above address will be checked by the Board of Officers and if any item is found inferior than the sample in Catalogue, the stores will be rejected and rejected stores will have to be taken back by the supplier at his own risk/cost.
21. In case of any dispute/doubt the decision of the Zonal Director, NCB, Kolkata shall be final and binding on all parties/tenderers. He also reserves the right to accept or reject any tender or all tenders without assigning any reasons.
22. The Zonal Director, NCB, Kolkata reserves the right to decrease/increase the quantity of store.

(D.K. SRIVASTAVA)
ZONAL DIRECTOR

FOR AND ON BEHALF OF THE PRESIDENT OF INDIA

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TECHNICAL BID FORM FOR SUBMITTING TENDER

To

The Zonal Director,
Narcotics Control Bureau
Kolkata Zonal Unit,
Premises No. 04-0321, Plot No. DJ-2,
Street No. 321, New Town, Rajarhat, Kolkata – 700 160.

Reference: - Your tender notice No.NCB/KOL/2015-16/TE-Q/1 dated ___/05/2016

Sir,

I, hereby offer to supply the stores given in schedule and agree to hold offer open till ____/2016. I shall be bound by a communication of acceptance within the prescribed time.

2. I have understood the terms and conditions as laid down i.e. Para 1 to 23 and certify that I will fully abide by them. If I/We fail to comply with any of the terms and conditions, EMD/Security Money may be forfeited.

3. Rs...../- (Rupees.....) Only are enclosed herewith in form of CDR/FDR / BG/BD No. dated.....issued by Bank of.....as EMD.

4. Photo copy of valid VAT/Sale Tax clearance and Past experience certificate of such supply are enclosed.

5. Catalogue of following item as per required specification have been deposited with your Office on.....

1. Conference Table for Conference Hall at DDG (E.R) Office – 01 No.

Specification:-

- a. Dimension – 7400 X 2600 X 770 mm \pm 100 mm
- b. Thickness – 50 mm \pm 1 mm
- c. Shape – Oval
- d. Material Used -- Modular & Wood Based.

2. Conference Table for Training Hall at Zonal Unit Office – 01 No.

Specification:-

- a. Dimension – 7400 X 2600 X 770 mm ± 100 mm
- b. Thickness – 25 mm ± 1 mm
- c. Shape – Oval
- e. Material Used – Modular & Wood Based.

3. Conference chair (High Back) for Chairman – 02 Nos. (01 each for DDG office & Zonal Office)

Specification:-

- a. height – about 1200 mm
- b. width – 520 mm ± 20 mm
- c. Hydraulic Movement – 175 mm ± 5 mm
- d. Material Used – Nylon base & Wheel
- e. Mechanism – Tilt with single point locking facility.
- f. Adjustable height facility.

4. Conference Chair (Medium Back) for Delegates – 60 Nos. (30 Nos. each for DDG Office & Zonal Office)

Specification:-

- a. Height – about 1100 mm
- b. Width – 520 mm ± 20 mm
- c. Hydraulic Movement – 175 mm ± 5 mm
- d. Material Used – Nylon base seat, Netting back with Steel wheel.
- e. Mechanism – Tilt with Single locking facility.

6. Certified that I have no pre-conditions attached with tender.

Yours faithfully

Signature

Name of tenderer Address with seal.

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PRICE BID FORM FOR SUBMITTING TENDER

To

The Zonal Director,
Narcotics Control Bureau
Kolkata Zonal Unit,
Premises No. 04-0321, Plot No. DJ-2,
Street No. 321, New Town, Rajarhat, Kolkata – 700 160.

Reference: - Your tender notice No.NCB/KOL/2015-16/TE-Q/1 dated ____/____/2016

Sir,

I/we hereby quote the following rates for Conference table and revolving chairs as per following specification :-

1. Conference Table for Conference Hall at DDG (E.R) Office – 01 No.

Specification:-

- a. Dimension – 7400 X 2600 X 770 mm \pm 100 mm
- b. Thickness – 50 mm \pm 1 mm
- c. Shape – U/Oval
- d. Material Used – Modular & Wood Based.

2. Conference Table for Training Hall at Zonal Office – 01 No.

Specification:-

- a. Dimension – 7400 X 2600 X 770 mm \pm 100 mm
- b. Thickness – 25 mm \pm 1 mm
- c. Shape – U/Oval
- d. Material Used – Modular & Wood Based.

3. Conference chair (High Back) for Chairman Unit – 02 Nos. (01 each for DDG office & Zonal Office)

Specification:-

- a. Height – about 1200 mm
- b. width – 520 mm \pm 20 mm
- c. Hydraulic Movement – 175 mm \pm 5 mm
- d. Material Used – Nylon base & Wheel
- e. Mechanism – Tilt with single point locking facility.
- f. Adjustable height facility.

4. Conference Chair (Medium Back) for Delegates – 60 Nos. (30 Nos. each for DDG Office & Zonal Office)

Specification:-

- a. Height – about 1100 mm
- b. Width – 520 mm \pm 20 mm
- c. Hydraulic Movement – 175 mm \pm 5 mm
- d. Material Used – Nylon base seat, Netting back with Steel wheel.
- e. Mechanism – Tilt with Single locking facility.

VAT/CST _____

Yours faithfully

Signature

Name of tenderer Address with seal.