



GOVERNMENT OF INDIA
NATIONAL ACADEMY OF CUSTOMS EXCISE & NARCOTICS, RTI, Mumbai
NACEN , POST OFFICE LANE, BHANDUP(E), MUMBAI- 400042

F.No. IX-Admn(4)17/2017/NACEN

Date:- 12.04.17

Notice for inviting Limited Tender for Supply and Installation of 80 Wardrobes in the Regional Training Institute, National Academy of Customs Excise & Narcotics,(NACEN, RTI) Mumbai for the hostel block.

Sealed tenders are invited from reputed Firms/Companies/Manufacturers/Authorized dealers/Distributors/Franchisee for Supply and Installation of wardrobes in NACEN, RTI, Mumbai for hostel block. Interested parties are requested to submit their bids separately in two parts i.e. (i) Technical Bid and (ii) Financial bid.

The detailed Tender documents can be downloaded from the websites www.nacen.gov.in or (2) www.cbec.gov.in or (3) www.eprocurement.gov.in

The last date for submission of the bids is **03.05.2017 at 18:00 hrs.** The technical bids will be opened on **04 .05.2017 at 15:00 hrs.**

The department reserves the right to reject any or all the bids without assigning any reason thereof.

(B.B. DABRAL)
Assistant Director
NACEN, RTI, Mumbai

F.No. IX-Admn(4)17/2017/NACEN

Date:- 12.04.17

Copy forwarded to:-

1. The Webmaster CBEC for uploading on www.cbec.gov.in & The Assistant Director(Admin.), NACEN, RTI, Faridabad for uploading on www.nacen.gov.in .
2. Notice Board, RTI,NACEN, RTI, Mumbai.

Assistant Director
NACEN, RTI, Mumbai



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NATIONAL ACADEMY OF CUSTOMS EXCISE & NARCOTICS, RTI, Mumbai
NACEN , POST OFFICE LANE, BHANDUP(E), MUMBAI- 400042**

F.No. IX-Admn(4)17/2017/NACEN

Dated:-12 .04.17

Limited Tender Documents

1. Sealed tenders are invited from reputed Firms/Companies/Manufacturers for Supply and Installation of 80 wardrobe in NACEN, RTI, Mumbai for hostel block.

2. Tender Process and submission of Tender documents: -

- (i) The bid / tender will consist of two parts – Technical bid and Financial bid. Each of the bids are to be placed in two separate sealed envelopes clearly super scribing **“Technical bid”** and **“Financial bid”** which in turn are to be placed in one sealed cover clearly super scribing **“Tender for purchase and Installation of wardrobes”**. The name of the Agency / firm must be mentioned on envelops. The bid of all parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected summarily. All information sought under “Terms and conditions” and “other information to be supplied” is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
- (ii) The offers / bids received incomplete and / or filed after the due date shall be summarily rejected.
- (iii) The Technical Bids shall be opened on **04.05.2017 at 15:00 hrs** in the presence of the bidders or their authorized representative with authority letter, if they wish to appear.
- (iv) The financial bids of only those parties shall be opened for those who meets Technical Bids criteria. The date of opening of financial bid will be communicated and the bidders who have qualified in technical bid will be intimated on fax/ telephone/ email.
- (v) The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Pr. Additional Director General, NACEN, RTI, Mumbai will be final and binding.
- (vi) The tender documents must be received latest by this office **03.05.2017 at 18:00 hrs**. The documents received after due date & time due to any reason even postal delay shall not be accepted.

3. Authenticity of the tender document: -

Every page of tender document along with enclosures must be signed by the bidder as a token of agreement with its content.

4 Tender Document: -

- (i) The tender documents containing Terms and conditions along with prescribed proforma / format for furnishing required information / details can be downloaded from the websites [\(1\)www.nacen.gov.in](http://www.nacen.gov.in) or (2) www.cbec.gov.in or (3) www.eprocurement.gov.in

5. Earnest Money: -

- (i) Tender documents must be accompanied with non-interest bearing Earnest Money of Rs. 25,000/- (Rs. Twenty Five Thousand only) in shape of Demand Draft in favor of the Pr. Additional Director General, NACEN, RTI, Mumbai payable at Mumbai along with Technical Bid failing which tender will not be considered for opening of Financial Bid.
- (ii) Cheques will not be accepted.
- (iii) No earnest money will be accepted after the due date and time of submission of tender document.
- (iv) Earnest money deposited with other Tender will not be adjustable with this Tender.
- (v) No bank commission or interest will be paid on the Earnest Money.
- (vi) If a bidder withdraws its offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.
- (vii) If a successful bidder fails to deposit requisite amount towards the Performance Security within specified time as per intimation / request of NACEN, RTI, Mumbai, the earnest money will be forfeited.
- (viii) Central / State Government and Central / State Government Undertakings are exempted from deposit of Earnest Money.

6. Performance Security: -

The successful tenderer will be wholly and solely responsible for any damage/levy/claim and will be liable to pay the said damage/levy/claim. In this context, the successful bidder's earnest money deposit will be refunded and he has to furnish a performance

Security amounting to Rs. 25000/- (Twenty five thousand only) which should be submitted in form of bank guarantee valid till warranty period which is non-interest bearing. The same will be retained upto the completion of warranty period.

7. Refund of Earnest Money and Performance Security: -

- (i) Earnest money deposited by the unsuccessful bidder will be refunded to bidder at the earliest after finalization of the tender.
- (ii) Further, the Performance Security will be refunded / returned to the successful bidder after completion of warranty period..
- (iii) The Performance Security will be forfeited in case of unsatisfactory performance of the successful bidder. The decision of the Additional Director General, NACEN, RTI, Mumbai on this account will be final and binding on successful bidder.

8. Technical Specification and requirement:-

- (i) The period of guarantee/ warranty offered by the bidder should be clearly indicated in the technical bid and it should be minimum of 01 (one) year. The bidder should undertake to rectify any manufacturing defect noticed by NACEN, RTI, Mumbai during the period of warranty at no extra cost.
- (ii) The bidder to provide Wardrobes to NACEN, RTI, Mumbai as per the specifications detailed in the table.
- (iii) All the bidders should have ISO-9001, ISO 14001, ISO 18001 and BIFMA (Business & Institutional furniture manufacturer Association) certificate. If the dealers are bidding, they should provide the requisite certificates from their manufacturers.
- (iv) Bidder should be in a position to deliver and install 80 wardrobes with 28 calendar days from the date of placement of order.

Details of tendered items: -

Item	Specification	Quantity
Wardrobe	<p>Overall Size</p> <p>Height: 78 inches(+/-) 2 inch Breadth: 29 inches(+/-) 1 inch Depth : 20 inches(+/-) 1 inch</p> <p>Body:</p> <p>(a). Aesthetically appealing plain, made from combination of Dent resistance 0.5mm and CRCA 0.8mm. (b). Hanging rod made of 1.0mm thick MS ERW oblong tube.</p> <p>Construction: Completely Knockdown .</p> <p>Finish: All M.S. sheet metal and metal frame components should be powder coated with epoxy polyester powder to the thickness of 50-60 microns</p> <p>Hardware: High Quality standard hardware like screw, washer, shelf supports, lock, door hinges, bumpers etc.</p>	80

9 Rates: -

- (i) Rate / bid / offer must be without any condition, assumption, qualification, reservation or variation. Rate / bid / offer must be mentioned in prescribed proforma in figures and in words in respect of each item separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- (ii) The bidder shall quote their rate inclusive of all taxes and installation charges.

10. Prescribed format / Proforma: -

- (I) Annexure – A and Annexure – B are to be duly filled by the bidder in respect of each item. The bid should be preferably be typed.
- (II) An affidavit in prescribed proforma i.e. Annexure – C regarding non-blacklisting and non-convicting by any court of law is to be duly submitted.

11. Eligibility criteria for bidder: -

- (i) Only those firms/Company/ Manufacturers will be eligible to tender their bids whose annual turnover is not less than 03(Three) Crores each in the last 3 financial year. A proof of the same should be attached as per point 8 of Annexure A.
- (ii) The authorized dealer/ franchise / distributor may submit bids on behalf of the firms/ Company/Manufacturer along with authorization letter (original to be produced at the time of opening of technical bid) issued by the firms/ Company/Manufacturers to the bidder and have annual turnover not less than 02(two) Crores each in the last 3 financial year. A proof of the same should be attached as per point 9 of annexure A.
- (iii) The authorized dealer/ franchise / distributor will qualify for the project only if the related firms/ Company/Manufacturer is eligible to bid.they have to submit documents in support of the claim.
- (iv) The bidder should have capability to provide after sales service during warranty period and should be in a position to offer annual maintenance contract thereafter. The bidder should have registered branch office/Dealer office / representative office within the jurisdiction of Municipal Corporation Of Greater Mumbai. List of the addresses of the branch/ Authorized dealers to be attached.
- (v) The furniture/ products Installed by the bidder should fulfill the parameters of standards and certifications laid down under ISO-9001, ISO 14001, ISO 18001and BIFMA(Business & Institutional Furniture Manufacturer Association) certificate.

12. Validity of the offer / bid: -

- (i) The offer / bid of the bidder will be valid for at least for 06 (six) months from the date of opening of the Technical bid.

13. Terms and conditions: -

- (i) Minimum warranty period of the supplied items would be one year and the same will be effective from the date of handing over to the department.
- (ii) The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. An affidavit regarding non-blacklisting of the firm should be attached as proof. In absence of proof the tender/bid will be rejected.
- (iii) The bidder must submit bid document along with INDEX / CHECKLIST of the documents attached.
- (iv) Non production of original documents may lead to disqualification.(Decision lies with Tender Opening Committee).
- (v) Technical Bids and Financial Bids should be submitted in the enclosed formats Annexure A and Annexure B only. Any deviation in this regard, may render the bid being disqualified.

- (vi) There must be no deviation in items specified given in the table. NACEN, RTI reserves the right to verify the furniture of successful bidder before the installation and in case found to be sub standard of any deviation in the technical specifications, its bid will be rejected and the bid will be offered to next successful bidder.
- (vii) The bidder should install furniture in the Hostel rooms of NACEN, RTI, Mumbai at II, III and IV floor.
- (viii) Liquidated damage (LD) will be charged @ of 2.50%per completed week or part thereof for delay subject to maximum of 10% of the value of work order.
- (ix) Acceptance or rejection of the bid will be the sole discretion of NACEN, Mumbai.
- (x) In Case of any dispute, the decision of Pr. ADG, NACEN would be final and binding.

14. NOTES

- (i) The bids will be analyzed separately and tender will be awarded to successful bidder
- (ii) The Bidders may visit NACEN, RTI, Mumbai and verify/ inspect the rooms before submitting their quotation during any working day (Monday to Friday) from 10.00A.M. to 05.00 P.M.

Annexure – A

(Technical bid for the supply and installation of Wardrobe)

1.	Name of bidder:	
2.	Address:	
	Email :	
3.	Mobile no. of Bidder:	
4.	PAN No. (Please enclose self attested copy of proof):	
5.	Details of the Earnest Money:-	
	(i) Name of the Bank:	
	(ii) D. D. No. & Date:	
	(iii) Amount:	
6.	If blacklisted, indicate details.(Please submit the affidavit about non-blacklisting in prescribed format-Annexure “C”)	
7	Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court’s order.(Please submit the affidavit about non-conviction in prescribed format-Annexure “C”)	
8	Whether the manufacturer has an average annual turnover is not less than 3 crores each in the last 3 financial year?(Please, attach supporting documents i.e. Annual Account/Income Tax Return of last 3 years. Original to be produced at the time of opening of technical bid)	
9	Whether the bidder is an authorized dealer/ franchise firms/ Company/Manufacturer? Whether the bidder has annual turnover of Rs. 2 crores each in last 3 years? (Supporting documents as per Sr. No 8 above to be attached.)	

10	Whether the bidders have capability to provide after sales service during warranty period and will be in a position to offer annual maintenance contract thereafter?(List of the addresses of the branch/authorized dealers to be attached)	
11	Whether the furniture/ products to be installed by the bidder fulfill the parameters of standards and certifications as laid down under ISO-9001, ISO 14001,ISO 18001, and BIFMA certificate (Please attach supporting documents)	
12	Whether drawing of items for which bid is being submitted (if yes, enclose copy of drawing of furniture, if not, please produce at the time of opening of Technical bid.	

It is certified that all the information furnished above is true and correct, that all terms and conditions stipulated in the tender document is acceptable.

Date:

Place:

**Name and Signature
of bidder with seal**

Annexure – B

(Financial bid for the supply and installation of Wardrobes.)

1. Name and address of Bidder :
2. Telephone / Mobile No & Email.:

Details of tendered item: -

Item	Specification	Quantity	Rate/ Unit	Total (A)*80	Delivery and installation Charges	TAXES excluding octroi	Total Amount
			(A)	(B)	(C)	(D)	(B)+(C)+ (D)
Wardrobe	<p>Overall Size</p> <p>Height: 78 inches(+/-) 2 inch Breadth: 29 inches(+/-) 1 inch Depth : 20 inches(+/-) 1 inch</p> <p>Body:</p> <p>(a). Aesthetically appealing plain, made from combination of Dent resistance 0.5mm and CRCA 0.8mm.</p> <p>(b). Hanging rod made of 1.0mm thick MS ERW oblong tube.</p> <p>Construction: Completely Knockdown .</p> <p>Finish: All M.S. sheetmetal and metal frame components should be powder coated with epoxy polyester powder to the thickness of 50-60 microns</p> <p>Hardware: High Quality standard hardware like screw, washer, shelf supports, lock, door hinges, bumpers etc.</p>	80					

Date:

Place:

Name and Designation
Signature along with stamp

Annexure – C

The Notary (Public)

Civil Court,

.....
Iaged about
....., son of resident of
Mohalla/village P.S.
..... Distt do hereby solemnly affirm
state as follows:

- 1 . That I am the Proprietor/ Partner/ Director of M/s

- 2 . That my/our Agency / firm / company/Central or State Government undertaking has been allowed to participate in the tender dated..... of NACEN, RTI, Mumbai for the supply and installation of wardrobes.
- 3 . That, I/we have neither been convicted nor any cognizance has been taken against me/us by any Court of Law till date.
- 4 . That my Company/Agency / firm / concern / Central or State government undertakings has not been blacklisted by any Central / State Government Department and Central or State government undertakings.

The above statement is true to the best of knowledge and belief.

Witness/Deponent..

- 1.
- 2.

