



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान
INDIAN INSTITUTE OF TROPICAL METEOROLOGY,
(पृथ्वी विज्ञान मंत्रालय का स्वायत्त संस्थान, भारत सरकार के अधीन)
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

Ordinary Post

सं. / No. PS/132/03/2012/

दिनांक / Date :

मेसर्स./ M/s.

प्रिय महोदय / Dear Sirs,

“दिनांक _____ की पूछताछ से _____ की अनुक्रिया में दिनांक _____ की नवोदित दर सूची,” लिफाफे पर लिखे मुहरबंद निवोदित दर सूची निम्नलिखित भण्डारों की आपूर्ति के लिए संस्थान दिनांक _____ के 12.00 घंटों तक निमंत्रित है जिन्हें उसी दिन 15.00 घंटों तक खोला जाएगा।

Quotation in sealed cover superscribed there on Quotation due on **04.09.2012** in response to Enquiry No. **PS/132/03/2012** dated **13.08.2012** are invited for the supply of under-mentioned stores so as to reach this institute latest by **12-00 hours on 04.09.2012** which will be opened on the **same day at 15-00 hours**.

सामान्यतः खोलने के दिनांक से कम से कम 90 दिनों की अवधि तक यह निवोदित दरसूची वैध रहेगी।

The quotation shall normally remain valid for a minimum period of 90 days from the date of opening

इस पष्ठ की दूसरी और छपे अनुदेशों को ध्यान में रख कर निवोदित दरसूची भरी जाएगी।

The quotation shall be filled in with the consideration to the instruction printed overleaf.

क्रम सं. Sr. No.	भण्डार का विवरण Description of Stores	इकाई Unit	मात्रा Quantity
01.	Supply & Installation of : - Chairs	Nos.	217 Nos.
02.	Sofa Sets having :- (i) 3 Seats (ii) 2 Seats (iii) 1 Seat (Specifications – As per enclosure)	Nos. Nos. Nos.	04 Nos. 02 Nos. 02 Nos.

- Note:-** (1) **Enquiry Letter No. and due** date should be mentioned on the top of envelope.
(2) If above item is available on **Rate Contract** basis, then please specify accordingly in the quotation. Also enclose Rate Contract copy.
(3) Technical Literature/Pamphlet, if any, may please be enclosed to quotation.
(4) Quotation by fax / e-mail will not be considered.

एस.टी./सी.एस.टी./आदि के लिए संस्थान
कोई रियाती फार्म नहीं दे सकता।
This Institute is unable to furnish any
Concessional form for S.T / C.S.T. / etc.

भवदिय/ Yours faithfully

- Sd -

(V.R. Mali)
Senior Technical Officer-II
for Director

तार : ट्रॉपमेट, पुणे Grams : TROPMET, PUNE

फैक्स : Fax : (020) 25865142 दूरभाष / Telephone : 25904200

डॉ. होमी भाभा मार्ग, पाषाण / Dr. Homi Bhabha Road, Pashan, पुणे / Pune – 411 008 भारत/India)

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

Pashan, Pune – 411 008

TERMS & CONDITIONS

ENQUIRY NO: PS/132/03/2012

1. Sealed item rate tenders are hereby invited on behalf of INDIAN INSTITUTE OF TROPICAL METEOROLOGY, Dr. Homi Bhabha road, Pashan, Pune 411 008 for the supply & installation of **Chairs & Sofa Sets for CCCR Building** at the location specified above.
2. The work is to be completed within **20 Days** from the date of issue of the supply order.
3. The tender documents can also be obtained from INDIAN INSTITUTE OF TROPICAL METEOROLOGY, Dr. Homi Bhabha road, Pashan, Pune 411 008 or can be downloaded from Institute's website www.tropmet.res.in or from Governments e-procurement portal www.eprocure.gov.in.
 - 3.1 Part 1 (Technical / Conditions Bid)
 - 3.2 Part II (Commercial Bid)
 - 3.3 Drawings
4. Tenders addressed to the Director, Indian Institute of Tropical Meteorology, Pune 411008 are to be under two bids system. Superscribed with ENQUIRY NO: **PS/132/03/2012** for **“Supply of Chairs & Sofa Sets for CCCR Building” Qty – 217 Nos. & 08 Nos. respectively** due on **4th September, 2012**.
5. The Technical & Commercial bid should be submitted separately in two sealed envelope duly superscribed on each envelop **“ Technical bid for Supply of Chairs & Sofa Sets for CCCR Building” “ Commercial bid for Supply of Chairs & Sofa Sets for CCCR Building ”** Enquiry Letter Number and put in outer envelope duly superscribed **“Tender for CCCR BUILDING”**. The full name and postal address of the tenderer, shall be written on the bottom left hand corner of the envelope. The completed tender should be submitted to Senior Technical Officer-II for Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha road, Pashan, Pune 411 008.
5. Acceptance of the tender will rest with the Institute who reserves the right to accept or reject any tender without assigning any reasons.
6. **All the rates mentioned in the tender are inclusive of material, labour, transport charges, wastage, overheads & profit etc, and shall remain firm till completion of work, no escalation in price will be payable for whatsoever reasons. Contractor shall mention VAT & Service Tax separately while quoting the rates.**
7. **Incomplete tenders are liable to be rejected.**
8. **A Blank copy of BOQ and EMD by Demand Draft or Bank Guarantee should be submitted along with the Technical Bid.**
9. **A soft copy on CD/DVD of the BOQ with filled rates should be submitted in the commercial bid envelope.**
10. **A sample chair has to be provided by supplier. The criteria of selection would be based on quality of sample, work done by the Contractor / supplies delivered & installed by the Contractor / supplier assessed by Site visit, Profile, the Commercial quote and Interview.**
11. This tender notice shall form part of the contract.
12. Please indicate page nos. on your quotation ex. If the quotation is containing 25 Pages, please indicate as 1/25, 2/25, 3/25 -----25/25.
13. Last date for the receipt of completed tender is **up to 12:00 hrs. on 4th September, 2012 &** will be opened (Technical Bid only) on the same day **at 15:00 hrs** in the presence of the representatives of the vendors present.
14. The tender must be valid for a period of at least **90** days from the date of opening.

15. No advance can be paid.
16. The **payment terms** shall be as follows:
- i) 90% payment after satisfactory installation, and successful completion of acceptance tests and training.
 - ii) 10% payment after execution of Bank Guarantee from a Nationalized Bank and successful completion of acceptance test. The Bank Guarantee will remain valid until the expiry of warranty period including the extensions if any.
17. a) If you have supplied identical or similar equipment to other Institutes under Ministry of Earth Sciences and Ministry of Science & Technology, the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
- b) Based on the above information IITM will have its option to obtain details of the equipment, their performance, after sales services etc. for evaluation of the tender, directly from the concerned Labs. / Scientists etc.
18. The Institute is autonomous scientific research organization under the Ministry of Earth Sciences and is a recognized center for studies leading to M.Sc. and Ph.D. of the University of Pune and various other Universities. As such, all possible concessions / discounts / rebates applicable for educational Institutions may be given.
19. The Tenderers / bidders are requested to quote for Educational Institutional Price for equipment, since we are eligible for the same.
20. Vendor should clearly mention the following:
- **Make and model of every item quoted.**
 - Delivery period.
 - Company profile with a list of those institutes/users should be attached where vendor has supplied the equipments in question in past.
 - A letter of AUTHORISED REPRESENTATIVE from the Principal should invariably be attached with quotation
 - A copy of latest Income Tax clearance Certificate from Income Tax Department (INDIA)
21. Discount offered should be mentioned clearly in the commercial bid only.
22. As this Institute is exempted from payment of Customs Duty and Excise Duty under notification no. 51/96,exemption certificate will be issued on request
23. Octroi Duty payment if any, the same may please be shown separately.
24. Acceptance tests to be prescribed later will be carried out after installation and the items will be taken over only after successful completion of the acceptance tests.
25. The equipments are required to be installed at **IITM, Pune** and subsequently Training is to be provided to the concerned persons of the Institute, **if required.**
26. The Date and Time of opening for Part-II (Commercial Bid) will be intimated only to pre-qualified and technically acceptable Tenderers / bidders for the item at a later date.

27. Earnest Money Deposit:

- a) The Earnest Money Deposit of **Rs. 40,000/- (Rs. Forty Thousand only)** must be paid / sent along with your technical bid in the form of a Demand Draft, Banker cheque or Bank Guarantee (**from a Nationalized Bank only**) drawn in favour of The Director, Indian Institute of Tropical Meteorology, Pune payable at Pune, otherwise your technical & financial bids will not be considered at all. The Earnest Money of successful bidder will be returned only after installation, satisfactory demonstration and on acceptance of the equipment by the user Scientist / HOD as per the terms of our purchase order. If the successful bidder fails to fulfill the contractual obligations before the due date, he will forfeit the EMD.

The Earnest Money of the unsuccessful bidder whose technical bid has not been found suitable will be returned within **forty five days** after receipt of Technical Committee recommendations.

- b) Those who are registered with Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation or the concerned Ministry / Department need not to furnish EMD along with their bids.

- c) Though EMD has to be submitted by Demand Draft, Banker's Cheque or Bank Guarantee, we prefer to have Bank Guarantee for easy return to the bidders once a decision is taken by IITM. (Specimen of Bank Guarantee is enclosed at Annexure 'A').

- d) Tenders not accompanied with Demand Draft / Bank Guarantee towards "Earnest Money Deposit" will summarily be rejected.
28. Successful bidder is required to furnish an amount equivalent to 10% of the total order value as a '**Performance Security Deposit**' in the form of Demand Draft / Bank Guarantee (from any Nationalized Bank only) in favour of 'Director, IITM, Pune'.
- Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligation.
29. Part and incomplete tenders are liable to be rejected.
30. Conditional Offers will not be considered.
31. The tenders must be clearly written or typed without any cancellations / corrections or overwriting.
32. **Fax / E-mail / Telegraphic / Telex tenders will not be considered.**
33. IITM will not be responsible:
- a) For delayed / late quotations submitted / sent by Post / Courier etc.
 - b) For submission / delivery of quotations at wrong places other than the Office of Director, IITM, Pune – 411 008.
34. If the supplier fails to Supply and Install the system as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of one percent value of the Purchase Order awarded, per every week delay subject to a maximum of 10% for every week beyond the due date and such money will be deducted from any money due or which may become due to the supplier.
35. In case of any dispute regarding part-shipment, non-compliance of any feature etc., the Director, Indian Institute of Tropical Meteorology, Pune will be the final authority to decide the appropriate action and it will be binding on the vendor.

- Sd -

(V. R. Mali)
Senior Technical Officer-II
for Director

**PART 1
(TECHNICAL BID)**

GENERAL SPECIFICATION

1.0 GENERAL

These specifications are for work to be done, item to be supplied and materials to be used in the works as shown and defined on the drawings and herein to the satisfaction of the competent authority of this Institute.

- 1.1 The workmanship is to be the best possible and of a high standard. The Supplier / contractor shall take all steps immediately to make up deficiency if any noticed by the competent authority of this Institute. Use must be made of special tradesmen in all aspects of the work and allowance must be made in the rates for the same.
- 1.2 The materials to be provided by the Supplier / contractor shall be in accordance with the samples already got approval from the competent authority of this Institute by the contractor / supplier and in conformity with specification and approved is list of manufacture and brand. The contractor shall produce all invoices, vouchers or receipts for any materials if called upon to do so by the competent authority of this Institute.
- 1.3 Samples of all materials are to be submitted to the competent authority of this Institute for their approval before the Supplier / contractor orders or delivers the material to the site. Samples together with their packing are to be provided free of charge by the Supplier / contractor and should any materials be rejected they will be removed from the site at the contractors / suppliers expense. All samples will be retained by the competent authority of this Institute for comparison with materials which will be delivered at site. Also the Supplier / contractor will be required to submit specimen finishes colours, fabric, etc., for the approval of the competent authority of this Institute before proceeding with the works / order.
- 1.4 Supplier / Contractor shall maintain uniform quality and consistency in workmanship throughout the execution of the work.
- 1.5 The Supplier / Contractor shall be responsible for all injury to persons, animals or things and for all damage to the structural and or any part of property arising out of his operations or neglect of himself or of any of his approved sub-contractor's employees, whether out of carelessness, accident or whatever cause. This clause will include buildings, roads, cables, drains, and tanks. The Supplier / Contractor shall indemnify the owner and hold him harmless in respect of all any expenses arising from any such injury or damage to person or property. The Contractor shall reinstate at his cost all damages of every sort mentioned in this clause, so as to deliver the whole of the work complete and perfect in every respect and make good or otherwise satisfy all claims for damages to property of third party. The Supplier / Contractor shall indemnify the owner against all claims made against the owner by any member of public or other third party arising out of his work or in consequence thereof and shall at his own cost arrange to effect and maintain until the virtual completion of the work, an insurance policy with an approved nationalized insurance company in joint names of owner and himself against such risk and deposit such policy with the Client. The Supplier / contractor shall also indemnify the owner against all claims, which may be made upon the owner.

Whether under workmen's compensation act or any other against such risks. The Supplier / Contractor shall be responsible for anything which may be excluded from insurance policy and also for all other negligent or defective carrying out of this contract.

The owner shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising from any such claims from any sum due to Supplier / Contractor.

- 1.7 Samples of all hardware are required to be got approved in advance.

- 1.8 All hardware shall be fitted with good workmanship without the surrounding edges being damaged
- 1.9 All material required for the works shall be specified and approved manufacture, delivered to the site in the manufacturer's containers with the seals, etc. Unbroken and after use empty containers shall be stored till finally cleared by the Owner.
- 1.10 All iron or steel/metal surfaces shall be thoroughly scraped and rubbed down with wire brushes and shall be entirely free from rust, mill scale, etc., before applying the primary coat.
- 2.1 Melamine polish finishes shall be properly finished, without any flow marks, spots, roughness, etc.

- Sd -

(V. R. Mali)
Senior Technical Officer-II
for Director
Contact No. : (020) 25904483 / 210
e-mail : vipin@tropmet.res.in

BILL OF QUANTITIES
Chairs & Sofa Sets at Centre for Climate Change
Research Building

Indian Institute of tropical Meteorology
Pune

Sr.	Item	Unit	Qty	Rate(Rs)	Amount(Rs)
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Section - V
Chairs & Sofa

Supplying Chairs & sofa as per approved design & specifications.

The chairs to have imported nylon mesh back, Synchronised Mechanism, adjustable lumber support, imported heavy duty wheels, adjustable swivel arms, seat slider, Multiple locking system, Pneumatic seat height adjustable, extra padded seat all functions on the armrest with colour option for fabric etc

1 Chairs

a	reception chair – medium back	nos.	4
b	CCCR Directors chair – high back with adjustable head rest	nos.	1
c	visitors ÇCCR Director – medium back	nos.	4
d	cabin chair – medium back	nos.	14
e	conference room chair – medium back	nos.	30
f	workstation chair – medium back	nos.	72
g	students chairs – medium back	nos.	56
h	visitors chair – medium back	nos.	28
i	dining chairs	nos.	8

Moulded polypropylene with s.s. matt finish base & legs

2 Sofa

a	3 seater		4
b	2 seater		2
c	single seater		2

Total Amount Rs.....

(Price need not to be mentioned here, however compliance of the each item as stated in BOQ to be mentioned here)

Supplier's Seal & Signature

FORM OF TENDER

To,
The Director
INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha road, Pashan, Pune 411 008.

Dear Sir:

With reference to the tenders invited by you for the supply of **Chairs & Sofa Sets for CCCR Building** at Indian Institute Of Tropical Meteorology, Dr. Homi Bhabha road, Pashan, Pune 411 008

I / We the undersigned hereby tender and undertake to the works under the contract at rates quoted by me / us in the schedule of quantities and on the site conditions with this tender.

I / We have carefully studied and understood the plans, drawings, terms and conditions, schedule of works and have acquainted myself/ ourselves with the site conditions.

4 I / We agree to complete the total work within **20days** from the date of issue of Supply Order.

I / We agree that the amount of 10 (Ten) percent of the order value towards Security Deposit till the Defects Liability period of twelve months. The Earnest Money Deposit deposited with the tender document would be returned to the bidder after final selection of Contractor is decided. The EMD of successful bidder could be adjusted against the Security Deposit of 10% if agreed to by the bidder.

A sample chair has to be provided by supplier. The criteria of selection would be based on quality of sample , workdone by the Contractor / supplies delivered & installed by the Contractor / supplier assessed by Site visit, Profile, the Commercial quote and Interview.

Place :

Signature of Supplier / Contractor(s)
Address :
Date :

QUALIFICATION CRITERION FOR CONTRACTOR / SUPPLIER

Summary of Forms

(To be filled in by the contracting / bidding firm)

- 1) i) Name of the Contractor : _____
ii) Postal Address : _____

- iii) Telephone No. : _____
iv) Fax No. : _____
v) Mobile No. : _____
vi) Email Address : _____
- 2) Please mention status
- | | | |
|----------------------------|---|-----------|
| i) Proprietary firm | : | Yes / No* |
| ii) Partnership firm | : | Yes / No* |
| iii) Pvt. Ltd. Co. | : | Yes / No* |
| iv) Public Ltd. Co. | : | Yes / No* |
| v) Co. Op. Society | : | Yes / No* |
- (* - Strike out whichever is not applicable)
- 3) a) Registration Class of Contractor : _____
b) Validity of Registration : _____
c) Authority issuing the registration Certificate (Copy of registration Certificate to be enclosed As Annexure I)
- 4) i) Mention the names : 1)-----
of Partners or Directors : 2)-----
- 5) Annual turn over of the : 2009-2010 Rs.
firm for last 3 years as : 2010-2011 Rs.
certified by the Chartered Accountant vide Form F. : 2011-2012 Rs.
- Minimum required turn over per year shall be more than **Rs. 50 LAKHS (Rs. Fifty lakhs)** for any one of the year.

Supplier

- 6) a) Whether the contractor is having valid VAT & Service Tax Registrations : Yes/No
- b) If so whether the certified copy of Such registration is enclosed (As Annexure II) : Yes/No
- 7) a) Whether the contractor is having plant, machinery and equipments as per requirement of project : Yes/No
- b) If yes, whether information in form A with documentary evidence is furnished. : Yes/No
- 8) Whether the information in respect of trained and qualified staff is furnished in form B with documentary evidence. : Yes/No
- 9) a) Whether the contractor / supplier has executed a single work / supplies of similar nature having cost of work / supplies more than **Rs. 20 lakhs (Rs. Twenty lakhs)**. : Yes/No
- b) If Yes, whether the information of such work in form "C" is furnished. : Yes/No
- c) Whether the certificates from concerned qa authorities in 'E' form are enclosed (Work / supplies value should be more than the amount as mentioned under Sr. No. 9) : Yes/No
- 10) Whether the list of works / supplies in hand is enclosed in form "D" : Yes/No
- 11) Whether the amount of balance Works vide col. No.5 of Form "D" is mentioned . : Yes/No
- Quote the amount of balance work. : Rs. _____

12) State.....

- a) In how many cases the notice under penalty / Liquidated damages clauses of the tender was issued to the applicant during last 3 years. : Nos/Nil
- b) In how many cases the work was rescind during last three years. : Nos/Nil

Supplier

- c) If the work is rescind, the reasons for the same shall be mentioned with documentary proof. : _____

- d) In how many cases compensation was recovered for slow progress : _____
- 13) Whether financial information in form "F" is furnished duly signed by Chartered Accountant : Yes/No
- 14) Quote the bid capacity calculated as Per formula prescribed for the Purpose. (shall not be less than the cost put to tender) : Rs. _____ lakhs
- 15) Quote the Net worth to long term Liabilities (shall not be less than 20%) : _____
- 16) Quote the Net profit to capital investment (should not be less than 5%) : _____

The information given above and in the enclosed forms and annexures is true to the best of my knowledge and belief and I am fully responsible for its correctness.

Date : _____

Signature of Contractor / Supplier

Supplier

FORM 'C'

Sheet No.

DETAILS OF WORKS/ SUPPLIES OF SIMILAR OR ALLIED TYPE AND MAGNITUDE CARRIED OUT BY TENDERER

NAME OF TENDERER. :

Sr.No.	Name of work / Supplies	Name of Organisation and place of work / Supplies	Tender cost	Stipulated date of completion	Actual Date of completion	Principal features in brief.
1.	2.	3.	4.	5.	6.	7.
		TOTAL				

NOTE :-

1) The contractor / supplier should have completed at least a single work / order of similar nature as mentioned under Sr. No. 9.

(Only one or two works which contractor claimed to be the best and fulfill the norms and willing to produce the experience Certificate in form 'E' shall only be mentioned.)

Supplier

DETAILS OF OTHER WORKS / SUPPLIES TENDERED FOR AND IN HAND ON THE DATE OF SUBMISSION OF THIS APPLICATION

NAME OF TENDERER. :

Sr. No	Name of work / Supplies	Name of organization and place of work	Work in hand			Works tendered For			<u>REMARKS</u>
			Tendered cost	Cost of remaining work	Anticipated date of completion	Estimated cost.	Date when decision is Expected.	Stipulated period for completion.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
		TOTAL			TOTAL				

NOTE :- The continuation sheet may be used if required.

Supplier

FORM – 'E'

CERTIFICATE IN RESPECT OF COMPLETION OF WORK / EXECUTION OF SUPPLY ORDER BY CONTRACTOR / SUPPLIER.

1. Name of contractor / supplier : _____
2. Name of work / supplies : _____
3. Estimated cost put to tender. : Rs. _____

4. Period stipulated in tender for completion of work / supplies : _____

5. Date of work / supply order : _____

6. Actual Date of completion. : _____

7. If time over-run, the reasons for the same. : _____

8. Final cost of work completed / supplies delivered / installed : _____

i) Has he started the work promptly after issue of work order? YES / No

ii) Has he maintained the progress of work as per agreement? YES / No

iii) *Quality of work* : *Excellent / Good / Satisfactory.*

iv) *Compensation / Penalty levied if any, with reasons.* _____

9. Any other information about the overall performance of the contractor, the authority may like to mention. : _____

Certified that the information given above is based on the facts and figures recorded in this office through various documents and is true to the best of my knowledge and belief.

Signature and seal of Officer issuing the Certificate.

Outward No. _____
Dated : _____

NOTE :- 1) For works costing Rs. 50 Lakhs and above certificate issued by the S. E. or duly countersigned by the SE/CE shall be accepted.

Supplier

FORM – ‘F’

FINANCIAL STATEMENT

1. Name of Contractor : _____
(In case of Joint Venture / _____
Consortium, the name of the _____
Consortium firm).
2. Summary of Assets & Liabilities :
on the basis of the audited financial
statement of the last three financial
years. (Attach copies of the audited
financial statements of the last three
financial years)

		Year 2009-2010 (Rs. In Lakhs)	Year 2010-2011 (Rs. In Lakhs)	Year 2011-2012 (Rs. In Lakhs)
A)	Authorized capital			
B)	Issued capital			
C)	Paid up Capital /Partners / Proprietor Capital.			
D)	Reserves & Surplus.			
E)	Long term liabilities.			
F)	Current liabilities & Provisions.			
G)	TOTAL (C + D + E + F)			
H)	Net Tangible Fixed Assets.			
I)	Intangible Assets.			
J)	Long term investment			
K)	Current Assets, loans & Advances.			
L)	TOTAL (H + I + J + K)			
M)	Quick Assets i.e cash & equivalent, short term investment and current receivables.			
N)	Net profit after interest and depreciation.			

Supplier

Chartered Accountant
along with seal

Detail Calculations for all the Ratios should be submitted on separate Annexure.			
5.	Applicants financial arrangements (Mention amount in Rupees)	:	Rs.
a)	Own Resource	:	Rs.
b)	Bank Credit.	:	Rs.
c)	Others (Specify)	:	Rs.
6.	Certificate of financial soundness from bankers of applicants together with their full address.	:	
7.	Credit Facilities :	:	
a)	Name / Address of Nationalized Bank providing credit line.	:	
b)	Total Amount of credit line (Attach certificate from the bank)	:	
8.	Approximate value of works in hand.	:	
9.	Bid capacity i.e. $(Ax N x2) - B$ where - (shall not be less than the cost put to tender)	:	
A	Maximum of the updated values of supplies delivered / installed in one of the Preceding 3 years. The updating of the Value of work / supplies should be done at 10% per annum (compounded) by multiplying the Values with applicable factor i.e. 1.10, 1.21, Or 1.331 as the case may be.		
B	Value of existing commitment and works / supply order (on going or to be completed in the period stipulated for completion of the work in the present tender) i.e. from _____ to _____		
N	Number of years prescribed for completion of the work for which tenders are invited. = ____ Year.		

Supplier

**[TENDER (Commercial-Bid) Part -2]
FOR
SUPPLY OF Chairs & Sofa Sets for
CENTRE FOR CLIMATE CHANGE RESEARCH BUILDING
FOR
INDIAN INSTITUTE OF TROPICAL METEOROLOGY,**

DR. HOMI BHABHA ROAD, PASHAN, PUNE 411 008

IMPORTANT NOTE : (To be read & signed by the contractor / Supplier)

The contractor / supplier will not be declared qualified unless he produces the required documents and information as listed below.

- 1) If the Contractor / supplier is Government Registered / DGS&D Registered in required appropriate class I, and if certified true copy of valid registration as per clause under appropriate class is not enclosed.
- 2) If the Contractor / Supplier is Un-registered Private Contractor / Supplier and if the annual turnover of the contractor is less than as stipulated under clause 5.
- 3) Certified true copy of VAT & Service tax valid registration as per clause 6 (a) and (b) is not enclosed.
- 4) If the list of similar nature of work / supplies in form 'C' is not furnished. (The list of one or two works which satisfies the norms of similar nature of work shall only be given for which he should produce the experience certificates in form E.)
- 5) Work / supplier & installation done certificate for similar nature of work / supplies is not submitted as per form 'E'. (Only one or two certificates for the works which he claimed to be best and satisfying the required norms shall only be submitted.)
- 6) If the list of works tendered for and in hand as per form 'D' showing cost of balance works / supplier is not furnished.
- 7) If the actions as stipulated under clause 3 (C) of tender are taken and the work is rescind due to poor performance of contractor / supplier.
- 8) If the compensation is recovered for slow progress or bad quality of work, the contractor / supplier shall not be prequalified.

SUPPLIER

- 9) If the financial statement in form 'F' required as per clause 13, duly signed by the Chartered Accountant is not furnished.
- 10) The financial indices for any one of the three years are not meeting (Sr. No. 14, 15 to 18 of the form)
- 11) If the information as stated above is found incorrect and misleading.
- 12) The information submitted is not readable and certificates are not attested by the Gazetted Officer.
- 13) The form is submitted incomplete.
- 14) Information is not furnished on form supplied by IITM and duplicate form is used by contractors / suppliers.

SUPPLIER

CONDITIONS OF CONTRACT

Tenderers shall sign all the pages of tender document.. Tenders not so signed are liable to be rejected. The pre qualifying criteria of the contractor needs to be submitted in the office of Indian Institute Of Tropical Meteorology, Dr. Homi Bhabha road, Pashan, Pune 411 008 (please refer prequalifying notice for submission details)

1. Fluctuations in the price of any materials or equipment or labour etc., shall not be taken into account either for compensation for damage or for extras. The validity of the tender shall be 90 days for acceptance.
2. All instructions regarding the execution of works / orders shall be received from the competent authority of this Institute only. Any other instructions issued directly to the contractor by anyone else shall not be binding on the owner.
3. During execution of works / supplies the contractor / supplier must check his work with the drawings. The contractor shall be responsible for all the errors in this connection and will have to rectify all defects at his own cost, failing which the owner reserves all right to get the same rectify at the risk and cost of the contractor.
4. The competent authority of the Institute shall have the power to omit or cancel, add or alter any item of work without assigning any reason whatsoever and no claim for compensation for damage will be entertained for such omissions, alterations, addition and cancellations other than taking in account the cost involved for such changes, to be plus or minus, and the cost shall be arrived at by the competent authority of this Institute taking into consideration the market rates, site conditions, etc.
5. **Time is the essence of the work. All the works shall have to be completed within the stipulated time from the date of purchase order (Appendix - A). If the supply & installation is not completed within the aforesaid period the contractor shall pay the owners liquidated damages of 1.0% per week subject to a maximum of 10% of value of work order in case of delays beyond the accepted completion period for reasons solely attributed to him.**
6. The contractor shall maintain satisfactory progress of work as well as maintain the desired standard of workmanship. He shall submit weekly progress reports to the competent authority of this Institute in the format approved by competent authority. If in the option of the competent authority of this Institute the progress is unsatisfactory and / or the workmanship is unsatisfactory, the competent authority of this Institute shall advise the contractor / supplier to take possession of the work in as and where condition with 7 days notice to that effect. The employer shall then complete the entire work and rectify all the defects at the contractor / supplier cost and consequences.
7. In case the competent authority of this Institute are not satisfied with the quality of materials used by the contractors / suppliers, they reserve the right to reject such materials/work and direct the contractor / suppliers to procure such supplies from agencies they deem fit.
8. It is agreed that if the works are delayed (1) by force majeure or (2) by reasons of any exceptionally inclement weather or (3) by reasons of loss or any damage by extensive fire not caused by an act or a default on the part of the contractor, by earthquake or civil commotion, strike or lockouts affecting any of the trade employed upon the works, then the competent authority of this Institute shall make fair and reasonable extension of time for completion of works / supply & installation. Upon the happening of any such event, causing delay, the contractor shall immediately give notice thereof in writing to the owner and the assist the contractor to the almost extent possible

to meet the situation. If no such notice as mentioned above is given within 7 days of happening of such event, no consideration for extra time on this account will be given. No Claim for damage or compensation will be entertained on this account and the decision of competent authority of this Institute will be final and binding on all parties.

9. The contractor / supplier shall not without the written consent of the competent authority of this Institute assign the agreement of subject any portion of works.
- 10. The quoted rates shall be all inclusive and cover the cost of all materials, labour, freight, insurance, duties, testing, of materials, samples brought for approval, setting up mock up samples for approval, temporary arrangements for lighting /fans tools and tackles, plant and equipment's, supervision, overhead, profit and any other expenditure incurred for completion of work / execution of order as per drawings and specification. Contractor / supplier shall mention VAT & Service Tax separately while quoting the rates**
11. Wherever required, the competent authority of this Institute shall instruct for supply of samples of items or erection of mock- up, as the case may be, and upon approval of the same.
12. The final bill from the contractor / supplier shall not be entertained under any circumstances without full completion of all the items of works / supplies. Any work found defective or wrongly carried out, and instructed by the competent authority of this Institute to be rectified or replaced shall be rectified or replaced prior to submission of the final bill. It is to be expressly noted that no final bill will be held valid in the event of non - rectification of the defective or wrongly carried out items and the completion date shall not on this account be extended. Defects liability period will be effective from the day of satisfactory completion of all the items of work / supplies, as may be certified by the competent authority of this Institute.
13. The contractor / supplier shall acquaint himself with the site conditions, local traffic regulations, local authority regulation, availability of materials, labour tax structure, etc., and quote rates accordingly. No extra charge/increase in rates shall be allowed on any other accounts.
14. The contractor / Supplier and / his authorised representative will attend all the meeting whenever called for and the decisions taken in the meeting will be binding on the contractor.
15. All wood cutting, major planning, loose furniture items, etc., shall be done by the contractors / supplier at their workshop and only assembling / installation work shall be carried out at site.
16. Figured dimensions are in all cases to be followed and in no case should they be scaled. Large scale details take precedence over small scale drawings. In case of any ambiguity, conflict of interpretation, generally the provisions giving more rigorous interpretation shall prevail, and the decisions of competent authority of this Institute in this regard shall be final and binding.
17. The rates shall be entered in figure as well as in words.
18. The competent authority of this Institute will not certify to any application for payment to any contractor / supplier if there are:
 - A) Defective items of work still uncorrected.
 - B) A reasonable doubt that the contract cannot be completed.

19. All quantities mentioned in the BOQ are approximate and contractor will not claim any damages for increase/decrease in profit on account of variation in the actual work executed.

Along with final bills the contractor / supplier shall submit as built drawings of all the work / supplies under his scope. He shall also submit the guarantee / warranty certificates of equipments and material supplied by him.

BILL OF QUANTITIES
Chairs & Sofa Sets at Centre for Climate Change
Research Building

Indian Institute of tropical Meteorology
Pune

Sr.	Item	Unit	Qty	Rate(Rs)	Amount(Rs)
Section - V					
<u>Chairs & Sofa</u>					
Supplying Chairs & sofa as per approved design & specifications.					
The chairs to have imported nylon mesh back, Synchronised Mechanism, adjustable lumber support, imported heavy duty wheels, adjustable swivel arms, seat slider, Multiple locking system, Pneumatic seat height adjustable, extra padded seat all functions on the armrest with colour option for fabric etc					
1	Chairs				
a	reception chair – medium back	nos.	4		
b	CCCR Directors chair – high back with adjustable head rest	nos.	1		
c	visitors ÇCCR Director – medium back	nos.	4		
d	cabin chair – medium back	nos.	14		
e	conference room chair – medium back	nos.	30		
f	workstation chair – medium back	nos.	72		
g	students chairs – medium back	nos.	56		
h	visitors chair – medium back	nos.	28		
i	dining chairs	nos.	8		
Moulded polypropylene with s.s. matt finish base & legs					
2	Sofa				
a	3 seater		4		
b	2 seater		2		
c	single seater		2		
Total Amount Rs.....					

(Price of each unit & total amount along with all applicable taxes, duties to be mentioned here)

Supplier's Seal & Signature :

BID SECURITY FORM

Whereas 1 (hereinafter called "the Bidder") has submitted its bid dated (*date of submission of bid*) for the supply of _____ (*name and/or description of the goods*) (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE _____ (*name of bank*) of (*name of the country*), having our registered office at (*address of bank*)(hereinafter called "the Bank"), are bound unto (*name of Purchaser*) (hereinafter called "the Purchaser") in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of 20____ THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - a) fails or refuses to execute the Contract Form if required; or
 - b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, Without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to forty five days beyond the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)
Name of Bidder