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WOMEN DEVELOPMENT CORPORATION, BIHAR**Bid Document for Supply of Office Furniture, Fixtures & Equipments****Section – 1****INSTRUCTIONS TO TENDERERS**

Sealed tenders are invited in the prescribed format from manufacturers / authorized agents/ Distributors/Order Suppliers for Supply of office furniture, fixtures and office equipments through 2 envelope system.

1. Envelope marked "A"–

- i) Cost of Document Rs.2000/- in form of bank draft in favour of MD, Women Development Corporation.
- ii) Earnest money in shape of bank draft or bank guarantee worth Rs.4,00,000/- in favour of MD, Women Development Corporation.
- iii) Manufacturer's authorization certificate, if applicable.
- iv) Past performance of supply of similar nature to any Govt. / Public Sector agency (prescribed format on Section – III). Minimum experience of three supplies required, out of which at least one should be of value above Rs. 50,00,000.00.
- v) Copy of VAT registration and latest VAT return copy.
- vi) Copy of all other statutory registration papers, if any.
- vii) Copy of PAN and IT return copy of last 3 financial years.
- viii) Proof of sound financial capability of the bidder. The bidder should have achieved average annual turnover of Rs.1 Crore in three consecutive years and should furnish profit and loss statement, Balance sheet and auditor's report for last three years, in support of its financial standing & capability to perform the contract.
- ix) A self declared affidavit that he/his firm has not been blacklisted for any cause by Government of India / Govt of Bihar.
- x) Notwithstanding anything stated above the purchaser reserves the right to assess bidder's capability and capacity to perform the contract should circumstances warrant such an assessment in the overall interest of the purchaser.

Tenders not submitted as per above prescribed manner will be treated as invalid. The Bidder also should have the capability to distribute the items to the specified destinations (within the State of Bihar as detailed in Section II Annexure B) within the stipulated time schedule.

2. Envelope marked "B" – Financial bid (prescribed format Section – IV)

Envelopes marked 'A' will be opened first and the contents will be evaluated at first stage. The financial bid of those bidders will only be opened, whose documents will be found satisfactory and according to instruction and specification.

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SCHEDULE TO THE INVITATION OF TENDER

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1. Tender for Supply of Office furniture (refer Section II Annexure 'A' for technical specifications)

2. Earnest Money

- Rs. 4,00,000/- in the shape of Bank draft, or Bank Guarantee issued in favor of Managing Director, Women Development Corporation, Bihar Payable at Patna will have to be submitted in envelope marked 'A'.
- The amount of earnest money will be forfeited if the bidder withdraws his bid after the opening of bids or if the bidder fails to do the supply after awarding of contract.
- The bid security shall remain valid for a period of 30 days beyond the original validity period of bids or beyond any period of extension requested subsequently.

3. Quotation Price

- Bidder must submit rate as per technical specification enclosed in section II-Annexure 'A'.
- The products/items have to be of reputed and established brand as available in the market.
- Rates are F.O.R. destination. The destination of the items is as Section II- Annexure 'B'.
- The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for un related pages, shall be initialed by the person or persons signing the bid.
- Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- Telex or Facsimile quotations are not acceptable.

4. Validity of quotation

4.1. Bids / rates shall remain valid for 180 days after prescribed date of opening of technical bids. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

4.2. In exceptional circumstances, the Purchaser may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax). The bid security shall be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request will not be required nor permitted to modify its bid.

email.

5. Condition for Supply

- Delivery: The delivery of the goods should be done within 45 days of signing of contract / work order.
- Any delay in the period mentioned above in 5(a) will attract deduction in payment of ordered value in below mentioned ways:

- | | | |
|---|---|---------------------------------------|
| i) For a delay of less than 14 days in delivery | - | 0.20% per week for delayed Quantity |
| ii) For a delay from 15 days to 28 days | - | 0.50% per week for delayed Quantity |
| iii) For a delay of 29 days and above | - | 1 % per Week for the delayed Quantity |

Or Part thereof

However, the above deductions would not be applicable if the delay is on account of Women Development Corporation's act.

6. Force Majeure

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6.1 *Force majeure* as used herein means any unforeseeable and irresistible act of nature will not be effective in case of war, invasion, enemy or terrorist action, insurgency, hostilities, embargoes, blockades, major strikes, employees' strikes, disorders riots, demonstration, revolution, epidemics, denial of Public use of road transport, earth Quake, explosion, fire, flood, Acts of God and Acts of Government.

6.2 If at any time during the Performance of the Contract, the supplier should encounter conditions impeding timely delivery of the goods at the consignee level, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and the causes. As soon as practicable after receipt of the suppliers note, the purchaser shall evaluate the situation and at its discretion, extend the time for delivery of the goods.

7. Modification and Withdrawal of Bids

7.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received with the Purchaser prior to the deadline prescribed for submission of bids.

7.2. The bidder's modification or withdrawal notice shall be prepared, sealed and marked and dispatched in the manner original bid was sealed marked and dispatched. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, post marked not later than the deadline for the submission of bids.

7.3. No bid may be modified subsequent to the deadline for the submission of bids.

7.4. No bid may be withdrawn in the interval between the deadline for submission of the bids and the expiration of the period of Bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security.

8. Evaluation of quotation

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions and specifications. The duties, taxes and other levies payable including VAT shall be included in the item rate. The bidder must include all such taxes in the item rate in his quotation.

9. Qualification Criteria

- i. The bidder should furnish the information on past supplies and satisfactory performance in the Performa given under Section III.
- ii. The bidder should have achieved a minimum average annual turnover of Rs.1 Crore in the last three consecutive years and should furnish profit and loss statement, Balance sheet and auditor's report for last three years in support of its financial standing & capability to perform the contract.
- iii. Notwithstanding anything stated above the purchaser reserves the right to assess bidder's capability and capacity to perform the contract should circumstances warrant such an assessment in the overall interest of the purchaser.
- iv. Tenders not accompanied with EMD deposit of 4,00,000/- will be treated as invalid.
- v. Tenders not submitted as per above prescribed manner will be treated as invalid.
- vi. A self declared affidavit that he/his firm has not been blacklisted for any cause by Government of India / Govt of Bihar

10. Award of Contract

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price of the whole package schedule.



- a) The bidder has to quote the price of each item along with the total cost of the whole package. The tender will be awarded on basis of the package cost. If there is increase/decrease in the no. of units required, the order value will be adjusted as per the unit cost of the item.
- b) The total no. of units of the items specified in the schedule may increase or decrease as per the need. The same as and when required will be informed to the successful bidder in writing within the bid validity period i.e. 180 days.
- c) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- d) The bidder whose bid is accepted will be informed of the award of contract by purchaser. The terms of the accepted offer shall be incorporated in the purchase order.
- e) No advance will be given to the supplier.
- f) Payment shall be made after delivery of the goods in satisfactory condition after deduction of applicable taxes.
- g) Part payment against Proof of delivery of the goods in satisfactory condition may be done.

Bidders are requested to send their offer in the prescribed format (enclosed herewith) in sealed envelop addressed to Managing Director, Women Development Corporation, Bihar , 2nd Floor Indira Bhawan, R.C Singh Path, Patna on or before _____, 3.00 PM . The envelop should clearly mention on top – " **Bid for supply of office furniture, fixtures and office equipment**".

The Technical Bid will be opened on the same day at 4.00 PM in the presence of bidders of their authorized representative who desire to be present. If the date is declared as a holiday, then will be opened on the next working day. The Financial Bids of only technically successful bidders would be opened, the date for which would be duly announced and all successful bidders would be intimated.

No preference will be given to any bidder or class of bidders, either for price or for any of the terms and conditions, earnest money deposit exemption etc.

Managing Director

Women Development Corporation, Bihar

R C Singh Path, Patna 800 001



Detailed Items for Helpline

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S. No	Items	Specification	No. of items per place	Total No. of items for order
1	office table	Size: 1180x690x720Top, 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 2 numbers of 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 pedestal unit & Key board tray	3	99
2	office chair	Medium Back revolving chair, PU molded foam on seat & back, PU padded handles, regular tilt mechanism with single position locking, Nylon base with nylon wheels	3	99
3	Visitor chair	Visitor chair, Foam with PU upholstery on seat and back, PP frame handles with PU upholstery. Iron base with Powder coating, Scratch Resistant paint	6	198
4	Visitor Sofa/ Chair Set - 3 seater	Visitor sofa with metal chrome frame, foam with PU upholstery seat & back	1	33
5	Digital Camera	20 Megapixels or more Camera 2.7 inch TFT LCD Screen or more f/3.3 - f/8.0 Aperture HAD CCD Sensor ISO 80 - 3200 (Auto) HD Recording	1	33
6	Almirah	Structure made in 18mm or above MFC Board, the back board 5mm or above thic. is nailed on side board, with lock, handle with chrome and black PVC finish. Clear glass door 5mm or above thick., All components should be provided with necessary hardware and on knock down fitting.	2	66

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7	Book Shelf/Display Shelf/File shelf	<p>The filing cabinet comes with 16mm or above thick MFC shutters below 750mm level & Aluminum frames chemical etched glass shutters above. The corner cabinet gives the freedom to run these cabinets along the wall without a break at corners. It has been designed to go along with the modular cabinets in terms of design & dimensions.</p> <ul style="list-style-type: none"> • Top 25mm or above thick MFC Panel • Carcass 16mm/4mm or above (back) MFC Panel • 10mm or above Thick tempered clear glass • Solid Brushed finish SS handles • Anodized aluminum door frame • Doors are mounted on concealed hinges • 4mm or above thick acid etched tempered glass • 1.5mm or above thick PVC edge band <p>All components should be provided with necessary hardware and on knock down fitting.</p>	19	1	33
8	Steel Rack	<p>Size 6.5'x1.25'x2.5', Metal Slotted Angle Frame, with 22 gauge Separator (5 Separator/Selve), scratch resistant paint.</p>		1	33
9	Air Cooler	<p>Min. 3000 cubic mtr Air Delivery with dust filter, 45 Litres Tank Capacity, Cooling Pad Type - Aspen Mode of Air Circulation - Fan AC 230 V, 50 Hz</p>		1	33
10	Fan ceiling	<p>1200mm/48 Inch Sweep, min. 380 RPM, Min. 3 blades Double Ball Bearing, ISI product</p>		2	66
11	Water Filter	<p>RO + UV +UF Water Purifier, Reverse Osmosis, 8 L Total Capacity, Filter Change and UV Fail Alarm, Wall Mountable, 15 L/hr Filtration Capacity, Auto Shut Off 24 V Operating Voltage</p>		1	33
12	LED Light	<p>Base Material Polycarbonate, Bulb Type LED, Lumen Efficacy 90 lm/w, Warranty 2 Years, 9W,</p>		5pcs of 9w	165

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Item Specification - B

Detailed Items for Model Helpline

S. No	Items	Specification	No. of items per place	Total No. of items for order
1	Conference Table set (10 Seater)	Size: 1380X690X720, 4 pc, Top, 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 2 numbers of 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 2 connection Top & Metal Leg	1	5
2	Visitor chair	Visitor chair, Foam with PU upholstery on seat and back, PP frame handles with PU upholstery. Iron base with Powder coating, Scratch Resistant paint	10	50
3	Visitor Sofa/ Chair Set - 3 seater	Visitor sofa with metal chrome frame, foam with PU upholstery seat & back	12	60
4	Almirah	Structure made in 18mm or above MFC Board, the back board 5mm or above thick, is nailed on side board, with lock, handle with chrome and black PVC finish. Clear glass door 5mm or above thick, All components should be provided with necessary hardware and on knock down fitting.	2	10

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5	Book Shelf/Display Shelf/File shelf	<p>The filing cabinet comes with 16mm or above thick MFC shutters below 750mm level & Aluminum frames chemical etched glass shutters above. The corner cabinet gives the freedom to run these cabinets along the wall without a break at corners. It has been designed to go along with the modular cabinets in terms of design & dimensions.</p> <ul style="list-style-type: none"> • Top 25mm or above thick MFC Panel • Carcass 16mm/4mm or above (back) MFC Panel • 10mm or above Thick tempered clear glass • Solid Brushed finish SS handles • Anodized aluminum door frame • Doors are mounted on concealed hinges • 4mm or above thick acid etched tempered glass • 1.5mm or above thick PVC edge band <p>All components should be provided with necessary hardware and on knock down fitting.</p>	2	10
6	Steel Rack	Size 6.5'x1.25'x2.5', Metal Slotted Angle Frame, with 22 gauge Separator (5 Separator/Selve), scratch resistant paint.	2	10
7	Air Cooler	Min. 3000 cubic mtr Air Delivery with dust filter, 45 Litres Tank Capacity, Cooling Pad Type - Aspen Mode of Air Circulation - Fan AC 230 V, 50 Hz	2	10
8	Fan ceiling	1200mm/48 Inch Sweep, min. 380 RPM, Min. 3 blades Double Ball Bearing, ISI product	6	30
9	LED Television 32" + DTH with One Year Subscription	101.6cm (40) Full HD Smart LED TV, LED Display, 1920 x 1080, 2 x HDMI, 2 x USB, Wi-Fi Direct, Ethernet, Refresh Rate - 200, Min. 1 years warranty	1	5

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		<p>The executive table set comprise of side return with 2 drawer, fixed pedestal unit with 2 drawer & keyboard complete. It is designed in such a manner that it can be assembled as right handed as well as left handed table. • Drawers mounted on telescopic slide</p> <ul style="list-style-type: none"> • Central locking drawers • Polycarbonate sheet for the extra privacy required at modesty level • Aesthetically appealing 36mm or above Thick board top • Solid Brushed finish SS handles • 1.5mm or above thick PVC edge band • Universal drilling for interchangeability between Left / Right Board Thickness <p>Top Thickness: 36mm or above MFC Panel Understructure: 18mm or above MFC Panel. All components should be provided with necessary hardware and on knock down fitting.</p>	1	5
10	Executive table set			
11	Executive table set	As above	2	10
12	Medium back Revolving Chair	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	1	1
13	Medium back Revolving Chair	As above	2	10

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14	Computer Table	Size: 1180x690x720Top, 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 2 numbers of 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 pedestal unit, Key board tray & CPU Trolley	1	5
15	LED Light	Base Material Polycarbonate, Bulb Type LED, Lumen Efficacy 90 lm/w, Warranty 2 Years, 9W,	10 pcs of 9w	50
16	Water cooler and R.O	RO + UV +UF Water Purifier, Reverse Osmosis, 8 L Total Capacity, Filter Change and UV Fail Alarm, Wall Mountable, 15 L/hr Filtration Capacity, Auto Shut Off 24 V Operating Voltage	1	5

R.K.K.
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Dr. S. S. S.

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Item Specification - C

Detailed Items for WDC Training Centre

Sl no.	Particulars	Specification	No. of Units
1	2 door Steel Bureau (Almirah)	Size: 78"x35"x20" , Material : CRC Sheet 22 Gauze, Shelve : 4, Paint : Rust free painting , Lock : 6 Lever Brass Lock on both doors	15
2	Book Shelf/Display Shelf/File shelf	The filing cabinet comes with 16mm or above thick MFC shutters below 750mm level & Aluminum frames chemical etched glass shutters above. The corner cabinet gives the freedom to run these cabinets along the wall without a break at corners. It has been designed to go along with the modular cabinets in terms of design & dimensions. <ul style="list-style-type: none"> • Top 25mm or above thick MFC Panel • Carcass 16mm/4mm or above (back) MFC Panel • 10mm or above Thick tempered clear glass • Solid Brushed finish SS handles • Anodized aluminum door frame • Doors are mounted on concealed hinges • 4mm or above thick acid etched tampered glass • 1.5mm or above thick PVC edge band All components should be provided with necessary hardware and on knock down fitting.	8
3	Steel Rack	Size 6.5'x1.25'x2.5', Metal Slotted Angle Frame, with 22 gauze Separator (5 Seperator/Selve), scratch resistant paint.	15
4	Air Cooler	Min. 3000 cubic mtr Air Delivery with dust filter, 45 Litres Tank Capacity, Cooling Pad Type - Aspen Mode of Air Circulation - Fan AC 230 V, 50 Hz	10
5	Fan celing	1200mm/48 Inch Sweep, min. 380 RPM, Min. 3 blades Double Ball Bearing, ISI product	10
6	LED Television 32" + DTH with One Year Subscription	101.6cm (40) Full HD Smart LED TV, LED Display, 1920 x 1080, 2 x HDMI, 2 x USB, Wi-Fi Direct, Ethernet, Refresh Rate - 200, Min. 1 years warranty	1

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7	Computer Table	Size: 1180x690x720Top, 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 2 numbers of 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 pedestal unit, Key board tray & CPU Trolley	2
8	Water cooler and R.O	RO + UV +UF Water Purifier, Reverse Osmosis, 8 L Total Capacity, Filter Change and UV Fail Alarm, Wall Mountable, 15 L/hr Filtration Capacity, Auto Shut Off 24 V Operating Voltage	1
9	Mattress, Pillow, Bed Sheet,	<p>MATTRESS :The material shall consist of a Rubberized coir sheet of 65 mm thickness of 6.5' x 3' with a sheet of flexible polyurethane foam of about 12mm thickness 18 density glued to its top.</p> <p>Hereinafter the word mattress wherever used in the specification shall mean the combination of the two sheets as described above. The rubberized coir sheet Medium grade as per ISI. Each jacked mattress shall be wrapped in polyethylene sheet</p> <p>Pillow : Size 14"x21", FABRIC 120 TC COTTON, FABRIC COLOUR Attractive, FIBRE CONTENT 100 % SILICONISED POLYESTER, PIPING PLAIN KNIFE EDGE, PILLOW WEIGHT Minimum 500 GRAMS</p> <p>Bed Sheet : Size 7.5"x4.5", 100 % Coloured Cotton Fabric of reputed brand make</p> <p>Pillow Cover : SIZE-16"x24" , 100% COTTON FABRIC, Coloured with Good Quality Stitching</p>	40 set
10	LED Light	Base Material Polycarbonate, Bulb Type LED, Lumen Efficacy 90 lm/w, Warranty 2 Years, 9W,	25 pcs of 9w
11	Geezer	<ul style="list-style-type: none"> • Heater Type: Electric • Capacity: 15 Litres • BEE Rating: 4 Star (minimum) • Warranty: 2 Years (minimum) • Wattage: 2000 Watts 	5

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SECTION-II

Annexure B

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The destinations where the items need to be delivered.

1. Group 01

One Set each consisting of the items as mentioned in Section II Annexure A - Item Specification – Group 01 is to be supplied at the Women Helpline , O/o the District Magistrate of the following districts

Name of District	Name of District	Name of District
Araria	Khagaria	Rohtas
Arwal	Kaimur	Siwan
Aurangabad	Katihar	Saran
Bhagalpur	Kisanganj	Sitamarhi
Banka	Lakhisarai	Sheohar
Bhojpur	Muzaffarpur	Sheikpura
Buxar	Munger	Supaul
Darbhanga	Madhubani	Samastipur
East Champaran	Madhepura	Saharsa
Jamui	Nalanda	Vaishali
Jahanabad	Nawadah	West Champaran

2. Group 02

One Set each consisting of the items as mentioned in Section II Annexure A - Item Specification – Group 02 is to be supplied at the Women Helpline , O/o the District Magistrate of the following districts

Begusarai Gopalgunj Gaya Patna Purnea

3. Group 03

All items as mentioned in Section II Annexure A - Item Specification – Group 03 is to be supplied at WDC training centre situated off Boring Road, Patna.

SECTION III

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Performa for Performance Statement

Name of the Firm

Order placed by (full address of Purchaser)	Order no. & date	Description & quantity of ordered	Value of order	Date of completion of Delivery		REMARKS Indicating reasons for late delivery, if any
				As per contract	Actual	
1	2	3	4	5	6	7

Signature and seal of Bidder

Note : Proofs to be attached in form of work orders, payment orders etc.

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SECTION IV: FINANCIAL BID FORM

(Format of Price Schedule)

1	2	3	4	5	4
SI No.	Items	Unit Rate	Total Price (FOR basis)	Taxes	Total Quoted Price incl. of all taxes (FOR basis)
01	Group 01 of Annexure A	unit rate of all items as mentioned in Group 01 of Annexure A			
02	Group 02 of Annexure A	unit rate of all items as mentioned in Group 02 of Annexure A			
03	Group 03 of Annexure A	unit rate of all items as mentioned in Group 03 of Annexure A			
GRAND TOTAL INCL. OF ALL TAXES					

Total bid price In Words -----

Authorized Signature with seal

