



JABALPUR
SMART CITY LIMITED

**“Supply and Fixing of Furniture for
Incubation Centre at Civic Centre
Jabalpur”**

Jabalpur Smart City Limited (JSCL) , invites sealed tenders in two bid system for supply & installation of furniture from Original Equipment Manufacturer (OEM) / Authorized Dealers with complete address /contact detail for the below stated items-

1. Office Furniture for Incubation Center as per the specifications mentioned

Last date for purchase the Tender	26/08/2017
Last date of online submission	28/08/2017
Date of opening of technical bid	29/08/2017
Last date of physical submission	30/08/2017 Before 17:30
Date of opening of Financial bid	01/09/2017
Tender Document Cost	Rs. 3,000.00
Earnest Money Deposit	Rs. 23,500.00

Details of the Tender Document are available at www.mpeproc.gov.in, www.jscljabalpur.org

Further it may be noted-

1. Interested Bidders may obtain further information from the office of the Executive Director Jabalpur Smart City Limited, Manas Bhawan, Wright Town, Jabalpur.
2. Each complete set of bidding document may be purchased by interested and eligible bidder on submission of a written application to the above office and upon payment of a non- refundable and non-transferable fee of **Rs.3,000.00** through online payments, on all working days.
3. The bids must reach to this office on or before the last date & time for submission of tender as stated above. Late / Delayed tenders will not be accepted. JSCL will not be responsible for late/delayed tenders.
4. Bids must be accompanied by all relevant documents and catalogue as specified in the tender and must be delivered to the above office at the date and time indicated as above. Technical Bids (Part- 1) will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed time.
5. Bidders are required to submit the complete tender document along with the requisite information related to their bids in the prescribed formats given in the tender documents. Additional sheets may be used, if required. The bidder should carefully go through the entire tender document. The complete tender documents should be signed and stamped by the authorized signatory of the bidder.
6. JSCL reserves the right to accept/reject any or all tenders either in part or in full or to split the order without assigning any reasons there for which will be binding to all the bidders and no communication will be entertained in this regard

7. An amount of Rs. 23,500.00 in form of EMD / FDR favoring Executive Director, Jabalpur Smart City Ltd.

**Executive Director
Jabalpur Smart City Limited**

General / Special Terms and Conditions

1. Kindly note that the bids should be submitted in 'One envelope system in this envelope bidder have to submit its technical documents along with EMD and price bid should be processed through online only. That is in part -1(Techno-commercial bid) envelope 1 should put under one large envelope which must be sealed and super scribed with supply and installation of furniture at Incubation Center, Civic Center Jabalpur. Please mention the correct Tender Enquiry No, due date and date of opening on the outer envelope so that the same could be entertained in time. Price bid will be opened after the evaluation of successful bidder online only. .
2. Tenders must be addressed to Executive Director Jabalpur Smart City Limited, Manas Bhawan Wright Town Jabalpur, MP
3. The price bid contain all the taxes including GST/Freight etc no additional payment will be borne by JSCL.
4. Incomplete tenders in any form shall not be accepted.
5. Conditional and unambiguous and late / delayed tenders shall be rejected summarily.
6. Tenders must be sent well in advance, so that it reaches the JSCL office on or before the due date and time. Tender received after the due date and time shall not be considered at all. JSCL shall not be responsible for any postal delay.
7. Incomplete tenders in any form shall be treated as non-responsive, non acceptable and will be rejected.
8. Simply submission of tender does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which the decision of JSCL will be final and binding.
9. One year standard warranty applicable on the item (s) must be indicated with name and address of the manufacturer/ service provider should invariably be given.
10. JSCL shall not be responsible for any loss, damages and shortage during transit / transportation / installation. Payment shall be made for materials received in good conditions only.
11. The validity of the offer should be 90 days from the date of opening of the tenders.
12. Materials should be door delivered at the sites specified in orders and installed on the site as per layout drawings provided by the corporation. Delivery must be made within 4 weeks after placement of order. Delivery period may be reduced according to the need/exigencies subject to confirmation by the supplier.
13. If the suppliers fail to deliver the stores within the allotted delivery period as specified above, the material supplied may be rejected partly / fully or order may be cancelled.

14. Offered Basic Price must not be higher than price displayed by manufacturer on their website/ MRP/Price list which should be shown with authentic documentary evidence. Price list must be stamped and signed with date by the bidders. If on MRP it shall be verified at the time of delivery.
15. No insurance charge will be borne by JSCL.
16. Conditional tenders will not be binding, and can be rejected.
17. Any deviation from the tender & Conditions mentioned above will imply disqualification for the firm.
18. The bidder shall be qualified as per the prescribed qualification criteria. All relevant documents as required shall be submitted. Those bidders who do not qualify as per the qualification criteria or who do not enclose the documentary evidence shall stand disqualified. The bidder is also required to furnish an undertaking that it has not been blacklisted by any organization nor should have any litigation of such nature pending.
19. LD / Penalty Clause: - A liquidated damage charges of minimum up to @ 0.25% of order value per week and maximum up to 5% of the total order value will be recovered from the vendor for non-compliance. JSCL, however reserves the right to waive off/impose the penalty.
20. PAYMENT TERMS: The supplier shall present their triplicate copies computer generated bill for each order/ supply. All payment shall be made on bill basis on receipt of the materials and all requisite documents as per terms & conditions of RC & order within 30 days in normal cases or otherwise specified in the purchase order. However, If the bidder has any payment query, the same need to be formally submitted along with the bid documents. No separate payment query will be entertained after the bid submission. 5% of the bid value will be retained till the expiry of warranty period.
22. RIGHT OF ACCEPTANCE—JSCL reserves the right to accept the lowest or any other tender and reserves to himself the right of accepting/rejecting the whole or any part of the tender without assigning any reason what so ever.

Special Conditions:

- i. Tender are invited from Original Equipment Manufacturers or their authorized dealers for supplying of furniture items.
- ii. Bidder shall agree to provide warranty for a period of one year from the work completion date.
- iii. The bidder should send document of registration of companies with a copy of product license, Income Tax, PAN No., GST and recent authorization certificate of the manufacturer in case of authorized dealer.

- iv. Manufacturing bidders should be a Certified, ISO- 9001, 14001, , 18001 certified organizations and considering growing concern on environment and human resource, the Furniture manufacturer should also have self test certificate of the product.
- v. The manufacturer should have in house Quality Control & testing Facility as per specification (Supporting documents about quality control facilities should be attached). The Committee may also visit the manufacturing facility of the bidder whose technical documents are found to be as per tender requirements.
- vi. The JSCL may call for samples of some of the products for technical verification before opening the financial bid failing which the tender will be rejected. The authorities reserves the right to accept or reject any tender on the basis of quality/price/ or factors not known to the vendor.
- vii. The empanelment/rate contract may be extended on the same terms & conditions after the validity, or can be terminated at any time from either side, by giving one months notice.
- viii. JSCL reserves the right to accept or reject any or all or any part of the tender without assigning any reason there of, and the decision of JSCL in this respect shall be final.

**Executive Director
Jabalpur Smart City Limited**

Documents – Quality Certification / Pre-qualification Criteria to be attached in Techno Commercial Bid

1. Manufacturer / Bidders should have the following ISO Standards –

- **ISO – 9001:2008** - The manufacturer must have **ISO- 9001** and a robust Quality Management System (QMS).
- **ISO 14001:2004** - The manufacturer must have **ISO- 14001** and a detailed Environment Management System (EMS), which should have systematic framework to manage the immediate and long term environmental impacts of an organization's products, services and processes.
- **ISO 18001:2007** (officially **BS OHSAS 18001**) - The manufacturer must have **ISO 18001** - the Occupational Health and Safety Management Systems in place.

2. **Manufacturer should be a member of BIFMA** - Business and Institutional Furniture Manufacturers Association.
3. Audited Balance Sheet & Profit and Loss Statement of last 3 financial years should be provided to show the financial capability of the bidder. Company should have made profit for last five consecutive years, profit loss statement to be provided confirming the same.
4. Manufacturing bidders must agree to undertake a comprehensive warranty for all the items supplied and installed and also agree for 1 year post warranty services and maintenance under Annual Maintenance Contract (AMC).
5. PAN, GST registration proof must to be submitted by all Bidders.
6. Bidder should not have been black listed/non conformity of contract from any state government, central government or any PSU – Self Certification to be provided notarized on stamp paper of Rs 100/-
7. Orders along with completion certificate of Similar Nature and executed in PSU, State or Central Govt. Departments (Ministry / Departments / Undertakings / Institutions) to be submitted along with the tender- 1 order of _____ OR 2 orders of _____ and above OR 3 orders of _____ and above within the last 3 financial years (not prior to 2012).
8. Even though the bidders meet the above qualifying criteria, they are subject to be disqualified at any stage of the tender process ,if they have:
 - made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; (Authority, in this regard always reserves the right to verify from any person, banker of the applicant or companies issuing credentials in favor of the applicant) and/or
 - record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.; and/or

(PART-I)

(Techno-commercial bid letter- be given on the bidder/firm's letter head)

To,

Executive Director

Jabalpur Smart City Limited

Jabalpur.

Tender ref: JSCL/2017/509/ADM/33, Date: - 16/08/2017

Subject: Submission of Techno-commercial Bid for Supply & Fixing of Furniture at Incubation Centre Civic Centre Jabalpur.

Dear Sir,

Having examined the bidding documents and agreeing to the terms and conditions mentioned in it, we, the undersigned, hereby submit the Techno-commercial Bid for supply of goods and Services as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to supply the technical details related to the Goods / Services as sought by the purchaser in this NIT .We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods / Services shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

In case of any technical clarification / demonstration sought by the purchaser to arrive at the clear position, we will provide the same without altering our price bid. We enclose herewith the complete Techno-commercial Bid in the prescribed tender format as per your requirement. This includes:

1. Techno-commercial Bid Letter
2. Audited Balance Sheet and Profit & Loss account if liable for audit or duly certified by CA for last 3 years.
3. Banking details.
4. Complete address / contact detail of authorized distributor/ dealer/ retailer nominated by the original manufacturer/ Principal.
5. Copy of the latest and valid registration certificate and by laws in case of co-operative society.
6. Branch / Region office in Madhya Pradesh (Registration certificate to be enclosed).
7. Copies of the Order/Completion certificate.
8. Copy of the firm's GST NO.
9. Copy of PAN CARD of the bidder.

.10. Catalogue/ leaflet of the manufacturer must be enclosed with duly signed &sealed.

11. Undertaking related to non-blacklisting and non-litigation.

12. Use the relevant Financial Bid format only.

We agree to abide by our offer for a period of Ninety (90) days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and condition of the bid document and we do hereby undertake to supply as per these terms and conditions. The Technical Deviation are only those mentioned in the statement of deviation from technical terms and conditions. We have enclosed the check-list.

We do hereby undertake, that until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document).

Dated this day of _____ Signature of Bidder

Details of enclosures

Full Address:

Telephone No.

Telegraphic Address:

E-mail:

COMPANY SEAL

Check List for Techno Commercial Bid

S. No.	Description	Enclosed (Yes / No)
1	Techno-commercial Bid Letter	
2	Audited Balance Sheet and Profit & Loss account if applicable or Balance Sheet and Profit & Loss account duly certified by CA for last 3 years	
3	Banking details	
4	Details of Service dealer's at Jabalpur	
5	Copy of the latest and valid registration certificate and by laws in case of co-operative society.	
6	Branch / region office in Madhya Pradesh (Certificate to be enclosed)	
7	Copies of the Order/Completion certificate	
8	Copy of the firm's GST NO. (REGISTRATION CERTIFICATE.	
9	Copy of PAN CARD of the bidder	
10	Commercial Tax Return copies for last three years.	
11	Catalogue/ leaflet of the manufacturer must be enclosed with duly signed & sealed	
12	Undertaking related to non-blacklisting and non-litigation.	
13	Use the relevant Financial Bid format Only	
14	All the documents mentioned in the Pre-qualification Criteria on page No. 7,8,9	

Date & Signature of authorized person

Company seal