



No: 2(2)/SAI/GAD/2014-15

To,

M/s _____

Sub:- SUBMISSION OF SEALED BIDS FOR THE SUPPLY OF FURNITURE ITEMS TO SAI, NEW DELHI.

Dear Sirs,

SAI proposes to purchase of Furniture items as per details in the tender document from the reputed distributors, authorized agents or reputed agencies preferably having experience in supply of Furniture items to the Government or Public Sector Undertakings.

The detailed Terms & Conditions are contained in attached bids. The interested parties may download the bid form from the website (www.sportsauthorityofindia.nic.in) and may send their bid along with EMD through bank drafts in favour of 'SECRETARY SAI payable at New Delhi.

You are therefore, requested to kindly submit your competitive rates (inclusive of all taxes) FOR SAI, New Delhi with relevant documents in accordance with the Terms & Conditions of the Tender Document. The bid has to be submitted in two separate envelopes – Envelope "A" i.e. Technical Bid to contain EMD, the duly signed tender document with copies of required certificates and Envelope "B" to contain the Financial Bid duly signed. Both the envelopes "A" & "B" should be submitted in a sealed envelope which should also show the name and address of the bidder. The bidder is also required to submit a sample of the furniture items of which he has quoted the rates, which shall be evaluated by the Committee constituted for Technical Evaluation.

The sealed bid should be submitted in the office of Director (GAD), Sports Authority of India, JN Stadium (East Side Gate), New Delhi on or before May, 25, 2015 by 1200 hrs. The bid submitted by FAX or email or after the time & date mentioned above will not be accepted. SAI reserves the right to reject one or all bids without assigning any reason.

Yours faithfully,

DY. DIRECTOR (GAD)

Tender Cost Rs. 200/-

Tender No _____

SPORTS AUTHORITY OF INDIA

LIMITED TENDER

FOR

SUPPLY OF

Furniture items

AT

SAI, NEW DELHI

Jawaharlal Nehru Stadium (East Side Gate),
Lodi Road Complex, New Delhi-110003

Website: www.sportsauthorityofindia.nic.in

SPORTS AUTHORITY OF INDIA

LIMITED TENDER FOR SUPPLY OF FURNITURE ITEMS TO SAI

TECHNICAL BID FORM

DATE & TIME FOR SUBMISSION OF TENDER May 25, 2015 BY 1200 HRS

DATE & TIME FOR OPENING OF TENDER May 25, 2015 AT 1500 HRS

The following details /documents /certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

1. Name of Firm/Agency
2. Name of the Proprietor/Partner
3. Address of the firm
4. Telephone/Fax No. Email ID
5. PAN Number (attached photocopy)
6. VAT No (attach photocopy)
7. Attach copies of ITR for the last 3 years
duly certified by CA
8. Experience in the line (minimum three year)
9. Attach list of clients
10. Details of EMD : -
 - a. Name of the Bank
 - b. Bank Draft No. & Date
 - c. Amount
11. Documentary proof regarding manufacturer/
Authorized distributor/agent

(SIGNATURE OF THE BIDDER)
with address and seal

TERMS AND CONDITIONS FOR THE SUPPLY OF FURNITURE ITEMS

1. The SAI has issued these Bidding Documents for purchase of Furniture items as per technical specification mentioned.
2. Before formulating the Bid and submitting the same to the SAI, the Bidder should read and examine all the terms, conditions, instructions etc. contained in the Bidding Documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bidding Documents may result in rejection of its Bid.
3. The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and SAI, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.
4. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents.
5. The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.
6. A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
7. Bid sent by e-mail/fax/telex/cable/ electronically shall be ignored.
8. All payments will be made in Indian Rupee through National Electronic Fund Transfer (NEFT)/RTGS System. Bidders are required to fill and attach the NEFT Mandate Form along with their offers.
9. The price of the goods should be inclusive of all taxes and duties like sales tax, CST, VAT, transportation charges etc.
10. The order may be awarded to the lowest responsive Bidder who meets the laid down Qualification Criteria in the Bid documents and accepts all other conditions of Bid Document and whose sample is accepted by the evaluation committee.
11. Earnest money Deposit amounting to Rs.15,000/-only will be deposited in the form of Demand Draft, Fixed Deposit Receipt or Banker's Cheque drawn in favour of Secretary, SAI and payable at Delhi. EMD shall be attached with **Technical Bid in Envelope 'A'**
12. The **Financial bid** be submitted in **Envelope 'B'**
13. Both the bids should be submitted in an envelope on which the words "**Tender for the supply of Furniture items**" should be super scribed on the top of the left corner of the envelope which should also show the name and address of the bidder.
14. EMD to the unsuccessful bidder will be refunded within 45 days after finalization of the Tender and successful bidder will be refunded after deposit of security money. No interest will be paid on the EMD. However, in case of withdraws, amends, impair or derogates from the tender by the successful bidder his EMD is liable to be forfeited.

15. Competitive rates inclusive of taxes on the Furniture items manufactured by reputed agencies quoted in tender should be valid for a period of 90 days from the date of acceptance of bid.
16. Items quoted by the firms should be delivered as per specifications.
17. The Furniture items shall be delivered within 15 days of placing the order and in the manner prescribed by the Director (GAD). Any contravention thereof shall be deemed as a breach of contract and penalties as may be prescribed by the Director General, SAI may be imposed.
18. The Director General, SAI will have the right to reject any or all the bids without assigning any reason.
19. Bids received without Earnest money, conditional or incomplete having cuttings or overwriting is liable to be rejected.
20. The furniture received, if not found as per specification/ approved sample, are liable to be rejected& returned and be replaced with no extra cost.
21. In case the suppliers fails in making the supply in a given time and place the SAI shall have the right to purchase the same from the other source at the risk and cost of supplier.
22. The Director General, SAI have the right of awarding the work to one supplier or different suppliers for the supply of Furniture items.
23. In case any dispute arises in regard to the tender, the decision of the Director General, SAI will be final and binding.
24. The technical bid of the bidders will be opened first and the financial bid will be opened only of the bidders whose Technical bid shall be accepted.
25. Successful bidder shall have to deposit an interest free security deposit of Rs. 30000/- within 15 days of receipt of the supply order which will be refunded on expiry of the contract, subject to clearance of all (if any).
26. The bidder should not have been blacklisted on any account by any Government organization.

DECLARATION

1. I have read the terms & conditions mentioned in the tender document and undertake to abide the same during the contractual period.
2. The information given in the technical bid by the undersigned is correct.

(SIGNATURE OF THE BIDDER)
with address and seal

NOTE : The Technical Bid is required to be submitted in a separate sealed cover super scribed as Envelope 'A'.

LIMITED TENDER FOR SUPPLY OF FURNITURE TO SAI**FINANCIAL BID FORM****(To be submitted in a separate envelope)**

1. Name of Firm/Agency
2. Address of the firm

I/We hereby submit my/our competitive bid/amount of inclusive of all taxes of furniture items FOR. SAI Stores, Delhi.:

LIST OF Furniture items

SN	Name of Items	Quantity	Brand No.	Rate inclusive of taxes per unit	Total cost inclusive of taxes
1	Wooden dining Chairs ;- Without arms made of first class seasoned teak wood, having oriental legs/designed back frame with cushioned seat with ISI pin hole rubberized cushioned covered with superior quality cloth/leatherette of approved design, quality and shade, finished with fine quality lacquer polished in desired color	120 No			
2	Wooden Dining Table ; Made of first class seasoned teak wood, top made out of 19mm commercial board/19mm ply-doubled up to get a top thickness of 35mm and laminate of 1.0mm thickness fixed on top with teak wood molding of appropriate design. The bottom of the dining table is well supported by solid teak wood framing of minimum thickness 3" finished with fine quality lacquer polished in desired color and shade. 6x3	20 NO			
3	Almirah Steel Big ; 1980x910x480mm without locker with 4 shelves making 5 compartments. 20 gauge, confirming to ISI specification.	10 No			
4.	Wooden Executive Table Made of 19mm thick commercial Board/teak board 18 mm pre-laminated board with teak wood fancy beading on visible edges and sleek molding on front panels, top 1.00mm laminated/4mm teak ply with different shades natural teak, rose wood rust etc as desired duly melamine/lacquer polish with inner coat of sealer including superior quality hardware fitting. The table will have a tinted glass top of 10mm thick on desk/side				

	unit 72"x36"	1 No			
	60"x36"	2 No			
5.	Wooden Computer Table; made of 19mm thick commercial board/teak/18mm pre laminated board with teak wood fancy beading on visible edges and sleet molding on front panels, top with 1.00mm laminated/4mm teak ply with different shadiest. Having sliding key board tray, drawers, cupboard etc. as desired duly melamine/lacquer polish with inner coat of sealer including superior quality hardware fitting. 48"x36"	3 No			
6.	Wooden Cushioned visitor chair Made of teak wood, having designed legs & arms cushioned seats & backs finished with fine quality lacquer polished in desired color and shade. The seat and back of chair with high density ISI rubber/U-foam cushioned and covered with quality fabric/leather foam.	20 No			
7.	Executive Revolving chair with hydraulic system (Branded)	4 No			
8.	Computer Revolving chair with arm	5 No			
9.	Five Seater Sofa set (Teak wood frame) Made out of quality teakwood having loose/fix cushion in seats and backs of rubber/foam cushions (ISI) covered with superior quality cloth/leather foam finished with lacquer polish.	2 No			

I/We have read the above terms & conditions of this tender and understood the same and shall abide by them.

It is certified that I am authorized signatory of the firm.

(SIGNATURE OF THE BIDDER)
with address and seal

This document is required to be submitted in Envelop A.

SPORTS AUTHORITY OF INDIA

AUTHORIZATION LETTER

Payee's Particulars	Name of Payee as in bank account	
	Address	
	Telephone/fax Number with STD code	
Bank Details	Name of the bank	
	Bank branch (full address & telephone number)	
	Bank Account number	
	Mode of electronic Transfer Available	
	RTGS NIFD Any other	
	IFSC Code	
	MICR Code	

Signature _____

(Owner of the Firm/individual)

Name _____

Account number has been verified by me

Manager

(Bank branch maintaining the account)

Forwarded to DDO SAI along with formal sanction for making payment

Signature _____

Name _____

Designation _____