

**Francis Marwein**

**Director**

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उत्तर पूर्व क्षेत्रीय केन्द्र, इम्फाल

**NORTH EAST REGIONAL CENTRE,  
IMPHAL – 795001**

No. SAI/NERC/FUR-FIX /2018-19

Date: 29.11.2018

To,

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sub:- SUBMISSION OF SEALED BIDS FOR THE SUPPLY OF FURNITURE  
ITEM FOR CONFERENCE HALL TO SAI NERC IMPHAL**

Dear Sirs,

SAI NERC Imphal proposes to purchase 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 <https://eprocure.gov.in/eprocure/app> & [www.sportsauthorityofindia.nic](http://www.sportsauthorityofindia.nic) and may upload their bid along with EMD through bank drafts in favour of DIRECTOR SAI payable at Imphal.

You are therefore, requested to kindly submit your competitive rates (inclusive GST/freight) FOR SAI NERC Imphal 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 enveloped “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 sample/catalogue 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 the Director, Sports Authority of India, North East Regional Centre Imphal on or before 19<sup>th</sup> December 2018 by 3.00 p.m. The bid submitted **online** after time and date mentioned above will not be accepted. SAI reserves the right to reject one or all bids without assigning any reason.

Yours faithfully,

Sd/-  
(Francis Marwein)  
Director  
SAI NERC Imphal

**SPORTS AUTHORITY OF INDIA  
NORTH EAST REGIONAL CENTRE, IMPHAL**

**LIMITED TENDER**

FOR

SUPPLY OF

**Furniture Items for  
Conference Hall**

AT

**SPORTS AUTHORITY OF INDIA  
NORTH EAST REGIONAL CENTRE, TAKYEL, IMPHAL**

(To be submitted in ENVELOPE- A)

# SPORTS AUTHORITY OF INDIA

## LIMITED TENDER FOR SUPPLY OF FURNITURE ITEMS TO SAI NERC IMPHAL

### TECHINICAL BID FORM

DATE & TIME FOR SUBMISSION OF TENDER 19<sup>th</sup> December 2018 BY 3.00 p.m.  
DATE & TIME FOR OPENING OF TENDER 21<sup>st</sup> December 2018 BY 11.00 a.m.

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 / GST NO (attach photocopy) \_\_\_\_\_
7. Attach copies of ITR for the  
last 3 years duly certified by CA \_\_\_\_\_
8. Experience in the line  
(minimum three years) \_\_\_\_\_
9. Attach list of clients \_\_\_\_\_
10. Details if EMD:-
  - a. Name of Bank \_\_\_\_\_
  - b. Bank Draft No. & Date \_\_\_\_\_
  - c. Amount \_\_\_\_\_
11. Documentary proof regarding  
manufacture/ Authorized  
distributor/ agent \_\_\_\_\_

(SIGNATURE OF THE BIDDER)  
with address and sea

## TERMS AND CONDITIONS FOR SUPPLY OF FURNITURE ITEMS

1. The SAI NERC Imphal 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 NERC Imphal, 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 NERC Imphal, shall be written in the English language.
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 fulfill 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-procurement shall be ignored.
8. Payments Shall be made through through PFM System. Bidders are required to fill and attach the PFMS Mandate Form along with their offers.
9. The price of the goods should be inclusive GST and 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/catalogue is accepted by the evaluation committee.
11. Earnest Money Deposit amounting to Rs. 12,000/- only will be deposited in the form of Demand Draft, Fixed Deposit Receipt or Banker's Cheque drawn in favour of Director SAI NERC and payable at Imphal. 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 GST 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. Item 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 (SAI NERC). Any contravention thereof shall be deemed as a breach if contract and penalties as may be prescribed by the Director, SAI may be imposed.
18. The Director, 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, SAI NERC Imphal 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, SAI NERC Imphal will be final and binding.
24. The technical bid of the bidders will be opened first and the financial bid will be opened only if the bidders whose Technical bid shall be accepted.
25. The bidder should not have 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



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 here by submit my / our competitive bid/ amount of inclusive of GST of furniture items FOR SAI NERC Imphal.

Sl. No	Particular	Brand	Specification if any	Rate (Rs)
1.	Revolving Chair Executive	Alfa-ML-1220	Dimension: 48'' (H) x 24'' (L) x 24'' (B) Materials- Leather form or leather Type : Tilt mechanism & adjustable seat height Wheel: 5 high quality material Back: Full Height	
2.	Revolving Chair	Alfa- OR-401	Dimension: 48'' (H) x 24'' (L) x 24'' (B) Materials- Leather form or leather Type : Tilt mechanism & adjustable seat height Wheel: 5 high quality material Back: Full Height	
3.	Conference Table Modular (Open) 30 capacity	Space wood	Type: Extendable Tables with connection Tops Table Top: Two holes for Microphone cable & computers power line for each table(Block) Dimension: 29'' (H) X 21'' (B) Corner Top : 90°	
	Conference Table Modular (Open) 30 capacity	Stellar	Type: Extendable Tables with connection Tops Table Top: Two holes for Microphone cable & computers power line for each table(Block) Dimension: 29'' (H) X 21'' (B) Corner Top : 90°	

I/we have read the above terms & condition 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 & Email ID	
Bank Details	Name of Bank	
	Bank branch (full address & telephone number)	
	Bank Account number	
	Mode of electronic Transfer Available	
	PFMS	
	IFSC Code	
	MICR Code	

Signature \_\_\_\_\_  
(Owner of 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 \_\_\_\_\_