



MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi – 110 010

Ph. No., 26717983 Ext:305/312

Email: pktiwari.idsa@gov.in

MP-IDSA/ESTATE/ 2024-25/ Furniture

Date: Dec. 2024

**BID ON GEM PORTAL FOR SUPPLY OF MID BACK REVOLVING CHAIRS FOR
AUDITORIUM AT MP-IDSA**

Online bids are invited (**under two packet system**) on GeM from bonafide and experienced Firm/ Contractor for "Supply of Mid back Revolving for Auditorium at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats.

Detailed Tender Documents are available online from the date of tender publication at www.idsa.in. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their **bids on the GeM**, latest by **30 Dec 2024** by 1500 hrs. Bidder shall submit hard copies of the relevant documents also along with (1) Demand Draft for Rs. **42000/- (Rupees Forty two thousand only)** in favour of "**MP-IDSA**" payable at New Delhi as Earnest Money Deposit and (2) all documents signed and stamped, which shall be submitted in sealed cover addressed to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute's address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 30 Dec 2024** duly mentioning on top right hand corner of the sealed envelope "**EMD and any other supporting documents for "Supply of Mid back Revolving for Auditorium at MP-IDSA.**

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of tender and Annexures as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

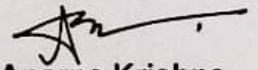
The bids shall only be opened online on GeM in presence of the bidders or their authorized representative, not more than one person, may be present at the time of opening of the bids, if they desire.

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	09/12/2024, 11:00 hrs
(ii) Document Download Start Date & Time	09/12/2024, 11:30 hrs
(iii) Bid Submission Start Date & Time	09/12/2024, 12:00 hrs
(iv) Start date of seeking clarification	09/12/2024, 12:00 hrs
(v) End date of seeking clarification	30/12/2024, 14:00 hrs
(vi) Bid Submission End Date & Time	30/12/2024, 15:00 hrs
(vii) Offline submission, EMD, and other supporting documents	30/12/2024, 15:00 hrs
(viii) Bid Opening Date & Time	30/12/2024, 15:30 hrs
(ix) Cost of Tender	Free of cost

Note : Contractor may inspect the Campus & assess its requirement before bidding the tender. Corrigendum / addendum / modification to this tender, if any, will be notified through GeM, www.idsa.in only.



**Aparna Krishna
Off. Assistant Director (Admin)**



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**TENDER FOR SUPPLY OF MID BACK REVOLVING FOR AUDITORIUM AT
MP-IDSA**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Supply of Mid back Revolving for Auditorium at MP-IDSA
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs. 42000/-
4.	Validity period	90 days
5	Estimated Value	Rs.21,05,918/-including GST
6.	Publish Date & Time	09.12.2024 by 1100 hrs
7	Submission Start Date & Time	09.12.2024 by 1130 hrs
8.	Site visit	From 09.12.2024 onwards on all working day between 1030 hrs to 1530 hrs till submission end date.
9.	Tender Submission End Date	30.12.2024 by 1500 hrs.
10.	Tender Opening Date	30.12.2024 by 1530 hrs.
11.	Mode of Sending	EMD and relevant documents of In sealed cover by Speed post/Hand Delivery in the tender box kept at reception.
12	Pre Bid Meeting	18 Dec 2024 by 1430 hrs at Institute premises which is mandatarly for pre-qualification

Aparna Krishna
Off. Assistant Director (Admin)

**Signature of bidder
Name :**

**Company seal
Date**

SUPPLY OF MID BACK REVOLVING FOR AUDITORIUM AT MP-IDSA
(Two Bid System)

Online bids on GeM, are invited for the work as mentioned above and scope of work and terms & Conditions of the order shall be as follows: -

- 1. Time Schedule:** The work shall be completed within 60 days from the date of award. A sum of Rs 500/- per day will be charged for delay in completion of work. Director General's, decision in this regard shall be final and binding.
- 2. Execution of Work:** The work shall be executed in best workman like manner, to the entire satisfaction of the Institute.
- 3. Unit Price:** Unit rates quoted for the work shall be deemed to include for all material , labour, tools and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of work shall be deemed to have been taken into account in the quoted rates. The rates shall also include for transportation including price escalations, contractor's overheads and profits including GST. Nothing extra shall be admissible on any such account.
- 4. Approval of Material and Workmanship:** The materials which stand rejected shall be removed from the site forthwith and replaced with approved materials at no extra cost. Items to be supply shall be of good quality/make of "Godrej/Geeken" or equivalent. after award of contract successful bidder shall have to get sample approved (for fabric color) within 10 days from MP-IDSA before starting fabrication. **Four sample of chairs to be supplied and will be placed on site, for approval before executing the complete lot.**
- 5. Defect Liability:** The materials & work of the contractor shall be under 2 (Two) year's Defect Liability Period (DLP). Defect/s noticed during the defect liability period shall be rectified by the contractor without any cost to MP-IDSA, failing which the Security Deposit of the Contractor shall be forfeited. The contractor may also be debarred from any future tendering in the Institute. The contractor shall re-do the work, wherein defects have developed during this period under the direction of the Estate cell, at no extra cost. The defective chairs shall be replaced by the agency without any additional charge during guarantee period of supplied chairs. The replacement shall have to be carried out within 7 days of the intimation being received from the Institute
- 6. Delivery of Materials/Items and Completion:** Inspection of the finished work will be carried out by the representative of MP-IDSA. Four samples to be produced before the Committee constituted by the institute. Bidder has to ensure the same quality of

products to be supplied as per approved sample. Any deviation shall be viewed seriously and tender be rejected with PG forfeited. On completion, items/materials supplied shall be delivered to the Institute as indicated at Annexure I'. The work shall be completed to the entire satisfaction of the Institute. On completion of the supply, the contractor shall inform the Estate cell in writing with the date of physical completion of supply for final approval for issue of completion certificate.

7. No material will be issued by the department. All materials for the work as per scope of work if required will be procured/arranged by the contractor at his own cost.

8. **Submission of quotation:** The technical Bid and the Financial Bid shall have to be submitted online at GeM, tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered in online formats without any ambiguity.

9. Upon acceptance of the quote, no subletting/transfer would be allowed by the Institute.

10. **EMD Payment:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 42000/- by way of FDR/Demand drafts or Bank Guarantee only. The demand drafts or Bank Guarantee shall be drawn in favour of "MP-IDSA ". The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract.

a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.

b) The Firm who are registered with MSME/ OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid)

c) The EMD, in case of unsuccessful Bidders shall be retained by MP-IDSA till the finalization of the tender. No interest will be payable by MP-IDSA on the EMD.

d) The Bid documents of original instruments in respect of earnest money deposit must be delivered to the MP-IDSA on or before last date/time of Bid Submission as mentioned above. The bid without EMD will be summarily rejected.

11. **Security Deposit:** The Bidder shall be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to make BG's/FDR for a sum equal to 5% of contract value. Performance Bank Guarantee shall be valid up to 90 days beyond the satisfactory completion of Defect liability period. During this period, If any defect is found the same shall be got rectified immediately by the contractor. No extra payment will be made.

12. **Payment Term:** Payment shall be made against successful delivery of chairs at

site after deduction of security deposit as mentioned at para 11. No payment will be made for goods rejected. All statutory deductions like TDS, GST as applicable rules shall be made from the due payment of the bidder.

13. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.

14. **Scope of work** – The scope of work for "Supply of Mid back revolving for Auditorium at MP-IDSA " is placed at **Annexure I** .

15. **Warranty / Guarantee:**

a) The bidder shall offer on-site comprehensive warranty of Furniture for two (2) years from the date of successful installation and placement of Furniture at the designated location & shall cover each and every part of the Furniture including parts having limited life etc. The purchaser is not liable to pay any extra charges on any account during warranty period.

b) The bidder shall pay to the purchaser such compensations that may arise by reasons of the warranty therein contained but not attended by the bidder.

c) Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the bidder shall have to replace them at the place of installation without asking for any charges.

d) During the warranty period, expert(s) shall be deputed at site by the bidder within three working days from the date of request from purchaser, to rectify and fixing the defects of furniture at the location where Furniture supplied. The cost of deputation of expert(s) and any other associated expenditure shall be borne by the bidder.

(e) No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods.

16. **After Sales Services:**

a) The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.

b) The bidder will depute their engineer within three working days to attend the service call received in writing from purchaser.

17. **Delivery: -**

(a) The purchaser interested for complete delivery of Furniture by the bidder within Thirty (60) calendar days from the date of issue of supply order. However,

the bidder have an option to submit the best delivery time, but in any case the delivery should be before 60 days from the date of issue of supply order by purchaser.

b) The material shall be inspected prior to delivery (PDI) at site and bidder shall be responsible for any damage during the transit of Furniture/ equipment.

18. Eligibility:

- (i) The intending Bidder, in case of Original Equipment manufacturers shall submit a self-declaration on their letter-head, along with the Technical Bid, confirming that they are regular in manufacturing & supplying the similar furniture, as asked in this tender, for the last Three (3) years.
- (ii) The intending Bidder, in case of Authorized Distributor of OEM / Authorized Dealer of OEM shall possess valid authorized Distributorship / Dealership license from Original Equipment Manufacturers who should be engaged in regular manufacturing and supply of similar Furniture for the last Three (03) years. The Bidder shall enclose the copy of the same in Technical bid while submitting the tender.

Sno	Parameter	For General Bidder	For MSME/MII registered bidder
(a)	Work Experience	03 Years	01 Years
(b)	Average Annual Turnover last 03 years	50 Lakhs	25 lakhs
(c)	PAN & GST Number	Required	Required
(d)	One similar nature of supply	Required	Required
(e)	ITR last 03 years	Required	1 year

Note:-Definition of Similar Work: Supply & Installation of Furniture & furnishing items in any Government/PSU/Autonomous Body/Educational Institutions, the value of order should not be less than 10 lakhs in a financial year.

19. Pre-qualification sheet:-

Sno	Parameter	Page No.	Document attached (Yes/NO)
(a)	Work order		
(b)	Completion certificate		
(c)	PAN Copy		
(d)	GST Number		
(e)	Current Account details		
(f)	Last 3 years ITR		
(g)	Office /Manufacturing unit		

20. **Liability to Damage:** Contractor shall be fully responsible for safety & security to his workers. Contractor has to give written undertaking that he will be fully responsible for any accident/misshaping occurred during the work & he will indemnify MP-IDSA in case of any accident.

21. **Evaluation & Award of work:** The bids will be evaluated as per the Eligibility criteria given at Clause 18 & 19 above. The bids which are found to be fulfilling the eligibility criteria shall only be considered for opening of Price-Bids. MP-IDSA may seek clarifications in the bids from the bidders during the evaluation process. The work will be awarded to the lowest responsive (L-1), evaluated bidder and Work- order will be issued to the firm. MP-IDSA may like to visit the similar completed works of the successful bidder before considering their bid/ award of work. Substantially responsive financial bids will be checked for any arithmetic errors. Arithmetic errors are to be rectified on the basis of the standard procedure as follows: -

a) If there is a difference between the amount of rate in figure and in words of an item, and the total amount is worked out, then the rate which corresponds to the amount worked by the bidder shall be taken as correct.

b) If the bidder has not worked out the amount of an item, or the same does not correspond with the rates written either in figures or in words, then the rate quoted by him in words shall be taken as correct.

c) If the rate quoted by the bidder in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

d) Bidders who have the following valid certifications must be submitted:-

i. ISO certification, ii. BIFMA certificate iii. GREEGUARD certificate iv. IGBC certificate namely from **ISO 9001:2015, ISO 14001:2015, ISO 18001:2007**. In case the applicant is authorized dealer, these certificates shall be obtained from the manufacturer and submitted with the tender document.

e) Manufacturer Authorization letter is to be furnished with the tender if authorized dealer of the reputed manufacturer is participating in the tender on behalf of Original Manufacturer.

f) Relevant documentary evidence, if the bidder wants to avail the purchase preference of MSE/MII. Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST entrepreneurs will also be given benefits as per Public Procurement Policy, 2012.

g) If the selected bidder refuse to execute the work after award of work, his EMD will be forfeited.

22. Time of Completion and Extension for delay:

- i) The work shall be completed within 60 days from the date of receipt of work order from MP-IDSA.
- ii) Due to an event, not attributable to the contractor, or in the case of force majeure, causing delay, occurs or a variation order is issued, which makes it impossible to complete the work by scheduled completion date, MP-IDSA may consider extending the completion date on the specific request of the contractor.

23. Force Majeure:

a) In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

24. Code of Ethics:

a) The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the bidders are found in Bid pooling or against law against fraud and corruption then their firms may be blacklisted.

23. Dispute Resolution.

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director General MP-IDSA

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

Additional Conditions

- (A) All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account.
- (B) Lowest bidder has to submit one sample of each type of chair before placing entire order
- (C) The Contractor shall be bound to follow the restrictions on the movement of labour, at MP-IDSA campus due to security or any other reason(s). No Claim shall be entertained on this account.
- (D) The contractor shall be personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority. No claim on this account shall be entertained.
- (E) TDS & GST will be deducted as per applicable rules.
- (F) The contractor shall be fully responsible for safe custody of the material even if the materials are under double lock system.
- (G) Quantity of products ordered can be increased or decreased by MP-IDSA depending upon the requirements.
- (H) The bidder must quote for **02 years comprehensive on-site warranty (Including all Spares, Accessories and Labour) from the date of completion of the satisfactory installation.** The warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected.
- (I) **Pre Bid meeting as per NIT shall be mandatorily. Bidders are adhere to attend the pre bid meeting. If not attending pre bid meeting , bid will not be accepted.**

Director General, MP-MP-IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.

Please acknowledge.

Yours sincerely,



Aparna Krishna
Off. Assistant Director (Admin)

Form of Quotation

(Note: the appendix forms the part of the Quotation)

To,

**MP-IDSA
No 1, Development Enclave
Rao Tularam Marg, New Delhi-110010.**

Sir,

Name of work: Supply of Mid back revolving for Auditorium at MP-IDSA

1. Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.
2. We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.
(IN BLOCK CAPITALS)

Scope of work

Supply of Mid back revolving for Auditorium at MP-IDSA (Sample photo enclosed for reference only)

Medium Back Chair with Ergonomic Design with wheel base		
Quantity	180 Nos	
Specification	Specification Name	Required value
	Pedestal Base	Mild steel(MS) CRCA chrome plated having pitch circle dia. 650 mm fitted with Caster Wheels Minimum 5 Nos, of 50 mm Size
	Arm Material	Chrome plated with cushion leatherite/PU/Fabrics covering top and MS spine shall be joint with seat & Back
	Seat Material	PU foam covered with leatherite /Fabrics upholstery
	Density of PU foam used in seat KG per Cu Meter (+/- 3)	55
	Material of Fabric Back Cover / Material for Backrest	Inner frame Upholstered with covered leatherite / Fabrics as approved by Institute
	Material of Fabric of Seat Cover	leatherite / Fabrics (as approved by Institute) tapestry 1 mm thick
	GSM/Thickness of fabric $\pm 5\%$ (Gram/Square meter)	571 GSM
	Chair Type	central tilt synchronic
General	Tilt Tension Adjustment	Pneumatic height adjustment
	Height Adjustment ± 5 (mm)	up to 90 mm
	Arm	With
	Arm Type	Fixed
	Colour of Fabric for Seat	As approved by Institute

	Ergonomic Seat Design	Yes
	Seat is curved	Yes
	Locking Mechanism	Yes
	Type of locking	3-position locking
	Lumber Support	integrated
Dimension	Overall Chair Height ± 10 mm	990 mm
	Overall Chair width ± 10 mm	760
	Seat back Height ± 10 mm	490
	Seat back width ± 10 mm	580
	Seat size Width ± 10 mm	545
	Seat Size Depth ± 10 mm	515
	Thickness of plywood used in seat ± 1 (mm)	15 mm
	Thickness of Plywood used in Backrest	Backrest made of 15 mm thick double layered moulded plywood padded with 30 mm thick foam having density 32 kg/m ³
	Padestal Size (Diameter in mm) +/- 10 mm	650
	Thickness of Polyurethane Foam Used in Seat in mm (+/- 2 mm)	50 mm
Warranty	Warranty period in number of years	2 Years
Certification	Test reports to be furnished to buyer on demand	Yes
	OEM of offered product as per ANSI/BIFMA	Yes
	OEM of offered product is ISO 14001:2015 certified	Yes

Financial Bid -**Annexure II**

Supply of Mid back revolving for Auditorium at MP-IDSA

To be filled properly, reasonably and upload on GeM. The rates should be filled in prescribed format **including GST**.

Sno	Description	Qty.	Rate(Rs)	Total Amount (Rs)
(1)	Medium Back Chair with Ergonomic Design with wheel base. Details of specification as per scope of work (Type 1)	180 Nos.		
Total				

Total amount in words: _____

Signature of Bidder with stamp

Note: -

1. **The amount quoted should be including GST.** Conditional Tenders will be rejected.
2. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site.
3. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
4. GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.
5. Lowest bidder has to submit one sample of each type of chair before placing entire order.

Type 1



Note:-

1. Above pictures are given for general idea of products, not exact requirement.
2. Bidder may inspect the institute for exact requirement.