

Tender No. Q-11011/Adm(G)/4/2014-15/NSSTA
Government of India
Ministry of Statistics & Programme Implementation
National Statistical Systems Training Academy
NSSTA

1.1 **Notice Inviting Tender (NIT)** for “Repairing of Sofa Sets” at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (UP).

1.2 Online bids are invited under Two Bid Systems (Technical Bid and Financial Bid) from reputed, experienced and financially sound firms/ agencies for repairing of Sofa Sets at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (UP).

1.3 Tender documents may be downloaded from MOSPI website www.mospi.gov.in (for reference only) and CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

| | |
|----------------------------------|-----------------------|
| Published Date | 03.02.2017 (12:30 PM) |
| Bid Document Download Start Date | 03.02.2017 (03:00 PM) |
| Bid Submission Start Date | 03.02.2017 (03:00 PM) |
| Bid Document Download End Date | 25.02.2017 (05:00 PM) |
| Bid Submission End Date | 25.02.2017 (05:00 PM) |
| Bid Opening Date | 27.02.2017 (10:00 AM) |

1.4 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

1.5 Tenderer who has downloaded the tender from the MoSPI's website www.mospi.gov.in and Central Public Procurement Portal (CPPP)'s website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/ modify the tender form including downloaded price bid template in any manner.

1.6 EMD Payment: Earnest Money Deposit of Rs.20,000/- (Rupees Twenty Thousand Only) is to be deposited at NSSTA, Greater Noida in the form of Demand Draft in favour of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.

1.7 Interested tenderers are advised to visit again MoSPI website www.mospi.gov.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.


(Pavan Kumar)

Deputy Director & HO (NSSTA)

Tele: 0120-2324952

Head of Office
National Statistical Systems Training Academy (NSSTA)
Ministry of Statistics & Programme Implementation
Government of India
Greater Noida-201310

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“Online” tenders are invited under **Two Bid System** i.e. (**Part - I Technical Bid and Part - II Financial Bid**) from reputed, experienced and financially sound firms/ agencies for “Repairing of Sofa Sets” at National Statistical Systems Training Academy (NSSTA) (hereafter called the Academy), Plot no - 22, Knowledge part - II, Greater Noida, UP – 201 310.

A. SCOPE OF THE WORK

1. Repairing of Sofa Sets:

| S No | Description of Work | No. of items to be repaired | Remarks |
|-------|--|-----------------------------|---------|
| 1 | Single Seater Sofa (upholstery with leatherite material) | 1 | |
| 2 | Double Seater Sofa (upholstery with leatherite material) | 14 | |
| 3 | Three Seater Sofa (upholstery with leatherite material) | 3 | |
| 4 | Double Seater Button (upholstery with leatherite material) | 21 | |
| 5 | Three Seater Button (upholstery with leatherite material) | 16 | |
| Total | | 55 | |

Note - The contractor (s)/ firm (s) is advised to visit the NSSTA Campus to inspect the condition/ quality of existing material used in sofa sets before submitting their tender bid.

B. ELIGIBILITY CRITERIA

Only those firms/ agencies which fulfil the following criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds:-

- (i) The bidder should have its registered/ Head office in New Delhi/ NCR of Delhi/ Greater Noida and have been in existence for a period not less than five years.
- (ii) The agency should have been registered with Government Authorities concerned and a copy of registration shall be attached with the bid.
- (iii) The agency should have PAN/ Sales tax/ Service Tax Registration (proof in this regard may be attached with the bid).
- (iv) The agency should not have been blacklisted by any Government Organization. Undertaking in this regard is to be furnished.

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- (v) The bidder must have successfully completed minimum three contracts of related jobs. The copies of experience certificate of concerned organization may be attached.

C. INSTRUCTION TO BIDDERS

1. The Tenderers are required to submit one technical and one price bid online as per prescribed proforma in Section – E & F. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder before uploading on CPP Portal. The offers by Telegram/ Fax/ e-mail shall not be considered. No correspondence from bidder will be entertained in this regard.
2. The bidders are advised to visit the NSSTA Campus before submitting their tender bid for inspection of sofa sets to be repaired.
3. The tenderer shall not tamper/ modify the downloaded tender including price bid in any manner.

D. TERMS & CONDITIONS

1. The bid documents should be legibly written. The bidder should sign each page of the Bid. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out with initial & date. Additional sheets, if any added by bidder should also be numbered.
2. Any information furnished by bidder found to be incorrect either immediately or at later stage, would render him liable to be debarred from tendering/ taking up of any work in NSSTA.
3. **The contractor shall maintain the original shape, size & colour and would use standard material in repairing Sofa sets without losing their original character as per satisfaction of the Academy.**
4. The contractor shall also undertake minor repair as polishing, tightening of nuts and bolts etc (The sofa sets should be completely overhauled).
5. **The successful bidder will have to sign an agreement on a Non-Judicial Stamp paper worth Rs.100/- along with Performance Security at the rate 10% of the tendered/ contract value within 10 days of the award of contract. The necessary Fees, stamp paper etc. required for completing the agreement has to be borne by the bidder.**
6. **The work is required to be completed within one month from the date of signing of Contract Agreement.**

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7. Income Tax, Work Contract Tax and any other Tax will be deducted at sources as per the norms of Government of India, as applicable from time to time.
8. No advance payment would be made to the successful bidder. The payment will be made subject to satisfactory completion of the work. In this regard, a certificate of satisfactory completion of work has to be given and certified by the Officer/ Caretaker, NSSTA.
9. Earnest Money Deposit of Rs.20,000/- (Rupees Twenty Thousand Only) is to be deposited at NSSTA, Greater Noida in the form of Demand Draft in favour of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The Bids received without EMD shall not be considered for technical evaluation. The EMD shall remain deposited with NSSTA till the period of validity of offer. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.
10. It is mandatory for the successful tenderer to submit **Security Deposit** amounting to 10% of the total contracted value in the form of Bank Guarantee/ Fixed Deposit Receipt/ Demand Draft of in favour of "Pay and Account officer, Ministry of Statistics and Programme Implementation, New Delhi" as Performance Security. The Security Deposit should be valid beyond 90 days of the period of the contract. The Security Deposit will be returned without any interest after satisfactory completion of the contract process. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.
11. The successful Agency will be required to execute an agreement with NSSTA within the period specified in the award letter. In case the **successful agency fails to enter into the agreement with NSSTA within the specified date mentioned in the award letter, the EMD deposited by such Agency shall be forfeited without giving any further notice.**
12. The opinion/ decision of NSSTA regarding the bid shall be final and conclusive. NSSTA reserves the right to accept or reject any or all the bids at any time without assigning any reason thereof.
13. The tender should remain valid for 90 days from the date of opening of with a provision for suitable extension.
14. Unsatisfactory performance of contract any stage of time shall be liable for termination of work award order and may also lead to forfeiture of performance-cum-security deposit.
15. **PENALTY CLAUSE:-** In case of any irregularities noticed in the workmanship/ quality of material being used, penalty will be levied by NSSTA up to the extent of 10% of the total contract value, after issuing show cause notice to the bidder and

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considering the explanation of the agency, if any submitted with in the stipulated time.

16. **ARBITRATION CLAUSE:-** In case of any disputes between the parties viz. National Statistical Systems Training Academy (NSSTA) on one hand and the agency/firm awarded the Contract on the other hand, arising out on account of scope of work and other mandatory liabilities as stated in the Contract Agreement, the dispute shall be referred to an Arbitrator as per **Arbitration and Reconciliation Act 1996, in Delhi/Noida jurisdiction.**

17. **EVALUATION CRITERIA:-** Technical Bids of tenderers will be evaluated/scrutinized based on the above eligibility criteria as laid down in Section-B by the Tender Evaluation Committee (TEC). Price Bids will be opened only in respect of those tenderers who are qualified in the pre-qualification (technical) bid. The L-1 would be decided on the basis of lowest price quoted in total for all items.

E- PROFORMA FOR TECHNICAL BID

1. Name of Agency:
2. Name of Proprietor/Director of Agency:
3. Full Address of Reg. Office:
 - a. Telephone No:
 - b. Fax No.:
 - c. Email Address:
4. Registration & Licence No. of the Agency (Attach attested Copy):
5. PAN Number (Attach attested Copy):
6. Service Tax Registration No:
7. Demand Draft of requisite Earnest Money (Details):
8. Details of Major contract handled by the tendering Agency for repairing of furniture during last five years in the following format (attested copies of the last five years award may be enclosed):-

| S No | Details of client along with address, telephone and FAX numbers | Amount of Contract (in Rs.) | Duration of Contract | | Nature of Contract |
|------|---|-----------------------------|----------------------|----|--------------------|
| | | | From | To | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:

Date:

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F- PROFORMA FOR FINANCIAL BID (Repairing of Sofa Sets at NSSTA, Greater Noida)

The contractors are advised to visit the NSSTA Campus to inspect the condition/ quality of existing materials used in sofa sets before submitting tender bid.

Price Bid

| S No | Description | Number of items | Rate per item including all taxes, if any (in Rs.) | Total Amount (in Rs.) |
|-------------|--------------------------|------------------------|---|------------------------------|
| 1 | Sofa Sets – One Seater | 1 | | |
| 2 | Sofa Sets- Two Seater | 14 | | |
| 3 | Sofa Sets – Three Seater | 3 | | |
| 4 | Double Seater Button | 21 | | |
| 5 | Three Seater Button | 16 | | |
| Total | | 55 | - | |

Total Amount (in Rs.).....

Total Amount (in words) Rupees.....

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:

Date:

DECLARATION

I,.....Son/ Daughter/ Wife of
Shri.....Proprietor/Director/authorized signatory of the Agency
mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. We are not involved in any major litigation that may have impact of affecting or compromising the delivery of the services as required under this tender. .

3. The information/documents furnished along with the above are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:

Date:

ANNEXURE-II

UNDERTAKING BY THE AGENCY

I, _____ on behalf of _____ (Name of the firm/agency) hereby declare that there is no legal suit/criminal case pending or contemplated of legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force and company is not black listed by any Government Organisation.

I, _____ on behalf of _____ (Name of the firm/agency) hereby declare that our organisation or the staff to be provided has no business or direct family relationship with member(s) of NSSTA and /or NSSTA employees or persons positioned in or on the Board of these two organisations by whatever process.

I, _____ on behalf of _____ (Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I, _____ on behalf of _____ (Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and _____ (Name of the firm/agency) would be debarred from any further engagement by NSSTA ever.

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:

Date: