

**Tender No. M-11013/2/2016/NSSTA**  
**Government of India**  
**Ministry of Statistics & Programme Implementation**  
**National Statistical Systems Training Academy**  
**NSSTA**

1.1 **Notice Inviting Tender (NIT)** for "Supply and installation of furniture" 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 supplying of furniture 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](http://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	27.04.2017 (1:00 PM)
Bid Document Download Start Date	27.04.2017 (3:00 PM)
Bid Submission Start Date	27.04.2017 (3:00 PM)
Bid Document Download End Date	18.05.2017 (3:00 PM)
Bid Submission End Date	18.05.2017 (3:00 PM)
Bid Opening Date	19.05.2017 (3:15 PM)

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](http://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.50,000/- (Rupees Fifty 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. The Bids without EMD shall not be considered for technical evaluation.

1.7 Interested tenderers are advised to visit again MoSPI website [www.mospi.gov.in](http://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

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(Pavan Kumar)  
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## **Tender No. M-11013/2/2016/NSSTA**

“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 Supply and installation of furniture at National Statistical Systems Training Academy (NSSTA) (hereafter called the Academy), Plot no - 22, Knowledge part - II, Greater Noida, UP – 201 310.

### **2 (A) Eligibility Criteria**

The tendering Agency must fulfill the following conditions in order to be eligible for technical evaluation of the bid.

- (i) The firm must have a minimum of five years of experience in supplying of furniture related items to Central/State Government Departments/PSUs/ Reputed Institutes.
- (ii) Firm should have minimum three Supply Orders/ Performance Certificates from the similar nature of work for the last three years.
- (iii) The Agency should be registered with Service Tax Department.
- (iv) The Agency should have a PAN/TAN number.
- (v) The average Annual Turnover of the firm should not be less than Rs.50.00 lakhs in last three assessment years.
- (vii) The Agency should not be blacklisted by any Government Department/ Ministry
- (viii) The Registered Office of the Agency should be located in Greater Noida/ Noida/ Delhi/ NCR.
- (ix) The technical bid must be accompanied by the manufacturer’s catalogues (in original) in respect of the product offered.

### **2 (B) Instruction to Tenderers**

#### **Submission of Tender**

1. The tender shall be submitted online in two parts, viz., Technical bid and Financial bid. All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.
2. The tenderer shall not tamper/ modify the downloaded tender including price bid in any manner.

### **2 (C) Technical bid:**

The following documents are to be furnished by the bidders along with the Technical Bid as per Annexure-II of the tender documents.

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- (i) Signed and scanned copy five years' experience for supplying of furniture to Central/State Government Departments/ PSUs/ Reputed Institutes.
- (ii) Signed and scanned copy of supply orders/ performance certificates of similar nature of work of last three years.
- (iii) Signed and scanned copy of the valid registration certificate from Service Tax Department.
- (iv) Signed and scanned copy of PAN/TAN.
- (v) Signed and scanned copy of previous three years Income-tax return.
- (vii) Signed and scanned copy of the duly filled in the Performa as given in Annexure-III.
- (viii) Signed and scanned copy of the duly filled in the Performa as given in Annexure- V.
- (ix) Signed and scanned copy of the document/ certificates indicating that the Registered Office of the Agency is located in Greater Noida/ Noida/ Delhi/ NCR.
- (x) Scanned copy of manufacturer's catalogues (in original) in respect of the product offered.

### 2 (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 rate quoted should be in rupees inclusive of all charges e.g. packing, forwarding local taxes, freight, transit insurance, for outside firms and free delivery at NSSTA. The total price should include all taxes, as applicable.
4. Detailed specifications with the mention of make and model of each item should be clearly given supported by the illustrated pamphlets wherever possible.
5. **Only branded items of standard (ISO/ ISI/ BSI standardized) material need to be quoted.**
6. The bidder has to quote the price for all the items as per enquiry strictly. Incomplete price bid will not be considered for financial evaluation.
7. Losses or damage in transit will be borne by the Supplier and offered prices should be valid at least for Six months from the last date of receipt of tenders.

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8. Supply of the placed order in part will not be accepted.
9. 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.
10. No advance payment would be made to the successful bidder. The payment will be made subject to satisfactory completion of the work.
11. At the time of payment of bills, the Income Tax, if any, shall be deducted at source as per Government Rules and guidelines as may be prevailing at the time of payment.
12. NSSTA shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties, if any.
13. Earnest Money Deposit of **Rs.50,000/- (Rupees Fifty 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.
14. 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.
15. The successful Agency will be required to execute an agreement on a Non-Judicial Stamp paper worth Rs.100/- with NSSTA within the period specified in the award letter. The necessary Fees, stamp paper etc. required for completing the agreement has to be borne by the bidder. 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.**
16. 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.
17. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the firm's quotation.
18. **Warranty- The vendor will provide one year onsite comprehensive warranty for the furniture being supplied irrespective of manufacturer warranty.** Any defect attributable to poor workmanship or use of substandard quality material

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during manufacturing process must be replaced with new one free of cost at site by the supplier irrespective of the guarantee/ warranty clauses. No additional charges shall be paid to him by the Academy. Warranty certificate against all the furniture covering warranty period, which commence from the date of supply, shall be given at the time of supply of the items.

19. **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 considering the explanation of the agency, if any submitted with in the stipulated time.
20. **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.**
21. **EVALUATION CRITERIA:-** Technical Bids of tenderers will be evaluated/ scrutinized by the Tender Evaluation Committee (TEC) based on the above eligibility criteria as laid down in Section 2 (A). 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 as per Annexure IV.

**2 (E): Details of the furniture to be supplied:****LIST OF FURNITURE**

<b>S No</b>	<b>Name of items with specification</b>	<b>Quantity</b>
1	Supply of computer table made up of 22 mm thick commercial board with 1 mm thick sunmica Merino/ Formica/ Sundek / 4mm thick veneer of Sonear/ Kit/ Green make with superior quality 22 mm thick ISI board water proof with teak wood beading with complete polishing melamine finish with complete hardware fittings like handles locks etc. with complete labour charges (for participants). Size : 3'-6"x2'-6"	36
2	Supply of medium back visitor chair for computer lab made of MS pipe frame duly chrome plated with superior quality cushion on seat and back with PU handles with good quality fabric as per sample approved (for participants).	36
3	Supply of computer table made up of 22 mm thick commercial board with 1 mm thick sunmica Merino/ Formica/ Sundek / 4mm thick veneer of Sonear/ Kit /Green make with superior quality 22 mm thick ISI board water proof with teak wood beading with complete polishing melamine finish with complete hardware fittings like handles locks etc. with complete labour charges (for faculty). Size : 4'-6"x2'-6"	1
4	Supply of executive high back chair having tilting mechanism with locking arrangement gas lift hydraulic cylinder and wheel with 5 casters Roller wheel upholstered in superior quality cloth/leather loam having modular arms and base, duly chrome plated in desired color and shade as per sample approved (for faculty).	1
5	Supply of chair of size 380x330x800mm made out of SS frame with rubber wood seats with melamine polish as per approved design.	100
6	Supply of SS dining table (Square) with wooden top made of 25 mm thick particle post formed board supported on MS angle and frame as per approved sample. Size: 1200 x 1200 mm	6
7	Supply of executive sofa set (three seated) chrome plated arms and legs, fabric cushion on seat and back silver grey chrome plated as per sample approved.	5

**\*The contractor is advised to visit the NSSTA before submitting his tender.**

**Performa for Technical Evaluation**

The agencies are requested to furnish the following information/ documents for technical evaluation. The documentary proof is required for each information.

1	Name of the Agency		
2	Office Address/ Tele/ Fax/ Email		
3	Name of Authorized Representative (s)		
	<b>Documents</b>	<b>Enclosed (Yes/ No)</b>	<b>Indicate (page no)</b>
4	Signed and scanned copy five years' experience for supplying of furniture to Central/State Government Departments/ PSUs/ Reputed Institutes.		
	Signed and scanned copy of supply orders/ performance certificates of similar nature of work of last three years.		
	Signed and scanned copy of the valid registration certificate from Service Tax Department.		
	Signed and scanned copy of PAN/TAN.		
	Signed and scanned copy of previous three years Income-tax return.		
	Signed and scanned copy of the duly filled in the Performa as given in Annexure-III.		
	Signed and scanned copy of the duly filled in the Performa as given in Annexure- V.		
	Scanned copy of manufacturer's catalogues (in original) in respect of the product offered.		
	Signed and scanned copy of the document/ certificates indicating that the Registered Office of the Agency is located in Greater Noida/ Noida/ Delhi/ NCR.		
	5	Details of Earnest Money Deposit	Demand Draft No- Bank's name- Date:

**Note: Submission of documentary proof for the entire above Qualifying Requirement is mandatory. In case of absence of documentary proof the bid is liable to be rejected. NSSTA may demand original documents for verification.**

Authorized Signatory \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_



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 or 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 Organization.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Name of the firm/agency) hereby declare that our organization or the staff to be provided has no business or direct family relationship with member(s) of NSSTA's and/or NSSTA employees or persons positioned in or on the Board of these two organizations 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**  
**(Official Seal)**

**Place:**

**Date:**

**Financial Bid**

I hereby submit financial quotes (**including Installation charges, Transportation charges, and including of all taxes**) for supply of mentioned furniture (As per Specification given at Annexure-I of the Tender Document) for National Statistical Systems Training Academy, Knowledge Park- II, Greater Noida, U P - 201310.

<b>S No</b>	<b>Name of items with specification</b>	<b>Quantity</b>	<b>Rates (In Rs) (Inclusive of all charges/ taxes)</b>
1	Supply of computer table of size 3'-6"x2'-6"	36	
2	Supply of medium back visitor chair for computer lab	36	
3	Supply of computer table of Size 4'-6"x2'-6"	1	
4	Supply of executive high back chair	1	
5	Supply of chair of size 380x330x800mm	100	
6	Supply of SS dining table with wooden top made of 25 mm thick and of size: 1200 x 1200 mm	6	
7	Supply of executive sofa set (three seated) chrome plated arms and legs, fabric cushion on seat and back silver grey chrome plated.	5	
<b>TOTAL</b>			

**Grand Total =**

**Grand Total (In Words)** .....

Signature of the authorised signatory  
(with Office seal)

**ANNEXURE-V**

**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  
(Official Seal)**

**Place:  
Date:**