



Rural Electrification Corporation Limited
A Government of India Enterprise
Core-4, SCOPE Complex, 7 Lodi Road, New Delhi-110 003,
Tel. : 24365161, Fax: 24360644, E-mail: recorp@recl.nic.in. Website: www.recindia.nic.in

Tender Document
Tender No REC/Admn/Chair/2011/3

Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites '**online Bids**' from firms for supply of Office chairs of four type i.e. Middle level Executive, Lower level Executive, Non Executive and visitors chairs as per specifications enclosed. The estimated requirements for Middle level Executive, Lower level Executive, Non Executive and visitor's chairs are 52, 134, 70 and 160 respectively. The bidder shall be required to quote rates as per specifications indicated in the Annexure-A.

Time schedule of various e-tender related events:

Date of Issue (T)	: 15.02.2011
Last Date & Time for bid Submission	: 08/03/2011, 16:00 Hrs
Eligibility & Technical bids Opening Date & Time	: 08/03/2011, 16:30 Hrs
EMD	: Rs. 25,000/-

The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website www.tenderwizard.com/REC or from e-tender link given in REC Website, viz, <http://www.recindia.gov.in>

Note: To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with REC through Tender Wizard. Website given above. Please also note that the bidder has to obtain digital signature token for applying in the tender. In this connection, vendor may also obtain the same from Tenderwizard. The steps to be followed for the registration process are given below:

1. Go to website <http://www.tenderwizard.com/REC>
2. Click the link ' Register Me'
3. Enter the detail about the bidder as per format.
4. Click 'Create Profile'
5. Bidder will get confirmation with Login-id and Password

Steps for application for Digital Signature from Tender Wizard are given below:

1. Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided.
2. In case of assistance please contact the person mentioned in **page 5**

NOTE: The Bidders are advised to obtain digital signature (Level 3) and register themselves at www.tenderwizard.com/REC in advance. Please note that RECL in no way held responsible if the bidder fails to apply due to non possession of Digital Signature & non registration.

You are hereby requested to provide us the best rates as are offered to Govt. organizations in the following format:-

- 1 **EARNEST MONEY** to be sealed in a separate envelope subscribing "Earnest Money", tender no. & bidder name.
- 2 **TECHNICAL BID** to be submitted through online mode only on website www.tenderwizard.com/REC
- 3 **FINANCIAL BID** to be submitted through online mode only on website

Earnest Money to be enclosed and sealed in a single envelope subscribing the Tender Number and due date, addressed to DGM (Admin), Rural Electrification Corporation Ltd, Core-4, SCOPE Complex, 7 Lodi Road, New Delhi -110003 to the tender box marked with tender No and placed at the main reception counter, ground floor of RECL on or before due date & time specified in the bid. Opening of Earnest Money & Technical Bids would take place simultaneously on the date & time of eligibility bid opening. Technical & Financial bids complete in all respects to be submitted online at www.tenderwizard.com/REC. RECL does not own any liability if the bids are not submitted within due date and time as per requirement. EMD Envelope received after the due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. REC shall not be responsible for late receipt of the EMD Envelop submitted by any Bidder. The bidders may depute their authorized representatives at the time of opening of the bid.

3. The online bids will be received by REC **up to 04.00 PM of 8th March, 2011**. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The eligibility & technical bids will be opened on the same date i.e. **8th March, 2011 at 04.30 PM** in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed eligibility criteria will be notified separately.

4. Earnest Money (EMD) of Rs.25, 000/- (Rupees Twenty five thousand only) should accompany the **Bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of Rural Electrification Corporation Limited payable at New Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by REC.

4.1 The EMD shall be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity.
- b) In the case of successful bidder, if he fails to furnish the required items within the specified time limit.
- c) The EMD of successful bidder shall be discharged after submission of the required items up to the satisfaction of the Corporation and EMD of unsuccessful bidders will be returned after award of contract.

4.2 The bid shall remain valid for a period of 4 months from the date of opening of the bid.

RATES AND PRICES

- 5.1 Bidders should quote category-wise rates/prices in the prescribed Performa. Bidders should quote the rates in the format given at Annexure-3. Incomplete bids will summarily be rejected.
- 5.2 The rates quoted for each category of chairs should be inclusive of all taxes.
- 5.3 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 5.4 The items/chairs has to be delivered at RECs premises and no additional freight or any other charges, etc, would be payable for supply of items at REC premises.
- 5.5 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the item Schedules.
- 5.6 The bidders are required to quote the prices for supply of chairs as well as buy back of old chairs in the Format at Annexure-III.

6. Buy back of old chairs

- 6.1 The bidders are required to take the old chairs numbering about 400 (Mix of different categories as a buy back on) “**as is where is basis**”. The bidders may, therefore, inspect the chairs at Scope Complex on any working day with prior intimation to Manager (Admn.) before quoting rates.
- 6.2 The bidders will arrange taking the delivery of the old chairs from REC’s Scope Complex office linked with supply of chairs as per the delivery scheduled to be intimated by REC.
- 6.3 No additional freight or handling charges will be payable by REC on account of taking delivery of the old chairs or transportation thereof.
- 6.4 The bids of bidders not quoting the buyback rates will summarily be rejected.

7 Evaluation of Bids

Bids will first be evaluated on Technical Parameters. Financial bid of those bidders shall be opened, who qualify the technical parameters. Bidders who do not fulfill criteria on point no 6, 7, 8 9 and 11 of Technical Bid (Annexure-II), their bid will be rejected. The valid bid will be evaluated on the lowest gross amount offered. The gross amount will be worked out by multiplying the estimated numbers of chairs by the rates (inclusive of taxes etc) quoted in respect of new chairs subtracted by the buy-back value of old chairs worked out based on rates quoted multiplied by estimated quantity indicated at clause 6.1. The bidder offering the lowest gross amount will be considered for award of work.

For example if the rate quoted for new chairs is Rs. 5000, 4000, 3000 & 2000 for category A B C D chairs and that of old chair is Rs. 1000 then the calculation of least rates will be as follows :

i) Cost of New Chairs

Category A	Rs. 5000 x 52	Rs. 260000/-
Category B	Rs. 4000 x 134	Rs. 536000/-
Category C	Rs. 3000 x 70	Rs. 210000/-
Category D	Rs. 2000 x 160	Rs. 320000/-
Sub-total (i)		Rs.1326000/-
ii) Old chairs	Rs. 1000 x 400	Rs. 400000
Gross amount (Sub total (i) – (ii))		Rs. 926000

8 TERMS OF PAYMENT

Payment will be released within 30 days after satisfactory delivery of material and completion of work and receipt of bill.

9. CANCELLATION OF ORDER FOR DELAY IN SUPPLY

The successful bidder must supply the items as per work order issued. In case of delay in compliance with the order beyond 15 days of the stipulated time period, REC will have the right to cancel the order.

10. PERFORMANCE GUARANTEE

10.1 The successful bidder shall furnish a performance guarantee as per format at

Annexure –IV for an amount equal to 5% percent of the value of work order, within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.

- 10.2 EMD of successful bidder shall be discharged after receipt and acceptance of such Performance Guarantee.
- 10.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in Annexure-IV) should be valid for the period of 60 days beyond the warranty period of two years.
- 10.4 In case successful bidder/supplier fails to furnish the performance guarantee within 10 days from receipt of work order, 5 % of the work order value will be withheld for the period specified in clause 11.3

11. ARBITRATION

If any dispute or difference of opinion arises between parties concerning the terms of agreement or their respective rights, responsibilities, or liabilities, then the parties shall meet and try to settle these amicably. If the parties fail to reach an amicable settlement within a reasonable time, the dispute, doubt or difference of opinion shall be referred to arbitration of a sole arbitrator to be nominated by the CMD, REC. The decision of the arbitrator shall be conclusive, final and binding on both the parties. The jurisdiction of the court will be Delhi.

12. No alternative offer shall be considered.
13. REC reserves the right to cancel/withdraw this invitation for bids without assigning any reason for such decision. Such decision will not incur any liability whatsoever on the part of REC consequently.
14. REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

15. FORCE MAJEURE

- 15.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- 15.2 The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely REC and the Contractor.
- 15.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, REC shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.
- 15.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

16. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

17. The bidders (Small Scale Units) who are registered with National Small Scale Industries Corporation under "single point Registration Scheme" are exempted from payment of EMD and waived from Security Deposit up to the monetary Limit for which the unit is registered. The SSI unit desirous of claiming above concessions should submit their latest NSIC certificate and documents in respect of their monetary limit and financial capability duly certified by NSIC.
18. The item supplied should conform to standard specification. The payment shall be made after receipt/acceptance of goods in good condition as per prescribed specification.
19. The tendered should sign on all the pages of tender documents before submission of tender.
20. The taxes admissible under the Rules/Law shall be deducted from the bills of the Contractor.
21. The quantities of the items/chair indicated for purchase and buyback are only estimate and can increase or decreased by the REC according to the requirement. REC may also place the work order in parts any time during the validity period as per bid document.
22. The tendering firm should clearly mention the warranty period of the Office Chair. However, the minimum warranty period should be two years. Any defect found during the period shall be rectified/ replaced by the contractor free of cost. If the contractors fails to rectify the defects in a reasonable period of time (two weeks), REC shall have right to arrange rectification by other means, meeting the expenses from the security deposit/Performance Guarantee.
23. The bidder shall submit coloured photograph, detailed specification & design of each category of chair for which the rates are offered with the bid documents.
24. Samples of the items should be delivered when called for, and unapproved samples got back as early as possible by the contractors at their own expenses, and the REC will in no case be liable for any expenses on amount of the value of the samples or their transport charges etc. The bidders shall also arrange for visit of REC Committee for inspection of sample chairs at bidders site on the date & time mutually convenient.
25. No alternative/conditional offer shall be considered.
26. REC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of REC's action.
27. REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
28. Any clarification on the documents may be obtained from:-

Shri A.K. Arora DGM (Administration), Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <u>NEW DELHI – 110 003.</u> Telephone No: 24366921	Shri Vinay Kumar kesarwani Manager (Admn.) Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <u>NEW DELHI – 110 003.</u> Telephone No: 43091537
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SPECIFICATION OF THE OFFICE CHAIRS

S.No	Type of chair	Specification	Specification	Specification
		Back	Seat	Arms/other sizes
1.	Category A (Middle level e Executives)	12 mm Hot pressed ply at back Ergonomically designed shaped, U polyurethane foam 40-50mm with good quality fabric Width:70.0 Cms Depth:70.0cms Height:109.0-126.0 cms	12mm Hot pressed ply at back, Ergonomically designed and shaped, U polyurethane foam 40-50mm with good quality fabric Seat height:40.0-54.0 Cms	Polypropylene arm rests, High back chair
2.	Category B (Junior level Executives)	12mm Hot pressed ply at back Ergonomically designed and shaped, U polyurethane foam 40-50 mm with good quality fabric Width:70.0 Cms Depth:70.0cms Height:85.0-100.0 cms	12mm Hot pressed ply at back Ergonomically designed and shaped, polyurethane foam 40-50 mm with good quality fabric Seat height:40.0-54.0 Cms	Polypropylene arm rests
3.	Category C (Non- executives)	12mm Hot pressed ply at back Ergonomically designed and shaped, U polyurethane foam 40-50 mm with good quality fabric Width:70.0 cms Depth:70.0cms Height:88.0 cms	12 mm Hot pressed ply at back Ergonomically designed and shaped, polyurethane foam 40-50 mm with good quality fabric Seat height:45.0 cms	Polypropylene arm rests
4.	Category D (visitors)@	12mm Hot pressed ply at back Ergonomically designed and shaped, U polyurethane foam 40-50mm with good quality fabric Width:70.0 Cms Depth:70.0cms Height:88.0 cms	12mm Hot pressed ply at back Ergonomically designed and shaped, polyurethane foam 40-50mm with good quality fabric Seat height:45.0 Cms	Polypropylene arm rests

@Visitors chairs shall be without any adjustments and tilting mechanism.

Other Features :

Base : Five prong Aluminum alloy, chrome and PP base.(680 mm)

- **Tension Knob:** Control able backrest tension for adjustment of tilt or push back resistance.
- **Synchro mechanism:** Synchro mechanism to enable the back and seat move in opposite direction in a 3:1 proposition.
- **Gas Lift:** As per BIFMA standards 100 mm.
- **3-D Wrap –around design:** Back and seat should be designed to match the contours of the body to provide maximum comfort.
- **Back support:** The back to be designed to enhance spinal support.

TECHNICAL BID

1.Name of the Firm _____
2.Regd. Address _____

3.Contact person`s Name& Designation _____
(I) Address _____
(II) Tel. No. Landline _____ Mobile _____

4.Email ID _____

5.Type of Firm (Please indicate)

Propriety/Partnership/Limited Company/Cooperative Society

6.Pan No. (essential,)
(Please upload copies) _____

7.Vat No. (essential)
(Please upload copies) _____

8. **Experience in the field during the last 4 yrs. (Essential)**

should have supplied similar items to at least one PSE and two other reputed Companies with at least (i) order value not less than Rs. 12 lakhs in single order; or (ii) order value not less than Rs. 7.5 lakhs each in two orders.

•Please upload copies of the documentary evidence i.e. receipts challans, or copies of invoice or satisfactory job completion certificate from the clients specifying no. and value of the order.

_____ enclosed (PI specify).

9. Average Financial turnover of the bidder should be at least Rs 10.5 lacs per year during last four years.(Essential)

2006-07 _____
2007-08 _____
2008-09 _____
2009-10 _____

(Please upload copies of documentary evidences i.e P/L A/C / C.A certified document)

10. (i) Colure photographs, detailed specification and design of category A, B, C, D chairs
(ii) Does the offered specification of chairs meet the minimum _____ Yes/No
Specifications prescribed by REC in Annexure-A
(iii) Additional features of the offered chairs if any _____
(Please enclose the documents)

11. EMD (to be send to REC & Scan copy of DD to be uploaded with the Technical Bid)

a) Amount Rs. 25,000/-
b) D.D. No. _____
c) Bank _____

FINANCIAL BID

I. Financial Quotes of New Chairs		
S. No.	Particulars	Unit Rate quoted inclusive of all Taxes)
1	Category A (Middle level e Executives)	
2	Category B (Junior level Executives)	
3	Category C (Non-executives)	
4	Category D (visitors)	
II. Avg. rate quoted for buy back of old chairs		
	(Mix of different categories)	

The terms and conditions contained in the tender documents are acceptable to me/us.

URE-IV

FORM FOR PERFORMANCE BANK GUARANTEE

(To be furnished on award of Contract/Work)

To

M/s Rural Electrification Corporation Ltd
Core-4, Scope Complex, Lodhi Road
New Delhi-110003

WHEREAS..... (Name and address of Contractor) (Hereinafter called “the Contractor” or “Supplier”) has undertaken, in pursuance of Contract/Work No..... dated..... to execute supply of chairs as per tender for REC.

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Nationalized Indian Bank for the sum specified therein as Security for compliance with his obligations in accordance with the Contract/Work.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee. NOW

THEREFORE we hereby affirm that we are the Guarantor and responsible

to you, on behalf of the Contractor, upto a total of (amount of

guarantee) Rupees..... (in words), such sum being payable in the types and proportions of currencies in which the Contract price is payable, and

we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until 60 days from the date of expiry guarantee/warranty period i.e. _____ (Date)

Signature and seal of the Guarantor..... Name of
Bank.....
Address.....
Date.....