

**NATIONAL INSURANCE ACADEMY
BALEWADI, PUNE 411045.**



*** e-TENDER***

FOR

E-TENDER FOR SUPPLY OF CHAIRS

Last date of submission of tender 31.10.2023 up to 15:00 Hrs

**Through Online Mode Only
NIA E-Procurement Website is – <https://www.tenderwizard.com/NIA>**

INDEX**Tender No.: NIA/ENGG/CIVIL/Chairs-007 dated 16.10.2023**

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NOTICE INVITING TENDER (NIT)

Brief Description of the requirement	E-TENDER FOR SUPPLY OF CHAIRS.
Tender Type	Open
Bid Type	Two Bid
Mode	ETS E-Tendering System
Period for Downloading of tender document. Online	From 11:00 Hrs of 16.10.2023 to 15:00 Hrs of 31.10.2023
Submission of Tender Fee & EMD	Up to 15.00 Hrs of 31.10.2023
Last Date & Time for Tender Submission Online	31.10.2023 @ 15.00 Hrs. (IST)
Date / Time of Technical Bid Opening online	01.11.2023 @ 11.30 Hrs. (IST)
Date & Time of Opening of Commercial Bid Online	Shall be intimated later to the bidders, who qualify in the Technical Evaluation.
Pre-Bid Conference	Not Applicable
Offer Validity 90 days	From Bid Closing Date
Delivery Period	Preferred delivery - 02 weeks from date of work order.
Tender Fee Applicable	Rs.500.00
EMD Applicable	Rs.6,000.00
For Technical Queries contact	Mr. P.B. Katke / pramodkatke@niapune.org.in / 8698686353

INSTRUCTIONS TO BIDDERS

1. All bidders are required to read these conditions carefully and **submit a letter as per format** as token of having read, understood, and accepted the conditions, along with information called for by NIA.
2. The bidding document shall be read in conjunction with any amendment(s) issued.
3. Bidders should get clarified all the technical doubts and other points related to the tender before submitting the priced and un-priced offer.
4. No assumption, stipulation, deviations from terms and conditions or presumptions, etc. shall be made by the bidder while submitting the offer in the Price Part of the Tender. The liability of obtaining all necessary clarity with respect to the tender, its technical aspects and pricing shall be on the bidder.
5. NIA shall be under no obligation whatsoever to entertain any tender bid which is based on any assumption, stipulation, deviations from terms and conditions or presumptions, etc. and would have the option to reject such bid.
6. Bidder shall submit the offer in two parts, i.e., Technical Bid and Price Bid online only i.e., tender should be uploaded in the e-system only.

Part I - TECHNICAL BID

Bidders are required to serially number all the pages being appended by them as part of submission to the Technical bid. Such numbering shall include, Covering letter, Technical specifications, items list being offered, Drawings, Specification, Certificates, Catalogues, Compliance or Deviation statements, etc. as applicable to this Tender and create an Index Page with headings and corresponding page numbers. In addition to this, all pages of the Tender Documents issued by NIA shall be signed on all pages and to be uploaded in the system.

Part II - PRICE BID

In case, PRICE BID is included in TECHNICAL BID portion, or PRICES are mentioned in the technical bid itself the entire bid will be rejected.

7. The item supplied/service provided shall be Environment friendly and Energy efficient.
8. In case of Tender fee/EMD, the parties are requested to upload the online receipts as a proof of the same.
9. Bids without Tender Fee and EMD will be summarily rejected without any further reference to the bidder.
10. Any corrigendum / amendment to the tender will be uploaded on NIA's e-tendering website <http://www.tenderwizard.com/NIA> and will not be published through press advertisement.
11. Prospective bidders should visit the above NIA website/ e-Procurement site from time to time to make note of corrigendum / amendment if any. NIA will not be responsible for non-receipt of communications in this regard.
12. Deviation on Pre-Qualification Criteria (as applicable) and Bidders' Evaluation Criteria is not acceptable and such Bids having any deviation are liable for rejection.
13. Date format should be "DD.MM.YYYY" (Date/Month/Year) format in respect of dates mentioned by bidders in their offer.

14. The tender terms / conditions as per SCC (Special conditions of the contract) supersedes all similar terms/conditions prescribed under General Conditions of Contract and in case of ambiguity of similar tender terms/conditions, the stricter terms shall prevail.
15. Bidders shall send GST Invoices / Debit Notes / Commercial Invoices for the associated delivery costs including Freight and TPI if any along with the main invoice for material supply.
16. In case any of the documents/details submitted are found to be false/incorrect, NIA reserves right to cancel such bids and place such vendor/s on blacklisting.

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INFORMATION & INSTRUCTIONS TO THE BIDDERS

FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/NIA> adopted by National Insurance Academy, Pune as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

Tenderers are required to enrol for Vendor Registration on the NIA e-Procurement Tender wizard Portal (URL: <https://www.tenderwizard.com/NIA>) by clicking on the link “Registration” on the home page of e- Portal, which is chargeable. (Rs.1000/- + GST 18%, Non-Refundable) to be paid online through e-payment gateway).

Note: The e-Payment Gateway is available on e-Procurement Portal for making the Online Vendor Registration Payment.

Note: Information about e-Procurement Portal.

More useful information for submitting online bids on the NIA e-Procurement Tender wizard Portal may be obtained at: <https://www.tenderwizard.com/NIA>.

Tenderers are requested to refer to the Vendor’s manual by downloading the Vendor’s Manual by visiting on home page of <https://www.tenderwizard.com/NIA> and following KEY INSTRUCTIONS for TENDERERS by clicking on “Latest Circulars/Formats/Help Manuals/FAQs”. The complete Step by Step Vendor’s Help Manual For e-Procurement / e-Tendering Process, Vendor’s Registration Process, System Settings Requirements & JAVA Settings Manuals, e-Payment Guidelines & Digital Signature Certificate Process are available on e-Auction Website regarding the e-Auction.

Online Support / Web Support / E-Mail Support / Phone Support are also available for Tenderers as well as Dept. Officials. Online support will be provided through “Team viewer” or “Ammy Admin” Remote software only.

For Downloading this software, the downloading software links are available on home page of e-Auction Website.

• **Registration of the Vendors / Tenderers:** All the tenderers intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/NIA>. After successful Registration on above mentioned portal, bidders will get a User ID and Password to access the website.

• **Viewing of Online Tenders:** The vendors/tenderers can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “e-Tendering System” through portal (website) at <http://www.tenderwizard.com/NIA>. They can view the details like

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Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download the tender, they need to login on to the above portal and can download the tender documents of an e-Tender.

• **Key Dates:** The vendors/tenderers can view the Online Scheduled dates of e-tendering System (time schedule) hereinafter referred as “**Key Dates**” for all the tenders floated using the online electronic tendering system on above mentioned portal (Website) <http://www.tenderwizard.com/NIA>

The tenderers are strictly advised to follow dates and time as mentioned in Key Dates of a particular tender. The date and time will be binding on all the tenderers. The tenderers are required to complete the stages within the stipulated time as per the schedule (Key Dates) to continue their participation in the tender. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined. The tenderer should ensure that the status of a particular stage should be shown as “Completed” before the expiry date and time of that particular stage and they should possess a copy of receipt of completion of each stage to be performed from their end which should match with the status with their offer on online portal. It will be the sole responsibility of the tenderer if the status of a particular stage is “Pending” till the expiry date and time of that stage, and he will not be able to proceed further in the e-Tendering process. The Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.

• **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the tenderer on online Portal. The Digital Signature Certificate (DSC) has two keys i.e., Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text.

Note: Digital Signature Certificates: Class II or Class III Signing + Encryption Digital Signature Certificate is required for e-Tendering. (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

• The tenderers may obtain Class II/III digital certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. Or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic submission.

E-Tendering System (ETS):

E-Tender helpdesk
#24, Sudha Complex,
03rd Stage, 04th Block,
Basaveshwaranagara,

Bangalore - 560079
dscprocessingunit@yahoo.com
Help Desk Contact Details:
Tel: 080-40482000/121/133/140
Mobile: 9686115304/9686115323
E-mail: lokesh.hr@antaressystes.com
raghuprashanth@antaressystems.com

- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e., due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.

- In case of online Electronic Tendering, if the Digital Certificate issued to the authorized user of a firm is used for signing and submitting an online bid, it will be considered equivalent to a no objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Certificate as per Indian Information Technology Act 2000 and its amendments. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for NIA Office Pune, as per Information Technology Act 2000 and its amendments. The Digital Signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issued an "Authorization Certificate" for the new user. The procedure for application of a Digital Certificate will remain the same for the new user.

- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

- Tenderers participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/NIA>.

NOTE:-

NIA AND TENDERWIZARD will not entertain any reasons/claims of Tenderer on account of Net Connection Failure/Power Connection Failure and any issues during the submission of tender online. Tenderer shall be solely responsible for all those facts and failure of Net Connectivity, Electricity Current Connectivity etc.

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned address:-

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E-Procurement Helpdesk Officials details.

Office Address: E-Tender helpdesk, # 24, Sudha Complex, 03rd Stage,
04th block, Basaveshwaranagara, Bangalore-560079

Help Desk Contact Details: -

- 1) **Mr. Sanjay K. Chandak, (Pune & Mumbai Maharashtra)**
(E-mail: sanjay.kc@antaressystems.com) or
sanjay.kc@etenderwizard.com
Ph: 9665721619.

- 2) **Mr. Lokesh,**
(E-mail: lokesh.hr@antaressystems.com)
Ph: 09686115304 & 080-40482140

- 3) **Mr. Raghu Prashant,**
(E-mail:raghuprashanth@antaressystems.com)
Ph: 09686115323

- 4) **Mr. Vinay B P**
(E-mail: vinaybp@antaressystems.com)

ELIGIBILITY CRITERIA

FOLLOWING ELIGIBILITY CRITERIA REQUIRED TO BE FULFILLED BY THE BIDDER:

1. The bidder shall be a registered company/firm/HUF involved in the supply of chairs and other commercial/office furniture and should have a minimum experience of three years as on 31.03.2023. (Attach Proof)
2. Audited Balance Sheet and Profit & Loss Account statements (certified by a practicing Chartered Accountant) for the previous three (03) financial years in support of annual turnover of minimum Rs. 06.00 Lakhs. i.e., for FY 2019-20, 2020-21, 2021-22
3. Non-Eligibility: Bidder's whose contracts have been terminated / foreclosed by any department / company / firm during the last 2 years due to non-fulfillment of contractual obligation are not eligible to bid. The bidder should provide a declaration to this effect in writing separately.

BID EVALUATION CRITERIA

1. The bidder should accept in toto the technical specifications and scope of work given in the tender.
2. Technically accepted bids will be evaluated for commercial bids based on Overall L1 basis, i.e., the lowest landed cost to NIA.

REJECTION CRITERIA

The bids are liable for rejection in following cases:

1. Bids received after the due date and time of bid submission.
 2. Non submission of EMD and Tender Fee.
 3. Nonadherence to technical / commercial terms, incomplete bids, bids in deviations to tender conditions, bids with falsified or incorrect information, bids not meeting eligibility criteria and bids not conforming to Unpriced/Priced Bid format, manipulated or unsigned bids.
 4. If price bid is submitted along with technical bid.
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GENERAL TERMS AND CONDITIONS:

1. The prices offered by the Bidder are firm and inclusive of all taxes, duties, delivery, installation, testing and commissioning etc. No extra amount on any account will be entertained.
2. The chairs supplied should have a minimum warranty period of **ONE YEAR**.
3. You will be required to replace the defective components at NIA, in case of any defect during warranty period.
4. **Payment Terms:** Only final bill amounting to 100% of supply value will be made within 30 days from supply of material and its invoice.
5. Bills shall be submitted in triplicate with Xerox copies of delivery challans duly stamped and signed by NIA.
6. Time limit for completion of work shall be 2 weeks from the date of award of letter.
7. Earnest money deposit of the unsuccessful Bidder shall be returned within one month from the date of submission of the tender.
8. The tender shall be valid for a minimum period of 60 days.
9. The Bidder shall enclose annual turnover statements for the last three years including names and complete postal addresses of the parties for whom the similar type of work is done, along with the work order copies and completion certificates.
10. Bidders are requested to get requisite details / information from NIA, at least 3 days prior to submission of the tender documents. Conditional quotations shall not be accepted.
11. Technically incompetent offers will be rejected, and Academy does not bind itself to accept the lowest or any tender.
12. The Academy reserves the right to accept or reject any or all tenders either in whole or in part without assigning any reasons thereof. The Academy reserves the right to order part of the equipment or decrease / increase the quantity of any / all elements of the equipment or to place / repeat order subsequently.

SUBMISSION OF TECHNICAL BID:

The Enrolment Form along with the Annexure shall be completely filled in all respect along with these instructions for filling and uploading of Enrolment Form.

- Tenderers to note that all particulars required as per the Enrolment form and Annexures shall be filled in completely in relevant strictly as per the format.
- The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.
- The Technical Bids as per eligibility criteria shall be evaluated. Please note that no enquiries or correspondence regarding the selection of tenders shall be entertained.
- The Tenderers are advised to follow the instructions given below:
 1. Technical Bid Form shall be filled online in the e-tendering portal in capital letters and typed.
 2. Full address of the site of work, owner, or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
 3. The Tenderer should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure D
 4. The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
 5. Copy of Agreement in case of works carried out for private agencies should be enclosed.
 6. All the documents uploaded are to be self-attested by the authorized signatory.
 7. Please note that the submission of TECHNICAL BID DOCUMENTS does not confer any right to claim for selection for further tendering process.

TECHNICAL BID

INDIVIDUAL / FIRM / COMPANY PROFILE		
Sr. No.	Required Information (QUERY)	ANSWER
1	Name and registered address of the Individual/firm/company.	
2	Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc. (Upload a self-attested copy of the certificate of incorporation / registration / copy of Partnership deed in case of company / corporation / co-operative society / partnership firm and any certificate issued by any statutory authority in case of Proprietor.)	
3	Name, designation, and telephone nos. of the contact person / persons. Give full particulars of Pune Office setup. Mobile Nos. Fax No. E-mail id	
4	Month and Year of commencement of service business in present name.	
5	Particulars of Sister Concern / Firm, if any.	
6	Statutory details (Photocopies of following documents to be Uploaded)	
	1. Registration number of the firm. (As per Shop and Establishment act.) – Annexure A	
	2. PAN No. – Annexure B	
	3. Goods and Service Tax No – Annexure C	

7	Annual Turn Over for last three years. (Upload attested statements of last three consecutive years duly certified by Chartered Accountant with Registration Number.) – Annexure D	F.Y.	Annual Turn Over
		2019-2020	
		2020-2021	
		2021-2022	
8	Fill in and upload Annexure - E giving full particulars about major works completed during last three years. Note: List of only those works which are carried out by firm participating in this Tender is to be given. Work Completion / Experience Certificates must be uploaded with address and contact numbers of issuing authority.		
9	Letter from bidder to Director NIA Pune.– Annexure - F		
10	Form of bank guarantee for performance guarantee In individual contract Annexure - G		
11	Name and complete postal address of bankers.		
	Name of Bank		
	Branch		
	Account No		
	IFSC Code		

ANNEXURE - D:

ANNUAL TURNOVER FOR LAST THREE YEARS.

Name of Tenderer: _____

S. No.	Financial Year	Total Contract amount received	IT certificate enclosed Yes/ No	Audited balance sheet copy enclosed. Yes/ No	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	2019-20				
2	2020-21				
3	2021-22				

SIGNATURE OF TENDERER

ANNEXURE – E:

LIST OF WORKS COMPLETED DURING LAST THREE YEARS FROM THE DATE OF PUBLICATION OF E-TENDER NOTICE

S.N.	Name of the organization with complete postal address mentioning Private Sector/ Govt. Body / PSU/ Training Institute.	Name and designation of the contact person with Tel. / Mobile No (s)	Period for which the contract was awarded	No. of persons deployed by your firm / company / co-operative society.	Nature of Work.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

SIGNATURE OF TENDERER

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ANNEXURE – F:

LETTER FROM BIDDER TO DIRECTOR NIA PUNE

To,

Date:

The Director
National Insurance Academy
25, Balewadi, Baner Road,
NIA P.O.,
Pune – 411045

NAME OF WORK: E-TENDER FOR SUPPLY OD CHAIRS

Dear Sir,

Having examined the specifications, conditions of tender, form of rate Contract, Schedule of quantities relating to the above work of the tender and the drawings and having visited and examined the site of the proposed works and having acquired the requisite information relating thereto as affecting the tender invited by you on behalf of the National Insurance Academy , I/We, the undersigned hereby offer FOR SUPPLY OF CHAIRS AT NIA, PUNE.

1. On rate contract basis in strict accordance with the contract conditions and specifications as may be ascertained in accordance with the said conditions.
2. I/We undertake to complete and deliver the whole of the works within a period as specified in the Conditions of Contract from the date of issue of an intimation from you that the tender has been accepted upon receiving possession of the site.
3. I/We enclose here with receipts of the payment made by me/us towards Earnest Money Remittance of **Rs.6,000/-(Rupees Six Thousand only)** and cost of tender fee **Rs 500/-(Rupees Five Hundred only)**

I/We hereby agree that this sum shall be forfeited by the NIA, Pune in the event of my/our tender being accepted and I/We fail to execute contract when called up to do so.

4. I/We note that the Earnest Money Deposit of **Rs. 6,000/- (Rupees Six Thousand only)** would be refunded to me/us.
 - a) On expiry of the validity of the tender or earlier at the time discretion of NIA Pune in case my/our tender is not accepted.
 - b) In case my/our tender is accepted.

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After the receipt of the information to me/us that my/our tender is accepted and that after I/We pay the initial security deposit or alternatively. I/We furnish the security for Rs.30,000.00 (Rs. Thirty Thousand Only) to the NIA, Pune, in the form of Bank Guarantee.

Yours faithfully,

(SIGNATURE OF THE BIDDER)

NAME AND SEAL

NAME OF THE PARTNER OF THE FIRM

OR

NAME OF THE PERSON HAVING POWER OF

ATTORNEY TO SIGN THE CONTRACT

(CERTIFIED TRUE COPY OF THE POWER OF ATTORNEY SHOULD BE ATTACHED)

FINANCIAL BID

E-TENDER FOR SUPPLY OF CHAIRS AT NIA, PUNE.

Sr. No.	Item Description	Qty	Unit	Rate Rs.	Amount Rs.
1	Supply of Nilkamal Furniture office chair having model named as Glory Mid Back Chair.	85	Nos		
	Total Amount			Rs.	
	GST			18%	
	TOTAL			Rs.	

- 1) The tender will be evaluated based on the rates quoted by the agency and deciding factor will be L-1 bidder.