

NOTICE INVITING TENDER

1. TENDER No.	: TREC-STEP/IMD/CHN/WRKCHR/006 dated 20/11/2017
2. Particulars of the work	: Nursery Shed Renovation - Supply, Installation and Maintenance of Work Station Chairs at its Incubation space in Tamil Nadu Foundation Building, Taylors Road, Kilpauk, Chennai-600010.
3. Period of work	: 10 days from the award of work (inclusive of coordination period with other agencies working on site)
4. Cost of TENDER document	: Rs.150/- in the form of Demand Draft in favour of Executive Director, TREC-STEP, payable at Trichy.
5. Last Date and Time for Tender Submission (by hand/courier/post)	: 29/11/2017(2 P.M.)
6. Amount of Earnest Deposited for work	: Rs.5000/-
7. Period of validity of TENDER for acceptance	: 90 days from the date of bid.
8. Date and time of opening of TENDER	: 29/11/2017(2.30 P.M.)
9. Place of opening of TENDER	: TREC-STEP,NITT Campus,Thuvakudi,Trichy-620015.
10.Warranty Period	: Twelve Months from the actual completion of the entire work and handing over to TREC-STEP
11. Address for Submission	: The Executive Director, TREC-STEP, NITT-Campus, THUVAKUDI, TIRUCHIRAPALLI – 620015.



**Tiruchirappalli Regional Engineering College
Science and Technology Entrepreneurs Park**

**TIRUCHIRAPALLI REGIONAL ENGINEERING COLLEGE- SCIENCE
AND TECHNOLOGY ENTREPRENEURS PARK**

(TREC STEP)

TIRUCHIRAPALLI – 620015

Phone No. 0431-2500085, 2500697

TENDER DOCUMENT

**Nursery Shed Renovation - Supply, Installation & Maintenance of
Work Station Chairs**

(Tender Notification : TREC-STEP/IMD/CHN/WRKCHR/006 dated 20/11/2017)

TENDER DETAILS

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1. BRIEF DESCRIPTION OF PROPOSAL:

TREC-STEP is a pioneering Organization, promoted in 1986, by the Central and State Governments of India, such as the Department of Science and Technology, Government of India, Government of Tamilnadu, along with National Price institutions such as IDBI, IFCI, ICICI and other institutions, for spearheading the promotion of Science and Technology, Innovations and Knowledge based ventures, by nurturing the 'Spirit of Enterprise' among the aspiring youth of India, by providing state-of-the-art Incubation infrastructure, mentoring and hand holding them to realize their growth targets, through their Innovative Technology Ventures, in the globalized marketplace.

TREC-STEP invites Technical and Price bids from reputed firms for - Supply, Installation and Maintenance of Work Station Chairs, as per design, for the incubation space, at 27, Taylors Road, Kilpauk, Chennai-600010.

This is a two-part bid, with Technical bid and Price bid forming the two parts. The Technical and Price bid should be sealed in separate envelopes and then both sealed envelopes are to be placed in one separate envelope clearly super scribing the envelope as, **"Quotation for Nursery Shed Renovation - Supply, Installation and Maintenance of Work Station Chairs."**

2. COVERING LETTER:

To,
The Executive Director,
TREC-STEP,
NITT Campus, Thuvakudi,
Tiruchirapalli-6250015, (Tamil Nadu)

Sub: Tender for Nursery Shed Renovation - Supply, Installation & Maintenance of Work Station Chairs at its Incubation space in Tamil Nadu Foundation Building, Taylors Road, Kilpauk, Chennai-600010.

Dear Sir,

1. With reference to your TENDER notification TREC-STEP/IMD/CHN/WRKCHR/006 dated 20/11/2017, I have examined the TENDER document and understood its contents. I hereby submit my Bid for Supply, Installation & Maintenance of Work Station Chairs at its Incubation premises in Tamil Nadu Foundation Building, Taylors Road, Kilpauk, Chennai-600010.
2. The Application is unconditional for the said Tender. This bid is valid for a period of 90 days.
3. It is acknowledged that the Authority will be relying on the information provided in the tender and the documents accompanying such tender, for qualification of the bidders for the above subject project, and we certify that all information provided in the tender and in Annexures are true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the bid are true copies of their respective originals.
4. This statement is made for the express purpose of the above mentioned subject.
5. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
6. We acknowledge the right of the Authority to reject our bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. We acknowledge the right of the Authority to reject our bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
8. It is declared that:
 - (a) We have examined and have no reservations to the Tender document
 - (b) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive

practice in respect of any Bid or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State.

9. It is understood that the TREC-STEP may cancel the Bidding Process at any time without incurring any liability to TREC-STEP and that you are neither bound to invite the applicants to Bid for the Project nor to accept any bid that you may receive.
10. It is certified that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. It is further certified that no investigation by any regulatory agency is pending against us.
12. It is hereby affirmed that we are in compliance of/shall comply with the O&M requirements.
13. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of bidders, selection of the Tenderer, or in connection with the selection/Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
14. We agree to undertake to abide by all the terms and conditions of the TENDER document.
15. We agree to undertake to be liable for all the obligations of the Tenderer under the agreement. In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)

Place: Name and seal of the Bidder/Lead Member

NOTE: The Covering Letter has to be in the Letter Head of the Tenderer.

3. PARTICULARS OF TENDER:

1. TENDER No.	: TREC-STEP/IMD/CHN/WRKCHR/006 dated 20/11/2017
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8. Date and time of opening of TENDER	: 29/11/2017(2.30 P.M.)
9. Place of opening of TENDER	: TREC-STEP, NITT Campus, Thuvakudi, Trichy-620015.
10. Name of firm / company/individual to whom TENDER document is issued.	:

(Signature of Tenderer)
with seal

4. GENERAL PARTICULARS OF TENDERER:

1	Name of firm:
2	Communication address:
3	Telephone, Telex, Fax No:
4	E-mail:
5	Web site:
6	Name and designation of the representative of the Tenderer to whom all references/ communications shall be made.
7	Amount of earnest money deposited with instrument no./bank and date.
8	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited
9	Certified copies of Income Tax Return for Last 3 Years with PAN number (Attach separately as Annexure -1)
10	GST Registration number with certified copies of return. (Attach separately as Annexure -2)

**(Signature of Tenderer)
with seal**

5. EXPERIENCE:

(Details of Each Project)

Sl.No.	Item
1	Title of the project
2	Location
3	Entity/Agency with which project has been executed
4	Date of commencement of the project
5	Date of completion
6	Cost of the Project
7	Scope of Work

Instructions:

1. Tenderers have to provide information of at least three Eligible/Qualified projects.
2. Attach proof of the works/project done as Annexure - 3 a, 3 b, 3c, etc

(Signature of Tenderer)
With Seal

*Note – please use one page each for each project and provide relevant Annexures.

6. SUBMISSION OF TENDER

6.1 SEALING AND MARKING OF TENDER:

6.1.1 The TENDER must be complete in all respects and should contain requisite documents, Drawings, informative literature etc. as required in the specification. The Tender should be duly signed on every page of documents, Drawings, Informative literature etc.

6.1.2 Tender Document can be downloaded from the website of TREC-STEP (www.trecstep.com).

6.1.3 This is a two - part bid consisting of Technical bid and Price bid. The Technical and

Price bid should be sealed in separate envelopes and then to be sealed with tenderers distinctive seal, in one separate outer envelope clearly super scribing on the envelope, **“Quotation for Nursery Shed Renovation - Supply, Installation & Maintenance of Work Station Chairs.”**

The 2-part bid shall include:

Cover 1:

- a. Covering letter by the Tenderer
- b. All pages of Tender documents except Price bid, duly filled, drawings, informative literature etc, duly signed.
- c. Cost of tender by Demand Draft, towards processing charges (non-refundable)
- d. EMD Rs.5000/- by way of Demand Draft favoring Executive Director, TREC-STEP, payable at Tiruchirapalli.
- e. Technical Specifications.

Cover 2 :

- f. Price Bid (Sl. Nos. 9 & 12)

Cover 3:

Cover 1 + Cover 2

6.1.4 TENDER should be addressed to:-

The Executive Director,
TREC-STEP,
NITT Campus, Thuvakudi,
Tiruchirapalli-620015, Tamil Nadu

- a. The TENDER should reach the Administration office of TREC-STEP, Trichy before **2.00 PM** on 29.11.2017.
- b. Tenders may be received through Post/courier/by hand (to be dropped into the Tender Box kept at TREC-STEP, Tiruchirapalli. TREC-STEP will not be responsible for any delay or misplacing in postal transit.

6.2 **EXPENSES OF AGREEMENT:** All the expenditure incurred in the process of TENDER submission till final compliance, such as completing the agreement including cost of stamp paper if any, or any other kind of expenses, shall be borne by the Tenderer.

6.3 DEADLINE FOR SUBMISSION OF BIDS:

TENDER should reach TREC-STEP, Trichy, at the date, time and address specified in the TENDER notice/TENDER documents.

6.4 LATE BIDS:

Any TENDER received after the deadline for submission of TENDER prescribed by the TREC-STEP, Trichy shall be rejected and/or returned unopened to the Tenderer.

NOTE:-

1. Please submit quotations in two separate SEALED envelopes, one indicating Technical specifications and the other containing commercial terms & prices. These two envelopes should be again be kept in one envelope, indicating Quotation for **“Nursery Shed Renovation - Supply, Installation & Maintenance of Work Station Chairs”**.
2. Price bid will be opened only of those bidders who qualify in the Technical bid.
3. TREC-STEP will contact only those bidders, meeting all mandatory requirements.
4. The payment will be made after successful on-site installation of ordered items.
5. TREC-STEP reserves the right to split the order among two or more vendors, item-wise or by quantity among multiple bidders, based on its assessment.
6. The price quoted will be applicable to the specifications mentioned in this Tender notice.
7. The bidders may, specifically mention if any higher specifications are offered.
8. The selected vendors will be required to supply the items within the time mentioned in the work order.
9. Please indicate whether you will be able to supply the item within time specified after receiving the order.
11. Please specify the minimum period for delivery if you are not able to supply within the said Period. Early delivery will be a factor for consideration in deciding the successful bidder.
12. A penalty of 0.5% of the total order value will be imposed per week for late delivery.
13. The bid should be accompanied by an earnest money deposit (EMD) of Rs.5000/- to be attached as DD in favor of “Executive Director, TREC-STEP” payable at Tiruchirapalli.
14. In addition, before release of payments of the work, 5% of the total cost of the item will be required to be submitted as Performance Security during the warranty period, plus 2 months. The EMD will be returned subsequently.

15. No advance payment will be made; any offer linked with advance payment is likely to be ignored.
16. After winning the order, if you fail to supply, your EMD will be forfeited and you will be blacklisted from participating in any future bid/tender.
16. Price offered will be F.O.R destination basis including unloading, installation and delivery of goods and services at TREC-STEP's Incubation premises at 27, Taylors Road, Kilpauk, Chennai-600010.
19. The decision of acceptance of tender will lie with the competent authority of TREC-STEP, Trichy, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
20. Samples of the products of qualifying bidders will be called for display at the official premises of TREC-STEP. Intimation shall be given to the qualified bidders. The samples should conform to the quoted products.
21. Please provide the list of similar work in hand, if any.

(Signature of Tenderer)
with seal

7. TENDER OPENING

7.1 OPENING OF TENDER:

The procedure of opening of the TENDER shall be as under:

Price Bid (Tenders) of the Tenderer who qualify in the Technical bid shall be opened in the presence of designated Authority and Tenderers who wish to be present there. The date of Price bid opening will be suitably informed to the shortlisted bidders.

7.2 CLARIFICATION OF TENDER:

7.2.1 To assist in the examination, evaluation and comparison of TENDER, TREC-STEP may at its discretion ask the Tenderer for a clarification on the TENDER which is submitted by him. The request for clarification and the response shall be in writing within the specified time. No additional information or documents other than the one asked for will be accepted at this stage.

7.2.2 TREC-STEP will be at liberty to involve any expert or consultant in evaluating the bid for completing the entire bid process.

**(Signature of Tenderer)
With seal**

8. AWARD OF CONTRACT

The Tenderer should pass in all items of “Eligibility Criteria”. Eligible tenderer or tenderers quoting the lowest offer price shall be awarded the contract.

- 8.1 TREC-STEP reserves the right of negotiation with eligible Tenderer before the finalization of the TENDER
- 8.2 TREC-STEP reserves the right at the time of award of contract to increase or decrease the numbers of locations/quantities without any change in terms and conditions.
- 8.3 TREC-STEP reserves the right to accept any bid and to reject any or all bids or accept any TENDER in total or in parts without assigning any reason thereof.

8.4 NOTIFICATION OF AWARD

Prior to the expiration of the period of TENDER validity, TREC-STEP will inform the Tenderer by registered letter or by phone or fax or by e-mail about the selection of the bid and the award of the work.

8.5 EXECUTION PERIOD

The entire work shall be completed in all respect within 10 **days** from the date of award of work. The ability to complete the work within the stipulated time will be a consideration for selecting the winning bid.

(Signature of Tenderer)
With seal

9. FINANCIAL BID

Name of Work:

Nursery Shed Renovation - Supply, Installation & Maintenance of Work Station Chairs.

I/We(Name of the firm)

do hereby apply for the tender and in case of acceptance of our proposal, we agree to carry out the following work for a consolidated amount as mentioned below-


WORK	TOTAL
	AMOUNT (Rs.)
Nursery Shed Renovation - Supply, Installation & Maintenance of Work Station Chairs.	

**(Signature of Tenderer)
with seal**

**(Signature of Officers)
opening the TENDER**

10. Technical Specifications – Nursery Shed Renovation of interiors

- Supply, Installation and Maintenance of Workstation Chairs

Sl.No.	Description of the Item	Photograph/Drawing (Indicative)	QTY	Can Provide (Yes/NO)
1	<p>Work Station Chairs: Rotatable chair with modern design. Special Body Activated Motion which allows for rocking movement or sitting upright, without having to adjust any tension knobs. As Per Design Seat Size : Back Width 1' 6" height 1' 8" L - 20", B - 20" H - 41" Dual color combination Colour shades : Black/grey Ergonomically Designed with Swivel action and with Hydraulic PP Arm rest with sturdy Nylon base. Adjustable height & back rest Smooth Castor Wheels The castors should be for carpet and tile flooring.</p>		40	

Note:-

1. Design fine-tuning at time of execution shall be as per decision of the competent authority of TREC-STEP, Trichy.
2. Bidders are advised to visit the work premises before submitting the bid.
3. Finalization of design/colour will be at sole discretion of the competent authority of the TREC-STEP. In case of any doubt; the decision of competent authority will be final and binding to the bidders.
4. Diagrams shown are indicative.

12.Price Bid – Nursery Shed Renovation - Supply, Installation & Maintenance (of Work Station Chairs

Sl.No.	Description of the Item	Unit of Measurement	QTY	UNIT RATE	Total Amount
1	<p>Work Station Chairs: Rotatable chair with modern design. Special Body Activated Motion which allows for rocking movement or sitting upright, without having to adjust any tension knobs. As Per Design Seat Size : Back Width 1' 6" height 1' 8" L - 20", B - 20" H - 41" Dual color combination Colour shades : Black/grey Ergonomically Designed with Swivel action and with Hydraulic PP Arm rest with sturdy Nylon base. Adjustable height & back rest Smooth Castor Wheels The castors should be for carpet and tile flooring.</p>	Nos.	40		
				GST	
				Grand Total	

(Rupees in words.....)

Note:-

1. Design fine-tuning at time of execution shall be as per decision of the competent authority of TREC-STEP, Trichy.
2. Bidders are advised to visit the work premises before submitting the bid.
3. Firm prices to be quoted for the specified work and no variances are allowed.
4. Finalization of design/colour will be at sole discretion of the competent authority of the TREC-STEP. In case of any doubt; the decision of competent authority will be final and binding to the bidders.