



**Tender for supply and delivery of office table and almirah in various Districts (Pakur, Khunti, Latehar) offices of NABARD in Jharkhand**

**Jharkhand Regional Office  
Near PHED Water Tank  
Bariatu- Booty Road, Ranchi- 834009**

**Tender Schedule**

Date of invitation of tender-	10 September 2024
Last date of submission of tender-	02 PM on 17 September 2024
Date of opening of technical bid-	03 PM on 17 September 2024

## NOTICE INVITING TENDER

**Ref. No. NB.JHRO.DPSP/ 47694 /DDM / Furniture /2024-25  
10 September 2024**

To Prospective bidders

**Dear Sir**

**Tender for “supply and delivery of office table and almirah in various district (Pakur, Khunti and Latehar) offices of NABARD in Jharkhand”**

National Bank for Agriculture and Rural Development (NABARD) invites tender for “supply and delivery of office table and almirah at its district offices in Pakur, Khunti and Latehar in Jharkhand”.

Bidders will submit single bid Tenders in sealed envelopes superscribed with “Supply and Delivery of Office Table and Almirah to district offices in Pakur, Khunti and Latehar of NABARD in Jharkhand”.

2. The tender shall contain:
  - a) Duly filled in technical and financial bid with every page being signed and stamped.
  - b) Power of attorney/authority letter authorizing the person to sign the tender.
3. The envelope containing technical and price bid will be submitted in the tender box kept in 7 th floor in NABARD’s office building. Tender shall not contain any condition whatsoever and any conditional tender shall be summarily rejected.
4. Tenders will be **opened on 17 September 2024 in our office** in presence of the representatives of the bidders, whoever are present. If the last date of receipt or opening of the tenders happens to be a holiday for NABARD, then the receipt and opening of the tenders shall be shifted to next working day without change of time and venue.
5. Tenders of only those tenderers will be considered, who are found to be eligible as per the eligibility criteria mentioned elsewhere in this tender document and who have complied with all the requirements of tender document.
6. The bids shall remain valid and open for acceptance for 90 days from the date of opening of price bid. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to

NABARD, then the NABARD without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.

7. NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm /firms without assigning any reasons for doing so.
8. Canvassing in connection with tenders is prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.
9. NABARD also reserves the right to divide and distribute the work to more than one tenderer at its sole discretion.
10. For any clarification you may please call Shri S. Prusty, AGM, at 8850643225 .

**Sd/-**

**(P. R. Thomas)**

**Deputy General Manager**

**PART-I (TECHNICAL BID)  
FORM OF TENDER**

**The Chief General Manager**

NABARD, Jharkhand Regional office  
Near PHED water Tank  
Bariatu-Booty Road  
Ranchi-835009

Dear Sir

**“Supply and Delivery of Office Table and Almirah to district offices in Pakur, Khunti and Latehar of NABARD in Jharkhand”.**

I / We have carefully gone through and clearly understood, after visiting the site, the tender document comprising of the Notice Inviting Tender, Form of Tender, Pre- Qualification Criteria, Scope of Work, General Conditions of Contract and Price bid.

I/We hereby offer to supply the office table and almirah at the specified district level offices of NABARD at Pakur , Khunti and Latehar as specified in the scope of work within the time specified, at the rates mentioned in the Price Bid and in accordance with all aspects of the tender terms and conditions.

I / We further agree to supply and deliver the office table and almirah in the district office of NABARD within 20 days from the date of work order at the specified location.

I / We agree to pay all applicable Government taxes prevailing from time to time.

I/we hereby agree to abide by and fulfil the terms and conditions of the tender annexed hereto so far as they may be applicable.

Our Bankers are:

i)

ii)

The names of partners of our firm are:

ii)

iii)

Name of the partner of the firm Authorized to sign:

OR

Name of person having Power of

Attorney to sign the contract (certified copy of the Power of Attorney should be attached):

Yours faithfully

**Seal and Signature of Tenderer**



### **Minimum Eligibility Criteria for pre-qualification of tenderers**

1. The Bidder shall be a manufacturer/ authorised dealer of furniture viz. office table, almirah etc. and should have at least three (03) years experience as on 31 March 2024 in design, manufacturing, and/or supply of the said furniture.
2. The firm should have supplied said furniture as under in the last 03 years ending 31 March 2024
  - a. Three similar works valuing not less than Rs.77,600/- each **or**
  - b. Two similar works valuing not less than Rs.97,000/- each **or**
  - c. One similar work valuing not less than Rs.155,200/- each.

**Note:** Certified copies of above work orders/performance certificate should be attached with technical bid as proof and originals may be furnished at the time of technical evaluation.

3. Should have annual turnover of at least Rs.2 lakh during each of the last three years ending 31 March 2024. Audited balance sheet should be enclosed.
4. The firm should have a registered office in Jharkhand.
5. The firm should have valid PAN and GSTIN. PAN should have been linked to Aadhar card.
6. Test report of the product to be furnished.
7. The bidder or the OEM of the offered product must have ISO 9001 certificate.
8. Bidder's offer is liable to be rejected if they do not upload any of the certificates/ documents sought in the bid document.

## GENERAL CONDITIONS OF CONTRACT

1. The tender is to be submitted along with documents related to prequalification criteria, and other details.
2. All pages of the PQ/Technical bid document should be duly signed and stamped by the authorised signatory of the applicant, failure of which may lead to disqualification of the bid.
3. The rates quoted by the firm shall be inclusive of all taxes, transportation, insurance, levies etc. and shall remain firm throughout the contract period on account of any reason whatsoever. The bidder shall quote rates both in figures and words.
4. The whole of materials in the contract shall be supplied by the firm and he shall not directly entrust and engage or indirectly transfer assign or sublet the contract or any part or share thereof or interest therein.
5. The furnitures shall be supplied by the bidder at the NABARD's DDM's offices at Pakur, Latehar and Khunti within 20 days of issue of work order.
6. Penalty @ 0.25 % of the contract amount shall be levied per week for delay in delivery beyond the scheduled time period of 20 days subject to maximum 5 % of the contract amount.
7. Subject to other provisions contained in this clause, NABARD may, without prejudice to his any other right or remedy against the firm in respect of any delay, inferior workmanship, any claims for damages and / or any other provisions of this contract or otherwise, and whether the date of completion has or has not elapsed, by 10 days notice in writing absolutely terminate the contract in any of the cases.
8. All disputes or differences of any kind whatsoever shall at any time arising between the parties will be referred for adjudication as per arbitration and conciliation Act 1996.
9. The Contractor shall have whole/ sole responsibility for any damage / loss of life and property of NABARD on the part of any employee engaged by the Contractor resulting in any loss to NABARD or any of its clients. The contractor shall take suitable insurance to counter the same and fully compensate NABARD for such damage/loss. The decision of NABARD in this regard shall be final and binding.
10. Applicable TDS/ Income Tax/GST TDS of value of work shall be deducted from the bill.
11. The furnitures will be under warranty for 01 year from date of supply including all consumables. **Warranty certificate is to be enclosed** by the bidder. The bidder shall guarantee rectification of the materials in case of any breakdown during the warranty period.
12. Before quoting, the Bidder shall inspect the site, to fully acquaint himself about the location.
13. Canvassing in connection with the Tenders is prohibited and the Tenders subjected to canvassing are liable for rejection.
14. The contractor should scrupulously abide by the safety and security & protocol norms as stipulated by NABARD while working in NABARD's premises.
15. Necessary payment will be released to the firm on supply of the furnitures in **good condition** at the desired locations. The firm has to submit security deposit (SD) @ 5 % of the actual cost

of work done which it is interest free. The same will be refunded on expiry of the contract subject to satisfactory rectification of all the brfeakdowns.

16. The warranty period will be reckoned from the date of supply of the furniture in good condition at desired location. The Security Deposit will be forfeited if the tenderer do not adhere to any of the terms & conditions of the tender.
17. The bidder needs to have necessary permission / license to carry out such works/ supply.
18. The bidder will follow all the labour rules, regulations, Contract Labour (Regulation and Abolition Act of 1970), minimum wages Act etc. its amendments, fire fighting norms and safety norms in connection with the work and shall be responsible for any shortcomings , if be observed by the statutory authorities .

**Seal and Signature of the tenderer**

Place

Date



## Scope of work

i. The firm will design, manufacture and supply office table and almirahs in NABARD's DDM offices at Pakur, Khunti and Latehar located at the following addresses:

- a Pakur: Shri Prem Kumar, C/O Anup Kumar Saha, Kalibhashan Road, Krishna Colony, N Street, Near Iskon Temple, Bank Colony, Pakur, Jharkhand – 816107.
- b Khunti: Smt. Shivani Roshan, Plot No. 113, Khata No. 15, Opposite Reliance Smart Point, Ranchi Road, Eranda, Dist-Khunti, Jharkhand – 835210
- c Latehar: Shri Jeet R Soren, Flat No. 201, Pandey Enclave, Near District Co-operative Office, Dharampur, Latehar – 829206

ii. The dimensions, colour and particulars of the office table is as under:

- a. Dimension: Width of tabletop: 1650 mm  
Depth of table: 750 mm  
Height of table: 750 mm  
Thickness of table top material: 25 mm  
Size (L x W) /diameter of leg material: 25 x 25 (mm)
- b. Colour: Peach
- c. Particulars: Three layer Prelaminated particle board (Wood Product) of grade II type II of IS 12823/Latest, One side E.R.U unit, Gable end and modesty panel (Structure /Frame of table), 1 drawer, laminate in colour with swede finish of 0.6-0.8 mm thickness of type S,F or P conforming IS 2046/ latest 1 Year warranty.

iii. The dimensions, colour and particulars of the almirah is as under:

- a. Dimension: Almirah height (excluding the height of pedestal): 1980 mm  
Almirah width: 920 mm  
Almirah depth: 480 mm  
Side sheet thickness: 0.9 mm  
Back sheet thickness: 0.8 mm  
Top sheet thickness: 0.9 mm  
Bottom sheet thickness: 0.9 mm  
Shelves sheet thickness: 0.7 mm  
Shelves supporting bracket thickness: 1.6 mm  
Hinges sheet thickness: 1.6 mm  
Width of stiffener: 115 mm  
Stiffener sheet thickness: 0.6 mm  
Handle size: 120 mm  
Number of door: 02  
Steel sheet material: CRCA sheets conforming to grade CRI of IS 513 (part-1):2016 (with latest amendment)

Locks and locking arrangement: Six lever lock, Finish having brass levers and MAZAK/ZAMAK bolt having Zinc plated finish along with MAZAK/ZAMAK handle.

- b. Colour: White (Powder coating: Conforming to IS: 13871)
- c. Particulars: Almirah Steel with 4 shelving cabinets (No Drawer)

- d. Technical specification of almirah steel- Generally confirming to BIS specification IS:3312:2021 (with latest amendment) for almirah steel selving cabinets  
Number of doors- 02  
Number of selves- 05
  
- iv. The firm will submit data sheet for the products supplied by them indicating the specifications, brand etc.

**Seal and Signature of the tenderer**

Place

Date:

## Basic Information

I / We .....am / are desirous of participating in the “Supply and Delivery of Office Table and Almirah to district offices in Pakur, Khunti and Latehar of NABARD in Jharkhand”.

Sl. No	Item	Information to be filled in by applicant	
1.	Name of the firm		
2.	Full Address		
3.	Telephone Number: Office / Residence		
	Mobile Number :		
	E-Mail address		
4.	Month and year in which the firm / company was formed / incorporated in present name		
5.	i. Number of years in the Business (Enclose relevant Registration certificate/Proof)		
	ii. Constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.		
6.	Enclose copy of partnership deed, Articles of Association or Affidavit / Registration of sole proprietorship		
7.	i. Annual Turn Over for last Three Years (enclose Audited Balance Sheets to support figures)	Financial Year	Annual Turn-over (In Rs lakh)
		2021-2022	
		2022-2023	
		2023-2024	
	ii. Evidence or proof to be enclosed to support the amounts of yearly turnover	Certificate enclosed for Assessment years .....	

8.	Full particulars about similar works completed (i.e. work-orders from Organizations / PSUs / Financial Institutions / Banks).	
9.	Whether all documents have been submitted as per tender	
10.	Any other information the applicant might like to give.	
11	Civil suit / litigation, if any	

### Other Details of the applicant

Particulars	Information to be filled in by applicant
Name of the Firm/ Agency/Contractor	
Name of the Account Holder	
Registered Address of the Firm	
Name of the Bank's branch and Address	
IFSC Code of the Bank's Branch	
Type of Account(Current/Saving/Cash credit)	
Account Number	
PAN	
GSTIN	
TAN Number	

\*Please enclose self-attested copy of cancelled cheque of the bank account

Seal and signature of the tenderer

Place:

Date:

## Annexure

### List of assignments carried out during last three years

Sr. No.	Name & Location of supply  (Full address)	Cost of supply	Name of the contact person from owner's side for whom supply was made . Contact no. of the contact person/ Email Id of the owner (Mandatory)	Delivery period (stipulated)	Whether the supply was left incomplete (reasons, if any, for delay in supply) or contract was terminated from either side (give full details)  Actual delivery period	Any other relevant information
1	2	3	4	5	6	7

## PRICE BID

### “Tender for supply and delivery of office table and almirah in various district (Pakur , Khunti and Latehar) offices of NABARD in Jharkhand”.

We.....hereby certify that we are an established firm/ authorised dealer for design , manufacturing and/or supply of furnitures viz. office table , almirahs etc. in the state of Jharkhand. We hereby offer to supply the following items at the prices indicated below:

Sl. No.	Description of item (1)	Qty in no. (2)	Rate per no. (3)	Amount in Figure and words (2 x 3)
1	Supply and delivery of office table in good condition in NABARD’s DDM offices at Pakur , Khunti and Latehar at the addresses indicated in the tender, complete in all respects with all accessories as per relevant IS standard and specification.  The unit will include one main table, one side table and one drawer as per the specification.	03		
2	Supply and delivery of almirahs in good condition in NABARD’s DDM offices at Pakur , Khunti and Latehar at the addresses indicated in the tender, complete in all respects with all accessories as per relevant IS standard and specification .	03		
			GST	
			Total	

#### Note-

- i. The rate should include all taxes, levies, transportation, insurance, labour charges etc. including cost of design, fabrication, and supply at the location, indicated in the tender all inclusive.**
- ii. The materials will bear an warranty period of one year from the date of delivery of the materials to the DDM offices in good condition.**
- iii. GST will be indicated separately.**

#### Seal and Signature of Tenderer

**Name**

**Designation**

**Place**

**Date**