

F.No. 3/4/2014-Genl 1067  
Government of India  
Ministry of Commerce and Industry  
Directorate General of Foreign Trade  
(General Section)

Udyog Bhawan, New Delhi  
Dated: 17<sup>th</sup> March, 2015

**Tender Notice**

Subject: Tender for supply of 30 Nos. of branded chairs at DGFT(Hqrs), Udyog Bhawan, New Delhi.

The Directorate General of Foreign Trade invites tenders for supply of 30 Nos. of branded chairs from Delhi/NCR based firms for the conference room of DGFT(Hqrs).

2. The tender in sealed cover superscribed "**Tender for supply of 30 Nos. of branded chairs**" should be addressed to the Foreign Trade Development Officer (General Section) Room No. 202, Udyog Bhawan, New Delhi. The quotation should be accompanied with an **EMD of Rs. 10,000/-** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi" without which the quotation will not be considered. The bids will be opened on 25.03.2015 at 3.30 P.M. Those bidders who wish to be present, may do so at this office. The tender should be dropped in the tender box kept in room no. 202, General Section, DGFT(Hqrs), H-wing, Udyog Bhawan, New Delhi before 3.00 PM on 25.3.2015.

3. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully as per annexure-I. The bid documents are to be submitted as per Annexure III. The quoted rate should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered. Sample pictures of required chairs enclosed at annexure-IV.

*Harit Kumar Shakya*  
17.3.15

(Harit Kumar Shakya)  
Foreign Trade Development Officer  
Tel. No: 23063451  
Email address: haritk.shakya@nic.in

1. FTDO(EDI), with the request to place the aforesaid Notice on the website of the DGFT for wider publicity.
2. ✓ CPP portal to publish the tender notice.

Terms and conditions

1. Supply of chair must be made within 3 days of issuance of supply order.
2. If items are not supplied within 3 days from the date of supply order, penalty of Rs. 500/- per working day may be levied.
3. Successful tenderers will have to submit an undertaking that only genuine products will be supplied. In case of any default in this regard the Directorate will be free to take any action against the supplier. Decision of this Department in this regard will be final.
4. The supplier shall be responsible for behavior and conduct of its workers. No worker with doubtful integrity or having bad record shall be engaged by the supplier.
5. The Directorate reserves the right to cancel the contract at any time without assigning any reason. The supplier will not be entitled to claim any compensation against such termination. In case of any dispute, the decision of the Directorate shall be final.
6. The contract is not transferable.
7. No advance payment in any case would be made.
8. **EMD of Rs. 10,000/-** from any scheduled commercial bank, payable in favour of the "Accounts Officer, CPAO, DGFT," payable at New Delhi, must accompany the Bid. The Tenders received without EMD/Bid Security will be rejected.
9. EMD of all the bidders will be returned to them after finalization of the contract.
10. The amount remitted towards EMD/ Bid Security, as the case may be, is liable to be forfeited if the bidder resiles from the offer after submission of the tender or after the acceptance of the offer by the department or fails to sign the contract.
11. No interest will be paid by the department on the EMD/ Bid Performance Security Deposited/remitted.
12. If the supply is found un-satisfactory or in disregard of the contract, this office is at liberty to entrust the job to any other firms/party at your risk/expenses;
13. This office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the workers(s) while performing duty for the department. All liabilities legal or monetary shall be borne by the firm.
14. Tax would be deducted at source as per rules.
15. The firm should not have been blacklisted by any Govt. Department/Organization.
16. The owner/manager of the firm should be available on his/her own direct telephone/mobile. The telephone/ mobile number should also be given.
17. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board of National Small Industries Corporation or Directorate of handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement

by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises.

18. In the event of any question, dispute or difference arising between the department and the company in relation to any matter arising out of or connected with the services/job assigned to the firm execution under the contract agreement, the same shall be referred to the sole arbitration of an officer to be nominated by ADG concerned. The decision of the arbitrator shall be final and binding on both the parties to the agreement.
19. All disputes arising out of the contract shall be subject to the jurisdiction of Delhi court's only.
20. Firm will be required to bring a sample of branded chair to this Directorate for selection of chair before opening of tender on 25.3.2015. Finalization of tender would be based on selection of chair and rates quoted by the firm.

PERFORMA FOR FINANCIAL BID

To,  
The Foreign Trade Development Officer  
Directorate General Of Foreign Trade  
Room No-202, Udyog Bhawan  
New Delhi-110011

Sub:- Tender for supply of branded chairs at DGFT(Hqrs), Udyog Bhawan, New Delhi.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No 3/4/2014-Genl. Dated 17.3.2015 The information regarding Financial details as desired is as follows:-

Sl. No.	Items	Rates (in Rs. ) As per pictures enclosed at Annexure-IV	VAT (in Rs.)	Net Rate
1	Medium Back Chair			
2	Executive Chair			
3	Fixed Chair			

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Name of the bidder:  
Complete Address:  
Address(Work), If any,  
Contact Nos.

List of Documents to be enclosed with tender

1. EMD of Rs 10,000/- drawn in favour of "Accounts Officer, CPAO, DGFT, New Delhi."
2. Self Attested copy of PAN card.
3. Self Attested copy of VAT Registration Certificate.
4. Certificate/self declaration on Stamp Paper of Rs.10/- that firm has never blacklisted by any Govt. Ministry/Department.
5. Self Attested copies of 3 supply orders from 3 Govt. Ministry/Department for same items.
6. Self Attested copies of Annual turn over of Rs. 20 lakh per annum for last 3 financial years.





