

F.No. 01/01/2017/Genl./ 1096
Government of India
Ministry of Commerce and Industry
Directorate General of Foreign Trade
(General Section)

Udyog Bhawan, New Delhi
Dated: 2nd March, 2017

Tender Notice

Subject: Tender for supply/fixing of wooden flooring and wall panelling in Conference Room No.04 in DGFT(Hqrs), Udyog Bhawan, New Delhi.

The Directorate General of Foreign Trade invites tenders for supply/fixing of wooden flooring and wall panelling in Conference Room No. 04 at DGFT(Hqrs.) from reputed firms in Delhi and NCR. The last date for receipt of tender is 17th March, 2017 by 2.00 PM. The tender in sealed cover superscribed "supply/fixing of wooden flooring and wall panelling in Conference Room No.04 in DGFT(Hqrs.)." 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. 5,000/-** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi" without which the quotation will not be considered. The bidders who are exempted for EMD are also required to submit the exemption letter in Room No. 202, Udyog Bhawan, New Delhi, latest by 2.00 P.M. on 17th March, 2017 failing which their bids will not be considered. The bids will be opened on 17th March, 2017 at 3.00 P.M. Those tenderers, who wish to be present, may do so in this office

3. The prospective bidders are requested to go through the enclosed terms and conditions of the contract carefully. The bid documents are to be submitted as per Annexure I & II. The quoted rates should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.


(Pradyumna Sahu)

Foreign Trade Development Officer
Tel. No: 23063451

1. FTDO(EDI),with the request to place the aforesaid notice on the website of the DGFT for wider publicity.

Terms and Conditions

1. The supply/fixing of wooden flooring and wall panelling in DGFT(Hqrs.) shall be made within 7 days from the award of tender.
2. If supply/fixing of wooden flooring and wall panelling are not done within the stipulated period from the date of issue of supply order, penalty of Rs.500/-per working day shall be levied.
3. Penalty can also be imposed if the supplier violates any of the terms and conditions of the contract.
4. Under no circumstances, the rates mentioned in the tender shall be changed.
5. This Directorate reserves the right to cancel the supply order 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 this Directorate shall be final.
6. The tender is not transferable.
7. No advance payment in any case would be made.
8. EMD of Rs.5,000/- (Rupees Five thousand only) in the form of Demand Draft/Pay Order, from any scheduled Commercial Bank, payable in favour of the "Accounts Officer, CPAO, DGFT, New Delhi, must accompany the Bid. The EMD should be valid for 120 days. The tenders received without EMD will be rejected.
9. The unsuccessful bidders can collect their EMD within one month after finalization of the Tender.
10. The amount remitted towards EMD is liable to be forfeited if the bidder backs out from the offer after submission of the tender or after the acceptance of the offer by this Directorate.
11. No interest will be paid by this Directorate on the EMD deposited/remitted.
12. In case the firm backs out of the supply order midstream, without explicit consent of the Directorate, the firm will be liable for recovery at the higher rates.
13. In the event of any question, dispute or difference arising between this Directorate and the firm 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 this Directorate. The decision of the arbitration officer, so nominated, shall be final and binding on both the parties.

14. Payment will be made only after supply/fixing of wooden flooring and wall panelling of required specification.
15. Tax would be deducted at source as per rules.
16. The firm should not have been blacklisted by any Govt. Department/Organization.
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. There will be special provisions for Micro and Small Enterprises owned by Scheduled Castes and Scheduled Tribes. Out of 20% target of annual procurement from Micro and Small Enterprises, a sub-target of 20% (i.e. 4% out of 20 %) shall be earmarked by procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that, of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements an L1 price, 4% sub-target for procurement earmarked shall be met from other Micro and Small Enterprises.
19. All disputes arising out of the contract shall be subject to the jurisdiction of Delhi Court's only.

PERFORMAANDFINANCIALBID

To,

The Foreign Trade Development Officer,
Directorate General of Foreign Trade,
RoomNo-202,Udyog Bhawan,
NewDelhi-110011

Sub: - Tender for supply/fixing of wooden flooring and wall panelling of Conference Room No.04 in DGFT(Hqrs.), Udyog Bhawan.

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.01/01/2017-Genl. dated 02.03.2017. The information regarding Financial details as desired is as follows:-

Sl. No.	Name and Particulars/item	Qty.	Rates	VAT (in Rs.)	Total Amount
1	Wooden flooring Plank Size 48"x8"x8mm thick of Conference Room No.04 (Armstrong or equivalent make)	612 Sq. Ft. Approx			
2.	Providing & fixing of Wooden Paneling with Kail wood frame in side, frame wood size 2"x1 1/2" with commercial Ply 12mm overlapping with Teak ply 4mm thick with polishing	380 Sq. Ft			

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 Authorised 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. 5,000/- drawn in favour of "Accounts Officer, CPAO, DGFT, New Delhi."
2. Self Attested copy of PAN
3. Self Attested copy of VAT/Sale Tax Registration
4. Self attested copies of supply orders in Govt. Department during last 5 years.
5. Certificate/self declaration on Stamp Paper of Rs. 10/- that firm has never been blacklisted by any Govt. Ministry/Department.