



**DIRECTORATE GENERAL OF GOODS AND SERVICES TAX
5TH FLOOR, MTNL TELEPHONE EXCHANGE BUILDING,
8, BHIKAJI CAMA PLACE, NEW DELHI-110066**

F.No. I(22)/DGGST/Admn/e-tender/36/2018

Date: 30.05.2018

TENDER NOTICE FOR SUPPLY OF FURNITURE ITEMS FOR LIBRARY AND LECTURE HALL OF DG-GST HQ. OFFICE

Online e-tenders are invited from the reputed firms/suppliers for supply of furniture items etc as per the requirement (mentioned below) for the office of Directorate General of Goods & Services Tax, 5th Floor, MTNL (Telephone Exchange) Building, 8, BhikajiCama Place, New Delhi- 110066:

Interested parties who are willing to comply with the terms and conditions annexed to this notice, may submit their bids online as given in the instructions for online bid submission(Annexure-D) on or before 11.06.2018 by 02:00 PM.

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B), Tender Acceptance Letter (Annexure-C). Technical Bids should contain documents evidencing (1) Previous experience of firm/suppliers for supplying their items to Government agencies served, (2) GST Registration No. etc. The Financial Bid/Bids will be taken up only if the technical specifications are met, otherwise the tender will be straight way rejected. Details of tender notice are also available on the CBEC website - <http://www.cbec.gov.in>

List of Items

S.No.	Description	Quantity
1	Wall mounted/ floor model Storage cabinet of teak woodhaving compartments covered with door on auto closing hinges with proper lock. Size: (Depth 18") x 5' x 3'	10 nos.
2	Wall mounted/ floor model Storage cabinet of teak wood having compartments covered with door on auto closing hinges with proper lock. Size: (Depth 18") x 7' x 3'	1 no.
3	Wall mounted/ floor model Storage cabinet of teak wood having compartments covered with door on auto closing hinges with proper lock. Size: (Depth 24") x 12' x 4'	1 no.
4	Wall mounted/ floor model Storage cabinet of teak wood having compartments covered with door on auto closing hinges with proper lock. Size: (Depth 24") x 8' x 4'	1 no.
5	Sofa set (2+2) regular model design of teak wood frame with cushion 21" x 22" x 4" padded with high	5 no.

	density U foam	
6	Computer table of teak board with full glass top 8 mm size, 42" x 18" x 30"	4 nos.
7	Round conference table made of teak board heavy structure base and top made of teak board 19mm with full glass top 8 mm brown, 4' x 4'	3 nos.
8	Medium back chairseat & back cushion upholstered with fine quality approved cloth.	8 nos.
9	Teak wood chair heavy structure design seat &back slanting back cushion 2" back padded with high density U foamand approved cloth.	12 nos.
10	Looking mirror with all side teak wood mouldings for ladies' room 60"x 24"	1 nos.
11	Book shelves made of teak board having compartments Size 20'x7' and 9'x7', depth 16"	2 nos. each
12	Conference table made of teak board heavy structure base and top of double board of 6" and all sides and top made of teak board 19 mm duly fixed with full glass top 8mm brown Size: 6'x3'	1 nos.
13	Wooden side table cum computer table teak board with full glass top 8mm. Size 42"x18"x30"	1 nos.

This Directorate reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Data Sheet

Item	Description
Name of the Buyer	Govt. of India, Ministry of Finance, Department of Revenue, Directorate General of Goods & Services Tax, 5th Floor, MTNL (Telephone Exchange Building), 8, Bhikaji Cama Place, New Delhi- 110066:
Tender Inviting Authority	Directorate General of Goods & Services Tax, 5 th Floor, MTNL (Telephone Exchange Building), 8, Bhikaji Cama Place, New Delhi-110066
Tender Name	Online e-tenders are invited from interested parties for supply of furniture items etc. in the office of Directorate General of Goods & Services Tax, 5 th Floor, MTNL (Telephone Exchange) Building, 8, Bhikaji Cama Place, New Delhi- 110066:
Tender No. and Date	I(22)/DGGST/Admn/e-tender/36/2018 dated 30.05.2018
Method of Selection	L-1

Availability of Tender Documents	Can be downloaded from Central Public Procurement Portal at http://eprocure.gov.in/eprocure/app
Date and time of Tender notice issuance	Date: 30.05.2018 Time: 02:00 PM
Last date and time for Bid/ Proposal submission (on or before)	11.06.2018 at 02:00 PM
Last date for Submission of Pre-Bid Queries	All the queries should be received on or before the prescribed date & time, through email only with subject line as follows: "Online e-tenders are invited from reputed firms/suppliers for supply of furniture items etc. in the office of Directorate General of Goods & Services Tax, 5 th Floor, MTNL (Telephone Exchange) Building, 8, Bhikaji Cama Place, New Delhi- 110066: _Pre Bid Queries_ <bidder's Name>". The Pre-Bid queries to be sent to the following Email ID: Email ID: cbec.dggst@icegate.gov.in by 05.06.2018 at 02:00 PM.
Bid Opening- Time, Date & Venue	12.06.2018 at 02:30 PM Venue: Room No. 22, Directorate General of Good & Services Tax, 5th Floor, MTNL (Telephone Exchange) Building, 8, Bhikaji Cama Place, New Delhi- 110066
Language of Bid Submission	Proposal can be submitted in Hindi/English. However, it must be submitted in English also.
Currency	Bid may be quoted in INR only.
Name and Address for Communication and seeking Clarifications	Shri Nikhil Mohan Goyal, Assistant Director, Room No. 22, Directorate General of Good & Services Tax, 5 th Floor, MTNL (Telephone Exchange) Building, 8, Bhikaji Cama Place, New Delhi- 110066

2.Document Download:

Tender documents may be downloaded from Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enrol / register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at **Annexure-D** regarding 'Instructions for online Bid Submission'.

CRITICAL DATE SHEET

Published Date	30.05.2018 (02:00 PM)
Bid Document Download / Sale Start Date	30.05.2018 (02:00 PM)
Clarification Start Date	30.05.2018 (02:00 PM)
Clarification End Date	05.06.2018 (02.00 PM)
Bid Submission Start Date	30.05.2018 (02:30 PM)
Bid Submission End Date	11.06.2018 (02.00 PM)
Bid Opening Date	12.06.2018 (02.30 PM)

3. Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Tenderers can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on the website <https://eprocure.gov.in/eprocure/app>.
- Tenders and supporting documents shall be uploaded through e-procurement portal. Hard copy of the Tender documents shall not be accepted.

OTHER TERMS AND CONDITIONS OF THE TENDER NOTICE

1. Purchase Preference would be given to MSME/SSI/NSIC, valid MSME/SSI/NSIC certificates need to be Submitted.
2. The bidder must submit/upload self-attested copy (copies) of three years' work order/work experience, as a proof of similar work done in any PSU, Central /State Government Organization or subsidiary / joint venture / Regulated Company thereof, or a reputed private company etc.
3. Last three years Income Tax / GST/Central Excise/VAT/Service Tax Returns.
4. GST Registration Certificate
5. ISO Certificate
6. PAN of the Firm
7. The bidder should have good track record of supplying such items to Government Departments and have past experience of dealing in these items.

8. The bidder should specify the actual specification of the offered product, material used along with catalogue with the tender document.
9. This office reserves the right to increase or decrease the actual quantity required.
10. **Parties should inspect the nature/place of work before submitting the quotations and for inspection, query or clarification they are to approach Shri Nikhil Mohan Goyal, Assistant Director, Directorate General of Goods and Services Tax, 5TH Floor, MTNL (Telephone Exchange) Building, 8, Bhikaji Cama, New Delhi-110066, Phone No.-01126702821.**
11. The party should provide 01(one) year free maintenance after installation of goods.
12. No advance payment will be provided to the supplier and installer. Payment against Bill/invoice shall be released only after supply/installation of the goods.
13. Price/rate should be indicated both in figures and words.
14. Payment shall be subject to deduction of any amount for which the bidder is liable as per tender. Further, all payments shall be subject to deduction of TDS, if applicable, and any other taxes.
15. The price/rate inclusive of all taxes of any government/local authority etc. as applicable to government department. No payment over and above the price/rate quoted shall be done by the Department in respect of any such levies brought to the notice at a later date.
16. The price/rate should be valid for 180 days from the fixed date of opening of the bid documents and that shall remain bound by a communication of acceptance within that time and any extended time provided that the same was not withdrawn in writing.
17. **The bidders are required to attach a copy of Earnest Money Deposit of Rs. 50,000/- in the form of Demand Draft in favour of Director General of Goods and Services Tax, 5TH Floor, MTNL (Telephone Exchange Building), 8, Bhikaji Cama Place, New Delhi-110066 along with technical bid. The bidders are also required to submit original copy of Demand Draft to this Directorate.**
18. **On acceptance of bid, the Successful bidder would require to submit performance guarantee of an amount equivalent to 5% of the value of entire contract in the form of Bank Draft in favour of Director General of Goods and Services Tax, 5TH Floor, MTNL (Telephone Exchange Building), 8, Bhikaji Cama Place, New Delhi-110066 within two weeks from the time of awarding the contract. The Performance Guarantee should remain valid for a period of sixty days beyond the date of completion of the contract.**
19. No deviations in the technical specification will be accepted. Any violation thereof may lead to rejection of the bid. A copy of these terms & conditions should be signed & attached with the tender documents.

Encl:

Annexure-A: Technical Bid

Annexure-B: Financial Bid

Annexure-C: Tender Acceptance Letter Assistant Director

Nikhil
30/05/18
(Shri Nikhil Mohan Goyal)

DG-GST, New Delhi

Copy to: -

- 1) The Director General, DG-GST, New Delhi.
- 2) The Senior Intelligence Officer (Admn), DG-GST, New Delhi with the request to upload the Tender notice along with the annexure on the departmental website of CBEC immediately.
- 3) The Senior Intelligence Officer (Admn), DG-GST, New Delhi with the request to upload the Tender notice along with the annexure on the notice board of office.

Nikhil
30/05/18
(Shri Nikhil Mohan Goyal)
Assistant Director
DG-GST, New Delhi

Submission of Tender

The tender shall be submitted online in Two part, viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Annexure 'A'

TECHNICAL BID

Qualifying criteria for Quotation

1	Name of the party/bidder.	
2	Copy of MSME/SSI/NSIC Certificate	
3	Balance sheet for last 3 years duly certified by Chartered Accountant.	
4	Income Tax Return for last 3 years	
5	Valid Dealership Certificate of furniture, if any	
6	Address (With Tel. No. & FAX No)	
7	Name & Address of the proprietor/partners/Directors (With Mobile Numbers)	
8	Name of Contact person(s) (With mobile Numbers)	
9	Experience in supplying of furniture items to Government Departments/PSUs, copies of contract papers/ letters to be attached.	:
10	Permanent Account Number (PAN)	
11	Details of GST Registration, copies of registration certificates to be attached.	
12	Details of make, specifications and configuration of furniture items to be supplied	
13	Details of pending legal disputes relating to supplying and installation of furniture, if any.	
14	List of present clients relating to Government Departments	
15	Tender Acceptance Letter	
16	Copy of Earnest Money Deposit of Rs. 50,000/- in the form of Demand Draft in favour of Director General of Goods & Services Tax, 5 TH Floor, MTNL (Telephone Exchange Building), 8, Bhikaji Cama Place, New Delhi-110066	

Note: - non-qualification in above criteria will result in disqualification of bid.

ANNEXURE-B

FINANCIAL BID

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_XXXX .xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure B inclusive of all applicable taxes.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Yours Faithfully,

Signature of
authorized
Representative:

Annexure-C

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-D

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the sky blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.