



**HON. BALASAHEB THACKERAYAGRI-BUSINESS AND RURAL TRANSFORMATION
PROJECT (SMART)**

JOINT DIRECTOR AGRICULTURE OFFICE-NAGPUR
REGIONAL IMPLEMENTATION UNIT (RIU), NAGPUR
7th Floor, Administrative Building No. 2, Civil Line, Near GPO, Nagpur-



No. SMART/RIU-NGP/RFQ/Office Chairs/36/721/2023

Date:- 13/03/2023

INVITATION FOR QUOTATIONS

To

Prospective Suppliers

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Sub: Invitation for quotation for supply of Office Chairs at Regional Implementation Unit (RIU), Nagpur

1. You are invited to submit your sealed competitive quotation for supply of Office Chairs at Regional Implementation Unit (RIU), Nagpur

Sl. No.	Name of the item	Specifications	Units	Approx. Quantity*
1	Mid Back Chair	Providing and fixing in position Mid back chair, Centre Tilt Mechanism, Chrome base, PP arms, Mesh + Fabric Upholstery including all fixtures and fasteners etc complete as per approved shade and colour	Nos	30
2	Visitor Chair	Providing and fixing in position visitor chair, MS powder coated frame, PP arms, Mesh + Fabric Upholstery including all fixtures and fasteners etc complete as per approved shade and colour	Nos	20

*Quantity mentioned is for evaluation purpose, it may vary.

Supply and Installation at: Office of Joint Director of Agriculture for RIU, Nagpur, 7th Floor, Administrative Building No. 2, Near GPO, Nagpur-440001.

Delivery Period: 10 days from the date of issue of supply order

1. Government of Maharashtra has launched World Bank assisted "Hon. Balasaheb Thackeray Agribusiness and Rural Transformation (SMART) project" in the state of Maharashtra and intends to apply part of the proceeds of this financing to eligible payments under the contract for which this invitation for quotations is issued.
2. **Bid Price**
 - a) The contract shall be for the full quantity as described above.
 - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - d) The Prices shall be excluding GST.
 - e) Rate should be inclusive of supply and installation
 - f) Bidder should quote rate for all the items
 - g) The Prices shall be quoted in Indian Rupees only
3. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this quotation.

4. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the dead line date specified for submission.

5. Eligibility Criteria

1. The bidder must have successfully executed/installed at least one contract/work at any Govt. or semi Govt. organization.
2. Shop/Factory Act license or UDYAM Registration Certificate.
3. GST Registration
4. Bidder should have achieved in at least one year an annual financial turnover not less than Rs. 5.00 lakhs during last three financial years.
5. The bidder should not be blacklisted / banned by any Government organization/PSUs during last 3 years **(Undertaking to be submitted as per attached Annexure - II)**

7. Documents to be submitted along with the quotation

The bidder should submit following documents along with the quotation

1. Shop/Factory Act license or UDYAM Registration Certificate.
2. GST Certificate and Pan Card Copy
3. Audited Balance Sheet / ITR / Turnover Certificate issued by CA
4. Work orders / supply orders from any Government/Semi Govt. organizations.
5. Undertaking in regard to blacklisting and statement of integrity **(Format is appended as Annexure - I)**

7. Bid Security:

- 1) Bidder should submit bid security declaration in the attached **format (Annexure - II)**. If bidder not submitted bid security declaration, in such case the bid submitted by such bidder will be rejected.
- 2) The Bid Security declaration will be executed
 - a) If a bidder withdraws its bid prior to the expiry date of bid validity specified by the bidder on the letter of bid or any extended date provided by the bidder; or
 - b) During the bid process, if any information submitted found manipulated / hidden / false / mala fide in the bid
 - c) if the successful Bidder fails to
 - (i) Follow the supply and installation terms in Contract

8. General Conditions

- a) Bidder shall submit their quotation in the format given in this document. Single envelope method shall be followed.
- b) The quantity mentioned may increase /decrease (+/- 25% of the mentioned number of goods against each item) depend on the requirement However, Bid Inviting Authority reserve the right in any situation to accept or reject full quantity of the mentioned goods for which rates are invited.
- c) Normal commercial guarantee / warrantee shall be applicable to supplied goods. Bidder have to mention the specific warranty period for quoted goods.
- d) All legal disputes relating to the supply and installation etc. are subject to the jurisdiction of court of law at Nagpur.

9. Evaluation of Quotations

The bid inviting authority will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

The quotations will be evaluated for the all items together. GST amount shall not be considered in evaluation.

10. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- a) Notwithstanding the above, the Procurement Evaluation Committee, bid inviting authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- b) The bidder whose bid is accepted will be notified of the award of contract by the bid inviting authority prior to expiration of the quotation validity period. The terms of the accepted offer will be incorporated in the supply / work order.
11. **Payment:** Payment will be made after successful supply and installation of all quantity for which supply order will be issued. **No advance payment will be made** for whatsoever reason. The payment will be made within two weeks from the date of submission of original tax invoice. Actual GST will be paid on submission of tax invoice.
 12. Part supply of order will not be accepted and payment will be released only on receipt of complete satisfactory supply and installation of ordered goods . Successful bidder has to render delivery challan and installation certificate at the time of delivery and commissioning of the goods .
 13. Quotations will be opened in the presence of bidder's representatives who choose to attend on above mentioned address on **20/03/2023 at 03.30 P.M** . Interested bidder should submit only one quotation in a sealed envelope super scribed as "Quotations for supply of Office Chairs at Regional Implementation Unit (RIU), Nagpur **at Office of Joint Director of Agriculture for RIU, Nagpur, 7th Floor, Administrative Building No. 2, Near GPO, Nagpur- 440001.**
 14. In the event of the date being declared as a holiday for the purchaser's office , the due date of submission and opening of quotations will be the following working date & time . Please note that quotations shall be open on working days and in working hours only. No claim will be entertained in this regard.
 15. You may visit office before submission of your quotation for further clarifications required if any on working days and in working hours.

Sd/-
Head
Regional Implementation Unit (RIU)
& Joint Director of Agriculture, Nagpur

FORMAT OF QUOTATION
(On Bidder's Letter head)

Date:

To:

**Head,
Regional Implementation Unit (RIU)
& Joint Director of Agriculture, Nagpur**

Subject: Submission of quotation for supply of Office Chairs at Regional Implementation Unit (RIU),
Nagpur

Ref: Your Request for Quotation No No. SMART/RIU-NGP/RFQ/Office Chairs/36 / 721/23, Dt:- 13 /03/2023

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rates as under

Sl. No.	Name of the item	Specifications	Units	Qty	Rate per Unit in Rs. Without GST	Total Amount Rs without GST
1	Mid Back Chair	Providing and fixing in position Mid back chair, Centre Tilt Mechanism, Chrome base, PP arms, Mesh + Fabric Upholstery including all fixtures and fasteners etc complete as per approved shade and Colour	Nos	30		
2	Visitor Chair	Providing and fixing in position visitorchair, MS powder coated frame, PP arms, Mesh + Fabric Upholstery including all fixtures and fasteners etc complete as per approved shade and Colour	Nos	20		
			Total Amount without GST			
			GST			
			Total Amount with GST			

***Tax / GST should be shown separately.**

We agree to supply and install above mentioned items in accordance with the specifications and terms and conditions mentioned in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or in performing the Contract.

Signature

Name: _____
Agency Stamp / Seal

ANNEXURE I
(Undertaking in regard to blacklisting and statement of integrity)

I/We undertake that the dealings of our firm or our authorized dealer submitting bid on our behalf (if any) have never been blacklisted or stopped by any Govt. Organizations/Institutions/Departments. In case of it is found incorrect at any stage, our contract will be terminated immediately. We promise that neither the principal firm nor the authorized dealers shall offer to the employees of project any benefit which is not available legally and to not to commit any offence under prevention of corruption act 1988. We promise that we shall not enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts etc.

Signature of Authorized Signatory with seal of the firm

Note: Print on your letterhead

ANNEXURE II

**FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY
(To be submitted on the Bidder's Letter Head)**

Date: [insert date]

RFQ/ Tender Ref No.: Quotation No. SMART/RIU-NGP/RFQ/Office Chairs/ 36/721/23,

Dt:- 13/03/2023

To:

**Head,
Regional Implementation Unit (RIU)
& Joint Director of Agriculture, Nagpur**

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for (Insert Title of the RFQ), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by any World Bank funded Projects , any governmenttenders , PSUs for a period of Three years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of quotation/ tender, I/We withdraw or modify my/our tender during the period of validity specified in the Request for Quotation / Bid Documents (including extended validity, if any) or do not accept the correction of the quotation/ tender Price pursuant to any arithmetical errors.
- b) If after the issue of supply order, I/We fail to furnish the required Performance Security, sign the Contract within the time limits specified in Request for Quotation/ Tender Document.

Signature and Seal of Authorised Signatory of bidderName
of Authorized Signatory