

A-11014/18/2013-NACO (Admn)  
Government of India  
Ministry of Health & Family Welfare  
Department of AIDS Control  
(National AIDS Control Organisation)

9<sup>th</sup> floor, Chandralok Building  
36 Janpath, New Delhi-110001  
Dated: 07<sup>th</sup> May, 2014

To,

List attached

**Notice Inviting Tender**

Sub: Tender for Supply of 100 nos. Executive Chairs under buyback of old chairs, (revolving) in DAC office at 9<sup>th</sup> & 6<sup>th</sup> Floor, Chandralok Building, 36, Janpath, New Delhi

On behalf of President of India, Department of AIDS Control, Ministry of Health & Family Welfare invites sealed quotations/tenders from manufacturers or authorized dealer for supply of 100 Nos. approx Executive Chairs under buyback of old chairs in DAC as per specifications and in the format given at Annexure-A.

**1. Technical Requirement (Copy of all document should be enclosed).**

1.1 The tender forms should be clearly filed in ink or typewritten. The Firm should quote the rates and amount tendered in figures as well as in words. Alternations, unless legibly attested by the Firm, shall disqualify the tender. The tender should be signed by the competent authority of the Firm. The evaluation of most responsive bids will be done excluding taxes.

1.2 The Firm should take care that the rate and amount are written in such a way that interpolation is not possible. No blanks should be left which could otherwise make the tender liable for rejection.

1.3 The quotation should be valid for acceptance at least up to Six months from the date of opening the tender.

1.4 The Firm should inter-alia furnish the following information/documents:  
Details of incorporation/inception  
PAN Card/TIN No

1.5 The tenderer may inspect the sample of chairs to have a clear understanding of the supply of chairs as per our requirement during any working days (Monday to Friday) from 2.00 PM to 5.00 PM and the tenderer also have to carry the catalogue of chairs (low back) and supply the chairs as per choice of DAC.

1.6 The proof of experience of supply of chairs of similar nature awarded by any Govt Department/PSU/Govt Society/Institution during last 3 (three) years. The firms should submit copy of work contract along with proof of delivery. The contracts, which are awarded but still ongoing, shall also be considered

## **2. Terms and conditions of work**

2.1 An earnest money deposit of Rs.10,000/- through a Demand Draft/Pay order, drawn in favour of "Account Officer, Ministry of Health & Family welfare, New Delhi" should accompany the tender, failing which the tender shall be rejected.

2.2 The supplier has to provide comprehensive warranty services for a period of two years on site. A performance guarantee of 10% of cost of the chairs will be retained.

2.3 Firms submitting tender would be considered to have read and accept all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.

2.4 DAC reserves the right to accept or reject any or all tenders, without assigning any reason whatsoever.

2.5 Any act on the part of the Firm to influence anybody in DAC would make him liable for rejection of the tender.

2.6 In case of dispute arising out of this contract, provisions of Arbitration and Conciliation of India Act, 1996, will apply.

2.7 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. The terms of the accepted offer shall be incorporated in the award of contract.

2.8 50% of the ordered quantity should be delivered at DAC Office within 10 days of award of contract and remaining 50% of the ordered quantity should be delivered at DAC Office within 20 days of award of contract

2.9 The purchaser may vary the quantity by up to 20% at the time of award of contract or latest within 30 days of award of contract.

2.10 100% payment shall be made within 30 days of submission of invoice along with proof of delivery of total ordered quantity duly verified by Section Officer (Admn), NACO

**The last date & time of the receipt of sealed proposals is 27<sup>th</sup> May, 2014 till 1.00 PM.** The sealed proposal will be deposited in the Tender Box of NACO at 9<sup>th</sup> floor, Chandralok Building, 36 Janpath, New Delhi-01. The proposals shall be opened on same day at 2.00 PM in Committee Room, NACO, 9<sup>th</sup> floor, Chandralok Building where the authorised representatives of the firms may also participate. The award of contract shall, however, be decided later and shall be subject to detailed examination of the proposals received.

-Sd/-  
**(M G Nimje)**  
**Under Secretary(Admn), DAC**

## FORMAT OF FINANCIAL BID

Sr. No.	Brief Specifications of Goods	Quantity	Unit (Rs.)	Rate	Total Amount (Rs.)
1	Executive Chair with Low Back: Cushioned seat and back, 5 casters of high quality, upholstery (seat and back), hydraulically controlled adjustable height, Fixed arm rest made of high quality PU material, arm attached to the seat and back of the chair, adjustable back tilt.	100			
2.	Taxes (if any)				
	<b>Total</b>				
3	Buy back of old revolving, wheel non working chairs	100			
	<b>Total Bid Price</b>				
	<b>Warranty</b>				

- The quantity of chairs may be increase/decrease at the time of award of contract.

We agree to provide services in accordance with the Terms and Conditions given in Notice Inviting Tender (NIT) for a 'Total Bid Price' of Rs. ....(amount in figures ) (Rs. .... amount in words) exclusive of all taxes.

Signature and seal of Bidder