

**INDIRA GANDHI
RASHTYRIYA MANAV SANGRAHALAYA BHOPAL**

e-TENDER



NAME OF WORK : SUPPLY OF WOOD, BALLI AND BAMBOO

**ESTIMATED COST : Rs. 12,00,000/-
(Rupees Twelve Lakhs Only)**

**EARNEST MONEY : Rs.24,000/-
(Rupees Twenty Four Thousand Only)**

DATE OF OPENING : 30/12/2016 (15.00 Hrs)

**PLACE OF OPENING : INDIRA GANDHI RASHTRIYA MANAV
SANGRAHALAYA,
SHAMLA HILLS, BHOPAL**

**DIRECTOR
INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA
Post Box No.2, SHAMLA HILLS,
BHOPAL- 462 013(MP)**

INDIRA GANDHI RASHTYRIYA MANAV SANGRAHALAYA POST BOX-2, SHAMLA HILLS, BHOPAL 462 013		
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Certified that this tender contains pages **1 to 11**

DIRECTOR
 IGRMS,Bhopal

**INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA
BHOPAL**

e-TENDER FORM

F.No. 17-3/2015-T.H.
Tender Form No: 17-3/2015- T.H.

NOTICE INVITING e-TENDER	
General Details	
Tender No.	F.17-32015-T.H.
Name of Work	Supply of Wood, Ballies and Bamboos
Estimated Cost	Rs. 12,00,000/- (Rupees Twelve Lakhs Only)
Cost of Tender form	Rs. 500/- (Rupees Five Hundred Only)
Earnest Money Deposit	Rs. 24,000/- (Rupees Twenty Four Thousand Only)
Tender Processing Fees	Rs.1380/- only through E payment including service tax (Non-Refundable) in favour of M/s ITI Ltd., New Delhi
Dates of availability of tender documents for downloading after payment of processing fee	09/12/2016 (10.00 Hrs)
Last date and time/closing of online submission of tenders:	29/12/2016 (17.00 Hrs)
Submission of hard copy of all eligible documents must be submitted before	30.12.2016(13.00 Hrs.)
Date and time of online opening	30/12/2016 (15.00 Hrs)
Competent authority inviting tender	The Director, IGRMS Bhopal
Authority & place for seeking clarification on tender conditions, pre-bid meeting, opening of tender	Dr. R.M. Nayal, Officer-Incharge(T.H) Mob:- 09425678036, 0755- 2661670 IGRMS, Shamlia Hills, Bhopal(M.P)
Help Desk	09981783170, 011- 49424365

I/we hereby tender for supply of Wood, Ballies and Bamboo materials for the Indira Gandhi Rashtriya Manav Sangrahalaya as described in the Schedule of Rates (Price Bid) within the time specified and at the rates specified therein subject to the conditions hereunto annexed.

Work Description:

Sl.	Description of specification of service required	Period	Place by which service are to be provided	Earnest Money
1	Supply of Wood, Ballies and Bamboo materials	One year	IGRMS, Bhopal	Rs.24,000/- (Rs. Twenty Four Thousand Only)

If this tender be accepted I/we hereby agree to abide by all the terms and conditions of the Bidder annexed here to. In case of default I agree to pay to the Director, IGRMS or his successors the penalties or sum of money mentioned in the said conditions.

DD for **Rs.24,000/- (Rupees Twenty Four Thousand Only)** is herewith forwarded as Earnest Money being the full value which will be absolutely forfeited by the Director, IGRMS or his successors in office without prejudice to any other right or remedies of the said Director or his successors in office should I/We fail to provide above supply specified in above memorandum.

Signature of Witness

Signature of Bidder

1. Name and Address

Name and Address

2. Name and Address

Date

Date

The above tender is hereby accepted by me on behalf of the Director, Indira Gandhi Rashtriya Manav Sangrahalaya.

**Signature of Officer by whom the tender is accepted
(For Office use only)**

INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA

Terms & Conditions

(Note: The Bidders are requested to go through the instructions carefully and complete all formalities as required)

1. The firm must be registered under State/Central Govt. of Shop and Establishment Act (through Municipal Corporation)' enclose the copy of certificate.
2. Firm must enclose the Income Tax Clearance Certificate and also mention the Permanent Account Number issued by the Department of Income Tax, enclose a copy of the same.
3. Detail audited balance sheet for last two years and Service tax Registration number to be submitted.
4. Although supply order will be subject to prior intimation of two weeks but in analogous situation/circumstances it can be placed as shortly as 2 to 3 days before the supply and the Bidder should ensure any how arrangement in such situations.
5. The Director, IGRMS posses the right for cancellation of supply order and seize the Earnest money in case of failure in providing good and satisfactory materials and the Director, IGRMS also posses the right to accept or reject tender without notifying any reason to the Bidder.
6. **Rs.24,000/-(Rupees Twenty Four Thousand only) Earnest Money** through a Demand Draft in favour of **Director, IGRMS, Bhopal** from a Nationalised Bank should be deposited as Earnest Money for Supply material. No Tender without Earnest Money will be accepted. Please upload the details of EMD.
7. Rates will be initially valid for a period of one year from the date of approval of tender.
8. Supply of material will be to the Museum campus at Bhopal and all the materials should go through checking before supply.
9. In case of any dispute the final decision will be taken by the Director, IGRMS. Any legal matter will be subject to jurisdiction of court at Bhopal.
10. Bidder may not do any change/amendment in tender form. Bidder must fulfill all the conditions given in tender form.
11. Any over writing and correction in tender form should be certified and signed.
12. All documents should have stamped signature. A copy of authority letter/ power of attorney document from the Bidder to the person signing over the tender form should be enclosed.
13. Bidder should thoroughly go through the tender form, claim regarding mistake in tender form

will not be acceptable afterward.

14. In case of any direct or indirect attempt by the Bidder for approval of its rate will be subject to the rejection of application.
15. Tender form is nontransferable a Bidder can file only one tender form at a time.
16. The tender will be opened in the presence of Bidders or their authorized representative whosoever present. No separate information would be given for attending the tender opening.
17. The successful bidder shall produce all original documents related with the contract before commencement of execution of the work.
18. The EMD will be refunded to the unsuccessful Bidders after award of work to the successful bidder. EMD will not carry any interest.

Declaration

I,.....for and behalf of
M/s.....have gone through the
terms and conditions of Tender Notice No. 17-3/2015-T.H. and undertake to accept the
same in totality.

Date:

Signature of Bidder with Stamp

Place:

Witness:

1.

2.

INSTRUCTION TO BIDDERS

1. ELIGIBLE BIDDERS

The eligible bidders should be the agencies who possess the following documents.

1. Registration Certificate of Supplier

2. Bid Document

1. Power of Attorney/Authorization letter
2. Income Tax Registration.

4. PERIOD OF VALIDITY OF BIDS/TENDER OFFER

Bid shall remain valid for one year from the date of approval of bid by the contracting authority.

5. BID SECURITY

- (a) The Bidder shall furnish bid Security for an amount of **Rs.24,000/-**
(Rupees Twenty Four Thousand Only)
- (b) The bid security may be either in DD or FDR. (Issued by Nationalized Bank) in the name of Director, IGRMS, Bhopal.
- (c) The bid security of the unsuccessful bidder will be returned not later than 30 days after the expiry of the period of Bid Validity.
- (d) The Bid security of successful bidders will be returned upon furnishing the performance Security by the bidder.

6. SUBMISSION OF BIDS

INFORMATION & GENERAL INSTRUCTIONS FOR BIDDERS:

Steps for downloading, uploading and free view-

- Prospective bidders or General public can see and download free of cost PDF format of the tender documents from website **www.tenderwizard.com/IGRMS >Tender Free View**.
- To participate in the tender, Prospective Bidder are requested to download the Excel formats, after login in the Home page of the website **www.tenderwizard.com/IGRMS** with **User id/Password/Class III Digital Signature Certificate**.

Steps to Download the excel formats of particular tender:

- a: Click on **UNAPPLIED** button
- b: Click on **REQUEST** button
- c: Pay Tender Processing fee online
- d: Click on **SUBMIT** button,
- e: Click on **INPROGRESS** button (In status column bidder will find the tender as RECEIVED)
- f: Bidder will be able to download required Tender Documents by clicking **EDIT attachment** button for any number of times till last date of submission.

- Prospective Bidder has to fill Excel Documents and upload the same without renaming it.
- Please refer Help Manual for Tender submission or contact ITI Helpdesk.
- The intending bidder must read the terms and conditions in the notice inviting tender & prequalification criteria carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- Information and Instructions for bidders posted on website shall form part of tender document. The tender is to be downloaded and uploaded only on **www.tenderwizard.com/IGRMS** after paying requisite processing fee.
- The bid can only be submitted after payment of processing fee online.
- The bidder can withdraw the bid before stipulated closing date and time of online submission. But, once the bidder withdraws the bid, it cannot be resubmitted.
- The bidder, who are not enrolled on **www.tenderwizard.com/IGRMS** website, are **required to get enrolled**.
- The intending bidder must have valid class-III digital signature to submit the bid.
- Bidder should mark on the enclosed inventory that they will provide the material on written percentage of discount or surplus(whatever they want). All the rates to be given at one time on the basis of enclosed inventory.
- Item wise rates will not be accepted. Discount on rate should be mentioned with inclusive of applicable taxes.
- Contractor can upload documents in the form of JPG format and PDF format.

7. BID OPENING AND EVALUATION

- (a) The contracting authority shall open the bids in the presence of bidders or their authorized representatives who choose to attend, at 15.00 hrs on due date. The bidder's representatives who are present shall sign in an attendance register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening.
- (b) The bidder's names, Bid prices, modifications, bid withdrawals and such other details as the contracting authority, at its discretion, may consider appropriate will be announced at the opening.
- (c) For all purposes of the contract, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by regd. Post to the Director, IGRMS,Bhopal. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- (d) Successful Bidders will be intimated for date and time of opening of 'Financial Bid'.

8. PRELIMINARY EVALUATION

- (a) The Bidder shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required Bid security have been furnished, whether the documents have been properly enclosed and duly signed and whether the bids are generally in order.
- (b) Technical, commercial and financial competency, quality of material, facilities and services, reputation and experience of the Firm will be important issues.

Firm should submit all possible related documents.

9. CONVAISSING AND OTHER OUTSIDE INFFUENCE

(a) No bidder shall try to influence the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.

10. AWARD OF CONTRACT

The contracting authority shall consider selection of the bidders whose offers have been found financially acceptable.

13. CERTIFICATE

The bidder should give a certificate that none of his/her relatives are working in IGRMS as below.

CERTIFICATE

I/We hereby agree to undertake to provide the Supply of wood, ballies and bamboo materials to the Director, IGRMS, Shamlā Hills, Bhopal at the rates/ amount quoted by me/us in the attached material list in tender document. I/We abide by all the prescribed rules and regulations & terms and conditions supplied by the Sangrahalaya. The Earnest money deposit for Rs...../- in the form of Demand Draft drawn in favour of the **Director, Indira Gandhi Rashtriya Manav Sangrahalaya, Bhopal** on(Name of the bank) bearing NoDated..... is enclosed.

Bhopal
Dated:

Signature of the owner/proprietor
Name of the Firm: Seal

Station:

Signature of Bidder with seal

Date:

Name:
Address:

CHECK LIST

S.No.	Technical Details of The Tender	Yes/NO	Remarks
1.	Cost of Tender Form		
2.	Earnest Money with details.		
3	Permanent account Number(PAN)		
4.	Registration Certificate of Firm (through Municipal Corporation)		

Note: Please furnish copies of above mentioned documents alongwith tender.

**Indira Gandhi Rashtriya Manav Sangrahalaya
Bhopal
(Annexure-II)**

Sl	Description	Measurement	Qty.	Quality of wood	Rate in Rs.	
					Per Piece	Total
1	Post	Round (Cir.) 8" in diameter X 10' length	24	Saaj wood		
2	Post	Round (Cir.) 8" in diameter X 10' length	84	Saaj wood		
3	Post	12"X12"X13'	16	Saaj		
4	Other size of Post	1.5"X5"X10'	100	saaj		
5	Other size of Post	1.5"X5"X10'	24	pinewood		
6	Other size of Post	3"X5"X10'	80	Saaj		
7	Other size of Post	3"X5"X12'	22	Saaj		
8	Other size of Post	2.5"X5"X8'	20	Pine wood		
9	Other size of Post	2.5"X5"X10'	38	Pine wood		
10	Other size of Post	2"X3"X8'	48	Saaj		
11	Other size of Post	2"X3"X9'	56	Saaj		
12	Other size of Post	3"X3"X10'	2	Saaj		
13	Plank	1"X12"X12'	350	Pine wood		
14	Other sizes of Planks	1"X10"X8'	20	Pine wood		
15	Other sizes of Planks	1"X10"X10'	16	Pine wood		
16	Other sizes of Planks	1"X10"X12'	10	Pine wood		
17.	Door Planks	3"X 5"X8'	20	Saaj Wood		
18.	Door Planks	1.5"X 5 X 8'	44	Saaj Wood		
19	Door Planks	1.5"X14"X8	16	Saaj		
20	Door Planks	5"X8"X8'	4	Saaj		
21	Balli	12' x 12"-16 (Cir)''	50	Saaj		
22	Assam Bamboo	24' Length	500	Bamboo		
23	Desi Bamboo	16'to 18' Length	1000	Bamboo		

Note:- The price bid needs to be submitted as given format on e-tendering website.

Signature of Bidder with Stamp