

**GOVT OF NCT OF DELHI
COLLEGE OF ART, 20-22, TILAK MARG, NEW DELHI
NOTICE INVITING TENDER**

Tenders are invited for the Purchase of Drawing File Cabinets (For Paper Storage) in the Visual Communication Deptt. of the College of Art.

Relevant basic details are tabled below:-

ITEM LIST WITH SPECIFICATIONS

Sr No.	Item Name	Qty	Specification												
1	Drawing File Cabinets (For Paper Storage)	02	<ol style="list-style-type: none"> 1. To store A1 to A5 sized documents architectural plans engineering drawings, blueprints, charts maps, artworks and other large drawings. 2. Storage up to 450 drawings. 3. Accurately fabricated precision slides with nylon rollers and a continuous pullout handle. 4. A collapsible steel flap preventing curling up of drawing. 5. A multilever lock enabling users to keep one or more drawers open while keeping the rest locked. The drawers can be opened and pushed shut, after the task is completed. 6. All components be fabricated from prime quality steel with 7-anti-rust treatment. 7. Alkyde paint and oven baked at 135 deg scratch resistant, uniform & lasting finish. 8. Grey colour is required. 9. Technical Specifications <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Dimensions</th> <th>Height(mm)</th> <th>Width(mm)</th> <th>Depth(mm)</th> </tr> </thead> <tbody> <tr> <td>Overall</td> <td>625</td> <td>1170</td> <td>865</td> </tr> <tr> <td>Drawer</td> <td>65</td> <td>1040</td> <td>780</td> </tr> </tbody> </table>	Dimensions	Height(mm)	Width(mm)	Depth(mm)	Overall	625	1170	865	Drawer	65	1040	780
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DATES & EVENTS

Sr No.	Event	Date	Time
1	Bid Document Downloading Start Date		
2	Bid Document Downloading End Date		
3	Last Date & Time for Receipt of Bid	09/09/2016	11.30 A.M.
4	Opening of Bid	09/09/2016	12.00 Noon

The bidders can download the Tender notice and Tender Documents from the website <https://govtprocurement.delhi.gov.in> and bid in question alongwith EMD in Original shall be submitted offline, in sealed cover in the Tender Drop Box lying in the Office of the Administrative Officer, College of Art, Govt of NCT of Delhi.

(OFFICIATING PRINCIPAL)

**GOVT OF NCT OF DELHI
COLLEGE OF ART, 20-22, TILAK MARG, NEW DELHI
TENDER DOCUMENT**

Sealed tenders are invited for the Purchase of Drawing File Cabinets (For Paper Storage) in the Visual Communication Deptt. of the College of Art.

The sealed tender should be dropped in the tender box placed in the **office of Administrative Officer** at the address given above by **09/09/2016 up to 11.30 A. M.** and the same will be opened on the same day i.e. **at 12.00 Noon** in the chamber of **Principal, College of Art, 20-22, Tilak Marg, New Delhi-110001** in the presence of those Tenderers who present at the time.

The following specification terms & conditions will be applicable:-

The tender document comprises of:-

- a) Item list with specification as per Annexure-1
- b) Terms & Conditions
- c) Tender Form (Annexure-2)
- d) Check list for Technical evaluate (Annexure-3)
- e) Undertaking (Annexure 4)
- f) Criminal liability undertaking on Rs. 10/- affidavit (Annexure-5)

TERMS & CONDITIONS

A Eligibility

1. The tenderer should have VAT/Registration from Govt. Of NCT of Delhi.
2. The tenderer must have PAN card No. under Income Tax Act.
3. The tenderer must have not been blacklisted by any Govt Deptt/Authority/Agency.
4. Bid shall be entertained of those vendors who are registered with Delhi Vat.

B Work Conditions

1. The store should be supplied strictly in accordance with the supply order and with the approved specification/drawing as per Annexure-I and samples.
2. Bidder may inspect some of the prototypes of the items at the college premises on any working day between 11.a.m. to 4.00.p.m.

3. The successful Bidder shall supply the goods within 10 days from the date of issue of the supply order. The goods shall be supplied at the College Premises between 10.00am to 4.00 p,m on any working day.
4. Inspection of Drawing File Cabinets (For Paper Storage) supplied by the successful bidder will be done by the Principal or his authorized representatives at College of Art premises and the Principal of College of Art has right to reject the items if found unsatisfactory. Payments will be made only after the receipt of the items in good condition as per specification against the supply order in the college stores duly approved on satisfactory inspection & satisfaction report from the user Deptt.
5. The Tenderer shall supply the stores with proper packing and marking for transit so as to be received at destination free from any loss or damage. Cost of packaging, forwarding postage, will be done by the successful Tenderer.
6. The Delivery period of the Drawing File Cabinets (For Paper Storage) shall be 10 days from the date of Supply Order. The delivery period can be extended at the sole discretion of the Principal, in special circumstances on written request from the firm with /without penalty otherwise supply order may be cancelled and security deposit will be forfeited. **Penalty @ 1% per week of the total bid amount including vat of for actual period of delay after the due date of supply of will be charged. Four days or more will be regarded as one week for the calculation of penalty.**
7. All rejected stores shall be at the risk of the supplier and must be removed & replaced immediately.

C Financial Terms

1. The contractor shall deposit EMD (Earnest Money Deposit) for an amount of Rs. 2,000/- in the form of an Account Payee DD in favour of DDO, College of Art, New Delhi along with the Tender document. The EMD will remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD has to be submitted before the last date for submission of tender alongwith Bid document.
2. Any Tender not accompanied by EMD shall be rejected.
3. The successful tenderer will have to deposit FDR of Rs. 3,000/- duly pledged in the name of DDO College of Art, New Delhi before execution of job as Security Deposit.

4. The eligible public Sector Undertakings or Deptt. of Central/States Govts are exempted from furnishing Earnest Money Deposit.
5. Triplicate bills, duly pre receipted with appropriate revenue stamp affixed, be submitted in the name of the Principal, College of Art, Govt. of N.C.T of Delhi in respective stores.
6. The bill should be in printed form having printed bill number, VAT/CST/TAN Number.
7. In case it is a computer-generated bill, it must have the seal of the firm affixed on it.
8. FDR submitted by the tenderer shall be retained by the College. The FDR shall be released subject to successful fulfilment of terms and conditions, on receipt of requisite -No dues certificate from the concerned departments/authorities. FDR is liable to be forfeited if the tenderer withdraws or impairs or derogates the bid in any respect. No interest will be payable on earnest money deposit. No interest will be payable on FDR.

D **GENERAL CONDITIONS**

1. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender
2. The Bidder to qualify for award of contract shall submit a power of attorney authorizing the signatories of the bid to commit each member of the Partnership/Consortium/Joint venture. Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership. Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm. Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members
3. The Tenderer should not have ever been black listed by any Govt./Authority/Department.
4. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.

E PENALTIES/REJECTIONS/DISTPUTES

1. All disputes or differences arising during the execution of the contract shall be resolved by the mutual discussion failing which the matter will be referred to the Secretary (Law, Justice & Legislative Affairs), Govt. of NCT of Delhi or his nominee for arbitration whose decision shall be binding on the contracting parties.
2. This tender and subsequent contract shall be governed by rules/orders issued by Govt from time to time. The Court of Delhi shall alone have jurisdictions to decide any dispute arising out of or in respect of the contract. Or The Court of Delhi shall alone have jurisdictions to decide any dispute arising out of or in respect of the contract.
3. If any information furnished by contractor/bidder is found to be incorrect at any time, the contract is liable to be terminated without any notice and the EMD/FDR is liable to be forfeited to the State by the Principal, College of Art
4. FDR is liable to be forfeited if the tenderer withdraws or impairs or derogates the bid in any respect.
5. No bidder/or his representative shall bring or attempt to bring any political or other outside influence to bear upon any superior authority or college functionaries to further his business interest. In doing so tender of the concerned tenderer will be rejected without assigning any reason.
6. Principal, College of Art has the full and exclusive right to accept or reject any or all the tenders without assigning any reasons and also to cancel the supply at any time without assigning any reason.
7. In case the Tenderer, whose rates have been approved and after the order is placed, fails to discharge the obligation of tender so awarded to him, part or in full or on the grounds of quality, Principal College of Art has the right to place the order to other firm at the cost and risk of contractor and the Principal College of Art shall have the right to forfeit the FDR or to take any legal action against defaulter contractor.
8. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
9. The bidder shall not make or cause to be made any; alteration, erasure or obliteration to the text of the Tender document, otherwise, it may attract rejection of bid & contract.

F PREPARATION AND SUBMISSION OF BIDS

1. The bidder shall, on or before the date given in the Notice Inviting Tender, submit his bid. The bidder shall submit the bid including EMD in original in sealed envelopes clearly marked with the name of the Tenderer.
2. One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be attached to acknowledge the acceptance of the same.
3. The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Copies of relevant power of attorney shall be attached bidder.
4. The bidder shall deposit EMD (Earnest Money Deposit) for an amount of Rs. 2,000/- in the form of an Account Payee DD in favour of DDO, College of Art, New Delhi along with the Tender document. The EMD will remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD has to be submitted with the bid before the last date for submission of tender in the office of Principal, College of Art, G.N.C.T.D. New Delhi.
5. The sealed cover of Bid should consist of the following documents:-
 - a) EMD for an amount of Rs 2,000/- in the form of an Account Payee DD in favour of DDO, College of Art, New Delhi
 - b) Self attested copy of PAN card under Income Tax Act;
 - c) Self attested copy of VAT Registration Number.
 - d) Self attested copy of Valid Registration No. of the Agency/Firm; whatever applicable
 - e) Duly filled and signed Annexure-2, &3.
 - f) Undertaking on a Stamp Paper of Rs.100/- (Rupees One hundred only) as per format prescribed in Annexure 4)
 - g) Proof of experiences of three financial years.
 - h) Satisfactory performance certificates in respect of last three work
 - i) Affidavit on stamp paper of Rs. 10 (Rupees ten only) as per format prescribed in Annexure-5.
6. All the sealed covers shall be addressed to the Principal, College of Art, 20-22, Tilak Marg, New Delhi-110001.

G **BID OPENING AND EVALUATION**

1. The authorized representatives of the Department will open the Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.
2. Bid shall be evaluated in accordance with Check List as provided at Annexure 3.
3. The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.
4. Conditional bids will also be summarily rejected and subsequently, the technical bids will be evaluated
5. Among eligible, the Purchase Committee shall select the bidders as per their amount of bid offered.
6. The College of Art, Government of NCT of Delhi, will award the contract to the successful evaluated bidder whose bid has been found to be Lowest and responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document

ANNEXURE-1ITEM LIST WITH SPECIFICATION

S.No	Item Name	Qty.	Specification												
1	Drawing File Cabinets (For Paper Storage)	02	<p>1. To store A1 to A5 sized documents architectural plans engineering drawings, blueprints, charts maps, artworks and other large drawings.</p> <p>2. Storage up to 450 drawings.</p> <p>3. Accurately fabricated precision slides with nylon rollers and a continuous pullout handle.</p> <p>4. A collapsible steel flap preventing curling up of drawing.</p> <p>5. A multilever lock enabling users to keep one or more drawers open while keeping the rest locked. The drawers can be opened and pushed shut, after the task is completed.</p> <p>6. All components be fabricated from prime quality steel with 7- anti-rust treatment.</p> <p>7. Alkyde paint and oven baked at 135 deg scratch resistant, uniform & lasting finish.</p> <p>8. Grey colour is required.</p> <p>9. <u>Technical Specifications</u></p> <table border="1"> <thead> <tr> <th>Dimensions</th> <th>Height(mm)</th> <th>Width(mm)</th> <th>Depth(mm)</th> </tr> </thead> <tbody> <tr> <td>Overall</td> <td>625</td> <td>1170</td> <td>865</td> </tr> <tr> <td>Drawer</td> <td>65</td> <td>1040</td> <td>780</td> </tr> </tbody> </table>	Dimensions	Height(mm)	Width(mm)	Depth(mm)	Overall	625	1170	865	Drawer	65	1040	780
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COLLEGE OF ART, GOVT. OF NCT OF DELHI.
TENDER FORM FOR PURCHASE OF STUDIO EQUIPMENT FOR THE COLLEGE
OF ART

Affix Duly Self
Attested PP Size
Recent Photograph of
the Prospective Bidder

1. Cost of tender : Nil.
2. Due date for tender
3. Opening time and date of tender
4. Names, address of firm/Agency _____
and Telephone numbers. _____
5. Registration No. of the Firm/ _____
Agency, if any.
6. Name, Designation, Address _____
and Telephone No. of _____
Authorized person of Firm/ _____
Agency to deal with. _____
7. Please specify as to whether _____
Tenderer is sole proprietor/ _____
Partnership firm. Name and _____
Address and Telephone No. _____
of Directors/partners should _____
specified.
8. Copy of PAN card issued by
Income Tax Department and
Copy of previous three Financial
Year's Income Tax Return.
9. Copy of VAT registration No.
10. Details of Bid Security deposited:
(a) Amount : Rs. _____
(Rupees in words also)
(b) DD No. _____
in favour of _____
- (c) Date of issue:
- (d) Name of issuing authority:
11. Any other information:
12. Declaration by the bidder:
This is to certify that I/We before signing this tender have read and fully
understood all the terms and conditions contained herein and undertake
myself/ourselves abide by them.

(Signature of the bidder)
Name and Address (with seal)

ANNEXURE-3COLLEGE OF ART, GOVT. OF NCT OF DELHI.

CHECK-LIST FOR BID FOR PURCHASE OF DRAWING FILE CABINETS (FOR PAPER STORAGE)

Sl. No.	Documents asked for	Page number at which document is placed.
1	Earnest Money Deposit for an amount of 2,000/- in the form of an Account Payee DD in favour of DDO, College of Art, New Delhi valid for 45 days beyond the Tender validity period	
2	Duly filled and signed Annexures - 2 & 3	
3	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-4).	
4	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last three financial year 2013-14,2014-15 and 2015-16	
5	Self attested copy of VAT Registration Number.	
6	Proof of experiences of last three financial years 2013-14, 2014-15 and 2015-16 along with satisfactory performance certificates.	
7	Affidavit on stamp paper of Rs. 10 (Rupees ten only) as per format prescribed in Annexure-5).	
8	Self attested copy of Undertaking duly signed with seal in respect of Acceptance of NIT on Letter Head.	

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

ANNEXURE-4

(UNDERTAKING (to be executed on Rs. 100/-Nonjudicial Stamp Paper)

Group Name

Due on

To

The Principal,
Govt. of NCT of Delhi,
College of Art,
20-22, Tilak Marg,
New Delhi – 110001.

Sir,

I-----Son/daughter/wife of _____resident of
_____ & Proprietor / Partners / Director /Karta /Manager of
_____ do hereby declare as
under:-

1. This undertaking is being made on behalf of M/s_____I am fully authorize to make this undertaking on behalf of M/s_____
2. I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
3. I/We undersigned hereby bind myself/ourselves to Lt. Governor, Delhi, to supply the various items/Studio equipment (furniture) for College of Art, Govt. of N.C.T. of Delhi, or on behalf of the President of India during the period under contract.
4. The articles shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Principal, College of Art, Delhi (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me.

5. EMD deposited by me viz Rs. 2,000/- (Rs. Two thousand only) in the form of DD in the name of the DDO, College of Art, Delhi, as attached herewith and shall remain in the custody of the DDO till the supply & inspection of the goods.

6 the College of Art deems it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.

7. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated period positively.

8. If I/We fail to supply the stores in stipulated period the Principal, College of Art, has full power to compound or forfeit the EMD.

9. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the tendering firm or manufacturer.

10. I undertake to supply the Drawing File Cabinets (For Paper Storage) within 10 days as per specification. I undertake to supply the order within stipulated period and if fail to supply order during the stipulated period the necessary action can be taken by the Principal, College of Art, Delhi.

11. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.

12. I/We undertake that the items supplied are as per specification description.

13. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in Delhi for the same items.

14. Affidavit regarding no CBI inquiry/criminal proceeding/black listing is pending or going on against the manufacturer/bidder firm is also enclosed. I undertake that I will not submit any irrelevant documents with the tender and in doing so I will not have any objection if my tender is rejected on that ground.

15. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. of NCT Delhi College of Art. I/we also offer to supply the stores at the prices and rates not exceeding those mentioned in the price bid.

16. I/we do accept/agree terms and conditions of this tender enquiry.

17. I hereby confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the bid amount will not include any such amount. If the College of Art finds to the contrary, the Principal College of Art reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

(Name & Signature of Bidder with seal of firm)

Place
Date.....

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period Principal, College of Art will have full authority to take appropriate action as he/she may deem fit.

(Name & Signature of Bidder with seal of firm)

Place
Date.....

ANNEXURE-5

CRIMINAL LIABILITY UNDERTAKING ON Rs. 10/- AFFIDAVIT

I.....S/o..... Resident of
.....

..... do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory (tick the appropriate one)
of M/s.

2. That my firm has not been declared defaulter by any govt. agency and that no
case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending
against me/partner firm.

(Name &Signature of Bidder with seal of firm)

Place.....

Date.....

ANNEXURE-6**PRICE BID**

S. N o.	Item Description	Qty	Uni ts	Basic Price includin g excise duty & Freight Charges etc. (in Rs.)	VA T (in Rs.)	Any other taxes/du ties/ levies (in Rs.)	Total amount includi ng VAT/an y other taxes (in Rs.)												
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(Name & Signature of
Bidder with seal of firm)

