

**Social Welfare Department  
Government of Manipur**

Imphal the 14<sup>th</sup> July, 2014

**NOTICE INVITING TENDER**

No: 1/1/2014-(SW)-ICPS: Social Welfare Department invites sealed bids from eligible and qualified bidders for procurement of furniture items. Bid documents and other details can be downloaded from the website [www.socialwelfaremanipur.nic](http://www.socialwelfaremanipur.nic) or contact +918731870282 or collect the documents from State Project Support Unit Room No.103, ICPS Section. Department of Social Welfare, Directorate Office AT Line near 2<sup>nd</sup> MR Gate.

Last date of collection of documents: till 4 P.M of 28<sup>th</sup> July 2014

Last date of submission of documents: till 4 P.M of 4<sup>th</sup> August 2014

Sd/-

(Dr. Rangitabali Waikhom)  
Director Social Welfare  
Government of Manipur

**GOVERNMENT OF MANIPUR  
DEPARTMENT OF SOCIAL WELFARE**

-----

Imphal, the 15<sup>th</sup> July 2014

**INVITATION FOR RATE QUOTATIONS FOR PROCUREMENT OF  
FURNITURES FOR STATE CHILD PROTECTION SOCIETY AND DISTRICT  
PROTECTION SOCIETIES UNDER ICPS, SOCIAL WELFARE DEPARTMENT**

1. You are invited to submit your most competitive quotation for the items at Annexure.

**2. Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) The rate quoted by the bidder shall be fixed for the duration of the contract shall not be subject to adjustment on any account.

**3. Quoting of Rates and Submission of sample documents.**

- a) Each bidder shall submit only one quotation per item in rupees. The Rates quoted should be inclusive of Sales Tax/VAT and all other applicable charges **along with transportation charges**.
- b) Catalogue, literature and schematic diagrams (wherever applicable) of the entire product being offered.

**4. SALES TAX/VAT CLEARANCE CERTIFICATE (STCC):**

Attested Xerox Copy of the latest Sale Tax/VAT Clearance Certificate obtained from the competent authority of the area concerned shall be enclosed. Those not liable for Sales Tax/VAT payment under relevant rules should produce certificate to that effect. Enclosed Sales Tax/VAT Clearance certificate should be issued not earlier than immediate preceding financial year.

**5. REGISTRATION CERTIFICATE:**

Duly attested Xerox copy (a clear print attested by a gazetted officer/Licensing authority along with seal) of the Registration certificate shall be enclosed. If the firm has applied for renewal of license, necessary authenticated proof given by the competent licensing authority shall be enclosed.

**6. Validation of Quotation.**

Quotation shall remain for a period of 30 days after the deadline date specified for submission of quotation.

**7. Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e, which

- a) Conform to the terms and conditions and specifications.
- b) The evaluation would be done for all the items put together whose total cost is the lowest.

**8. Award of contract**

- a) 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.

- b) Notwithstanding the above, the purchaser 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.
- c) The purchaser reserved the right at the time of contract award, to increase or decrease the quantities of items, indicated in para 1 by 15% without any change in the unit price or any other terms and condition.
- d) The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

**9. Deposit of Performance Security**

**To ensure satisfactory and delivery of the items on schedule, the successful bidder, within 15 days of receipt of Purchase Order, shall be required to submit Performance Security Deposit of 5% of the order value in the form of Performance Bank Guarantee from a Nationalised Bank in favour of the purchaser valid for a period of 3 months which shall be returned back to the firm after successful delivery of the items.** Failure of the successful bidder to comply with the requirements of signing of contract and / or submission of performance security within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award.

- 10. **No Advance payment shall be made.** Payment shall be made only after full and satisfactory delivery of the items to the concerned districts. No payment shall be made for rejected materials nor shall the Tenderer (s) be entitled to claim for such items.
- 11. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
- 12. The items as per order shall be handed over to the authorized representative(s) of the purchaser at the specified location at specified at Annexure.
- 13. The supplier shall provide such packing of Goods as is required to prevent damage or deterioration during transit to their final destination.
- 14. The Goods supplied under the contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.
- 15. You are requested to submit the seal quotation superscripted on the envelope as **“Quotation for Furniture for ICPS”**
- 15. Interested firms are requested to submit their sealed tender forms along with all necessary documents on or before 4<sup>th</sup> August June '14 at Department of Social Welfare, Directorate Office, A.T. Line, near 2<sup>nd</sup> MR Gate, Manipur during office hour. The tender documents can be downloaded from the website [www.socialwelfaremanipur.nic.in](http://www.socialwelfaremanipur.nic.in) free of cost.
- 16. The rate quotation should reach the Directorate office; up-to 4 p.m of 4<sup>th</sup> August 2014, and shall be opened of the same day in the presence of the tenderers.

Sd/-  
**(Dr. Rangitabali Waikhom )**  
Director (Social Welfare)  
Manipur.

Annexure

SL	District	No of staffs	Furniture to be purchased (quality of the goods should be on a similar standard with Godrej items)	Place of Delivery
1	Churachandpur	12	a) 1 steel rack 78''x 36''x19 b) 1 office Table 2''x4''	DCPO Churachandpur Opposite Light House P.O Torbung Churachandpur Pin:795128 <i>and concerned Receipt.</i>
2.	Imphal West	12	a) 7 office table 2''x4'' b) 1 steel Almirah 72''x36''x19''	DCPO Imphal West Takyel Govt .Children Home
3.	Imphal East	12	a) 7 office table 2''x4'' b) 1 steel Almirah 72''x36''x19''	DCPO Imphal East, Khuman Lampak Bal Bhavan
4.	Senapati	12	a) 2 office Table 2''x4''	DCPO Senapati West Block Room No.8 Mini Secretariat Senapati District Manipur -795106
5.	Tamenglong	12	a) 1 steel rack 78''x 36''x19 b) 3 office Table 2''x4'' c) 3 capsule chairs	Gracy Home, Ground Floor Opposite UBI Bank Tamenlong Bazar , Tamenlong District
6.	SARA(State)	4	a) 3 Office table 2''x4'' b) 3 capsule Chair c) 1 steel Almirah 72''x36''x19'' d) 1 steel rack 78''x 36''x19	Directorate Complex Social Welfare Imphal East Near 2 <sup>nd</sup> MR
7	SCPS(State)	5	a) 4 office Table 2''x4'' b) 5 capsule chair c) 2 steel Almirah 72''x36''x19'' d) 2 steel rack 78''x 36''x19	Directorate Complex Social Welfare Imphal East Near 2 <sup>nd</sup> MR