



**Jammu and Kashmir**  
**Institute of Management, Public Administration**  
**& Rural Development, Main Campus, M.A.Road, Srinagar-190001.**  
**IMPA&RD Regional Centre, Near ASCOMS Hospital, Sidhra Jammu.**

**Tender for Library Furniture**

Sealed tenders affixed with Rs.5/- Revenue Stamps are invited from Manufacturers, Registered/Licensed Dealers with valid credentials for Supply and Installation, of Furniture for J&K IMPAD Library at Srinagar, Kashmir.

Detailed Tender Notice/Tender Document along with necessary Technical details and Specifications etc. be downloaded from our official website [www.jkimpa.nic.in](http://www.jkimpa.nic.in) with effect from **09/01/2017**. Tender documents downloaded from the website should be accompanied by Demand Draft (DD) for Rs. 300/ pledged to the **Director General J&K IMPARD Srinagar/Jammu**, at the time of submission of tenders.

S. No	Name of work	Estimated cost of work (Rs in lakhs)	Earnest money deposit (in Rs)	Time of completion of work
1.	Supply of library racks	5.00 lacks	5000.00	21 days

Tenders in two cover pattern (Cover-A, Technical bid and Cover-B, Price bid) duly complete in all respects along with earnest money in the shape of a CDR worth Rupees Five thousand only (Rs 5,000/-) should be addressed to **Director General J&K IMPARD, Srinagar/Jammu, and submitted at J&K IMPARD Srinagar up to 1.00p.m.**, On 31-01-2017 by hand/courier.

Cover-A of the tenders shall be opened on 31-01-2017, at 2:00 p.m in the office chamber of Director Trainings, J&K IMPARD, Srinagar, in presence of the tenderers who wish to be present. Tenders incomplete in any respect or tenders reaching after the scheduled date and time shall not be entertained. Tenders are to be deposited in the tender box which will be available in the office chamber of Administrative officer, J&K IMPARD Srinagar on all working days.

In case of change in the schedule of opening of tenders, the same will be communicated to the tenderers on their phone/email.

(Tariq Ahmad Kakroo),  
Deputy Director,  
IMPARD, Srinagar

No:IMPA/Lib/Furniture/93/2015  
Dated: 05 - 01-2017

## Issue of Tender Document and Opening of Tenders

- a) Tender documents will be available from 09/01/2017 on the Institutes official website.
- b) Tender document be downloaded directly from the Institute's official website, www.jkimpa.nic.in Tender documents downloaded should be accompanied by demand draft for Rs. 300/-in favour of **Director General J&K IMPARD, Srinagar/Jammu**, payable at Srinagar/Jammu.
- c) The Tenders (Cover-A and Cover-B, sealed in separate envelopes and both envelopes then sealed in another envelope) should be addressed to the **Director General J&K IMPARD, Srinagar/Jammu** and must reach J&K IMPARD office at Srinagar on or before 31/01/2017 upto 1.00 p.m. by hand. Tenders reaching after the scheduled date and time shall not be entertained.

## Details/Requirements for submission of Tenders

The tenders are to be furnished in two sealed covers (Cover-A and Cover-B) duly signed by the tenderer clearly superscripting the following information on them.

1. Envelop No (Cover-A or Cover-B)
2. Name of work
3. Name and Address of Tenderer with Phone Numbers

*The competitive Bidding shall be held in accordance with two cover bidding system (i.e., Cover A and B)*

## Cover - A (Technical/pre-qualification bid)

This Envelope should contain the following:

- i) Earnest money deposit in the form of a CDR issued by any scheduled bank for Rupees Five thousand only (Rs. 5, 000 /- ) pledged in favour of Director General J&K IMPARD payable at Srinagar
- ii) Product catalogues, information brochures, specification etc complete to describe the required configuration of equipment/systems etc in detail. Tenderers are required to make the essential product information available failing which Cover-A shall be considered incomplete and hence invalid.
- iii) The tenderers in their own interest must make as much of Technical information, catalogues and brochures etc. available for various products as possible. If required, the tenderers qualifying in Technical/prequalification bid may be asked to make a small presentation related to their products. During such presentations, they shall highlight all important features of their products.
- iv) Tenderers shall be required to have well established backup units, authorized service centres with proven credentials in Srinagar for a prompt after-sale-service within and subsequent to the warranty period to take care of regular servicing requirements and complaints.
- v) The tenderer must have successfully completed a single work of similar nature worth Rs. **Fifteen** lakhs during the last 3 financial years. Relevant documents/ proofs in this regard, certified by Competent Authority must accompany Cover- A. In

- absence of such documents certifying completion of a single work of above nature and cost, Cover-B shall not be entertained and the tender shall be treated as invalid.
- vi) Documents certified by chartered Accountant/other Competent Authority showing that tenderer has an annual turnover of **Rs. 40 Lac** each or above for the last three consecutive financial years.
  - vii) Original or Attested Photo copies of latest and valid Sales Tax, Service Tax and Income Tax Clearance Certificates including PAN/TIN documents.
  - viii) Details of works of similar nature /type and magnitude carried out by the tenderer, documentary proof thereof along with performance certificate from the concerned Competent Authority and other related information as may be obligatory.
  - ix) Details of other works tendered for and in hand along with the value of work, name and address of the clients in each case.
  - x) Any other relevant information with regard to specific work which the tenderer would like to present.
  - xi) Each page of the documents submitted should be duly signed by the tenderer or his authorized Signatory with seal.
  - xii) The institute is free to increase or reduce the quantity of the tendered items at the time of placing the order or even curtail any item as may be warranted.

#### **Cover B (price bid)**

##### The cover B should contain:

- i) The rates quoted for the Tendered Items should duly be pasted with transparent tape.
- ii) The rates quoted should be inclusive of all relevant taxes, octroi, freight, handling charges and/or other duties and overheads etc.
- iii) The Tenderer should quote the rates for all the items as per advertised list/quantity schedule/unit and not for any part of the items or otherwise.
- iv) Each page of the submitted price bid must duly be signed by the tenderer or his authorized signatory.
- v) This envelope shall contain only the cost offer of the tenderer which should be written clearly and legibly, both in figures and words. The tenderer should not quote in any case the cost offer anywhere, directly or indirectly in envelope-A.
- vi) Separate Rates should be quoted for installation, Commissioning & Testing and for any additional wiring, switches etc. which may be required to install the equipment.

The aforesaid sealed envelopes (Cover-A and Cover-B) shall then be put together in another envelope which shall also be sealed and superscribed with the name of the work. The name, address and phone numbers of the tenderer shall also be clearly written on this envelope.

#### **Eligibility Criteria**

- (i) The Manufacturer or Authorized Dealer (i.e. the Bidder) must quote for reputed brands of office/institution furniture. Necessary proof should be attached along with

pre qualification bid. The manufacturer should authorize the bidder to quote for this tender.

- (ii) The bidder or its principal should have good experience in execution of similar works in the Central and /or State Government(s) or Government Undertakings / Institutions of repute during the last five financial years . Proof should be attached.
- (iii) The bidder or its principal should have certifications **of ISO 9001-2008 , ISO 14001:2004, Green guard Certification, OHSAS 18001:2007 and BIFMA certification**
- (iv) The bidder or its principal should have an annual turnover of Rs 50 Lacs and above for the last three financial years Audited Balance Sheet for the last 03 financial years should be enclosed with technical bid alongwith the list of customers as well as satisfactory performance certificate from at least 3 major customers.
- (v) The bidder should submit the completion certificates/ order copies of work done with the current principal manufacturer on whose behalf he/she is submitting application.
- (vi) The manufacturer should have in house design and development capabilities to take care of any modification required in their product to suit the specification of this office in case their specifications slightly differ from specification prescribed in the schedule of quantity.
- (vii) The manufacturer should be having the in house capabilities for manufacturing parts/components critical to furniture equipment. The manufacturer should be able to exhibit in house capability interms of PU Foam Molding, Robotic Welding, Panel Cutting and Sizing, Antirust treatment facility. They should also have fully automated power coating booth, router machine, edge-binder machine and hot press powder.
- (viii) In case the bidder is not the manufacturer/ principal the bidder should produce a letter of authorization from the manufacturer/ principal stating that the bidder is capable of implementing the new technology solutions based on their equipment.
- (ix) The bidder shall have to make an arrangement for a site visit, if required, to the manufacturing unit for inspection of their product at his/her own cost. **This must be indicated in pre qualification bid.**
- (x) In case of need, samples of the product may be called. The sample should conform to the technical specification quoted for the product, the samples can however be inspected at any other location where supplies have been made.



### **General Conditions**

- i) The tenderer should carefully study the tender document and prepare his offer with all provisions of the document. He should fully acquaint himself with the tender requirements, site location and conditions and all other factors which may directly or indirectly influence the preparation of his tender.
- ii) In case the tenderer wants to be represented by someone authorised by him to follow up the tendering process/procedures and act on his behalf, he shall submit a duly executed power of attorney in original in the name of such representatives along with its two certified copies. The power of attorney shall also include the power to refer disputes to arbitration.
- iii) Cover "A" will be opened first on 31- 01 -2017, In case of any issue with this date a convenient date and time will be decided and communicated to all Tenderers in advance.

- iv) Envelope-A of all the tenderers will be opened to verify its contents as per the requirements. If the earnest money deposit and other prerequisites including all the necessary documents as mentioned above are found strictly in order, the product information will be studied with respect to the requirements of the work as specified in the tender document. Should all the information/specification etc. be found satisfactory, only then cover-B (Envelope-B) shall be entertained.
- v) The Cover-B of only those tenderers shall be opened whose Envelope-"A" is entertained and found in order as mentioned above. The contents of Cover-B shall be read out to other qualified tenderers who wish to be present, as may be necessary.
- vi) The earnest money should be attached with the tender in the shape of call deposit receipt (CDR) pledged to **Director General J&K IMPARD, Srinagar/Jammu.**
- vii) Any corrections made in the tender shall be certified with full signatures of the tenderer failing which the tender shall be treated as invalid. There should be no ambiguity whatsoever about the rates offered.
- viii) Any tender received on expiry of the prescribed date and time will not be entertained.
- ix) All the tenderers or their authorised representatives should be present in the prescribed office at the time of opening of tenders. The tenders shall however be opened at the prescribed time even if the tenderers fail to present themselves. Any complaint to opening of tenders in such a case will not be entertained.
- x) As soon as the acceptance of the tender is communicated to the successful tenderer, the contract shall be complete and binding upon him. A formal deed/agreement has to be drawn by the tenderer within one week from the date of issuance of allotment. If the tenderer backs out after the allotment or sublets the work or a part thereof, it will be considered a breach of contract and the tenderer will be dealt with under rules.
- xi) Any change in specifications found necessary during execution /installation, shall be undertaken by the tenderer on the same rates, terms and conditions as provided for such items. The rate for any extra item shall be analysed and approved by the competent authority .The same shall be binding on the tenderer.
- xii) The tenderer shall complete the work to the entire satisfaction of the Project Authority and/or other designated official for the purpose. Any item/s found unsatisfactory shall have to be replaced by standard items as laid down in tender document.
- xiii) On completion of work, a competent Agency/Individual/other expert official, designated by **J&K IMPARD** shall inspect the equipment etc installed/commissioned. The authority thus designated for the final inspection shall be required to issue a certificate to the effect that the work is satisfactory. The final payment against the work done shall be released only after such certificate is issued by the designated competent authority. Until such certification is carried out, a maximum payment of up to 85% will be released for the works undertaken. However, this percentage of payment (85%) may be increased or decreased by the **Director General J&K IMPARD, Srinagar/Jammu,** at his discretion.

- xiv) The successful tenderer shall provide on site warranty for all equipment and systems etc. installed/commissioned by him/them as per manufacturer's warranty policy. The period of warranty shall not however be less than one year in any case.
- xv) **J&K IMPARD** shall not be responsible for any loss due to flood, earthquakes, mutiny, violence, riot or other government action or other natural calamity etc to the men or material engaged by the tenderer during execution of work. In case of injury/death of any skilled or unskilled labour employed by the tenderer on the work, the tenderer himself shall be responsible for consequences and compensations thereof under rules in vogue in the state.
- xvi) If the work is suspended by the Project Authority for any reason for some time, no compensation on this account shall be entertained. However, an extension in completion time may be granted in such a case purely at the discretion of the Project Authority. However, price escalation for such delay shall not be entertained. Any clarification required by the tenderer in regard to the technical data given in tender document may be sought from the office of the Librarian, J&K IMPARD or any other authority designated for the purpose.
- xvii) The **Director General J&K IMPARD**, reserves the right to increase or decrease the scope of work without assigning any reason thereof.
- xviii) Tenders found vague in part or otherwise in whatsoever form shall not be entertained.
- xix) The **Director General ,J&K IMPARD** reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- xx) Disputes, if any are subject to jurisdiction of Srinagar/Jammu Courts only.
- xxi) Disputes, if any are subject to jurisdiction of Srinagar/Jammu Courts only.
- xxii) In case of any query/Confusion please get in touch with In charge Librarian of the Institute on phone no -9419484692
- xxiii) Bills will be processed immediately after the goods are delivered, however in case of any issue related to fixation/installation; the payment of that portion will be withheld till whole process is completed while the payment of goods will be processed.
- xxiv) Any other terms & conditions in terms of Book of Financial Code volume – I, shall be applicable at any time.
- xxv) Advance payment will not be made under any circumstances.
- xxvi) The contract of supply can be repudiated at any time if the supplies are not made to the satisfaction of IMPARD.
- xxvii) In case the firm fails to supply the same the deptt. Reserves the right to black list the firm & forfeit its CDR.
- xxviii) Income tax or many other faces applicable shall be deducted at sources for the bill of successful tenders.

### Book Rack Specification

SNO	Item Name	Specification	Amount with Vat	Image
1	Single Sided Wood & Steel Book Rack Base Unit	Overall Dimensions of Single Sided Wood & Steel Book Rack Base Unit=900mm(W)x300mm(D)x1890mm(H).. Overall Dimensions of Single Sided Wood & Steel Book Rack Base Unit shall be 900mm(W)x300mm(D)x1890mm(H). Rigid Knockdown construction . Back panel up to the bottom of third rack for additional rigidity . Racks, Back panel & Skirting : CRCA 0.8 mm thickness . Side panels : 25 mm thick pre laminated particle board (PLB) with laminate on both sides . Stackability shall have add-on units width wise to form a bank of racks having common side panel . Bottom plus four fixed racks plus five storage levels . Each rack is provided with stiffener at bottom for strength . Uniformly distributed load capacity per each full shelf is 80 Kg maximum . Rack back stiffener shall be there at the rear side of the racks back stiffeners are provided . These are to support books on the rear side . Label Holder on each main unit to insert labels for identification . Finish shall be Epoxy polyester powder coated to the thickness of 50 microns . Rigid Knockdown Construction . Racks , Back Panel & Skirting : CRCA 0.8 mm . Side Panels 25 mm , Add On Units plus 5 Loading Levels . Rear Back Stiffener and Label Holder. Epoxy Polyester powder coating to thickness of 50 microns . ISO 9001-2008 , ISO 14001:2004, Greenguard Certification, OHSAS 18001:2007 and BIFMA certification required.		
2	Double Sided Wood & Steel Book Rack Base Unit	Overall Dimensions of Double Sided Wood & Steel Book Rack Base Unit shall be 900mm(W)x590mm(D)x1890mm(H).. Overall Dimensions of Double Sided Wood & Steel Book Rack Base Unit shall be 900mm(W)x590mm(D)x1890mm(H). Rigid Knockdown construction . Back panel up to the bottom of third rack for additional rigidity . Racks, Back panel & Skirting : CRCA 0.8 mm thickness . Side panels : 25 mm thick pre laminated particle board (PLB) with laminate on both sides . Stackability shall have add-on units width wise to form a bank of racks having common side panel . Bottom plus four fixed racks plus 10 storage levels . Each rack is provided with stiffener at bottom for strength . Uniformly distributed load capacity per each full shelf is 80 Kg maximum . Rack back stiffener shall be there at the rear side of the racks back stiffeners are provided . These are to support books on the rear side . Label Holder on each main unit to insert labels for identification . Finish shall be Epoxy polyester powder coated to the thickness of 50 microns . Rigid Knockdown Construction . Racks , Back Panel & Skirting : CRCA 0.8 mm . Side Panels 25 mm , Add On Units plus 10 Loading Levels . Rear Back Stiffener and Label Holder. Epoxy Polyester powder coating to thickness of 50 microns . ISO 9001-2008 , ISO 14001:2004, Greenguard Certification, OHSAS 18001:2007 and BIFMA certification required.		
3	Single Sided Steel Book Rack Base Unit	. Overall Dimensions of Single Sided Steel Book Rack Base Unit shall be 900mm(W)x316mm(D)x1850mm(H). Rigid Knockdown Construction ,Material used shall be CRCA 0.8 mm thick . The Stackability shall be add-on units can be stacked width wise to form a bank of racks having common side panel . Number of adjustable shelf shall be five with six loading levels . Uniformly distributed load capacity per each shelf is 80 kg maximum . Shelf back stiffenerat the rear end of the shelves shall be provided . These are to support books on the rear side . Label holder & range indicator on each main unit for inserting labels . Rigid Knockdown Construction , CRCA 0.8 mm ,Stackability , Five Adjustable shelves , UDL 80 Kgs plus Shelf Back Stiffener , Label Holder & Range Indicator . Finish Epoxy Polyester Powder Coated of 50 microns . ISO 9001-2008 , ISO 14001:2004, Greenguard Certification, OHSAS 18001:2007 and BIFMA certification required.		
4	Double Sided Steel Book Rack Base Unit	Overall Dimensions of Double Sided Steel Book Rack Base Unit shall be 900mm(W)x600mm(D)x1850mm(H).Rigid Knockdown Construction ,Material used shall be CRCA 0.8 mm thick . The Stackability shall be add-on units can be stacked width wise to form a bank of racks having common side panel . Number of adjustable shelf shall be five with 12 loading levels . Uniformly distributed load capacity per each shelf is 80 kg maximum . Shelf back stiffenerat the rear end of the shelves shall be provided . These are to support books on the rear side . Label holder & range indicator on each main unit for inserting labels . Rigid Knockdown Construction , CRCA 0.8 mm ,Stackability , Six Adjustable shelves , UDL 80 Kgs plus Shelf Back Stiffener , Label Holder & Range Indicator . Finish Epoxy Polyester Powder Coated of 50 microns . ISO 9001-2008 , ISO 14001:2004, Greenguard Certification, OHSAS 18001:2007 and BIFMA certification required.		