

DELHI DISPUTE RESOLUTION SOCIETY  
(Regd. No. S/67587/2009)  
(Established by Government of NCT of Delhi)  
Regd. Office: Department of Law, Justice and Legislative Affairs  
8th Level, C-Wing, Delhi Secretariat, New Delhi-110002

No. F.DDRS/diradr/881

Dated 13/08/2010

**LIMITED TENDER IN TWO BID SYSTEM**

To,

1. The Manager, Kendirya Bhandar, West Block VIII, Wing-III, Ground Floor, R.K. Puram, New Delhi.
2. The Manager, National Cooperative Consumers Federation of India Ltd. 92, Deepali Building, 6<sup>th</sup> Floor, Nehru Place, New Delhi
3. The Manager, DSIDC, Admn. Block Okhla Phase-1, Near Police Station, New Delhi.
4. The Manager DCCW Store Limited, Karam Pura Road, Moti Nagar, New Delhi – 15
5. The Manager, Delhi State Consumer Co-operative Federation Ltd., G-184, Basement, Behind Dena Bank, Hari Nagar, Delhi-64.
6. The Manager, The Sudhar Sabha Consumers Co-operative Store Ltd., DDA Shop No. A/1 Market, B-4, Lawrence Road, Delhi-35
7. The Superintendent, Central Jail No. 2, Tihar, New Delhi.
8. The Superintendent, (Litigation), Department of Law, Justice & LA with the request to upload the tender document on the website of Law department.
9. M/s Khadi & Village Industries Commission, Khadi Gramodyog Bhawan, 24, Regal Building, New Delhi – 110001
10. M/s Empire Safe Company, 59, M.M. (Rani Jhansi Road), New Delhi – 110055
11. M/s Premium Furnishing Com. 63, Rani Jhansi Road, New Delhi – 110055
12. M/s Royal Safe Company, Plot No. 4, Furniture Block, Kirti Nagar, Delhi-15
13. M/s N.V. Enterprises, Plot No. 2, Main Najafgarh Road, Opp. Metro Pillar No. 430, Titar Pur, New Delhi – 110027
14. M/s Vohra Furniture Works, Shop no. 1, Blind colony, Titar Pur, New Delhi – 110027
15. M/s H.P. State Handicraft & Handlooms Corporation Ltd., C-3, Baba Khark Singh Marg, New Delhi – 110001
16. M/s Pragjyotika Assam Emporium, B-1, State Emporia Complex, Baba Khark Singh Marg, New Delhi – 110001
17. M/s Balaji Enterprises, GI-32, G.T. Karnal Road Industrial Area, Azad Pur, Delhi
18. M/s Singh Enterprises, CB-103, Ring Road, Naraina, New Delhi – 110028
19. M/s Durian Industries Ltd., 2/69 WHS, Kirti Nagar, New Delhi – 110015
20. M/s Delite Hi-Tech Furniture Ind. Pvt. Ltd., 46-A, Rani Jhansi Road, New Delhi – 110055
21. M/s Delite Kom Kukreja House, 2<sup>nd</sup> Floor, 46 Rani Jhansi Road, New Delhi – 55
22. M/s Chromecraft Furnishers, 16-F, Kamla Nagar, Delhi-110007
23. M/s Chadha Furnishers, D-1, Fateh Nagar, Jail Road, (opp. Khalsa School), Near Tilak Nagar, New Delhi – 110018
24. M/s GEEKEN Seating Collection (P) Ltd., 69/2 Block No. 2 (Basement), W.H.S., Furniture Block, Kirti Nagar, New Delhi – 110015
25. V3 Engineers Pvt. Ltd., 11/2, 3<sup>rd</sup> Floor, “JANASHREE” Serpentine Road, Kumara Park West, Bangalore – 560020,  
6/1, 6/2, 6/3, 7/1 Deganahalli, Near Budhihal Village, Nelamangala Taluk, Bangalore District, Bangalore-562123  
Delhi Office : F98, Sector 20, Noida, U.P. - 201301

- Sub Purchase of various furniture items (i.e office almirah, library cabinet, filing cabinet, computer table, officer table, centre table, side table, mediator / meeting table, officer wooden table, sofa, high back chairs, reception chairs, steel benches, regular visitor chairs, side cabinets for the use of Mediation Centres of the Society.

**Note : Specifications & quantity of the items required to purchase is attached herewith as per annexure – “A”**

- Limited tenders are invited in two bid system i.e. Technical bid and Financial bid separately. The technical bid should contain details specification of the item along-with necessary documents/sample as mentioned in the terms & conditions. The financial bid should contain competitive price of goods and other relevant description etc.
  - The quotations / tender complete in all respect be put only in tender box placed in Room No. 805, 8th Level, C-Wing, Delhi Secretariat, New Delhi-110002, on or before **31.08.2010** upto **4:00 pm**, which will be opened on the 01.09.2010 at Mediation Centre at Rajpur Road, Transport Authority, Delhi (Ph: 23971019, 23971023) at 12:00 Noon in the presence of tenderers who wish to remain present.
1. The quotation must be accompanied with **sample** of the items. Without sample of the item quotation shall not be considered. The sample of the furniture shall be received only at the Mediation Centre Rajpur Road, Transport Authority, Delhi (Ph: 23971019, 23971023).
  2. Each sample should be marked and numbered by the firm, clearly visible, failing which the sample may not be considered.
  3. The financial bid of only those tenderers shall be considered who are eligible and qualified in their technical bid.

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**(NEENA BANSAL KRISHNA)**  
**SECRETARY (LAW) / DIRECTOR (DDRS)**

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No. F.DDRS/diradr/882

Dated:13/08/2010

**TENDER NOTICE**

Tenders (**IN TWO BID, i.e. TECHNICAL AND FINANCIAL SEPARATELY**) in sealed covers are invited from the firms of repute with past experience in the field and sound financial capability for the execution of work / purchase of the following description. The details of tender documents along with other relevant details can be obtained from Room No. 805, 8th Level, C-Wing, Delhi Secretariat, New Delhi-110002 on cash payment of Rs. 500/- for each form **on written request on the original letter head of the company** on any working days from **16.08.2010 to 31.08.2010 between 10:00 am to 4:00 pm**. Tenderer may also visit the website of Delhi Govt. i.e. [www.law.delhigovt.nic.in](http://www.law.delhigovt.nic.in) for downloading the Tender Document and any other detailed information.

- (1) Purchase of various furniture items (i.e office almirah, library cabinet, filing cabinet, computer table, officer table, centre table, side table, mediator / meeting table, officer wooden table, sofa, high back chairs, reception chairs, steel benches, regular visitor chairs, side cabinets for the use of Mediation Centres of the Society.**

**Estimated cost of purchase : Rs.20 lakhs Approx.**

**EMD : Rs.50000/-**

The tender form complete in all respect should be submitted in tender box which is kept in the **Room No. 805, 8th Level, C-Wing, Delhi Secretariat, New Delhi-110002 on or before 31.08.2010 upto 4.00 PM** which will be opened on 01.09.2010 at 12:00 Noon at the Mediation Centre, Rajpur Road, Transport Authority, Delhi (Ph: 23971019, 23971023) in the presence of tenders who wish to be present. The tender received after the said date and time shall not be entertained and considered in any case.

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**(NEENA BANSAL KRISHNA)  
SECRETARY (LAW) / DIRECTOR (DDRS)**

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**TENDER FORM**

**Cost of tender form Rs. 500/-**

**Sr. No.**

**Signature**

1. Name of the Firm :
2. Full postal Address :
3. Telephone No. / Mobile :  
No./Fax No.
4. Name of the responsible :  
Officer of the firm.
5. Sale/Service Tax/VAT Regn. No. :
6. PAN No.
7. Amount of Demand Draft /Pay order :  
with No.  
and name of issuing bank.
8. Has the tenderer ever been :  
Blacklisted by any Govt. Deptt.  
If yes, give details.
9. Are any cases pending in the court :  
Related to any supply.

Signature of tenderer  
with date and seal of the firm

**DOCUMENTS REQUIRED TO BE ATTACHED WITH TECHNICAL BID**  
**IN THE FOLLOWING ORDER :-**

1. E.M.D. in the shape of A/c payee Demand Draft, Banker's Cheque, Bank Guarantee, FDR in favour of "Director, Delhi Dispute Resolution Society".
2. Sales Tax / VAT Registration Certificate.
3. Latest Sales Tax / VAT Clearance Certificate / latest Sales Tax / VAT Return
4. Copy of manufacturer / authorized distributors, if any.
5. Documents relating to past performance. If any.
6. Certificate regarding non-depositing of EMD and registration status etc., if claim EMD exemption.
7. Technical specifications of the product offered.
8. Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
9. All the firms participating in the Tender must submit Certificate to the effect that the firm is neither ever blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India.
10. All other supporting documents as required in the tender shall be attached.

**DOCUMENTS REQUIRED TO BE ATTACHED WITH COMMERCIAL/PRICE BID**  
**IN THE FOLLOWING ORDER :-**

**PRICE BID shall contain price only and no other documents shall be enclosed with the price bid.**

1. Details of Rates, Taxes, duties and Freight etc. of each items quoted by the tenderers shall be submitted on their letter Pad in clear terms, in words and in figures. The cutting & over-writing should be duly signed. Also tax position should be mentioned clearly, (if ST/VAT not mentioned, rates of concerned item will be treated as inclusive of ST, VAT, Excise Duty etc.).
2. Firm(s) will clearly mention the different Taxes and duties they propose to charge extra.

### Special Terms & Conditions

**Note :** Each sample should be marked and numbered with permanent marker on the packing as well as on the body of the sample. The label of the firm must be properly affixed on the body of the sample for identification of the sample falling which the sample may not be considered. The sample shall be received by the Society only at Mediation Centre, Rajpur Road, Transport Authority, Delhi (Ph: 23971019, 23971023).

1. The tenders are invited in **two bid system** i.e. Technical bid and Financial bid. The technical bid should contain detailed specifications of the items along-with necessary documents as mentioned below. The financial bid should contain only competitive price of goods and other relevant description etc. **On the top of the envelope financial and technical bid must be mentioned clearly, without so, the tenders / quotations may liable to be rejected.**
2. The quotations / tender complete in all respect be put only in tender box placed in **Room No. 805, 8th Level, C-Wing, Delhi Secretariat, New Delhi-110002**, on or before **31.08.2010** upto **4:00 pm**, which will be opened on 01.09.2010 at 12:00 Noon at the Mediation Centre, Rajpur Road, Transport Authority, Delhi (Ph: 23971019, 23971023), who wish to be present.
3. The financial bid of only those tenderers shall be considered who are eligible and qualified in their technical bid and whose samples are short-listed for purchase.
4. **The tenderers are required to furnish the specifications & raw material used for preparation of the furniture articles, in a separate letter along with Technical Bid and the same will be opened along with the Technical bids.**
5. Quotations through Direct, courtier, post and any other means, shall not be accepted / entertained in any case.
6. The tenders received after due date and time shall not be considered by the Purchase Committee in any case.
7. The tenderers should submit the necessary samples at mediation centre, Rajpur Road, Transport Authority, Delhi (Ph: 23971019, 23971023) before submitting their tender bids. The quotations / tenders without requisite samples will not be entertained and liable to be rejected. The list of samples provided should be given separately. The approval / selection of the items would be on the basis of their samples.
8. Any person who is in government service or an employee of this department should not be made a partner to the tenderer by the tenderer directly or indirectly in any manner whatsoever.
9. Quoted rates of the respective items shall remain valid for a minimum period of one year starting from the date of submitting the tender bids.
10. The successful tenderers are bound to supply the articles strictly as per approved sample as well as in terms of supply order.
11. The firm will supply only ISI marked product which have been notified by the Bureau of Indian Standard (BIS), wherever applicable.
12. The firm must have sales tax / VAT / TIN no. and Income tax / PAN Nos. and those who have not the same, need not apply. Also the firm must submit proof of depositing sales tax/VAT to indenting department.
13. NO payment will be made in advance to the tenderers. The payment will be made as deemed fit by this department at the time of placing supply order and only after receiving the goods in complete and good condition.

14. The quoted rates should be mentioned in figures as well as in words and **without any overwriting or erasing which will render the tender of the particular item invalid. If overwriting or erasing has to be made the tenderer must verify the same by making his initial.** Also tax position should be mentioned clearly, (if ST/VAT not mentioned, rates of concerned item will be treated as inclusive of ST, VAT, Excise Duty etc.)
15. The rates as well as supply should be F.O.R. Mediation Centres of Society or as directed by the Society. No cartage / transport charges will be paid extra.
16. The tenderers are required to attach photocopy of current Sales Tax Clearance Certificate along with their quotations.
17. **The Tenderers will furnish warranty / Guarantee against manufacturing defects at least for minimum period of one year.**
18. The Purchase Committee in its discretion may reject or accept any or all the quotations / tenderer at any time without assigning any reasons.
19. The firm should never have been blacklisted by any Govt. Department / Semi Govt. If any proof of blacklisting is found against the tenderer / firm at any time during the period of contract / purchase, the whole claim or part thereof as decided by the Purchase Committee may be forfeited without assigning any reason.
20. When any working day is declared a holiday then the tenders will be opened on the next working day.
21. In case of job work or material used is found below the standard and not according to the specifications / sample, the Purchase Committee reserves the right to forfeit the whole claim or part thereof. The decision of Purchase Committee will be final in this regard.
22. The Purchase Committee reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.
23. In case of dispute the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
24. **Each tender form should be accompanied with EMD by way of demand draft / pay order / FDR /Bank Guarantee for the amount as specified in the tender notice in favour of "Director, Delhi Dispute Resolution Society" Delhi.**
25. The amount of security will be refunded as soon as possible to the unsuccessful tenders on written request. The Govt. Stores who have been declared exempted from depositing EMD shall be required to submit documentary evidence as proof to prove that they are exempted from depositing earnest money by the Govt. of India / Govt. of NCT of Delhi. In the absence of earnest money / documentary evidence the quotation shall not be considered.
26. The respective EMD/bid security submitted by the successful firm would be returned to them with the condition to submit the performance security as deemed fit by the Purchase Committee of this department in form of FDR / Bank Guarantee / Demand Draft. The said performance security would be valid for a period of all contractual obligations.
27. The unapproved samples could be taken back by the unsuccessful tenderer(s) within 7 days of accomplishment of final allotment / grant of tender. Unsuccessful tender(s) are advised to collect their unapproved samples within the said stipulated period of 7 days. This department would not entertain / accept any claim of loss of sample(s) & would not in any manner, be responsible for any such loss, if any.
28. The Purchase Committee will not be responsible for any loss or damage to any sample supplied with tender due to viz major natural calamities i.e. fire, flood, stampede, earthquake, tornado, etc.

29. The term risk and the cost would mean to include additional costs incurred towards the articles, goods etc. and also the cartage / transport charges thereon to be borne by the contractor/supplier and the payment deducted from amount due for unaccomplished contract/supplies.
30. The extra expenditure incurred by the Purchase Committee shall be deducted from the security deposit and the balance will be recoverable from the contractor/supplier as arrears of land revenue. The Purchase Committee further reserves right to impose cost & liquidate damages as it thinks fit for any delay / defective work or material etc.
31. In case of disputes Delhi Courts alone would have the jurisdiction.
32. The tenders, which do not comply with any terms & conditions are likely to be rejected.
33. It will be at the discretion of the Purchase Committee to make inquiries either itself or through any other officer / officials of this office to judge the suitability & capability of any firm / tenderer and its decisions to enter into a contract with any tenderer would be final.
34. No attempt shall be made to meet any member / Chairman of the Committee to influence their decision after opening of the tenders.
35. The purchase committee reserves the right to waive or alter any of the General Terms & Conditions if it finds sufficient reasons to accept a tender having regard to the price, quality, standing of the tenderer in the market and other relevant conditions.
36. Each paper of the tender should be numbered, stamped and signed by the tenderers with the date and seal of the firm.
37. The tender form is not transferable to any other firm.
38. Random checking of the sample / supply of the articles will be done at the cost of supplier as per rules and the sample so used / damaged in the random checking should be replaced by the supplier.
39. The aforesaid conditions shall be accepted unconditionally and acceptance should be given in the following format. Non-compliance of the same would render the tender to be rejected outrightly. The tender form must be accepted unconditionally and any other counter terms & conditions by a firm would not be accepted / entertained in any case and the same may be rejected by the Purchase Committee without assigning any reason.

#### **Acceptance of the aforementioned Terms & Conditions**

1. The Terms & Conditions mentioned above and attached with the proforma are acceptable to me/us. I/We bound myself/ourselves to abide by the same.
2. I/We hereby certify that I/We have gone through the terms & conditions mentioned above and undertake to comply with the same. The rates quoted by me/us are valid and binding on me / us for the acceptance for the period w.e.f. **01.09.2010 to 31.03.2011.**

Signature of owner/partner  
with address & telephone no.  
with seal of the firm & Date



**PURCHASE OF FOLLOWING FURNITURE ITEMS FOR THE USE OF MEDIATIONS CENTRES OF THE  
DELHI DISPUTE RESOLUTION SOCIETY**

**TO BE ATTACHED WITH FINANCIAL BID**

<b>S.No.</b>	<b>Name of the Item</b>	<b>Quantity</b>	<b>Unit Price (Rs.)</b>
<b>1</b>	<b>Office Almirah</b> of size 1980x910x480mm with door / shelves and locker facility	10	
<b>2</b>	<b>Library Cabinet</b> of size 1980(h)x910(w)x480(d)mm with glass of 4mm thickness. The cabinet should have 4 shelves making 5 compartments. Two panelled doors having level adjusters at the bottom.	15	
<b>3</b>	<b>Filing Cabinet</b> of size 1330(h)x464(w)x600(d)mm consisting of drawers filing capacity with powder coated body with level adjusters at the bottom.	5	
<b>4</b>	<b>Computer Table</b> of size 1200x750x750mm high consisting of 3 drawers unit duly powder coated, made of 24 gauge sheet & sliding on bottom mounted channels. The table consist of arrangement for standing of CPU & keyboard moving on channel. The table top will be of particle board with lamination. Exposed part of the table top shall be covered with edge banding tape.	10	
<b>5</b>	<b>Reception / Office Table</b> with Side unit & Mobile pedestal. It should be of size 5' X 3'. It should be made of superior wooden / Particle Board top and edge should be finished. It should have one side three drawer with proper locking system and other side a covered cupboard of the table should be covered with Particle board. The Side unit of size 900x450x725mm having wooden top. The side unit shall be have 2 drawers one filing and one ABS keyboard tray.	8	

**Signature of tenderer with date and seal of the firm**

S. No.	Name of the Item	Quantity	Unit Price (Rs.)
6	<b>Centre Table</b> of size 1200(L)x600(w) mm. The frame shall be made of good quality wood having tempered glass in the centre.	13	
7	<b>Side Table</b> of size 450x450mm. The side table frame shall be made of good quality wood with tempered glass in the centre.	32	
8	<b>Mediator / Meeting Table</b> made of superior wooden / Particle board top and edge should be finished. Having wooden base in the middle. (i) 1800x900x740mm (ii) 2300x1100x740mm	15	
9	<b>Wooden Officer Table</b> of size 1800x900x750mm with side unit of size 900x450x720mm of thick superior wooden / Particle board top and edge should be finished. The table consists of 3 drawers. The side unit consists of one pencil drawer and wooden keyboard tray.	4	
10	<b>Sofa</b> having frame made of seasoned teakwood / Chrome frame with cushioned seats. The back is made of high density foam and upholstered with good quality.	16	
11	<b>High Back Chairs</b> made of plastic base with castors, adjustable height of seat. Durable Arms with foam and leather foam upholstery.	18	
12	<b>Reception Chairs</b> with height till shoulders made of plastic base with castors, adjustable height of seat. Durable Arms with foam and leather foam upholstery.	15	
13	<b>Steel Benches</b> chrome coated powders with handle (i) 3 seater with arms (ii) 3 seater without arms	13	
14	<b>Regular Visitor Chairs</b> with handles, side and back upholstered, legs of powder coated rods.	220	
15	<b>Side Cabinets</b> of size 4'x1 ½ x 3' made of good quality wooden and Plastic board top with three partitions.	8	

Signature of tenderer with date and seal of the firm