F. No. 04-01/GA/2013-FSSAI

FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
3RD FLOOR, FDA BHAWAN, KOTLA ROAD,
NEW DELHI-110002.

Dated, the 23rd March 2015

LIMITED TENDER NOTICE

Tender for supply of Work Stations & Partitions at FDA Bhawan,
3rd Floor, Kotla Road, New Delhi

Food Safety and Standards Authority of India invites sealed Limited Tenders from the agencies for supply of Work Stations & Partitions at FDA Bhawan, 3rd Floor, Kotla Road, New Delhi in compliance of terms and conditions stipulated in the tender document.

02. The tender documents of the contract is available on the FSSAI website. The duly filled in Tender Document with relevant supporting documents may be submitted on or before 13th April 2015 by 1 pm. in the office of Joint Director (Mgmt.), FSSAI, FDA Bhavan, Kotla Road, New Delhi 110002 along with separate Demand Draft / Pay Order for Rs. 10,000/- (Rupees ten thousand only) (Non-bearing interest) as Earnest Money. Demand Draft / Pay order should be in favour of Senior Accounts Officer, FSSAI payable at New Delhi.

Tender document (non-transferable) containing detailed specifications, terms & conditions can be obtained from GA Division on payment of cost of tender Rs. 500/- (non-refundable) in the form of Demand Draft / Pay order drawn on any Nationalized Bank in favor of Senior Accounts Officer, FSSAI, New Delhi. Alternatively, the tender document can be downloaded from FSSAI website: www.fssai.gov.in. with the payment towards cost of the tender and submission of bid as mentioned above.

Address of communication: Joint Director (Mgmt), Food Safety and Standards Authority of India 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110002

Joint Director (Mgmt)
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
F. 04-01/GA/2013-FSSAI
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
3RD FLOOR, FDA BHAWAN, KOTLA ROAD,
NEW DELHI-110002.

Dated, the 23th March 20145

LIMITED TENDER NOTICE

Tender for supply of Work Stations & Partitions
at FDA Bhawan, 3rd Floor, Kotla Road, New Delhi

1.0 SUBMISSION OF BID:

1.1 a) Submission, acceptance and rejection: - A tender in sealed cover super scribing "Tender for supply of Work Stations & Partitions" at FDA Bhawan, New Delhi should reach in the office of Joint Director (Mgmt), Food Safety and Standards Authority of India, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi -110002 on or before 01 PM on 13th April, 2015.

b) The tender will be in two parts as under:-

(i) Technical Bid – Technical Bid consisting of all technical details along with commercial terms and conditions, and

(ii) Financial Bid – Financial Bid indicating item-wise price for the items mentioned in the technical bid.

Note: The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed (as ‘Technical Bid’ or ‘Financial Bid’ as the case may be) and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed (as Tender Documents in response to Tender Notice dated 23th March 2015 for supply of Work Stations & Partitions).

c) Tenders which are not complete in all respects are liable to be rejected.

d) While submitting the tender, the tenderers will be deemed to have read, understood and accept all the terms and conditions stated in the tender documents. Any doubts or clarifications with regard to the interpretation of the terms and conditions stipulated in the Tender Enquiry, may be got clarified from FSSAI Hqrs. mentioned above at least 03 days before tender closing date.

2.0 Non-transferability: This tender is non-transferable.

3.0 Bidder’s Eligibility Criteria (BEC)

3.1 Experience: Bidders are required to submit documentary proof of work order of single contract at least 02 nos of job value of Rs. 03 lakhs each for the similar nature of job in Govt. organizations during the last three years. Date is to be reckoned from the date of issue of this tender. Execution certificates issued by the user organizations in support of their credentials have to be enclosed.
3.2 **Financial Criteria:**

3.2.1 Annual Turn Over: Balance sheet / profit & loss Account in support of having turnover of the firm should not be less than Rs. 03 lakhs p.a. for the last 3 years (a) 2011-12, (b) 2012-13, (c) 2013-14. Financial data for last audited financial year may be furnished in the Annexure-3.

3.2.2 The agencies shall have to submit the documentary proof in support of above requirement. The bids not meeting the above requirements of BEC / Tender documents entirely and/or not accompanies by necessary documents shall be summarily rejected & shall not be considered for detailed evaluation.

3.2.3 **A check list for submission of the relevant documents is enclosed as Annexure -6**

Bidders are requested to ensure the compliance as per check list while submitting the offer.

4.0 **Scope of Work**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Specification of items</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>ABS Aluminum Partitions</strong> Partition system made out of aluminum section powder coated and anodized with 12mm both sides laminated ppb with or without combination of glass and pin board. Made out size as per the plan.</td>
<td>213 Sqft.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Working top</strong> 25 mm thick with 2 mm PVC edge bidding, (3.75 x 1.75) x 16</td>
<td>105 Sqft.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Gable Ends</strong> 25 mm thick, (1.75 x 2.5) x 24</td>
<td>105 Sqft</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Keyboard tray</strong> with telescopic channel</td>
<td>16 nos.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Wooden Storage Cabinet:</strong> made of 18 mm thick ppb, with 1 mm thick PVC edge bidding along with good quality hinges, handles and lock etc.</td>
<td>15 Sqft</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Sliding Door unit</strong> with 18 mm thick laminated top and with 03 drawers, 700x500x400.</td>
<td>16 Nos.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Office Table:</strong> Table size of (60&quot;x33&quot;x30&quot;) top made out 25 mm pre-lam particle board with 2mm PVC edge binding tape.</td>
<td>02 Nos.</td>
</tr>
<tr>
<td>8.</td>
<td>Visitor chair with wooden arms and chrome plated base with leatherite Tapestry</td>
<td>16 Nos.</td>
</tr>
<tr>
<td>9.</td>
<td><strong>Wooden Paneling made of 1.5&quot; x 2&quot; good quality pine wood with 12mm thick pre-laminated particle Pty.</strong></td>
<td>24.9 Sq.mt.</td>
</tr>
</tbody>
</table>

5.0 **Technical Bid**

Technical Bid consists of all technical details along with commercial terms and conditions. This bid also covers minimum eligibility criteria and required documents as mentioned below. Documents should be on the letter head of the Bidder.

*Note: It is made clear that no part of bid should be reflected or disclosed in technical bid in any manner. If so found, the tender will be summarily rejected by FSSAI.*
Eligibility Criteria for Technical Bid:

5.1 **Tender fees:** Cost of tender fee is Rs. 500/- (non-refundable) in the form of Demand Draft / Pay order drawn on any Nationalized Bank in favour of Senior Accounts Officer, FSSAI, payable at New Delhi 110002

5.2 **Earnest Money Deposit (EMD) / Bid Security:** Earnest Money Deposit is Rs. 10,000/- (Rupees ten thousand only) (non bearing interest). The EMD shall be paid in the form of demand draft / banker’s cheque issued by a nationalized bank /Scheduled Commercial Bank in favour of Sr. Accounts Officer, FSSAI payable at New Delhi.

5.3 Tender offers received without EMD shall be rejected straightaway and will not be considered under any circumstance. EMD of tendering agency who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of FSSAI.

5.4 The EMD of the unsuccessful bidders will only be released after finalization of the case.

5.5 **Firm’s Registration:** Bidder must be registered with any State / Central Government for sales and service tax/ VAT / LST / TIN / PAN purposes.

5.6 The person signing the tender document on behalf of the agency, shall attach with the tender a proper power of Attorney, duly executed, stating that he has the authority to bind in all the matters pertaining into the contract, including the arbitration clause.

6.0 **Financial Bid**

6.1 Financial bid should quote **Unit rate of description of goods** (in quantity) in the format, Annexure – 5 enclosed, figures in Indian rupees (in words also). Incomplete bids will summarily be rejected.

6.2 Rates quoted shall be inclusive of **all statutory duties and taxes** (including excise and customs) VAT etc. Price quoted shall be firm and any variation in rates, prices or terms during the validity of the offer may lead to forfeiture of the EMD.

7.1 **Documents**

Bid documents may be submitted in the agency’s letter head Covering letter containing the following documents:-

- Annexure – 1 : Tender Form
- Annexure – 2 : Bidder’s profile
- Annexure – 3 : Financial Status
- Annexure – 4 : Letter of authority
- Annexure – 5 : Financial Bid
- Annexure – 6 : Check List for Bidders

8.1 **Bid Opening**

8.1 On the date and time mentioned in the tender notice, Technical bid will be opened on **13th April 2015 at 4 PM.**

8.2 Authorized representative will attend the meeting. The representative (s) attending the meeting will produce authorization from his organization to attend the meeting and sign the
attendance sheet on behalf of his organization. The authorized representative must be competent and empowered to settle all technical and commercial issues.

9.0 EVALUATION CRITERIA:

Determination of responsiveness

9.1 Prior to the financial evaluation of bids, FSSAI will determine whether each bid is substantially responsive to the requirement of bidding documents.

9.2 For the purpose of the above clause, the bid which conforms to all the terms, conditions and specification of the bidding documents without material deviation. A material deviation is one which affects in any substantial way the scope, quality, or performance of works and which limits substantial way, in consistent with the bidding documents.

9.3 Eligibility of tenderer will be based on proof of past experience, financial capability, resource availability, which should form the technical offer. The technical offer of the firm would be evaluated by the Technical Evaluation Committee (TEC). The commercial offers will be opened only when the technical bids qualified technically.

9.4 No error, overwriting / correction shall be permissible unless attested under the signature of the bidder with date and seal.

9.5 The agency must be in possession of valid labour license.

10.0 TECHNICAL & FINANCIAL EVALUATION.

10.1 selection procedure & criteria:

The technical bid evaluation shall be done based on the following criteria:

(i) The responsiveness of the bid, i.e; Annexures duly filled, signed and accepted bid documents in complete form, including Authorisation letter.

(ii) Receipt of valid EMD with requisite amount in acceptable format.

(iii) Documents in proof of meeting the minimum eligibility criteria.

(iv) Any other documents as required to support the responsiveness of the bidder as per tender.

10.2 A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial bids will be returned unopened.

10.3 The bidder who qualifies in the technical evaluation stage shall only be called for opening of financial bids. Client shall intimate the bidders, the time/venue for the financial Bid opening in written communication.

11. Evaluation of bids:

11.1 The Authority may reject all bids if they are found to be unresponsive or unsuitable either because they represent major deficiencies in complying with the tender or they involve substantively higher cost.
11.2 In case two bidders score equal marks after final evaluation, the bidder offering lowest cost shall be declared successful.

11.3 Validity of Tender: Tender shall be valid for acceptance for a period not less than 60 days after tender opening date.

12.0 Award of Contract:

12.1 FSSAI will award the contract to the tenderer whose tender has been determined to be substantially responsive.

12.2 By the process of evaluation of technical bids and financial bids, the Evaluation Committee selects L1 bidder and awarded the contract.

13. FORCE MAJEURE

13.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. It is clarified that in case, the Force Majeure event occurs due to negligence of agency, then the provisions of this clause shall not apply to the agency.

13.2 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 07 (Seven) days of the alleged beginning and ending thereof giving full particulars and satisfactory proof. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, FSSAI shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part.

14. APPLICABLE LAW AND JURISDICTION

All matters connected with this work shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.
Tender Form

To,

The Joint Director (Mgmt.)
Food Safety and Standard Authority of India
Ministry of Health & Family Welfare,
FDA Bhavan, Kotla Road,
New Delhi-110002

Ref. Your Tender No. ___________________ dated __________

We, the undersigned have examined the above Tender Document, No. __________, dated
____________(if any), description of the goods and services) in conformity with your above
referred document.

If our Tender is accepted, we undertake to design, print and perform the services as mentioned above,
in accordance with the delivery schedule.

We agree to keep our tender valid for acceptance as required in the Tender document or for
subsequently extended period, if any agreed to by us. We also accordingly confirm to abide by this
Tender up to the aforesaid period and this Tender may be accepted any time before the expiry of the
aforesaid period. We further confirm that, until a formal contract is executed, this Tender read with
your written acceptance thereof within the aforesaid period shall constitute a binding contract
between us.

We further understand that you are not bound to accept the lowest or any tender you may
receive against your above-referred Tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Central/State
Government

Brief of court/legal cases pending, if any, are following:

We confirm that we fully agree to the terms and conditions specified in above mentioned
Tender documents, including amendment/corrigerendum if any.

(Signature with date)

(Name and designation) Duly authorised to sign Tender for and on behalf of bidder
with company seal
## BIDDER'S PROFILE:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of firm:</td>
</tr>
<tr>
<td>2</td>
<td>Bidder’s name</td>
</tr>
<tr>
<td>3</td>
<td>Registered office address</td>
</tr>
<tr>
<td>3</td>
<td>Correspondence address</td>
</tr>
<tr>
<td>4</td>
<td>Telephone:</td>
</tr>
<tr>
<td></td>
<td>Office –</td>
</tr>
<tr>
<td></td>
<td>Residence</td>
</tr>
<tr>
<td></td>
<td>Mobile No.</td>
</tr>
<tr>
<td>5</td>
<td>E-mail address &amp; website</td>
</tr>
<tr>
<td>6</td>
<td>Tele-fax Number</td>
</tr>
<tr>
<td>7</td>
<td>VAT No.</td>
</tr>
<tr>
<td>8</td>
<td>PAN Number</td>
</tr>
</tbody>
</table>

7. **STRUCTURE AND ORGANIZATION**
   
   The applicant is
   
   (a) an individual
   (b) a proprietary firm
   (c) a firm in partnership
   (d) a Limited Company or Corporation.

   *(Pl. attach attested copies of documents of registration / incorporation of your firm)*

I / We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of Bidder / Authorized signatory ................................

Name of the Bidder ...........................................................................

(Seal of the Bidder)
FINANCIAL STATUS

Name of the Bidder ________________________________

<table>
<thead>
<tr>
<th>Description</th>
<th>Financial Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011-12</td>
</tr>
<tr>
<td>Annual Turnover</td>
<td></td>
</tr>
<tr>
<td>Net Worth</td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>Total Revenues</td>
<td></td>
</tr>
<tr>
<td>Profit Before Tax</td>
<td></td>
</tr>
<tr>
<td>Profit After Tax</td>
<td></td>
</tr>
</tbody>
</table>

1. Attach the copies of the audited balance sheets, including all related notes and income statement for the last three Financial Years as indicated above complying with the following conditions:

2. All such documents reflect the financial situation of the bidder and not sister or parent companies.

SIGNATURE OF THE BIDDER WITH SEAL AND DATE
LETTER OF AUTHORITY

PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING MEETING.

No. Date:

Joint Director(Mgmt) FSSAI,
FDI Bhawan, 3rd floor,
Kotla Raod,
New Delhi-110002

Dear Sir,

We __________________________ hereby authorize following representative(s) to attend Technical bid opening & Price bid opening and for any other correspondence and communication against above Bid Document:

1) Name & Designation ________________ Signature

2) Name & Designation ________________ Signature

We confirm that we shall be bound by all commitments made by aforementioned authorised representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder. Not more than two persons are permitted to attend Techno-commercial un-priced and Price bid opening.
Price-Bid

Tender for Supply of Work Stations & Partitions at 3rd Floor, FDA Bhawan, Kotla Road, New Delhi

(Refer to Para-6.1 of Tender Notice and quote unit rate of description of goods (in quantity) as mentioned in Para-4 (Scope of Work) of tender Notice).

<table>
<thead>
<tr>
<th>SL.NO</th>
<th>Description of Work / item</th>
<th>Unit Rate</th>
<th>Quantity</th>
<th>Amount (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply of Work Stations &amp; Partitions at Room No. 312, 3rd Floor, FDA Bhawan, New Delhi</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Misc. charges(if any)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>VAT / other taxes levies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Service Tax @------%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Rupees ............................................................................................................................ only)

SIGNATURE OF BIDDER WITH SEAL AND DATE
<table>
<thead>
<tr>
<th>S No.</th>
<th>Details</th>
<th>Yes / No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Enclose DD for Rs. 500/- in favour of Sr. Accounts Officer, FSSAI towards the cost of Tender Documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02.</td>
<td>DD for Rs. 10,000/- in favour of Sr. Accounts Officer, FSSAI towards EMD.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03.</td>
<td>Tender Form : Annexure – 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04.</td>
<td>Tender document duly signed and stamped on each page.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05.</td>
<td>Bidder Profile – : Annexure – 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06.</td>
<td>Financial Status : Annexure – 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07.</td>
<td>Letter of Authority : Annexure – 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08.</td>
<td>Price-Bid : Annexure – 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09.</td>
<td>Power of attorney in favour of Signatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Enclosed Xerox copy of PAN Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Enclosed Xerox copy of VAT / CST Registration Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Enclosed Xerox copy of Service Tax registration certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Attached the copies of the audited balance sheets, including all related notes and income statement for the last three Financial years i.e. 2011-12, 2012-13 and 2013 – 14.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Enclosed copy of work order of single contract at least 02 nos of job value of Rs. 3 lakhs for similar nature of job in Govt. Organisation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Enclosed copies of Execution certificates issued by user Govt. Organisations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Please note that in case if any of the documents mentioned in above is/are not enclosed, bid will be rejected summarily.

SIGNATURE OF BIDDER WITH SEAL AND DATE