

E-Procurement Notice

Supply & Installation of Office Furniture

REQUEST FOR QUOTATION (RFQ)



Purabi

August-2024

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West Assam Milk Producers' Co-operative Union Ltd.

PURABI DAIRY

REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ
E-Procurement Notice
(Two-Envelope Single stage bidding process)

Purchaser: West Assam Milk Producers' Cooperative Union Limited
Contract title: Supply & Installation of Office Furniture
RFQ No: WAMUL/Admin/Furniture/24-25/01
Date: 16th August-2024

The West Assam Milk Producers' Cooperative Union Limited WAMUL, (Purabi Dairy) invites Quotations in sealed envelope from eligible bidders for "Supply & Installation of Office Furniture" at WAMUL Premises as per specifications and other terms and conditions as below:

Sl No	Brief Description of Goods	Approved Make	Quantity (Nos)	Technical Specifications	BOQ	Place of Delivery
1	Storage	Godrej/Featherlite/ Stellar/Durian/HOF	1 No.	Annexure-I	Annexure-II	F.O.R at West Assam Milk Producers' Cooperative Union Limited (Purabi Dairy), Panjabari, Guwahati-781037
2	File Cabinet		1 No.			
3	Cabin Tables		3 Nos.			
4	Mid Back Chairs		3 Nos.			
5	Girl's Changing Room Locker		8 Unit (4 lockers per unit)			
6	Boy's Changing Room Locker		8 Unit (4 lockers per unit)			

Time line for submission of the bid documents

Sl. No	Item	Start date & Time
1	Bid Publishing Date	16-08-2024
2	Bid Submission end date	06-09-2024, 12:00 hrs
3	Bid opening date(Technical)	06-09-2024, 12:30 hrs



Sd/-
Managing Director
WAMUL

RFQ No: WAMUL/Admin/Furniture/24-25/01

Date: 16th August-2024**1. Terms and Conditions:****1.1 Experience of the bidder for Supply & Installation of Furniture**

- A.** The bidder should be in the same business from past 5 years. The Bidder should be Manufacturers/Dealers authorized by Manufacturers. (Relevant documents required for manufacturer and authorization certificate is required in case of dealer authorized by principle, Manufacturer).
- B.** The bidder should have completed at least 6 contracts having value 10 lakh each of same nature furniture during the last 3 financial years mentioned herein 2021-2022,2022-2023,2023-2024(year should be consecutive). Relevant documents required: relevant PO copies/ supply completion certificate or equivalent/invoice copy.

C. Financial Turnover**I.If the Bidder is a Manufacturer:**

The bidder's average Financial Turnover should not be less than Rs.300 lakhs in the last three financial years ending 31st March FY 2020-2021/ 2021-2022, 2022-2023 ,2023-2024 year (year should be consecutive). Audited balance sheet or chartered accountant certified copy having valid UDIN number to be enclosed as per specified format.

II.If the Bidder is a Dealer (Authorized by Manufacturer):

The bidder's average Financial Turnover should be minimum of Rs.30 lakhs in the last three financial years ending 31st March FY 20-21/2021-2022,2022-2023,2023-2024 year should be consecutive. Audited balance sheet or chartered accountant certified copy having valid UDIN number to be enclosed as per specified format.

D. Certificate: BIFMA membership certificate in products are required.

E. GST Registration Certificate: The bidder should have a valid GST Registration Certificate (Copy to be attached)

1.2. Earnest Money Deposit (EMD): Rs. 50,000.00/- (Rupees Forty-Five Thousand) shall be submitted in the form Demand Draft (DD) in the name of "West Assam Milk Producers Cooperative Union Ltd" Payable at Guwahati. The EMD can be forfeited by the purchaser, if the bidder is not earnest about their bid and withdraw it before the validity period is over.

1.3 Performance security: The successful bidder shall furnish to WAMUL a performance security @10% of the contract value in the form of Bank Guarantee or a Bank Draft from any Nationalized/Scheduled Bank in favour of "**West Assam Milk Producers Cooperative Union Limited**" Payable at Guwahati" within 30 days of award of contract .The PBG will be valid till the warranty obligation period .The Performance Security furnished by the successful bidder will be retained by the office up to the warranty obligation period and returned within 60 days of expiry of the contract. The PBG held by the office till it is returned to the successful bidder will not earn any interest.

Failure of the successful bidder to furnish Performance Security within the period stipulated shall constitute sufficient ground for annulment of award and the Office may make the award to the next lowest evaluated bidder. The Performance Bank Guarantee Format is enclosed.

1.4. Validity of the Quotation: Quotation must be valid for 120 days from the last date of submission of bids. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

1.5. Delivery/Completion Time: Material to be delivered and installed within 60 days from the date of issue of purchase order.

1.6. Price Bid

- a) The Prices shall be quoted in Indian Rupees only
- b) Freight: To be arranged by the supplier.



c) Packing, Forwarding, GST, Freight, Insurance and other incidental charges will be part of the evaluation.

d) Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation

e) The contract shall be for the full quantity as described above.

1.7. Terms of Payment: 100% payment within 30 days after successful delivery and installation of the material at site and submission of invoice to be certified by competent authority of WAMUL

1.8. Warranty: The warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the special condition of contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin or as per the manufacturer's Warranty

1.9. Liquidated Damages: If the bidder fails to deliver any or all the goods or perform the services within the time period(s) specified in the purchase order/contract, the WAMUL shall, without prejudice to its other remedies under the purchase order/contract, deduct from the purchase order/contract price, as liquidated damages, a sum equivalent to the following clauses which is applicable as per Order.

a) 0.5% of the full contract value for each completed week of delay

OR

b) ~~0.5% of the value of delayed items/services only, for each completed week of delay.~~

The total amount so deducted shall not exceed 10% of the purchase order/contract value. Once the maximum is reached, the WAMUL may consider cancellation/termination of purchase order/contract, and forfeiture of performance/ deposit bond

1.10. Documents: *The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted simultaneously.*

i) The Technical Part of Quotation shall comprise the following

- a) Letter of Quotation – Technical Part
- b) Delivery schedule –within 60 days from the date of issue of purchase order.
- c) Technical specification
- d) Complete address and contact details of the Bidder having the following information:
Name of Firm
Address for communication
Telephone No(s): Office
Mobile No.
Electronic Mail Identification (E-mail ID)

Bidder shall submit: Self attested copy of PAN, Self-attested copy of GST, Self-attested copy of Trade License. Bank Account details on letterhead of the firm and the RFQ document.

ii. The Financial Part of Quotation shall comprise the following:

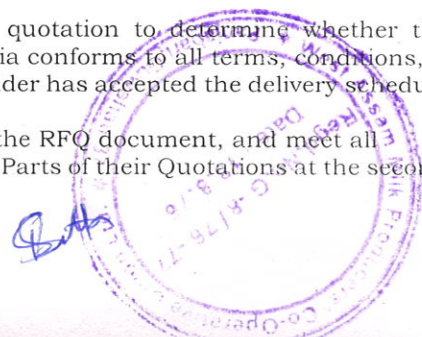
- (b) Price Schedule as per specified format (BOQ)

1.11. Opening and Evaluation of Technical Parts of Quotations:

The 'Technical Part' of the Quotations will be opened on the specified date and time. The Financial Part of the Quotations shall remain unopened until the subsequent technical opening.

a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation has been properly signed meets the eligibility criteria conforms to all terms, conditions, Technical specifications, warranty/guarantee etc.; and the bidder has accepted the delivery schedule

b) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations at the second Opening.



c) Purchaser shall notify to those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document,

advising them that their Technical Part of Quotation failed to meet the requirements of the RFQ document; and that their Financial Part of the Quotation shall not be opened.

Simultaneously Purchaser shall notify to those Bidders who's Technical Parts of Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their quotation has been evaluated as substantially responsive to the RFQ document and that their financial part of bid will be opened online and date will be intimated.

1.12. Opening and Evaluation of Financial Parts of Quotations: The 'Financial Part' of the Quotations will be opened on the specified date and time.

The Purchaser shall examine and confirm that Letter of Quotation – Financial Part and Price Schedules/BOQ are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.

- (a) The Quotations would be evaluated for complete set of items under this RFQ.
- (b) The evaluation shall be based on the total price of Goods including GST and any other taxes, freight Transit insurance which will be payable on the finished goods at the time of invoicing as FOR delivery.

1.13. 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)No price negotiation will be done with any bidder. The purchase order will be issued to the lowest responsive bidder

(c)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.

(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 incorporate in the supply order.

1.14. Cancellation of Contract: WAMUL shall be free to cancel the order either in full or in part, in the case of non-delivery of material/non completion of installation within the stipulated delivery period.

1.15. Rejection: WAMUL reserves the right to reject the goods either in part or full if at the time of delivery, it is noticed that the goods supplied do not conform to the specifications/description given in the purchase order.

1.16. For any dispute/legal issues, the jurisdiction is at Guwahati Only

Sd/-
Managing Director-WAMUL



Letter of Quotation-Financial Part

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: *[insert identification]*

Our Reference: No.....

Dated.....

To:

(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part, we make the following additional declarations:

(a) Our Quotation shall be valid for the period of 120 days from the deadline fixed for the Quotation submission;

(b) The total price of our Quotation, including any unconditional discounts offered is:
Total price of the Quotation ***[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures];***

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____ Dated on _____ day of _____
_____ *[insert date of signing]*



[Handwritten signature]

Letter Pad of CA Firm

Standard format

TO WHOMSOEVER IT MAY CONCERN

We..... based on audited books of accounts for the financial year 2020-21, 2021-22, 2022-23, 2023-24 or current financial year and verification of documents, records and information provided to us by the Management of
, having its registered office at.....

..... Confirm the following:

Sl No	Financial Year	Turnover (Rs.)
1	20-21	
2	21-22	
3	22-23	
4	23-24	

Date:

Place

Seal/Stamp of CA Firm

Signature



Performance Security - Bank Guarantee
[Guarantor letterhead or SWIFT identifier code]

Performance Guarantee No..... *[insert guarantee reference number]*
Date.....*[insert date of issue of the guarantee]*

To: _____ *[name of Purchaser]*
_____ *[address of Purchaser]*

WHEREAS _____ *[name and address of Supplier]* (hereinafter called "the Applicant") has undertaken, in pursuance of Contract No. ____ dated _____ to execute _____ *[name of Contract and brief description of Goods and related Services]* (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Applicant shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Applicant such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Applicant, up to a total of _____ *[amount of guarantee]* _____ *[in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ *[amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Goods and related Services to be supplied thereunder or of any of the Contract documents which may be made between you and the Applicant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until (i.e.) 60 days following the Completion date of the Contract including any warranty obligations, and any demand for payment under it must be received by us at this office on./ or before that date.

Signature and seal of the guarantor _____

Name of Bank _____

Address _____

Date _____

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.



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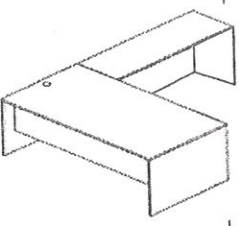
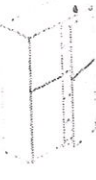




(Annexure - I)

To,
Purabi Dairy
Guwahati, Assam

Subject: Quotation for Featherlite Furnitures

Sir/Ma'am

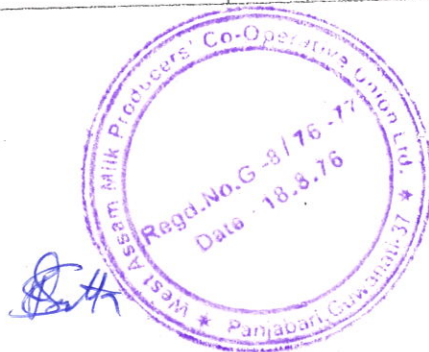
We take pleasure in submitting our best rates as follows:

Sl No.	Specification	Image	Qty	Unit Rate	GST @18%	TOTAL
1	FST CABIN TABLE MAIN TABLE SIZE: 1500 X 750 X 750HT. SIDE TABLE SIZE: 1050 X 450 X 750HT Table Top: 25mm thick pre laminated particle board with 2mm edge lipping on all exposed edges. Colour- Thansau Maple Support: 18mm thick pre laminated gable ends. Colour- Black Front modesty: 18mm thick pre laminated modesty panel. Colour- Black Wire management: 65 mm dia gromet hole.		1 no.	49200 each	8856 each	58056 each
	MOBILE PEDESTAL Colour- Black SIZE: 400 X 450 X 600HT Pedestal are made of 18mm thick pre laminated particle board of approved shade. All the edges of pedestal surface shall be provided with machine pressed 2mm thick imported PVC lipping glued with hotmelt Eva glue free from any VOC. With 2 drawer units and 1 filing folder unit. The drawer units are provided with finger groove handle and suitable locks.					
2	FULL HEIGHT STORAGE WITH OPENABLE SHUTTERS: Colour- Thansau Maple SIZE: 900 X 450 X 2100HT Top & Sides: 18mm thk pre laminated particle board. Back: 9mm thick pre laminated particle board. Shutters: 18mm thk Pre laminated particle board. Edge: All exposed area with 2mm thick PVC lipping. Handle: Finger groove handle. Lock: Regular lock.		1 no.	22100 each	3978 each	26078 each
3	KD-042 LOCKERS Colour- Grey SIZE: 380 X 450 X 1850HT Metal Locker 4 door shelves		1 no.	16900 each	3042 each	19942 each
4	KD-009 FILE CABINET Colour- Grey SIZE: 420 X 620 X 1330HT Metal File Cabinet 4 drawer filing cabinet		1 no.	21500 each	3870 each	25370 each
5	INTERACT SOFA SET Colour- 50 302 (BUTTER SCOTCH) Leatherette Sofa Powdercoated metal legs		1 no.	17500 each	3150 each	20650 each
			1 no.	31500 each	5670 each	37170 each
5	AMAZE MB CHAIR Colour- Black Medium Mesh Back Chair Self-calibrating synchro Mechanism One way adjustable arms (Height) Nylon Base Fabric upholstered cushion seat		1 no.	10800 each	1944 each	12744 each

Terms and Conditions

1. Delivery: F.O.R. at site in Guwahati
2. Delivery Period: 45-60 days from the date of confirmed purchase order
3. Payment Terms: 100% advance along with purchase order.

Thanks and regards;
For Khaitan Carpet Corporation
Pranjal Mondal
9287988201



Annexure-II (BOQ)						
Sl. No.	Description of Goods	Quantity (Nos.)	Unit Rate, Incl. of Freight, Packing, Forwarding, Installation & Other Incidentals (Rs.)	GST%	Unit Rate Incl. of GST (Rs)	Total Amount, Incl of All, FOR Delivery Basis (Rs)
1	Storage	1				
2	File Cabinet	1				
3	Cabin Tables	3				
4	Mid Back Chairs	3				
5	Girl's Changing Room Locker	8				
6	Boy's Changing Room Locker	8				
Grand Total Amount (Rs.):						
						Godrej/Featherlite/Stellar/Durian/HOF

[Handwritten Signature]

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