



**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL,
DIRECTORATE GENERAL OF GST INTELLIGENCE,
BELAGAVI ZONAL UNIT:**

**“SHRI LAXMI COMPLEX” 2ND, 3RD AND 5TH FLOOR, NO. 4855/83, APMC
ROAD, 1ST CROSS, SADASHIVANAGAR : BELAGAVI – 590 019**

Email: dggsti.blzu@gov.in

Telephone: 0831- 2474784

Telefax : 0831- 2474822

DGGSTI F.No.I/13/2017-18 BIZU

Dated:23 .02.2018

E-TENDER NOTICE

Sub: Notice for Inviting of Tender for supply of branded Furniture items to the Office of the Additional Director General, Directorate General of GST Intelligence, Belagavi Zonal Unit, Belagavi and its Regional Units at Mangaluru and Ballari.

1. E-Tenders (in prescribed format) are invited from the reputed/branded furniture manufacturer/authorized dealers/suppliers through E- procurement portal for supply of branded Furniture items of reputed/well known brand as per the requirements mentioned below in the **Schedule-I** for the Office of the Additional Director General, Directorate General of GST Intelligence, Belagavi Zonal Unit, Belagavi and its Regional Units at Mangaluru and Ballari.

SCHEDULE –I

Sl.No	Description of the Furniture/item required	Dimension are in mm and for indicative purpose only (Variations upto +/- 5% allowed)	Quantity in No's		
			Bela gavi	Mangaluru	Bal lari
1	2	3	4	5	6
1	Premium Executive Office Desk with Mobile Pedestal / drawers and side cabinet – made of MDF / particle board / wood, Fully Melamine finish.	2700 W X 2300 D X 750 H	1	0	0
2	Executive Office Desk with Mobile Pedestal / drawers and side cabinet – made of MDF / particle board / wood, Fully Melamine finish.	2400 W X 2300 D X 750 H	1	0	0
3	L-shaped Office Desk with Mobile Pedestal or fixed 03 Drawers and Key board Tray and 01 cabinet with 02 doors.	2200W X 1500 D X 750 H	10	2	3
4	Sofa Set (3+2+1) – Premium quality PVC upholstered - Seat and Back made up of PU Foam– frame made-up of combination of solid wood/plywood and having aesthetic appeal.		2	0	0
	· 3 Seater –	1900W X 900D X 900 H			
	· 2 Seater –	1500W X 900D X 900 H			

	1 Seater -	1000W X 900D X 900 H			
5	Sofa Set (3+1+1) – Good quality PVC upholstered - frame made-up of combination of solid wood/plywood		4	1	1
	3 Seater –	1850 W X 800D X 875H			
	1 Seater –	850 WX 800 D X 875 H			
	1 Seater -	850 W X 800 D X 875 H			
6	Centre Table – with Glass Top and Steel/chrome legs.	1000 W X 600D X 450 H	8	1	1
7	Premium Executive Revolving Pedestal Chairs of Steel Base with Side Arm with Wooden or Steel cladding with High back and PU upholstery.	620W X 715D X 1150H	3	0	0
8	Executive Revolving Pedestal Chairs of chrome plated Steel Base with Side Arm with High back and upholstery seat- Fabric/Mesh, back made of mesh	620W X 610D X 1050H	16	3	5
9	Premium Executive visitors chairs having seat and back with soft cushion and made of chrome steel with arm rest.	575W X 550D X 615H	10	0	0
10	Executive visitors chairs with arm rest having seat and back with soft cushion.	520W X 595D X 860H	40	0	10
11	Three seater Lobby Chair (Non Cushion) made from chrome plated molded steel (perforated MS sheet) with arm rest at ends.	1800W X 680D X 780 H	8	1	1
12	Book case/shelf with 4 glass doors with locking facility of made of heavy gauge steel	843W X 315 D X 1680 H	5	1	1
13	premium quality Plastic moulded chairs with arm rest		44		06

2. The complete tender document containing general terms & conditions, pre-Qualification requirements etc. are available on <http://eprocure.gov.in> & www.cbec.gov.in and can be downloaded free of cost.

Tender Critical Date Sheet

Tender Publishing Date & Time	24.02.2018 at 09:00 Hrs
Bid Submission Start Date & Time	24.02.2018 at 09:00 Hrs
Bid Submission Closing Date & Time	03.03.2018 at 18.00 Hrs
Technical Bid Opening Date & Time	05.03.2018 at 11.00 Hrs
Financial/Price Bid Opening Date & Time	05.03.2018 at 15.00 Hrs

3. Interested bidders/supply agencies/ reputed firms supplying such furniture on all India basis may submit their bids in the prescribed format with all the necessary documents online with digital signature at <http://eprocure.gov.in> on or before bid submission closing date & time.

Encl: As above

Sd/-

(LAKSHMIKANTHA D)
JOINT DIRECTOR
DGGSTI : BIZU : BELAGAVI

1. Notice Board, DGGSTI: BIZU : Belagavi
2. System Administrator, CBEC to upload in CBEC website.
3. The Asst. Commissioner (Systems), Central Tax, GST Comm'te, Belagavi with request to upload Tender notification on Dept. Web site.

	 <p style="text-align: center;">OFFICE OF THE ADDITIONAL DIRECTOR GENERAL, DIRECTORATE GENERAL OF GST INTELLIGENCE, BELAGAVI ZONAL UNIT:</p>
<p>“SHRI LAXMI COMPLEX” 2ND, 3RD AND 5TH FLOOR, NO. 4855/83, APMC ROAD: 1ST CROSS SADASHIVA NAGAR : BELAGAVI – 590 019</p>	
<p>Email: dggsti.blzu@gov.in</p>	<p>Telephone: 0831 - 2474784 Telefax: 0831 - 2474822</p>

**Notice inviting e -tender for Supply of branded Furniture items through
E-procurement**

1. Office of the Additional Director General, Directorate General of GST Intelligence, Belagavi Zonal Unit, Belagavi, invites a Tender under Two bid System Enquiry from reputed agencies for supply of branded Furniture items of well known brands.
2. The bidders shall submit their bids online only at CPP Portal website: <https://eprocure.gov.in> and to follow the terms and conditions provided therein for online submission of bids.
3. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> or centralexcisebelgaum.kar.nic.in or www.cbec.gov.in shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and bidder is liable to be banned.
4. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in> or centralexcisebelgaum.kar.nic.in or www.cbec.gov.in regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
5. Technical Bid and Financial/Price Bids will be opened as per date/ time as mentioned in the Tender Critical Date Sheet.
6. Submission of Tender:-
 - (a) The tender shall be submitted online in two parts viz., Technical Bid & Price Bid.
 - (b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
 - (c) The offers submitted by Telegram/Fax/email/Post will not be considered. No correspondence will be entertained in this matter.

ANNEXURE-I
SCOPE OF WORK AND TERMS & CONDITIONS

Scope of Work : Supply of reputed / well known branded furniture as mentioned in **SCHEDULE-I**

Terms & Conditions

- Bids must comply with the specifications mentioned at **Schedule - I** and Bid should be made for all the items mentioned in **Schedule-I**, Bids for single / part items mentioned in the **Schedule-I** will not be entertained. The Bid Price should be quoted as a single tender for all the items specified in the said **Schedule-I**. However, the bidders are required to quote the rates for individual items mentioned in the **Schedule-I**. Bidders may please quote their unconditional rates. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during the validity period.
- However, it is the discretion of the department to select a particular item from any technically qualified bidder for purchase depending upon quality of items proposed to be supplied and also reserves the right to reject a particular item found to be non confirming to required quality and specification though the bidder has quoted lowest price for the said particular item.
- The Bidder must quote and supply only the furniture of reputed Brands / companies and Bid for unbranded items will not be entertained.
- The Bidder must upload the High Resolution Colour Photos / Catalogue of each furniture mentioned in the **Schedule-I** and Sl. No. of the item in the Schedule I should be mentioned on the said photograph / catalogue.
- The price quoted shall be inclusive of all taxes as applicable. No payment over and above the prices quoted in the Tender shall be made by the Department in respect of any such levied brought to the notice at a later date.
- The supplier should be registered with the concerned tax department and should submit a copy of the Registration Certificate.
- The furniture items etc., supplied by the bidders should be of best quality and a strict view will be taken if it is found defective at any stage during or after the delivery. This Office retains the right of taking any action including termination of the contract without assigning any reasons.
- The price should include supply and installation at the said premises and warranty would commence from the date of commissioning. No delivery charge will be paid extra.
- The Bids should be signed by the authorised person and his full name, designation, contact no. viz., Telephone/Mobile no. should be indicated below his/her signature and a proof of identity should be submitted along with the bid.

- The Additional Director General, DGGSTI, Belagavi Zonal Unit, Belagavi reserves the right to accept or reject any of the tender/bid without assigning any reason to the supplier.
- Payment against bill/invoice will be made only after supply/installation and observance of satisfactory quality of the item.
- Under no circumstances the successful firm/bidder will appoint a sub – contractor or sub-lease the contract for the supply of furniture.
- The bidder should preferably have past experience of supplying furniture to the Government organization/PSU/ a prominent private sector entity.
- The successful bidder shall supply the Furniture and other items to Office of the Additional Director General, DG GST Intelligence, Belagavi and its Regional Units at Mangaluru and Ballari and get it installed / assembled/ fixed at said offices by deploying proper technical person.
- This office will not bear any travelling/lodging/boarding expenses of the persons deployed when he/she will visits Belagavi/Mangaluru/Ballari.
- The supply and installation of the furniture so approved by the Department should be completed ***within 10 days from the date of issue of work order***, keeping in view of the urgency of requirement of the said items, failing which the order shall be liable to be cancelled.
- For any queries regarding the bidding procedure, the following persons are to be contacted:
 1. Shri S.F.Halkurki, Senior Intelligence Officer, - Mobile No. 9845608034
 2. Shri B.G.Meti, Senior Intelligence Officer, - Mobile No. 9844309880
O/o Addl. Director General, DGGSTI, Belagavi Zonal Unit, Belagavi, “Shri Laxmi Complex”, 2nd, 3rd and 5th Floor, No.4855/83, APMC Road, 1st Cross, Sadashiva Nagar, Belagavi - 590019 – Ph: 0831-2474784.

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____

Annexure-II
Summary of Documents to be submitted

A. Technical Bid:-

The following documents are to be furnished by the Service Provider along with Technical Bid as per the tender document:

- i) Signed and Scanned Copy of Technical data sheet (In format as per Annexure-A)
- ii) Signed and Scanned Copy of Tender Acceptance Letter (As per Annexure-B).
- iii) Signed and Scanned copy Certificates like GST Registration, PAN No., Address proof of Shops & Establishments, and experience if any etc.
- iv) Signed and Scanned Copy of Annexure-I (Terms & Conditions annexure).

B. Price Bid:-

- (a) Signed and Scanned Copy of Price bid undertaking (As per Annexure-C).

ANNEXURE- III

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC (Digital Signature Certificate) should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard PDF format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the PDF file.

5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person in Office of the Additional Director General, Directorate General of GST Intelligence, Belagavi Zonal Unit, Belagavi

- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

ANNEXURE – ‘A’

TECHNICAL/QUALIFYING BID FORM FOR TENDER for Supplying branded Furniture items to the Office of the Additional Director General, Directorate General of GST Intelligence, Belagavi Zonal Unit, Belagavi and its Regional Units at Mangaluru and Ballari

Sl.No.	Description	
1	Name, Address & Telephone of Organization /Firm.	
2	Proprietors/ Directors	
QUALIFYING CRITERIA FOR TECHNICAL BID:		
1	We are manufacturers of branded Furniture/authorised Dealers/supplier	Yes/No
2	Brand name of the Furniture proposed to be Supplied	
3	We have valid GST Registration & attached copy of GST Registration	Yes/No
4	Attached copy of PAN	Yes/No
5	Experience in supply of Furniture to establishment of Central/ State/ Public sector organizations.	Yes/No
6	If Yes, whether supporting documents enclosed?	Yes/No
7	Product Catalogue / brochure with legible pictures, model name and number and specifications in respect of dimensions, material, colour, warranty etc., is enclosed	Yes/No

SPECIFICATIONS

Sl.No	Description of the Furniture/item required	Dimension are in mm and for indicative purpose only (Variations upto +/- 5% allowed)	Brand of the furniture proposed to be supplied	Name and Model No. of the furniture proposed to be supplied
1	Premium Executive Office Desk with Mobile Pedestal / drawers and side cabinet – made of MDF / particle board / wood, Fully Melamine finish.	2700 W X 2300 D X 750 H		
2	Executive Office Desk with Mobile Pedestal / drawers and side cabinet – made of MDF / particle board / wood, Fully Melamine finish	2400 W X 2300 D X 750 H		
3	L-shaped Office Desk with Mobile Pedestal or fixed 03 Drawers and Key board Tray and 01 cabinet with 02 doors.	2200W X 1500 D X 750 H		

4	Sofa Set (3+2+1) – Premium quality PVC upholstered - Seat and Back made up of PU Foam- frame made-up of combination of solid wood/plywood and having aesthetic appeal.			
	· 3 Seater –	1900W X 900D X 900 H		
	· 2 Seater –	1500W X 900D X 900 H		
	· 1 Seater -	1000W X 900D X 900 H		
5	Sofa Set (3+1+1) – Good quality PVC upholstered - frame made-up of combination of solid wood/plywood			
	· 3 Seater –	1850 W X 800D X 875H		
	· 1 Seater –	850 WX 800 D X 875 H		
	· 1 Seater -	850 W X 800 D X 875 H		
6	Centre Table – with Glass Top and Steel/chrome legs.	1000 W X 600D X 450 H		
7	Premium Executive Revolving Pedestal Chairs of Steel Base with Side Arm with Wooden or Steel cladding with High back and PU upholstery.	620W X 715D X 1150H		
8	Executive Revolving Pedestal Chairs of chrome plated Steel Base with Side Arm with High back and upholstery seat-Fabric/Mesh, back made of mesh	620W X 610D X 1050H		
9	Premium Executive visitors chairs having seat and back with soft cushion and made of chrome steel with arm rest.	575W X 550D X 615H		
10	Executive visitors chairs with arm rest having seat and back with soft cushion.	520W X 595D X 860H		
11	Three seater Lobby Chair (Non Cushion) made from chrome plated molded steel (perforated MS sheet) with arm rest at ends.	1800W X 680D X 780 H		
12	Book case/shelf with 4 glass doors with locking facility of made of heavy gauge steel	843W X 315 D X 1680 H		
13	premium quality Plastic moulded chairs with arm rest			

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

(Signature)

Name of Representative:

ANNEXURE-B
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To
The Additional Director General,
Directorate General of GST Intelligence,
Belagavi Zonal Unit,
Belagavi.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-C
PRICE BID UNDERTAKING

Date:

From: (Full name and address of the Bidder)

To,
Office of the Additional Director General,
Directorate General of GST Intelligence,
Belagavi Zonal Unit,
Belagavi.

Sir/ Madam,

1. I submit the Price Bid as follows for Furniture items bidded (Quote the bidding price only against items bidded in Annexure-A):

Sl.No	Description of the Furniture/item required	Dimension are in mm and for indicative purpose only (Variations upto +/- 5% allowed)	Brand and model No and name of the furniture proposed to be supplied	Rate in Rupees per unit inclusive of all taxes, delivery at specified places and installation	Total Qty to be supplied	Total price
1	Premium Executive Office Desk with Mobile Pedestal / drawers and side cabinet – made of MDF / particle board / wood, Fully Melamine finish.	2700 W X 2300 D X 750 H			1	
2	Executive Office Desk with Mobile Pedestal / drawers and side cabinet – made of MDF / particle board / wood, Fully Melamine finish	2400 W X 2300 D X 750 H			1	
3	L-shaped Office Desk with Mobile Pedestal or fixed 03 Drawers and Key board Tray and 01 cabinet with 02 doors.	2200W X 1500 D X 750 H			15	

4	Sofa Set (3+2+1) – Premium quality PVC upholstered - Seat and Back made up of PU Foam- frame made-up of combination of solid wood/plywood and having aesthetic appeal.				2	
	· 3 Seater –	1900W X 900D X 900 H				
	· 2 Seater –	1500W X 900D X 900 H				
	· 1 Seater -	1000W X 900D X 900 H				
5	Sofa Set (3+1+1) – Good quality PVC upholstered - frame made-up of combination of solid wood/plywood				6	
	· 3 Seater –	1850 W X 800D X 875H				
	· 1 Seater –	850 WX 800 D X 875 H				
	· 1 Seater -	850 W X 800 D X 875 H				
6	Centre Table – with Glass Top and Steel/chrome legs.	1000 W X 600D X 450 H			10	
7	Premium Executive Revolving Pedestal Chairs of Steel Base with Side Arm with Wooden or Steel cladding with High back and PU upholstery.	620W X 715D X 1150H			3	
8	Executive Revolving Pedestal Chairs of chrome plated Steel Base with Side Arm with High back and upholstery seat-Fabric/Mesh, back made of mesh	620W X 610D X 1050H			24	
9	Premium Executive visitors chairs having seat and back with soft cushion and made of chrome steel with arm rest.	575W X 550D X 615H			10	

10	Executive visitors chairs with arm rest having seat and back with soft cushion.	520W X 595D X 860H			50	
11	Three seater Lobby Chair (Non Cushion) made from chrome plated molded steel (perforated MS sheet) with arm rest at ends.	1800W X 680D X 780 H			8	
12	Book case/shelf with 4 glass doors with locking facility of made of heavy gauge steel	843W X 315 D X 1680 H			7	
13	Premium quality Plastic moulded chairs with arm rest				50	
			Grand Total			

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid exclusive of all applicable taxes except GST.

Yours faithfully,

(Signature)

Name of Representative:

E-Mail:-

Address & Phone:-