

**TENDER DOCUMENT FOR  
PURCHASE OF FURNITURE**

Tender No : ZO/MUM(W)/PROP/TNDR/001  
Date : 20.09.2020

## NOTICE INVITING-tender

Indian Bank, Zonal Office Mumbai West invites sealed tenders under 2 bid system from reputed and resourceful bidders based on limited tender (from Panel vendor / Panel agency / established market players) for Purchase of Furniture etc **At 1<sup>st</sup> floor, B-Wing, 101, Neo Vikram CHSL, Sahakar Nagar, New Link Road, Andheri (w), Mumbai – 400053**”.

1.	Name of Work	Tender for purchase of Furniture etc
2.	Period of completion	2 Weeks from the date of issue of work order.
3.	Validity of Tender	120 days from the date of opening of price-bid
4.	Earnest Money Deposit (EMD) (Refundable)	Rs. 50,000/- (Rupees Fifty Thousand Only) (To be deposited along with Tender Part-A by way of Demand Draft in favour of “INDIAN BANK” payable in Mumbai (or) Bank/Branch: Indian Bank, Prabhadevi Branch IFSC : IDIB000P079 A/c Name : ROUTING ACCOUNT A/c Name : 98741007765 Upon payment tenderer has to inform the bank through email / letter.  The vendors are registered with NSIC/ MC&IT/ MEITY/MSME irrespective of the stores for service activity in related to Furniture works are exempted from payment of EMD & Tender Fee. Copy of Valid registration and documentary evidence to support the eligibility criteria for exemption should be attached.
5.	Retention Money (RM)	5% against RA & Final bill for the period of One year from the payment of last / final bill.
6.	Tender Documents	The Tender Documents can be downloaded from the Bank's website <a href="http://www.indianbank.in">www.indianbank.in</a>
7.	Cost of Tender documents	free of cost
8.	Liquidated Damages	1% for delay per week of the contract value subject to maximum of 10% of contract value.
9.	Last date of submission of Tenders	27/09/2022 - 15.00 hrs
10.	Date of Opening of Technical bid	Date: 27/09/2022 Time: 15.30 hours
11.	Date of Opening of Financial bid	Will be intimated later to the qualified Tenderers only.
12.	GST	Paid separately by the INDIAN BANK as applicable.

13.	Payment to Contractors	Payment of bill will be made on completion of the works. PART Payment will be done incase if necessary item wise but should not be less than Rs. 3.00 lakh (minimum bill). The decision to purchase each item is taken independent of other items quoted by the firm. It is not binding Bank to purchase all the items quoted by any particular firm
14.	Work Warranty	Contractor have to give work warranty including material for minimum of one year on Rs. 500/- stamp paper along with notary mentioning that if any type of defect noticed in warranty period on work done area and notified by Indian Bank, then immediately contractor have to attend the same free of cost for all above mention work.
15.	Contact Details	Indian Bank's ZONAL OFFICE MUMBAI WEST, 216/A, Manish Commercial Centre, Dr. AB Road, Worli, Mumbai 400 030 <a href="mailto:mumwest.property@indianbank.co.in">mumwest.property@indianbank.co.in</a>

**Note:**

1. The bank reserves the right to reject any or all tenders/bids without assigning any reason.
2. The rates quoted by the Tenderer shall be based only on the specifications and conditions of the tender documents.
3. Bank is not liable to make any payment to tenderers either for inspection of site or for preparation to submit the tender/bid, regardless of the conduct or outcome of the bidding process.
4. Bank reserves the right to cancel the tender of the bidder who fails to submit their tender in the prescribed format of bank.
5. Successful Bidder shall be abide with Central / State Govt.'s Health Guide line towards COVID-19 and maintained health discipline till completion of work if necessary.

Yours Faithfully,

**Zonal Manager**

Indian Bank Zonal Office, Mumbai (West),  
216-A, Manish Commercial Centre,  
Dr. Annie Besant Road, Worli, Mumbai, Maharashtra 400 030".

## SECTION I

### 1.0. Invitation for Bids

- 1.1 IndianBank Zonal Office Mumbai West proposes to procure furniture Chairs , Tables and Sofas as required looking for vendors who have expericen in supplying, installation, commonssing of the above with necessary requiremnets.
- 1.2 Bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every aspect will be at the bidder's risk and may result in the rejection of the bid.
- 1.3 Sealed offers prepared in accordance with the procedure enumerated in clause 1 of section II should be submitted to the Zonal Manager, Indian Bank Zonal Office, Mumbai (West), 216-A, Manish Commercial Centre, Dr. Annie Besant Road, Worli, Mumbai, Maharashtra 400 030”.
- 1.4 All bids must be accompanied by a bid security of Rs. 50,000/- in the form of demand draft from any of the nationalised / scheduled bank in favour of Indian Bank Zonal Office Mumbai West payable at Mumbai.
- 1.5 This tender is not transferable.
- 1.6 The categories of items and quantity in the tender document are tentative. Bank reserves right to increase or decrease the quantity or delete some or all items depending on the needs of Bank with out assigning any reason.
- 1.7 The bidders should indicate the price including all taxes and others. No additional information will be entertained after due date. Bank may reject tenders if they do not carry such information seperately and specifically quantitatively.
- 1.8 The tender should be submitted in two covers system i.e. a and b . There should be proper indication of the contents on each envelope as indicated in clause 1.1 on section II.
- 1.9 The tender should clearly indicate the delivery period and validity period of the tender.
- 1.10 The tender should clearly indicate the avialibility of service and maintains facilities at Mumbai for quoted items.
- 1.11 The bidders are required to quote for each item separately in terms of basic price and all other charges. Price is inclisive of transporation as required by the Bank. Prices can be quoted in Indian Currency only.
- 1.12 The tender must be submitted along with the copies of:

- i) Manufacturers license or authority from the manufacturer.
- ii) latest income tax assessments 2021-22.

1.13 Bank reserves the right to reject any or all the tenders without assigning any reason whatsoever.

1.14 The tender will be opened on the date and the time indicated in the presence of bidders if any present on the occasion. If the date of opening is declared to be a holiday, the tender will be opened on the next working day.

1.15 No advance payment or payment against proforma invoice will be made. Payment will be made after receipt, inspection, installation and testing.

1.16 All damaged or unapproved goods shall be returned at the risk and cost of the bidder and the incidental expenditure thereupon shall be recovered from the concern party.

1.17 The offer / bid shall be unconditional.

1.18 Packing list must be put in all packages.

1.19 On acceptance of tender / awarding of the tender, the date of delivery should be strictly adhered to otherwise bank reserves the right not to accept the delivery in full or in part. Bank specifically and in case the order is not executed within the stipulated period bank will be at liberty to make purchase through other sources, and to forfeit the earnest money of the bidder.

1.20 The earnest money of all the bidders will be returned after completion of bidding process but the Earnest Money received from the successful bidder / bidders will be kept as security deposit until successful supplying, fixing and commissioning of the equipment.

1.21 Payment of bill will be made through the RTGS on completion of the work / or part payment as necessary. The decision to purchase each item is taken independent of other items quoted by the firm. It is not binding on the Bank to purchase all the items quoted by any particular firm.

1.22 Schedule for invitation to tender

- a) Address at which the tender is to be submitted:

To The **Zonal Manager**,  
Indian Bank Zonal Office, Mumbai (West),  
216-A, Manish Commercial Centre,  
Dr. Annie Besant Road, Worli,  
Mumbai, Maharashtra - 400 030".

Email : [mumwest.property@indianbank.co.in](mailto:mumwest.property@indianbank.co.in).

- b) Last time and date for receipt of Tender – **27.09.2022 upto 3.00 PM**

- c) Place, Time and Date of opening of Technical bids:

Place: **Indian Bank Zonal Office, Mumbai (West),  
216-A, Manish Commercial Centre,**

**Dr. Annie Besant Road, Worli,  
Mumbai, Maharashtra - 400 030".**  
Time & Date: **27.09.2022 at 3.30 PM**

- d) Date till which the tender is valid:  
180days from the opening of technical bid.  
Supply of Chairs, Tables, Sofas & Furniture will be done within 2 weeks after  
the allotment of tender.
- e) Bank shall not be responsible for any postal delay about non-receipt / non – delivery  
of the documents.

## Section II

### 1. Procedure for submission of bids

- 1.1 It is proposed to have two bid systems for this tender.
  - a) Technical Bid in one cover.
  - b) Commercial / Financial bid in one cover.
- 1.2 Each copy of technical bid of the tender should be covered in a separate sealed cover super scribing the wordings "Technical Bid" and each copy of Commercial / Financial Bid should be covered in a separate sealed cover super scribing the wordings " Commercial / Financial bid".
- 1.3 Both the documents Viz. Technical Bid Cover and Commercial / Financial bid cover prepared as above are to be kept in a single sealed cover super scribed with "Furniture Tender".
- 1.4 The cover thus prepared should also indicate clearly the name and address of the bidders to enable the bid to be returned unopened in case it is declared "late".
- 1.5 Earnest money has to be paid by Demand Draft / NEFT / RTGS, the draft must be in a separate sealed envelope indicating the amount, tender notice number and due date and enclosed with the Bid.

### 2. Cost of tender

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and client will be no case be responsible or liable for those costs, regardless of the conduct, or outcome of the tendering process.

### 3. Amendment of tender document

- 3.1 At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the tender document by an amendment.
- 3.2 The amendment will be notified in writing or by telex or E-mail to all prospective Tenders who have received in preparing the tender document and will be binding on them.
- 3.3 In order to afford prospective bidders reasonable time in which to take the amendment into the account in preparing their bids, the Client may, at its discretion , extend the last date for the receipt of the Bids.

### 4. Document Comprising the Bids

- 4.1 The Bids prepared by the bidders shall comprise of the following components:-
  - a) Technical bid format shall consist of the following:-
    - i) Technical bid furnished as per the format for technical **(Technical Bid Format) (Annexure –I of section III)**

- ii) Technical literature for each product / service, covering full technical specifications.
  - iii) Certificate of Incorporation / Registration
  - iv) Pan no. of the company / Firm self attested copies to be attached.
  - v) Proof of Income Tax, GST Registration self attested copies to be attached.
  - vi) Proof of authorization of dealership / partnership issued by the respective OEM.
  - vii) Product profile of the company.
  - viii) Undertaking mentioning office address and the number of Employees with qualification.
- b) Commercial / Financial bid consisting of the following:-
- i) Bid prices duly filled signed and complete as per the format (Commercial / Financial bid format (Annexure II of section III)) maximum discount as could be offered should be mentioned.








### SECTION III

#### Annexure -I

#### Technical bid - TENDER FOR FURNITURE ITEM

BRAND MAKE: - GODREJ / FEATHERLITE / DURIAN / STEELMADE / CHARMI

SI No	Picture	Description	Qty nos
1		<b>MEDIUM BACK CHAIR FOR AGM / CM / OFFICER – As per Image</b> Chair Type – Revolving Gass Lift – Class 4 <sup>th</sup> (Imported) Base – Nylon Base with Twin Wheel Castors Mechanism – Synchro Tilt bolt with any locking system Seat Ply – Hot Pressed ply (15 mm) Cushion – min 55 density molded cushion Back Material – Imported mesh / Nylon Back Arm Type – P P Fixed Arms	88
2		<b>MEDIUM BACK CHAIR (VISITOR/COMPUTER ROOM) - As per Image</b> Chair Type – Revolving Gass Lift – Class 4 <sup>th</sup> (Imported) Base – Nylon Base with Twin Wheel Castors Mechanism – Push Back Arm Type – P P Fixed Arms Seat Ply – Hot Pressed ply (15 mm) Back Material – A B S Seat and Back Cushion – min 55 density molded cushion	56
3		<b>EXECUTIVE DINNING CHAIR As per Image</b> Chair Type – Wooden / fixed Finish & Polished – 3 coat of malamine finish Structure material – C P Teak Wood Seat & Back Cushion – min 40-50 density cushion	12
4		<b>STAFF DINNING CHAIR As per Image</b> Chair Type – Fixed / Stackable Base material – S S (Stainless Steel)	16

5		<p><b>MEDIUM BACK (CONFERENCE CHAIR) As per Image</b>                  Chair Type – Revolving                  Gass Lift – Class 4<sup>th</sup> (Imported)                  Base material – Chrome                  Frame material – 16 Gauge Pipe                  Mechanism – Tilting Mechanism                  Seat &amp; Back Cushion – 40 density PU Foam                  Arms Type – P P, Spray Coating with PU Padding                  Leather Material – Composite Leather (Basic Rate – Rs. 650/- RMT).</p>	45
6 (A)		<p><b>DINING TABLE LAMINATE FINISH As per picture</b>                  STAFF DINING ( 2.10 X 0.90 X 0.75 HT )</p>	2
(B)		<p>STAFF DINING ( 1.20 X 0.90 X 0.75 HT )                   Top material – 19mm THK M R Ply covered with 1.5 mm THK approved laminate of approved branded make &amp; Colour on all side with necessary hardware fittings                  Base frame Structure – Stainless Steel (SS) made in 304 grade non magnetic stainless steel</p>	1
(C)		<p>EXE. DINING As per Image                  Size of table - ( 0.90 X 0.90 X 0.75 HT )                  Top Material – Glass (Saint Gobain / modiguard)                  Finish &amp; Polished – 3 coat of malamine finish                  Structure material – C P Teak Wood</p>	3
7		<p><b>SOFA As per Deisgn</b>                  Material - The sofas will consist of Well – Seasond C P Teak wood frame of Size – 2” * 1.5” Seat Base provided with flat (ZIG-ZAG) spring of “K1” make covered with cloth foam bottom as well as top and back. The</p>	1

(A)		<p>Arm rest will be made of well seasoned first quality C P Wood frame. The seat and back frame faced with 100 mm thick approved 40-50 high density foam internally of sleep well / mm/ king brand and 4mm thick ply from outer side and covered with approved upholstery (Basic Rate Rs.650/- RMT). All Exposed wooden surface shall be polished in 3 coats of melamine finish.</p> <p><b>ONE SEATER SOFA</b>                  Size - 2'-6"X2'-6" With Fabric Finish( RS 650/- RMT )                  As per image &amp; design as above</p>	
(B)		<p><b>TWO SEATER SOFA</b>                  Size - 4'-0"X2'-6" With Fabric Finish ( RS 650/- RMT )                  As per Image &amp; design as above</p>	1
(C)		<p><b>THREE SEATER SOFA</b>                  Size - 6'-6"X2'-6" With Fabric Finish ( RS 650/- RMT )                  As per image &amp; design as above</p>	5
(D)		<p><b>SOFA SIDE TABLE</b>                  Size - 30"X30"X18" in 10MM THK Glass top with beveled edges &amp; laminate finish.                  As per image</p>	10
(E)		<p><b>CENTRE TABLE SQUARE / CIRCULAR SHAPE ( TEAK WOOD FINISH )</b>                  Size - 3'-0"X2'-0"X1'-6" HT in wood finish with 10 mm thick glass top with beveled edge.                  As per image</p>	1




## Technical Terms and Conditions





- 1) The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company or firm (Letter of authority to be attached).
- 2) Proof of Income tax, GST Registration certificate self attested copies to be attached.
- 3) The product profile of the company / firm along with 3 years turnover, audited balance sheet and profit and loss account for the last 3 years to be submitted.
- 4) The vendor shall be Original Manufacturer (OM) of furniture of the authorized partners / dealer. Proof of the above shall be submitted in the form authorization of dealership / partnership issued by the respective OEM.
- 5) The vendor should have a local presence fully functional service / support centre in Mumbai with minimum 3 qualified support staff to provide quality service support. Undertaking mentioning office address and the number of employees with qualification to be enclosed.
- 6) The vendor shall have successfully supplied and installed furniture amounting to Rs. 3.00 lakh to at least one customer in Government Department or Public / Private undertaking or other reputed organizations in last 2 years. The company has to provide proof of satisfactory completion and the purchase order.
- 7) The company / firm should be in existence and should have been in operation in the same line of activity for at least 5 years in the market . The company / firm has to produce Certificate of Incorporation / Registration with shop and establishment.
- 8) PAN No. of the company / Firm, TIN No (As applicable) self attested copies to be attached.
- 9) The bidders should not have any of their contracts terminated or blacklisted in the last three years by State or Central Government / PSU / Private Sector.
- 10) Pictures are provided for better understanding purpose and for type of model only.
- 11) Prior approval to be taken from bank in case of fabric colour and materials.




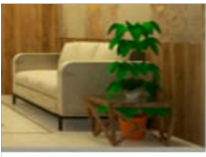
**SECTION III**

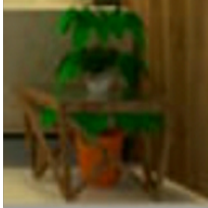
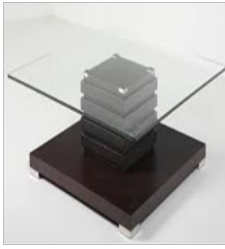
**Annexure II Commercial / Financial Bid Format**

BRAND MAKE:- GODREJ / FEATHERLITE / DURIAN / STEELMADE / CHARMII

SI No	Picture	Description	Qty nos	Unit Price in Rs.	Total Price in Rs.
1		<b>MEDIUM BACK CHAIR FOR AGM / CM / OFFICER – As per Image</b> Chair Type – Revolving Gass Lift – Class 4 <sup>th</sup> (Imported) Base – Nylon Base with Twin Wheel Castors Mechanism – Synchro Tilt bolt with any locking system Seat Ply – Hot Pressed ply (15 mm) Cushion – min 55 density molded cushion Back Material – Imported mesh / Nylon Back Arm Type – P P Fixed Arms	88		
2		<b>MEDIUM BACK CHAIR (VISITOR/COMPUTER ROOM) - As per Image</b> Chair Type – Revolving Gass Lift – Class 4 <sup>th</sup> (Imported) Base – Nylon Base with Twin Wheel Castors Mechanism – Push Back Arm Type – P P Fixed Arms Seat Ply – Hot Pressed ply (15 mm) Back Material – A B S Seat and Back Cushion – min 55 density molded cushion	56		
3		<b>EXECUTIVE DINNING CHAIR As per Image</b> Chair Type – Wooden / fixed Finish & Polished – 3 coat of malamine finish Structure material – C P Teak Wood Seat & Back Cushion – min 40-50 density cushion	12		

4		<b>STAFF DINNING CHAIR As per Image</b> Chair Type – Fixed / Stackable Base material – S S (Stainless Steel)	16		
5		<b>MEDIUM BACK (CONFERENCE CHAIR) As per Image</b> Chair Type – Revolving Gass Lift – Class 4 <sup>th</sup> (Imported) Base material – Chrome Frame material – 16 Gauge Pipe Mechanism – Tilting Mechanism Seat & Back Cushion – 40 density PU Foam Arms Type – P P, Spray Coating with PU Padding Leather Material – Composite Leather (Basic Rate – Rs. 650/- RMT).	45		
6 (A)		<b>DINING TABLE LAMINATE FINISH As per picture</b> STAFF DINING ( 2.10 X 0.90 X 0.75 HT )	2		
(B)		STAFF DINING ( 1.20 X 0.90 X 0.75 HT )  Top material – 19mm THK M R Ply covered with 1.5 mm THK approved laminate of approved branded make & Color on all side with necessary hardware fittings Base frame Structure – Stainless Steel (SS) made in 304 grade non magnetic stainless steel	1		

(C)		<b>EXE. DINING</b> As per Image Size of table - ( 0.90 X 0.90 X 0.75 HT ) Top Material – Glass (Saint Gobain / modiguard) Finish & Polished – 3 coat of melamine finish Structure material – C P Teak Wood	3		
7  (A)		<b>SOFA As per Design</b> Material - The sofas will consist of Well – Seasoned C P Teak wood frame of Size – 2” * 1.5” Seat Base provided with flat (ZIG-ZAG) spring of “K1” make covered with cloth foam bottom as well as top and back. The Arm rest will be made of well seasoned first quality C P Wood frame. The seat and back frame faced with 100 mm thick approved 40-50 high density foam internally of sleep well / mm/ king brand and 4mm thick ply from outer side and covered with approved upholstery (Basic Rate Rs.650/- RMT). All Exposed wooden surface shall be polished in 3 coats of melamine finish.  <b>ONE SEATER SOFA</b> Size - 2'-6"X2'-6" With Fabric Finish( RS 650/- RMT ) As per image & design as above	1		
(B)		<b>TWO SEATER SOFA</b> Size - 4'-0"X2'-6" With Fabric Finish ( RS 650/- RMT ) As per Image & design as above	1		
(C)		<b>THREE SEATER SOFA</b> Size - 6'-6"X2'-6" With Fabric Finish ( RS 650/- RMT ) As per image & design as above	5		

(D)		<b>SOFA SIDE TABLE</b> Size - 30"X30"X18" in 10MM THK Glass top with beveled edges & laminate finish. As per image	10		
(E)		<b>CENTRE TABLE SQUARE / CIRCULAR SHAPE ( TEAK WOOD FINISH )</b> Size - 3'-0"X2'-0"X1'-6" HT in wood finish with 10 mm thick glass top with beveled edge. As per image	1		
		<b>CGST (           %)</b>			
		<b>SGST (           %)</b>			
		<b>IGST (           %)</b>			
		<b>Total Amount</b>			
Rupees		Total Amount in words (In _____ )			

This offer / quote / bid is unconditional

Signature of the bidder

**Financial Terms and conditions:**

1. The rates should be quoted in figures as well as in words , on the finanacial Bid Format duly signed and stamped by the authorized person.
2. Rates mentioned above are inclusive of GST , for destination and installation charges and all othe charges. No Charges of wahtsoever nature would be paid additional to the cost mentioned above.
3. Bank reserves the right to alter the quantity of the furniture / fixtures.



## SECTION –IV

### TERMS AND CONDITIONS

1. The company / firm should adhere with all seriousness to the time schedule provided by the Bank.
2. The product asked for should be of very high standards and of reputed with authorized service provider in Mumbai.
3. The company / firm shall be liable to indemnify the Bank in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of an as a consequence of the negligence, deficiencies, mistake, lapses, delay etc., in the execution of the various jobs and the service provided.
4. The company / firm should ensure quick back up response in case of any complaint which should be repalced if needed within 24 hours of the distress call.
5. There is no provision for making advance payment to the company as per GFR rules. However, the running bills for the jobs completed can be submitted by the company and will be considered for payment within reasonable period.
6. Send a copy of the profile of the company / firm along with the customer's satisfaction report.
7. Offer should contain the details of warranty period.

Even though an applicant may satisfy the above tender requirements, he would be liable to disqualification if he has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the tender document.
- (b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

#### **Zonal Manager**

Indian Bank Zonal Office, Mumbai (West),  
216-A, Manish Commercial Centre,  
Dr. Annie Besant Road, Worli, Mumbai, Maharashtra 400 030”.