

**Small Farmers' Agri-Business Consortium,
NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi-110016
Tel:91-11-26966017, 26966037 Fax:91-11-26862367
Email: sfac@nic.in, Web: sfacindia.com**

No. SFAC/1-1/3/2015-ABU(NAM)
Dated:08.11.2016

SHORT TERM NOTICE INVITING TENDER

On behalf of Managing Director, Small Farmers Agribusiness Consortium (SFAC) sealed tenders are invited under Two Bid System i.e. Eligibility Criteria and Financial Bid from reputed experienced and financially sound Companies/Firms/Agencies for interior work including supply and erection of modular furniture, installation of Electrical Switches; at Small Farmers' Agri-Business Consortium, NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.

S. No.	Nature of work	EMD	Period of Sale of tender	Date of submission of tender	Date of opening of Tender
1	Interior work including Supply and Erection of Modular Furniture including installation of Electrical Switches.	Rs.8,000/-	09.11.2016 to 21.11.2016 up to 12.00 (noon)	21.11.2016 up to 5:00 PM	Eligibility criteria 22.11.2016 at 10:30 AM Financial bid 22.11.2016 at 3:00 PM

The tender document can be obtained by depositing tender fee of Rs.200/- in cash at SFAC or by DD in favour of SFAC, New Delhi. It can also be downloaded from www.sfacindia.com provided the tender fee is submitted along with the bid. For exemption of tender fee and EMD please refer to tender document.

Deputy Director(Admn.)

**Small Farmers' Agri-Business Consortium,
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No. SFAC/1-1/3/2015-ABU(NAM)
Dated:09.11.2016

TENDER DOCUMENT

TENDER DOCUMENT FOR INTERIOR WORK INCLUDING SUPPLY AND ERECTION OF
MODULAR FURNITURE, INSTALLATION OF ELECTRICAL SWITCHES

SHORT TERM NOTICE INVITING TENDER

On behalf of the Managing Director, sealed tenders are invited by the SFAC for Supply and Erection of Modular Furniture at Small Farmers' Agri-Business Consortium, NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016

1. **Nature and Scope of work:**

Nature and scope of the work is mentioned at Annexure-III of this bid document (enclosed herein).

2. **Eligibility:**

- a) The yearly average turnover shall be Rs. 5 Lakhs during the preceding three years.
- b) The bidder shall have successfully completed similar works of supplying of Interior Furnishing and electrical work during the last three years as mentioned below:
 - a. At least three work orders, costing not less than Rs 1.00 Lakh each OR
 - b. At least two work Orders, costing not less than Rs 1.5 Lakhs each OR
 - c. At least one work Orders, costing not less than Rs 2.5 Lakhs each
- c) The bidder should have successfully completed at least one similar work (Similar work shall mean Interior work or Supply and erection of modular furniture including installation of electrical switches) in Govt/ Semi Govt/Autonomous/PSU"s during last three years. The performance certificate from the concerned department shall also be furnished. SFAC reserves the right to verify the proof of having experience and expertise of the bidder in executing similar works and the bidder has to produce the proof thereof.

3. This tender as per circular no F.N. 22(1)/2003/EP&M dt. 29/07/2003 from Ministry of Micro, Small & Medium Enterprise, Govt. of India under the Govt Stores Purchase Programme extends following benefits to the tenderers registered with NSIC.

1. Issue of Tender sets free of cost.
2. Exemption from payment of earnest Money
3. Waiver of Security Deposit to the Monetary Limit for which the unit is registered
4. Price preference up to 15% over the quotation of large –scale units.

4. **Process for filing Tender:**

The tenders are to be submitted in two separate sealed Envelopes/covers, both envelopes/ covers enclosed in a single bigger envelop.

ENVELOPE-1

The Envelope-1 shall contain the followings:

- D.D. of Rs.200/- favoring “SFAC”, New Delhi, is to be submitted as tender fee, if the tender documents are downloaded from website. (Non-refundable)
- Earnest Money Deposit (EMD) as per NIT.
- Acceptance letter for un-conditional acceptance of the Tender conditions as per the Performa given in the Instructions to Tenderers. (Signed and Stamped) Annexure ‘ VI’.
- Tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (Self attested) along with the eligibility criteria, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:-
 - a. Registration certificate.
 - b. List of similar works completed during the last three years along with completion certificates.
 - c. Copy of Registration of VAT and Service Tax.
 - d. Copy of the IT return filed for the last three financial years.
 - e. Copy of PAN Number.
 - f. Earnest Money Deposit (EMD) amount of Rs.8,000/- by way of demand draft/ Bank Guarantee from a Nationalised Bank drawn in favour of “SFAC”, payable at New Delhi. Credentials/documents in support of meeting the Eligibility Criteria as prescribed in the NIT.

This envelope shall be marked as:

Envelope-1: Eligibility criteria including “EMD”, Acceptance letter/ Annexure VI Signed tender document including NIT etc.)

NIT No. _____
DUE ON : _____
FROM : _____
(NAME OF THE TENDERER)

ENVELOPE -2

The envelop 2 shall contain the following:

Price Bid duly filled in, signed and stamped on each page by the tenderer/authorized representative of the tenderer. No cutting or overwriting shall be allowed and in any such cases the bid shall be treated as CANCELLED AND TENDERER SHALL BE TREATED AS DISQUALIFIED. This envelope shall be marked as:

ENVELOPE-2: PRICE BID for (Name of work as mentioned in NIT “Notice Inviting Tender”)
NIT No. _____
DUE ON : _____
FROM : _____
(NAME OF THE TENDERER)

Both envelopes (1 and 2) shall be placed in a single bigger envelope with mention of Name of work, date and time of submission of bids along with tenderer name and address and to be submitted to Deputy Director(Admn.), Small Farmers' Agri-Business Consortium, NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016 before last date and time i.e. up to 05.00 PM on 21/11/2016.

Tenders received after the last date shall be summarily rejected and will be returned to the intending tenderer in sealed condition.

The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. All the documents in Envelop-1 should be properly tagged and numbered on each pages and index showing the contents with page no should be enclosed on top.

The bidders shall physically inspect the work premises during working hours on working days and ensure the quantity and scope of the work before bidding.

The "Eligibility Criteria" will be opened on 22nd November, 2016 at 10:30 A.M in the presence of the tenderers or/and their representatives at SFAC premises at New Delhi.

"Financial Bid" will be opened on 22nd November, 2016 at 3:00 P.M, of those bidders who are declared eligible in the eligibility criteria at SFAC premises at New Delhi.

SFAC or any person authorized by authority reserves the right to accept/reject any or all the tenders in part or full or divide the work among two or more parties and in such case bidders/intending bidders, shall not have any claim on SFAC.

Deputy Director(Admn.)

Conditions of Contract

1. The bid submitted, without the prescribed EMD and/or the bid submitted without the SFAC terms and conditions duly accepted, shall be summarily rejected. Similarly the bid submitted not in the prescribed bid forms of the SFAC, the bid document shall be summarily rejected.
2. No deviation is allowed from the SFAC terms & conditions.
3. No interest is payable on EMD amount by the SFAC. The EMD of unsuccessful bidders shall be returned on finalization of successful bid and on placement of order to successful bidder.
4. The bidders are requested to go through the 'Scope of Work' and 'Terms and conditions of the bid before submitting their offer/bid.
5. No claim whatsoever on such account shall be entertained by the SFAC in any circumstances. The bidders shall physically inspect the work premises during working hours on working days and ensure the quantity and scope of the work before bidding.
6. The rates quoted by the bidder shall be unit rate and shall remain firm without the price variation clause. The bidders shall not claim for any price variation / escalation. Bids submitted with a price variation/escalation clause will be treated as non- responsive and rejected.
7. The need for any extra items to be added, the rates will be decided based on the approval of competent authority of SFAC.
8. The rates quoted by the bidder should be inclusive of all the taxes applicable, levies, excise duties, transit, insurance and freight and any other statutory levies etc.
8. The Income Tax and any other taxes or charges as applicable will be deducted at source by the SFAC from the successful bidder while making the payment.
9. The bidder shall quote the rate in the format as specified in the scope of work. The bids submitted other than in the specified format of scope of work at Annexure-III shall be summarily rejected.

10. Canvassing in connection with the bids is prohibited and the bids submitted by the contractor who resort to canvassing are liable for rejection.
11. The SFAC reserves the right to accept or reject any or all bids in part or in total without assigning any reason whatsoever.
12. The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods.
13. All bids complete in every respect must reach this office within the last date and time of receipt of bid. No extension shall be allowed for any reason whatsoever. Late tenders, Tenders received without Bid security/Earnest Money will be rejected summarily.
14. The Purchaser or its representative shall have the right to inspect and/or to test the Goods at the supplier's site to confirm their conformity to the contract specification at no extra cost to the purchaser.
15. The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the Purchaser's Specifications) or from any act or omission of the Supplier.
16. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
17. Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Contract. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.
18. Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc. as well as any costs associated with the installation and commissioning of the Modular Furniture components.
19. No extra cost shall be given for transportation; cost of labourers, insurance etc., as the rates quoted shall be all inclusive price.
20. If any device/item is missing to complete the system configuration it should be added to make the system functional.
21. Interested parties are requested to visit the site and inspect the system (compulsory), before quoting the rates by taking permission from SFAC, New Delhi on any working day from 10.00AM- 5.30 PM.

Execution of work:

- (i) **Time period of completion:** The successful bidder shall execute and complete the work as per specification/Scope of work mentioned in Annexure-III to the satisfaction of the Officer - incharge within a period of 15 days from the date of award of work.
- (ii) The successful bidder to whom the work is awarded shall have to execute the work as per the work order and the terms & conditions of this tender document.
- (iii) The SFAC is not responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded.
- (iv) The EMD will be released after the date of submission of the performance guarantee.

Variation in quantity/scope of work:

- (i) The quantity mentioned in the scope of work is approximate. SFAC reserves the right at the time of award and execution of the contract, to vary the quantity of the area specified in the scope of work but no change in the unit rate quoted shall be permitted.
- (ii) The work should be awarded fully as described in scope of work or in part as the Order of SFAC.
- (iii) The successful bidder to whom work is awarded shall be paid for the actual work completed as per rate schedule furnished by the bidder.

Security Deposit & Performance Guarantee

- a) On acceptance of the award of contract, the successful bidder is required to submit the prescribed Performance Guarantee of 5% of the value of work order, within 7 days of intimation of acceptance of the award of contract for due and proper fulfilment of contract valid till the completion of the work to the satisfaction of the Officer-in-Charge.
- b) The Performance Guarantee shall be by way of Bank Guarantee from any Nationalised Bank in the prescribed format (Annexure-V) deposited to the Deputy Director(Admn.), SFAC, New Delhi
- c) In case, the successful bidder is called upon to deposit the Performance Guarantee and if the successful bidder fails to furnish the same within the prescribed period, such failure shall constitute a breach of the conditions and SFAC shall be entitled to forfeit the EMD without prejudice to any other right to damage that the company may incur in the matter.
- d) The bank guarantee shall be valid for a period of 6 months from the date of completion of the work to the full satisfaction of the SFAC. The same shall be released by SFAC after the expiry of the guarantee period.

Liquidated damages

For delay in completion of work, the liquidated damage @ 1% of order value per week or part thereof subject to the maximum of 10% of the order value shall be deducted.

Completion Certificate

Within 10 days of the completion of the work the contractor shall furnish a certificate for such completion.

Guarantee Period

Guarantee period should be 6 months from the date of completion of the works against poor workmanship, poor performance. In case of deficiencies found during the guarantee period, the same shall be rectified free of cost by the Contractor at their own cost and risk.

Quality assurance:

The successful contractor should ensure the quality of material as per the requirement / discretion of the SFAC.

Right to accept or reject tender

- (i) The right of acceptance of tender will rest with the SFAC.
- (ii) SFAC reserves the right to accept the whole or any part of the tender. All the tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

Insurance

Contractor shall at his own expenses carry and maintain insurance with reputable Insurance Companies to comply with the requirements of (i) Employees State Insurance Act, (ii) workmen's Compensation & Employer's Liability Insurance, (iv) Automobile Liability Insurance.

Safety Regulations

Contractor shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The SFAC shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the contractor to carry out the work.

PAYMENT TERMS & OTHER CONDITIONS

1. No advance should be paid to the successful bidder
2. i) 70 % of the contract value on delivery of 100% of the materials at site (to be supported by dispatch proof and verification of delivery at site).
ii) 25 % of the contract value on installation, testing and commissioning. The payment will be released only after getting the satisfactory completion report from the concerned officer incharge.
iii) 05 % of the contract value on completion of the defect liability period, which shall be 6 months from the date of handing over of the complete work to the satisfaction of the clients.
3. The SFAC has the right to correct / add any terms of payment.
4. The bill should be submitted to the Deputy Director(Admn.), SFAC, New Delhi.
5. The vendor shall over see that no damage happened to Building, property, etc. during working. Any such damage has to be compensated by the vendor.
6. No deviation from the above conditions shall be allowed.

BREACH OF CONTRACT

The failure of a party to fulfil any of its obligations under the contract shall not be considered to be a breach of default under this contract in so far as such Inability arises from an event of Force Majeure provided that the party affected by such an event

- a) Has taken all precautions due care and reasonable alternative measures in order to carry out the terms and conditions of the contract and
- b) Has informed the other party as soon as possible about the occurrence of such an event.
- c) Extension of time in case of shifting contractor / company is unable to perform the services under this contract as a result of force majeure the contract period shall be duly extended for a period equal to the time during which such force majeure condition existed.
- d) Payment: During the period of inability to perform the shifting activity /services as a result of an event or force Majeure the contractor /company shall be entitled for payment of the work completed under the terms of this contract.

DISPUTE RESOLUTION:

1. Legal jurisdiction is Delhi.
2. In the event of any dispute or difference between the parties hereto, as to the operation of this contract, or the respective rights and liabilities of the parties on any matter in question, dispute or difference on any account or as to the withholding by the SFAC of any certificate to which the supplier may claim to be entitled to or if the SFAC fails to make a decision within a reasonable time, then in any such case, but except in any of the expected matters referred to in the clause, the vendor to whom work is awarded after 90 days of his presenting his final claim on the disputed amounts or difference, may refer the matter to arbitration. Such demand for arbitration shall specify the matters which are in question, dispute difference and only such dispute or difference, shall be referred for the arbitration to as per the provisions of the Indian Arbitration and consolation Act 1996 for the time being in force, or of any other act of the Legislature passed in substitution thereof or modifications thereof and for the time being in force, apply to such arbitration.
3. The vendor to whom work is awarded shall not, except with the consent in writing of the SFAC, in any way delay the carrying out of the work by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the work with all due diligence and shall, until the decision of the arbitration is given, abide by the decisions of the SFAC and no award of arbitration shall cause and change in this agreement the requirement to adhere strictly to the office instructions with regard to the actual carrying out of the work, except as specifically affected by such award.
4. Progress of restructuring work shall not be suspended or delayed because of the existence of any such dispute. The office decision on such dispute or difference shall be conclusive until reverses by the arbitrator.

Other conditions

- a) Before submitting their bid proposals, bidders shall carefully examine the site of the work to familiarize themselves with the site conditions which exist regarding present work to be executed, materials to be matched, precautions required, working space available and other conditions necessary to the making of the intelligent bids.
- b) The Contractor to whom the work is awarded shall co-ordinate with the Officer in charge and carry out the execution of work with minimum disturbance to the staff and functioning of the officers.

All the above terms and conditions of the tender as mentioned above and included in the tender document shall be duly accepted

ORDER FOR ARRANGEMENT OF DOCUMENT WITH THE ELIGIBILITY CRITERIA

- Application- Eligibility criteria.
- Self Attested copy of the registration of agency.
- Self Attested copy of PAN/GIR Card/TAN.
- Self Attested copy of the latest IT return filed by the agency.
- Self Attested copy of the Service tax registration letter/certificate.
- Certified document in support of financial turnover of the agency.
- Certified documents of completion of similar work done.
- Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

Technical Specifications for workstation

Specification for Workstation (As per plan, sample picture at Annexure-VII (a & b) and on site verification of the existing design and material quality)

- a) Partition wall - Wooden – 4’-6” high & 12” glass on top (No of partition= 05)
- b) Work Station
- c) Electrical Work
- d) Chairs for workstations.

(Chair sample should be provided and to be approved by officer in-charge/ Head of Office.)

Annexure – I (In the letter head of the Tenderer)

Annexure-I

(In the letter head of the Tenderer)

Interior work including Supply and Erection of Modular Furniture including installation of Electrical Switches

Reference:

Date:

Sl. No.	Description	
1	Name, Address, Telephone No. , Fax No. & E-mail of the Organization or consortium.	
2	Name, Designation, Tel no., E-mail of the contact person	
3	Registration details: Year, Place, Activity, etc (Copy of the registration certificate to be enclosed if any)	
4	Financial turnover during the last 3 years (Copy of the auditors report for last 3 years be enclosed)	
5	Details of PAN card	
6	Details of service tax registration	
7	Details of EMD	
8	Relevant Experience: a) No. of contracts handled – during last 3years. b) Contract amount. c) Details of customers/clients	
9	Time required for completion of relocation activity including putting things in ready to use condition (Max 15 days)	
10	Any additional relevant information	

Signature of the Authorized Person
with Seal.

Annexure-II

ELIGIBILITY CRITERIA

1. For the work of Interior work including Supply and Erection of Modular Furniture, installation of Electrical Switches.

2. Name of Tendering Company/Firm/Agency (Attach certificate of registration)

3. Name of Proprietor /Director of Company/Firm/Agency

4. Full address of Registered Office

Telephone Number: FAX No. E-Mail Address

5. Full address of Branch offices

Telephone Number: FAX No. E-Mail Address

6. Banker of Company/Firm/Agency (Full Address)
(Attach certified copy of statement of A/c for
the last three years) Telephone Number of Banker

7. PAN/GIR No. (Attach self attested copy)

8. Service Tax Registration No.
(Attach self attested copy)

9. Registration Number (Attach self attested copy)

10. Other Documents

Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakh)	Remarks if any
2013-14		
2014-15		
2015-16		

11. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

S.No.	Details of client along with address, telephone numbers	Type of work	Amount of Contract (Rs. Lakh)	Duration of Contract	
				From	To
1					
2					
3					

(If the space provided is insufficient, a separate sheet may be attached)

12. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Name:

Seal

Date:

Place:

Annexure – III

Scope of the work

The scope of work includes Interior work with supply and erection of modular work stations including installation of electrical switches developed by SFAC, New Delhi to accommodate more personnel. Though every effort has been taken to cover every detail of the work, any other work found essential for the completion of the work shall be considered included in this scope of work. The contractor should be well versed with all the activities and should have specialized team of workers for the same.

S.No.	Description	Quantity	Unit
1.	Partition wall - wooden - 4'- 6" high & 12 " glass on top	46.75	Sq.ft.
2.	workstations	5.00	No.
3.	Storage Unit - under work station	5.00	No.
4.	Manager table & side unit	2.00	No.
5.	Storage Unit above workstation (4'x 2.5')	3.00	No.
6.	Storage Unit (4' x 4')	1.00	No.
7.	Storage Unit above counter near L shape work station	1.00	No.
8.	Storage Unit above counter for pantry area	1.00	No.
9.	Guard table	1.00	No.
10.	chairs - Revolving	7.00	No.
11.	Visitor chairs	4.00	No.
12.	Guard chair	1.00	No.
13.	Glass Door with glass partition with floor machine & lock handle	1.00	Lot
14.	Paint work in side office & staircase area	1.00	Lot
15.	Electrical work for workstation - 2no socket + 1no telephone Point	7.00	No.
16.	Light fixture 1' x 1'	12.00	No.
17.	Fan ceiling	3.00	No.
18.	Exhaust Fan	1.00	No.
19.	Wiring work for fan, light, exhaust fan & AC with switches	1.00	Lot
20.	Cable from main panel & DB & Gen set backup connection	1.00	Lot

ADDITIONAL CONDITIONS

1. The work shall be carried out in accordance with the CPWD General Specification. All installation shall comply with the requirements of Indian Electricity rules, 1956 as amended up-to-date. In case of items not covered by the above specification the work should be carried out as per the direction of Officer-in charge.
2. Approval of the Officer-in-Charge shall be taken well in advance for the materials to be used in the work by the contractor.
3. All repairs and patch work shall be neatly carried out to match with the original finish and to entire satisfaction of the Officer-in-Charge.
4. The contractor has to make his own arrangement for stores and watch and ward and no extra claim for this will be entertained.
5. The contractor has to make his own arrangement at his own cost for all the general and special T & P.

6. All the debris due to the Electrical & other works shall be removed from the site by the contractor as soon as the work is completed.
7. The copper wire to be used on the work shall be multi-strand and ISI marked.
8. Patch cord should be branded and factory crimped.
9. Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures and standard accessories normally provided with such equipment's and/or needed for erection, completion and safe operation of the equipment's as required by applicable codes though they may not have been specifically detailed in the tender document, unless included in the list of exclusions. All similar standard components/parts of similar standard equipment's provided, shall be interchangeable with one another.
10. The Bidder shall be responsible for providing all materials, equipment's, and services, specified or otherwise, which are required to fulfill the intent of ensuring operability, maintainability, and reliability of the complete equipment covered under this specification within his quoted price. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force of the date of award of this contract.
11. The bidder shall also be responsible for deputing qualified personnel for installation, testing, commissioning and other services under his scope of work as per this specification. All required tools and tackles for completing the scope of work as per the specification is also the responsibility of the bidder.
12. The installation of equipment's shall be accepted only after installation tests are over.
13. The scope covers design/development of a suitable architecture/layout of the proposed networking system, preparation of bill of materials, pre-dispatch inspection / testing, packing and forwarding, transportation, insurance and carrying out further activities at sites viz. unloading, storage, (space to be provided by the owner) further handling, erection, testing and commissioning including successful completion of acceptance tests and any other services specified.

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of constitution already existing (so far as in practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at own cost all materials, tools and plants, water, electricity access, facilities for workers and all other services required for the execution of the work unless otherwise specifically provided for in the contract documents. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done and of conditions and rates at which stores, tools and plants etc. if any will be issued to him by SFAC and local conditions and other factors having a bearing on the execution of the work. The tenderer must also study the neighbourhood, rules and regulations for building as well as the area where it is situated.

SIGNATURE OF THE TENDERER

Annexure-IV

(In the letter head of the Tenderer)
Submission of Financial Bid/Tender.

Name of Work: Interior work including supply and erection of modular furniture

S.No.	Description	Qty.	Unit	Rate	Amt. (Rs.)
1.	Partition wall - wooden - 4'- 6" high & 12 " glass on top	46.75	Sq.ft.		
2.	workstations	5.00	No.		
3.	Storage Unit - under work station	5.00	No.		
4.	Manager table & side unit	2.00	No.		
5.	Storage Unit above workstation (4'x 2.5')	3.00	No.		
6.	Storage Unit (4' x 4')	1.00	No.		
7.	Storage Unit above counter near L shape work station	1.00	No.		
8.	Storage Unit above counter for pantry area	1.00	No.		
9.	Guard table	1.00	No.		
10.	chairs - Revolving	7.00	No.		
11.	Visitor chairs	4.00	No.		
12.	Guard chair	1.00	No.		
13.	Glass Door with glass partition with floor machine & lock handle	1.00	Lot		
14.	Paint work in side office & staircase area	1.00	Lot		
15.	Electrical work for workstation - 2no socket + 1no telephone Point	7.00	No.		
16.	Light fixture 1' x 1'	12.00	No.		
17.	Fan ceiling	3.00	No.		
18.	Exhaust Fan	1.00	No.		
19.	Wiring work for fan, light, exhaust fan & AC with switches	1.00	Lot		
20.	Cable from main panel & DB & Gen set backup connection	1.00	Lot		
	Total				

Note: The bidders are required to fill all the columns in the price schedule in numeric INR only (No NA/blank column/ - / NIL etc.).

- Vendor has to quote rates in Indian rupees for all items and installation with all civil work as per scope of work mention in bid document.
- Indoor UTP Cable Laying through PVC Pipe, Casing including all materials.
- Installation of IO/Patch Panel/ Rack/ Switch and System Integration.
- All Installation should be with proper fitting.
- All equipment's quoted should be of reputed brand/make.
- The above quantities are indicative and may vary based on actual requirement while execution of work.
- The payment would be made as per actual.
- Vendors are required to quote for all items along with installation. In case of not quoting any line item, the highest price quoted for the line item will be taken for the purpose of commercial evaluation, but the lowest price quoted in the line item will be taken for the purpose of issuing of order and payment.

(Rupees only)

SIGNATURE OF THE TENDERER

Name of Authorised Signatory

Name of the Company

Date :

Annexure – V

FORM OF PERFORMANCE / SECURITY BANK GUARANTEE BOND

In consideration of the Small Farmers Agribusiness Consortium (hereinafter called “SFAC”) having offered to accept the terms and conditions of the proposed agreement between and (hereinafter called “the said Contractor”) for the work (hereinafter called “the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs. (Rupees only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, _____ (hereinafter referred to as “the Bank” hereby undertake to pay to the SFAC an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the SFAC.

2. We, _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the SFAC stating that the amount claimed as required to meet the recoveries due or likely to be due from that the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

3. We, the said bank further undertake to pay the SFAC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and equivocal.

4. We, _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the SFAC under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Officer-in-charge on behalf of the SFAC certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We, _____ further agree with the SFAC that the SFAC shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the SFAC against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the SFAC or any indulgence by the SFAC to the said Contractor(s) or by any such matter of thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. We, _____ lastly undertake not to revoke this guarantee except with the previous consent of the government in writing.

8. This guarantee shall be valid upto _____ unless extended on demand by the SFAC. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day of _____

Signature of
Authorised Official of the Bank

Signature of the witness

Name of Official

Designation

Name of the Witness

Stamp/Seal
of the Bank

Address of the Witness

Annexure-VI

Acceptance letter by the Tenderer on the letter Head of the company

To

The Deputy Director(Admn.),
Small Farmers' Agri-Business Consortium,
NCUI Auditorium Bldg.,
5th Floor, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas,
New Delhi-110016

Sir/Madam

I/We hereby accept unconditionally all the terms and conditions as contained in tender documents as well as notice inviting tenders (NIT) and in default thereof, to forfeit and pay to SFAC, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.

Dated the _____ day of _____

Signature of Tenderer : _____

Name (Capital Letters) : _____

Address : _____

Seal of Tenderer : _____

Name of the Witness : _____

Signature of Witness : _____

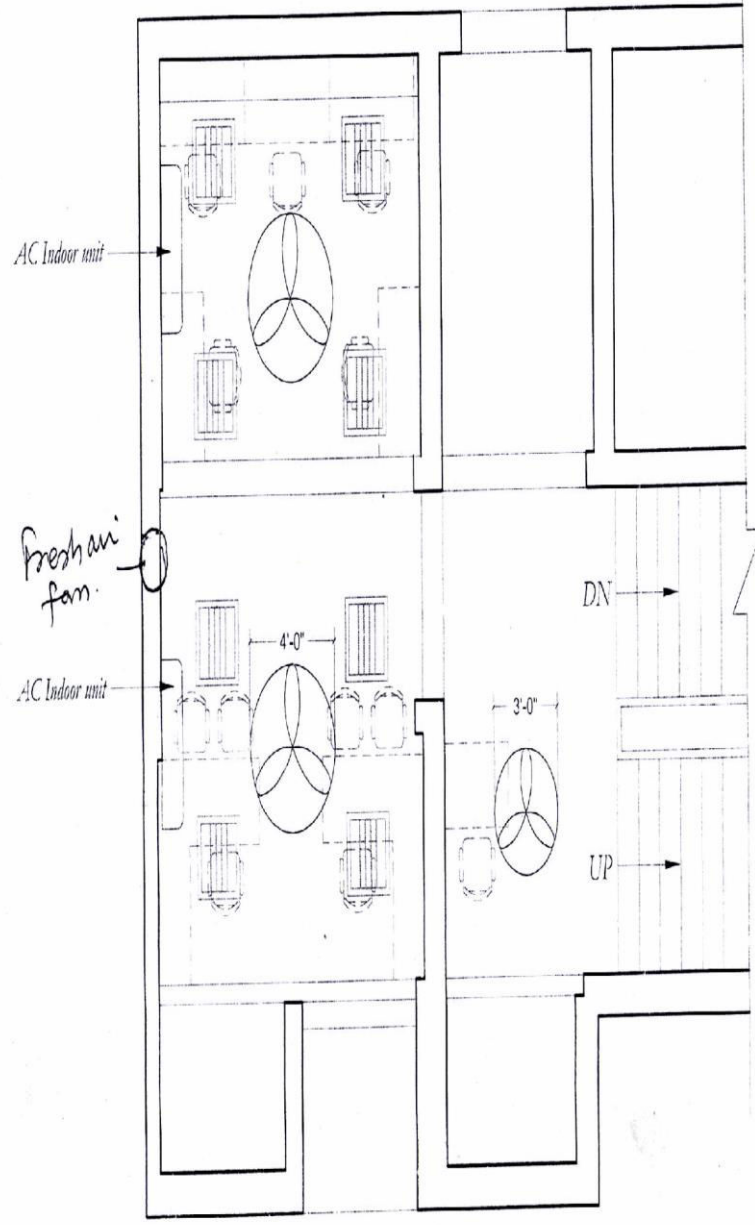
Name (Capital letters) : _____

Occupation : _____

ANNEXURE-VII(a)

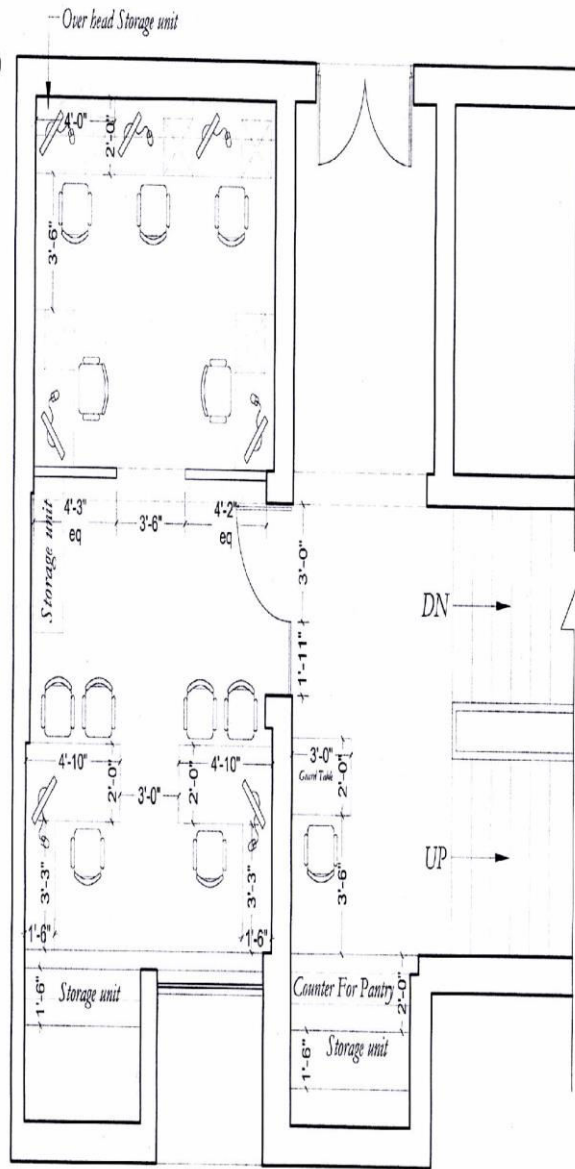
Approved

Chano
4/8/2016



2X2 feet - Light fixture
* Light 1X1 feet
* Give provision for FRESH AIR FAN

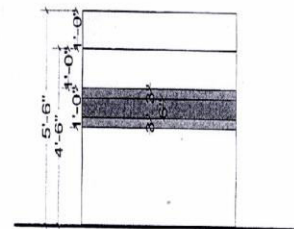
ANNEXURE- VII (b)



Approved
Sharma
 4/8/2016



Partition - Same as Existing one



Partition - Same as Existing one