



CHHATTISGARH STATE POWER HOLDING COMPANY LIMITED

(A GOVT OF C.G. UNDERTAKING)

CIN No. U65993CT2008SGC020995

O/o. Addl. General Manager (HR), Chhattisgarh State Power Holding Company Limited

**TENDER FOR SUPPLY OF 05 NOS. STEEL ALMIRAH FOR OFFICE OF
MANAGER (HR)-III CHHATTISGARH STATE POWER HOLDING COMPANY
LIMITED, RAIPUR**

DATE OF OPENING - 08.03.2022

TENDER COST - ₹ 200/- + @ applicable 18% GST extra

EMD - ₹ 600/-

Note:- “Conditional offers are liable for rejection”

Issued to

M/s

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**ADDL. GENRAL MANAGER (HR)
CSPHCL, RAIPUR**

Raipur

Date :

“SAVE ELECTRICITY FOR SELF & NATION”

Schedule-I
Terms & conditions

PQR

1. **Qualification for the Bidders:-** (relevant documents should be attached with schedule I & II)
 - a) The Bidder should have valid PAN issued by Government (For this self attested copy of PAN is required).
 - b) The Bidder should be reputed & should have experience of having successfully executed similar order for **Supply of Furniture** during last 3 financial years (i.e. 2019-20 & 2020-21 & 2021-22) in any Organization (For this, self attested any one order copy(s) is required).
 - c) The Bidder should have registered with GST Department. (self attested copy of GST registration must be enclosed)
2. Sealed offers are invited from the reputed suppliers of Furniture.
3. Offers must be submitted in sealed cover addressed to the O/o. AGM (HR), C.S.P.H.C.L. Raipur with Tender no., the name of work, due date of opening and the name of the tenderer superscribed on the cover.
4. More than one tender shall not be submitted by one firm.
5. Tenderers are required to furnish earnest money amounting ₹ 600/- (Six Hundred) only in the form of DD/bankers cheque in favor of "C.S.P.H.C.L." Raipur issued by nationalized/scheduled bank.
6. The firm shall furnish Security Deposit by Demand Draft/Bank Guarantee drawn on nationalized/scheduled bank for an amount equivalent to 10% of the contract value of the work/contract as a security in favour of CSPHCL, Raipur within 30days from the date of issue of order. No interest shall be paid by CSPHCL on the Security deposit. In case of non-fulfillment of contractual obligations by the contractor, the security deposit shall be forfeited. This Security Deposit will be released after satisfactory completion of contract.
7. The tender shall be submitted to the O/o. AGM (HR), C.S.P.H.C.L. Raipur on or before 08.03.2022 before 12.00 PM. Tender offers received without earnest money will not be considered.
8. **The envelope of EMD superscribed** "Earnest Money Deposit" will be opened first and verified during opening of tender.
9. The Earnest Money will be refunded to unsuccessful bidder within a reasonable time. The earnest money deposit shall be forfeited, if the supplier fails to execute the order after acceptance of tender. This forfeiture shall be without prejudice to the right of the company to recover further damage, if any from the tender. No interest on Earnest Money will be paid by the company.

10. Tenderer must return the tender form (**Schedule-III**) along with **Schedule-I** and **Schedule-II** duly filled and signed on the every page of tender. The **Schedule-I and II** shall be submitted in **one sealed envelope** duly super scribed as “**Technical Bid**”. The **Schedule-III** shall be submitted in **another sealed envelope** duly super scribed as “**Price Bid**”. All Three envelopes put in one envelope duly super scribed Tender specification number and due date.
11. **SUBMISSION OF BIDS :-**
- (i) The tender shall be submitted in three (3) parts:-
- PART-I** shall contain “**EARNEST MONEY DEPOSIT & TENDER FEE**”.
(Ist Envelope)
- PART-II** shall contain “**SCHEDULE-I & II TECHNICAL BID**”. Relevant information that the tenderers are liable to submit all the Schedules and any other information that is sought in the tender. **(IInd Envelope)**
- PART-III** – shall contain “**SCHEDULE-III PRICE BID**”. **(IIIrd Envelope)**
- All Three envelopes put in one envelope duly super scribed Tender specification number and due date and should be submitted to O/o. AGM (HR), C.S.P.H.C.L. Raipur on or before 08.03.2022 before 12.00 PM.
12. Tenderer which do not fulfill all or any of the above conditions or incomplete tender in any respect are liable to be rejected.
13. The submission of tender by the tenderer implies that the tenderer is ready and has accepted the instruction and conditions of the tender etc.
14. The company will not, after acceptance of order rate, pay any extra charges for any reason what so ever in case the tenderer later on have misjudged the conditions of the order.
15. The tenderer shall quote the rates both in words and figures in the price bid enclosed. Rates quoted in tender shall remain firm throughout the period of order. In case of deviation of rates in figures and words, rates quoted in words only shall prevail.
16. In case, the lowest rate is quoted by more than one firm then successful bidder among the lowest will be decided on the **basis of lottery**. The lottery will be drawn in presence of representatives of the firms. After drawl of lottery no any claim shall be entertained from any of the bidder. A form of undertaking annexed with the tender is to be signed by the tenderer necessarily in this respect.
17. The rates quoted in Percentage will not be considered. The rate should not be quoted in Paise i.e. in decimal of rupees.
18. The tender document shall be returned legible and free from erasure, over writing or conversion of figures. Any correction made should be done in legal manner.
19. It shall not be obligatory for the company or its officers to accept the lowest tender. The authority for the acceptance of the tender will rest with company, which does not bind itself to assign any reason for declining to consider any particular tender or tenders.

20. The tender should be valid positively for acceptance, for a period of six month from the date of opening otherwise it is liable for rejection.
21. Further information required, if any, regarding tender can be taken from the Manager (P&S) O/o. AGM (HR), C.S.P.H.C.L. Raipur.
22. The notice of tender shall form part of the contract and any breach of the terms of this notice shall be deemed to be a breach of contract.
23. All matters arising out of or any way connected with this contract shall be deemed to have arisen in Raipur and only the courts in Raipur shall be the jurisdiction to determine the same.
24. Any deviation from the enclosed terms and conditions should be specially mentioned in the offer, failing which it will be assumed that there is no deviation from the terms and condition, of the tender.
25. The tender received after the due date and time shall not be accepted /opened.
26. The company reserves the right to accept/reject any tender without assigning any reason thereof.
27. Further information required, if any, regarding supply of Almirah can be obtain for Manager (P&S) O/o. AGM (HR), C.S.P.H.C.L. Raipur.
28. **Extension order:-** Extension may be given on the performance basis of the supplier on the terms & conditions-
 - a. Extension order may be placed limited to maximum 50% of original quantity within 6 months, from date of order.
 - b. The rates to be offered against the extension order shall be the rates applicable against the main order or the rates, which shall be available against fresh tender, if any whichever is lower. Thus following price reduction clause shall prevail.
29. In case of fresh tender is issued for the same item before completion of supply against extension order and lower rates are received in the fresh order, the lower rates in the fresh tender shall be applicable to the quantity of extension order balance to be supplied also.

Signature of Tenderer

**ADDL. GENERAL MANAGER (HR)
CSPHCL, RAIPUR**

Schedule-II
Special Terms & Condition

1. **Rates** :- Rates given by bidder should be firm. After approval of tender for placing order firm have no right to change their rates.
2. **Taxes** :- Rates quoted by the bidder shall be exclusive of GST. The GST shall be indicated separately.
3. **Payment** :- 100% Payment after delivery of material in good condition within reasonable time on production of bill in triplicate. No interest shall be payable for delay in bill payment.
4. **Delivery** :- The delivery of Almirah should be made within 15 days from the date of receipt of issued order.
5. **Penalty** :- Penalty for delay in supply of Almirah beyond stipulated period shall be Half (½) % per week subject to maximum 10% of order value.
6. **Guarantee/Warrantee** :- Minimum 1 year from Date of supply.
7. **Validity** :- 180 days from the date of opening.
8. **Consignee** :- Manager (P&S) O/o. AGM (HR), C.S.P.H.C.L. Raipur shall be the OIC & consignee for the said supply.
9. **FOR Destination** : - Delivery of material should be O/o AGM(HR), CSPHCL, Danganiya, Raipur.

10. Please give following information also :-

Sl. No.	Particulars	
1.	11 Digit Bank Account Number	
2.	Name of Account Holder/Account Name	
3.	Banks MICR code	
4.	Name of the Bank	
5.	Address of Bank	
6.	City of Bank	
7.	Bank Branch	
8.	Bank IFSC code	
9.	PAN No. (copy to be enclosed)	
10.	GST No. (copy to be enclosed)	
11.	Firm Registration Certificate (copy to be enclosed)	
12.	Mobile No./Phone No.	
13.	Email ID	
14.	Address of Firm	

Signature of Tenderer

ADDL. GENERAL MANAGER (HR)
C.S.P.H.C.L. RAIPUR

Schedule-III

PRICE-BID

(To be submitted separately in sealed envelope)

The tenderer shall indicate their prices for following items. The rate shall be inclusive of all transportation, handling, taxes etc. :-

S. No.	Description	Quantity	Rate (in ₹) of each item	Tax/GST	Amount (in ₹)
1.	Enamel painted steel almirah without locker having 4 shelves Size – 1980x910x480 mm Sheet thickness – 22 SWG CRC sheet Min. weight – 60 kgs The almirah shall be provided with handle, lever and lock with stainless steel keys.	05 Nos.			

Note:-

1. Prices quoted shall be firm.
2. The offer with the rates given in any form/proforma other than that, mentioned above shall be liable for rejection.
3. The prices shall be indicated as **per unit basis** only (rate in words may also be written along with figure).

**Signature of the Bidder
With Rubber Stamp**

Date:

Address/ Contact No. -----

Undertaking for no objection

I/We, M/s hereby undertake that details given are correct to the best of my knowledge and I agree to abide by all your Tender / Order terms and conditions. In case it is observed to be false / incorrect / incomplete Subsequently, I will be solely responsible.

I/We, hereby also undertake that in case lowest rate is quoted by more than one firm then we shall have no objection in deciding successful bidder among the lowest bidder on the basis of lottery. In such a case we will not lodge any claim on this behalf in respect of this contract.

SEAL & SIGNATURE OF TENDERER