

CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES

Dahung::West Kameng District::Arunachal Pradesh-790116

Website: www.cihcs.edu.in email: cihcsoffice@gmail.com

(An Autonomous Body of the Ministry of Culture, Govt. of India)

No. 4-161/2023/CIHCS/ 6515-18

Dated, Dahung the 28th June, 2023

RE-TENDER NOTICE

SUBJECT: INVITATION OF TENDER FOR SUPPLY AND FIXING OF PARTITIONS WITH FIXED WRITING TABLE, SHELVES AND DRAWERS ETC. AT CIHCS, DAHUNG USING GOOD QUALITIES OF ALLUMINIUM FRAMES, PARTITION PANELS, TOUGHENED GLASS AND OTHER ACCESSORIES.

Central Institute of Himalayan Culture Studies (CIHCS), Dahung, invites sealed tender for quotations under two-bid system from reputed and experienced companies/agencies for supply and fixing of partitions with fixed writing table, shelves and drawers etc. at CIHCS, Dahung using good qualities of aluminum frames, partition panels, toughened glass and other accessories.

1. The interested companies/agencies/firms are required to submit the Technical and Financial bids separately. The bids in Sealed Cover-I containing "Technical Quotation" and Sealed Cover-II containing "Financial Quotation" should be placed in another cover superscribed "Supply and fixing of partitions with fixed writing table, shelves and drawers etc. at CIHCS, Dahung using good qualities of aluminum frames, partition panels, toughened glass and other accessories" and should be sent to this office addressed to The Director, Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 by Registered/Speed Post only. Quotations shall not be received either through tender box or by hand.
2. The last date of submission of Tender is 21st July, 2023.
3. No tender for quotation shall be accepted after the last date & time of submission.
4. The rates quoted must be inclusive of all applicable taxes.
5. The Technical Quotation (Application, Annexure-I, II, IV & V) should be sealed in Envelope-1. Envelope-1 should be superscribed as "Technical Bid". The Financial Quotation (Annexure-III) should be sealed in Envelope-2. Envelope-2 should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 super-scribed with "Quotation for supply and fixing of partitions with fixed writing table, shelves and drawers etc. at CIHCS, Dahung using good qualities of aluminum frames, partition panels, toughened glass and other accessories".
6. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
7. The successful bidder shall have to deposit a security amount of Rs. 15,000/- (Rupees Fifteen Thousand) only in the form of Demand Draft in favour of "CIHCS Non Plan" payable at SBI, Tenga Valley Branch which shall be refunded one month after completion of task.
8. The quotation shall remain valid for 120 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated on institute's website.
9. The Institute reserves the right to reject any/all tender for quotations without assigning any reason(s).
10. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).

Thanking You

Yours sincerely

Sd/-

(Dr. Gurmet Dorje)

Director

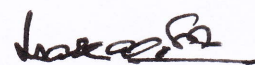
CIHCS, Dahung

Memo No. 4-161/2023/CIHCS/

Dated, Dahung the 3rd July, 2023

Copy to:

1. Shri Jitumoni Das, Chairman, Committee constituted for opening sealed tender and recommendation of firm for information and necessary action towards submission of the proceeding to the Director through the AAO within two working days from the last date of submission of Tender.
- ✓ 2. Computer Instructor cum Website In-charge for uploading the Tender Notice in the website of the Institute.
3. Konjo Dorjee, MTS to assist the Committee for keeping the records of the tenders received and its safe custody.
4. Office copy.



(Aakash Shah)

Administrative cum Accounts Officer
CIHCS, Dahung

For Envelope-1**(Specimen Application)***(To be furnished in the official letter head of the firm)*

No:

Date:

To,

The Director
Central Institute of Himalayan Culture Studies
PO: Dahung
West Kameng District
Arunachal Pradesh-790116

Sub: SUPPLY AND FIXING OF PARTITIONS WITH FIXED WRITING TABLE, SHELVES AND DRAWERS ETC. AT CIHCS, DAHUNG USING GOOD QUALITIES OF ALUMINIUM FRAMES, PARTITION PANELS, TOUGHENED GLASS AND OTHER ACCESSORIES.

Ref: Your Tender Notice vide no:..... dtd.

Sir,

In response to your above referred to Tender Notice for supply and fixing of partitions with fixed writing table, shelves and drawers etc. at CIHCS, Dahung using good qualities of aluminium frames, partition panels, toughened glass and other accessories, I/We a Private/Public Ltd. Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars (*enclose a copy each of the self attested supporting document*):

Sl. No.	Description	Particulars
1.	Name of the Firm	
2.	Year of establishment	
3.	Trading License/Registration Number of the firm with a self attested copy of Trading License / Registration Certificate	
	Self attested copy of PAN Card in the name of the Firm/Proprietor.	
	Self attested copy of GST Certificate	
	Bank account details of the firm with self attested xerox copy of the pass book	
4.	Registered Postal Address	
	Telephone No.	
	Mobile No.	
	Website address	
	E-mail address	
10.	Name of Director (in case of Company, Proprietor, Partner (in case of Partnership firm), PA Holder (in case of Power of Attorney Holder)	
11.	Name & designation of the authorised signatory	
	Address for communication	
	Contact Details: Mob., e-mail etc.	

Having acquired the requisite information related to the subject work after visit of the site and examining the nature & quantum of work as affecting the tender invited by the

Central Institute of Himalayan Culture Studies (CIHCS), I/We the undersigned hereby offer for supply and fixing of partitions with fixed writing table, shelves and drawers etc. at CIHCS, Dahung using good qualities of aluminium frames, partition panels, toughened glass and other accessories strictly in accordance with the terms and conditions as indicated by you in the said document.

I/We understand that the CIHCS, Dahung reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons.

Thanking You.

Yours faithfully

Signature

Date

Name of the Firm

Seal of the Firm

Technical Bid (For Envelope-1)

ANNEXURE-I

TERMS & CONDITIONS FOR SUPPLY AND FIXING OF PARTITIONS WITH FIXED WRITING TABLE, SHELVES AND DRAWERS ETC. AT CIHCS, DAHUNG USING GOOD QUALITIES OF ALLUMINIUM FRAME, PARTITION PANEL, TOUGHENED GLASS ETC. AND OTHER ACCESSORIES.

1. The price quoted should be inclusive of all applicable taxes and should be quoted in Indian Rupees only. No additional information will be entertained after due date.
2. The last date of submission of Tenders is **21st July, 2023.**
3. No tender for quotation shall be accepted after the last date & time.
4. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
5. Each bidder shall submit only one quotation.
6. The bid should not contain corrections or over writing.
7. **Quotations must be submitted through Registered or Speed post only.**
8. The quotation shall remain valid for a period not less than 120 days after the deadline specified for submission of quotations.
9. Incomplete bids are liable to be ignored / rejected.
10. The successful bidder shall have to deposit a security amount of Rs. 15,000/- (Rupees Fifteen Thousand) only in the form of Demand Draft in favour of "CIHCS Non Plan" payable at SBI, Tenga Valley Branch which shall be refunded one month after completion of task.
11. This office will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions and specifications.
12. Notwithstanding the above terms & conditions, the competent authority reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.
13. The decision of the Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 shall be binding on all issues relating to quotation.
14. **The Technical Quotation (Application, Annexure-I, II, IV & V) should be sealed in Envelope-1. Envelope-1 should be superscribed as "Technical Bid". The Financial Quotation (Annexure-III) should be sealed in Envelope-2. Envelope-2 should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 super-scribed with "Quotation for supply and fixing of partitions with fixed writing table, shelves and drawers etc. at CIHCS, Dahung using good qualities of aluminium frames, partition panels, toughened glass and other accessories".**
15. The Institute reserves the right to reject any/all tender for quotations without assigning any reason(s).
16. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).
17. Submission of quotation: Sealed quotation super-scribed on the envelope as "Supply and Fixing of partitions with fixed writing table, shelves and drawers etc. at CIHCS, Dahung using good qualities of aluminium frame, partition panels, toughened glass and other accessories must be despatched by Registered or Speed Post to the following address:

**The Director
Central Institute of Himalayan Culture Studies
PO: Dahung
District: West Kameng
Arunachal Pradesh-790116**

This is to certify that I/We before signing the tender for quotation have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves abide by the said terms & conditions.

Name of the Firm/Agency

Signature with Seal.....

Date

(To be furnished in the letter head of the firm)

ANNEXURE-II

FOR ENVELOPE-1:

DETAILS OF SUCH SUPPLY AND FIXING OF PARTITIONS WITH FIXED WRITING TABLE, SHELVES AND DRAWERS ETC. USING GOOD QUALITIES OF ALLUMINIUM FRAMES, PARTITION PANELS, TOUGHENED GLASS AND OTHER ACCESSORIES UNDERTAKEN IN OTHER ORGANISATIONS DURING THE LAST 3 (THREE) YEARS.

Sl. No.	Name & Address of other Organisation	Type of work done	Name of contact person of other organisation with mobile no.

(Enclose supporting documents regarding experience in concerned area of work)

Name of the Firm:

Signature with Seal:

Office address:

.....

Phone No. (Office)

Date:

(To be furnished in the letter head of the firm)

ANNEXURE-III

FINANCIAL QUOTATION (For Envelope-2):

FINANCIAL QUOTATION FORMAT FOR SCHEDULE OF QUOTATION / RATE.

Note: The firm will be solely responsible to supply and fixing of partitions with fixed writing table, shelves and drawers etc. using good qualities of aluminium frames, partition panels, toughened glass and other accessories at Central Institute of Himalayan Culture Studies, PO: Dahung, West Kameng District, Arunachal Pradesh-790116.

(Rates quoted are in Rupees)				
Sl. No.	Name of work	Rate Per Sq. Ft.	Taxes	Total amount with taxes
1	Supply and fixing of partitions with fixed writing table, shelves and drawers etc. at CIHCS, Dahung using good qualities of aluminium frames, partition panel, and other accessories. Colour of Partition panel: Bright Silver			
2	Supply and fixing of Toughened Transparent Glass in the partition.			
3	Supply and fixing of good quality vitrified tiles 600 mm x 600 mm			
4	Supply and fixing of good quality Chequered Tiles 300mm x 300 mm			
5	Supply and fixing of good quality Pavement Tiles: (a) 100mm x 100mm (b) 200mm x 200mm			

Name of the Firm/Agency:

Signature with Seal

Office Address

.....

Phone No. (Office)

Date

(To be furnished in the official letter head of the firm)

NON-BLACKLIST CERTIFICATE

I/We/ M/s _____ are registered
Company / Ltd Company / Proprietorship firm etc. as per Registration Certificate No.
_____ issued by _____ having registered office
at _____
and manufacturing/supply base at _____ do hereby
declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have
ever been cancelled by any State/UT/Central Government or any partner or shareholder either
directly or indirectly connected with or has any subsisting interest in the business of my/our firm
nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied
due to delay of non-completion of work/service/supply order by any State/UT/Central
Government or by any authority.

Place: _____

Signature of the tenderer with seal

Dated : _____

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and
correct to the best of my knowledge and beliefs. No part of it is false and nothing has been
concealed therein.

Place : _____

Signature of the tenderer with seal

Dated : _____

(To be furnished in the official letter head of the firm)

**CERTIFICATE FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR
WORKING IN CIHCS, DAHUNG**

I S/o Shri

R/o

Hereby certify that none of my relative (s) is/are employed in CIHCS, Dahung as per detail given below.

In case at any stage, it is found that the information given by me is false/incorrect, CIHCS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative (s) means:

a) Members of a Hindu Undivided family;

b) They are husband and wife.

c) The one is related to the other in manner as father, mother, son(s) son's wife (daughter-in-law), Daughter (s) daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The CIHCS will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal