



Office of the Principal  
North Bengal Dental College & Hospital  
Sushrutanagar, Dist- Darjeeling, Pin- 734012  
Tel: 0353-2585300  
Email : [principalnbdch2012@gmail.com](mailto:principalnbdch2012@gmail.com)

Request for E-Quotation(2<sup>nd</sup> Call) for

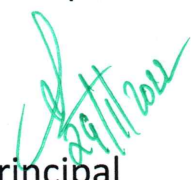
**Supplying & installation of Godrej make or equivalent Chairs at the Auditorium hall.**

Memo No. 845/NBDC&H

Date. 31.12.2021

e-quotations are invited under Two-Bid system from reputed agencies, having capacity to provide & fix **godrej make or equivalent Chairs** in Auditorium hall of this institution through **e-quotationing**. The contractors/agencies should quote their rates in figure as well as in words. Unit price rate sought for. Rate shall remain valid for 01 (one) year.

Last date for submission/receipt of quotation(s) is **09.02.2022** at **12:00** Hrs. and technical bid will be opened by the Tender Committee through online process, on 11.02.2022 at 12.00 hrs onwards, in the Office of The Principal. In case, any holiday on the day of opening, technical bid of the quotations will be opened on the next working day at the same time. The quotations received after the above said scheduled date and time will not be considered. No quotation by FAX or by any other means except e- quotation will be entertained.

  
Principal  
PRINCIPAL  
North Bengal Dental College & Hospital  
SUSHRUTANAGAR, DARJEELING - 734012  
Sushrutanagar, Darjeeling

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## **SECTION - 1**

### List of Important Dates of Bids(2<sup>nd</sup> Call)

1. Name of work : Supplying & Fixing of Godrej make or equivalent Chairs in Auditorium hall
2. Time of Completion : 30 days from the date of issue of work order
3. Date of issue of Notice Inviting Bid : 24/01/2022
4. The total Bid Document can be downloaded from the e-procurement portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) or [www.wbhealth.gov.in](http://www.wbhealth.gov.in) or from [www.nbdch.in](http://www.nbdch.in) 24/ 01/ 2022 after publication.
5. Time and Date of Pre-Bid Meeting/ Enquiry : Not applicable
6. Contact Details : 0353-2585300  
9434462195  
e-mail: [principalnbdch2012@gmail.com](mailto:principalnbdch2012@gmail.com)
7. Bid uploading start Date : 25/01/2022 at 05-00 pm onwards
8. Last Date for Submission of Bid(s) : 09/02/2022 at 12-00 hours.  
(As per server clock).
9. Time and Date for opening Technical Bid/Bids : 11.02.2022 (12.00 hours onwards).
10. Time, Date and Place of opening Financial Bids : To be declared later.
11. Validity of the Bid : 120 (one twenty) Days from the last date of bid submission.

## NOTICE INVITING e-QUOTATION

Sealed e- quotations are invited on behalf of department of Health & Family welfare, Govt. of West Bengal.  
for the following work:-

1.	Name of work	<p>Supply and fixing of Auditorium chairs as per the specifications mentioned below including all materials, labour, transportation, loading, unloading, lead, lift, approved colour/pattern of upholstery, anchor fasteners fixed using drilling the existing concrete surface finished with cement flooring, chemical grouting, fixing the chairs in rows as approved etc all complete (Make: Godrej or Equivalent)</p> <p>Specifications:-</p> <p>Mid flexi Back without Desklet with Independent soft PU Arm top or Equivalent</p> <p><b><u>DETAILS OF SPECIFICATIONS:</u></b></p> <ol style="list-style-type: none"><li>1. SEAT ASSEMBLY: The seat assembly is made of polyurethane/equivalent foam moulded with M.S. tubular frame insert or similar nature materials which is upholstered with fabric. The insert is tubular frame made of approx. 01.9 ±0.02cm x 0.16 ±0.013cm thk MS. E.R.W/similar round tube with flexible support straps running across the length and width of the frame. The Seat has an <u>auto-tipup feature</u> making it stay in upright position when not in use enabling clear row passage. (Approx. Seat Size : 45.5cm (W) x 47.5cm (D)).</li><li>2. BACKREST ASSEMBLY: The back assembly has a <u>mid flexi back mechanism</u>. It is made of polyurethane/similar foam moulded with M.S. tubular frame insert/ or similar nature materials, upholstered with fabric and has a plastic back cover. The insert is a tubular frame made of approx 01.9 ±0.02cm x 0.16 ±0.013cm thk M.S.E.R.W/similar round tube with flexible support straps running across the length and width of the frame. (Approx. Back Size : Mid Back- 45.5cm (W) x 45.5cm(H).</li><li>3. SIDE PANEL / AISLE PANEL: The chair rests on the ground on two side panel frames fabricated from approx. 0.12 ±0.020 cm thick CR steel sheet which is clad with fabric upholstery. The side panel frame is grouted to the floor using two nos. of anchors for each panel through 0.3 ± 0.05cm thk HR steel base plate.</li><li>4. PU ARMREST : The armrest is made up of PU with clear lacquer coat. The armrest is fitted with side panel through concealed zinc plated hinge.</li></ol>
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2.	Location of work	Auditorium hall, North Bengal Dental College & Hospital Sushrutnagar, Dist- Darjeeling, Pin- 734012
3.	Time of Completion of first work order	30 (Thirty) days from the date of issue of work order.
4.	Contract Validity	1 (One) Year.
5.	Approx. Tender/Quotation Value	Rs. 26,00,000.00 inclusive GST & other Taxes, if any.
6.	Earnest Money	Rs. 50,000.00 to be deposited through bankers cheque (duly pledged/Demand Draft in favour of Accounts Officer, North Bengal Dental College & Hospital. The scanned copy of the earnest money details must be uploaded at the time of submission of bid through e- quotation. Corresponding bid stands cancelled if the EMD is not provided.
7.	Availability of Bid Documents	Bid documents will be available w.e.f. 24/01/2022 from the e- procurement portal <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> . after floating the e-quotation.
8.	Site Visit	Bidders are advised to visit the site before submission of bid.
9.	Pre-Bid Meeting/ Enquiry:	Not applicable
10.	Bid uploading Start Date	25/01/2022 (5 P.M onwards)
11.	Last date of Submission of bid	Bidding documents, signed by authorized person of the bidder, must be submitted online on or before 09/02/2022 at 12-00 Hrs. (as per server clock).
12.	Procedure for submission of bid	Bidders are requested to submit their quotations through e- procurement portal <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> . If required, the bidders may be requested to submit the hard/original copy of the technical bid at the time of verification of the documents
13.	Date, time and venue of opening of Technical Bid	11.02.2022 (12.00 hours onwards) at the office of the Principal.
14.	Date and Time of Opening of Financial Bid	Date and time of opening of Financial Bids will be intimated later to the technically qualified bidder(s).
15.	Validity of the bid	120 (one hundred twenty) days from the date of submission of quotation.
16.	Taxation	Taxes on materials and/or finished work like works, contract tax, etc. in respect of this contract whether in vogue or may be imposed in future shall be payable by the contractor and this office will not entertain any claim whatsoever in this respect. However any benefit due to reduction of taxes etc. shall be passed on to this Office.

NOTE : Other details can be seen in the bidding document. This Office reserves to itself the right to reject any or all the quotations received without assigning any reason thereof.

## **SECTION 2**

### **INSTRUCTIONS TO BIDDERS**

**1. GENERAL:-**

The present quotation is being invited for supplying & fixing of Godrej make/or equivalent Chairs at Auditorium Hall of this office.

**2. ELIGIBLE BIDDERS:-**

All agencies who have experiences for providing goods and services for at least last three consecutive years and having annual average turnover of at least 30% of ₹ 5 (five) Lakh during the last three financial years in the books of accounts.

The bidder should have the experience of completion of works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of West Bengal or any other State Government or Public Sector Banks or Local Bodies/Municipalities preceding three years.

**3. QUALIFICATION OF THE BIDDERS:-**

The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid for participating in the same.

The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof are to be submitted.

Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act.

Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the quotation.

Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be engaged except authorized person, to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the quotation price will not include any such amount. If this office subsequently finds to the contrary, this office reserves the right to declare the Bidder as non-compliant and declare any contract, if already awarded, to the Bidder to be null and void.

Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

**4. ONE BID PER BIDDER:-**

Each bidder shall submit only one quotation either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

**5. COST OF BID:-**

The bidder shall bear all costs associated with the preparation and submission of his bid and this office will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the quotation process.

**6. VISIT TO DEPARTMENT:-**

The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to this office and is aware of the operational conditions prior to the submission of the quotation documents.

**7. QUOTATION DOCUMENTS:-**

Contents of Quotation Documents.

The Quotation Invitation Document has been prepared for the purpose of inviting quotation for Supplying Godrej make /or equivalent Chairs. The Quotation document comprises of:

- (a) Notice of Invitation of Quotation.
- (b) Terms and Conditions.
- (c) Form of bid (Annexure-I)
- (d) Scope of Work (Annexure-II)
- (e) Check list for Technical Evaluation (Annexure-III)
- (f) Undertaking (Annexure-IV)
- (g) Form of Agreement (Annexure-V)
- (h) Price Bid (Annexure-VI)

The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Quotation document. Failure to furnish all information required by the Quotation document or submission of a quotation not substantially responsive to the Quotation document in every respect will be at the bidder's risk and may result in rejection of his bid.

The bidder shall not make any condition or cause to be made any alteration, erasure or obliteration to the text of the Quotation document.

**CLARIFICATION OF QUOTATION DOCUMENT**

The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform this office.

In case the bidder has any doubt about the meaning of anything contained in the quotation document, he shall seek clarification from this office before submitting his bid at pre-bid meeting. All communications between the bidder and this Institution shall be carried out through e-mail or other means.

Except for any such written clarification by this office, which is expressly stated to be an addendum to the quotation document issued by this office, no written or oral communication, presentation or explanation by any other employee of this office shall be taken to bind or fetter this office under the contract.

## 8. PREPARATION OF BIDS

### Language :-

Bids and all accompanying document shall be in English only. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

### Documents Comprising the Bid:-

Quotation document issued for the purposes of quotationing as described in Clause 7 and any amendments issued shall be deemed as incorporated in the Bid.

The bidder shall, on or before the date given in the Notice Invitation to Quotation, submit his bid through online e-tender portal.

One copy of the Quotation document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of ₹ 50000 (Fifty thousand) through bankers cheque (duly pledged)/Demand Draft in favour of Accounts Officer, North Bengal Dental College & Hospital. The scanned copy of the earnest money details must be uploaded at the time of submission of bid through e-quotation.

### Bid Prices:-

Bidder shall quote their rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Quotation price covers contractor's all obligations mentioned in or to be reasonably inferred from the Quotation document in respect of the supply & installation at this office. This includes all the liabilities of the contractor such as cost of supply mobilisation, all kinds of taxes etc. which should be clearly stated by the contractor.

The rates and prices quoted by the Bidder shall be including of GST & other taxes, if any. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

Conditional bids/offers will be summarily rejected.

### Form of Bid:-

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

### Currencies of Bid and Payment:-

The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

### Duration of Contract:-

The contract may be valid initially for one year and this office reserves the right to curtail or to extend the validity of contract.



#### Bid Security:-

The contractor shall deposit Bid Security @ 3(three) per cent of the contract value through bankers cheque (duly pledged)/Demand Draft in favour of Accounts Officer, North Bengal Dental College & Hospital along with the Quotation document within 07(seven) working days after issuance of the "Letter of Acceptance".

Any Quotation not accompanied by EMD shall be rejected.

Bid security along with EMD of the successful bidder shall be returned after successful completion of works and in due course of time.

EMD shall be forfeited if the bidder withdraws his bid during the period of Quotation validity.

Bid Security alongwith EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract.

#### Format and Signing of Bid:-

The bidder shall submit one copy of the Quotation document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the quotation by the bidder.

The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the this office, or are necessary to correct errors made by the bidder, in which case such corrections shall be signed and dated by the person or persons signing the bid.

#### 9. Submission of Bids:-

The bidder shall upload all documents for Technical Bid & Financial bid separately in the e-tender portal.

The cover of Technical Bid should consist of the following documents:-

- (a) Bid Security (Earnest Money Deposit) for an amount of ₹ 50000/- (Fifty thousand) only through bankers cheque (duly pledged)/Demand Draft in f/o Accounts Officer, North Bengal Dental College & Hospital and necessary proof should be uploaded.
- (b) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, e-mail, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names, addresses and telephone numbers, e-mail of Directors/Partners also.
- (c) Self attested copy of PAN No. card under Income Tax Act;
- (d) Self attested copy of GST Registration Number;
- (e) Self attested copy of Valid Trade License/Registration No. of the Agency/Firm;
- (f) Proof of Average Annual turnover as stated in Clause 2 supported by audited Balance Sheet;
- (g) Proof of experience as stated in Clause 2 supported by documents from the concerned organizations; and
- (h) Duly filled and signed Annexures.

The quotation shall remain valid and open for acceptance for a period of 120 days from the last date of submission of quotation.

**Late and Delayed Quotations:-**

Bids must be submitted through online not later than the date and time stipulated in the NIQ. This Office may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of this Office shall be abided by the Bidder.

Any bid received by the Department after the deadline for submission of bids, as stipulated above, shall not be considered.

**10. Bid Opening and Evaluation :-**

The authorized representatives of this office will open the Prequalification/ Technical Bids. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Conditional bids will also be summarily rejected.

Financial bids of only the technically qualified bidders will be opened.

**Right to accept any Bid and to reject any or all Bids:-**

This Office is not bound to accept the lowest bid or any bid and may at any time by notice in writing to the bidders terminate the quotationing process.

This office may terminate the contract if it is found that the contractor is black listed on previous occasions by the any of the Departments/ Institutions/ Local Bodies/ Municipalities/Public Sector Undertakings, etc.

**11. Award of Contract:-**

This office will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

This Office will communicate the successful bidder by "Letter of Acceptance" towards submission of rest security deposit & asking for agreement.

The successful bidder will be required to execute an agreement in the form specified in Annexure-V within a period of 07 working days from the date of issue of Letter of Offer.

Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds otherwise the annulment of the award and forfeiture of Bid Security are to be imposed.

## **SECTION 3**

### **TERMS AND CONDITIONS OF THE CONTRACT**

- 1** The contractor shall abide by and comply with all the relevant laws and statutory requirements.
- 2** Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
- 3** All liabilities arising out of accident or death while on duty shall be borne by the contractor, as per relevant law in force and as applicable.
- 4** Adequate supervision will be provided to ensure correct performance of the said supply & fixing of chairs in accordance with the prevailing assignment instructions agreed upon between the two parties.
- 5** All necessary reports, warranty documents and other information will be supplied immediately during the time of supply & installation of the chairs to this office.
- 6** Contractor and its staff shall take proper and reasonable precautions of assets both movable and immovable to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by this office.
- 7** That in the event of any loss occasioned to this office, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by this office, the said loss can be claimed from the contractor up to the value of the loss. The decision of the Head of this office will be final and binding on the agency.
- 8** This Office shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior permission to this office.
- 9** The contractor shall be responsible to maintain all property and equipment of this office entrusted to it.
- 10** Any defective articles, items, materials should be removed from the site immediately.
- 11** The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Visitors/Attendants and should project an image of utmost discipline. This Office shall have right to have any person moved in case of visitor/staff complaints or as decided by representative of this office if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
- 12** The contractor will have to report to this office in advance of the commencement of the supply & installation of the chairs and for collecting necessary documents/instructions, and to complete all other required formalities as approved by this office.

- 13** The payment would be made after the completion of the work in all respect based on the actual articles supplied by the contractor and based on the documentary proof jointly signed by the representative of this office and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by this office.
- 14** Any damage or loss caused by contractor's persons to this office in whatever form would be recovered from the contractor.
- 15** In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, this office reserves the right to forfeit the Security Deposit including EMD alongwith penalty as to be imposed as per Govt. norms.
- 16 Force Majeure**  
If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall, by reason of such event, be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any or seven days, whichever is more, either party may at its option terminate the contract.
- 17** The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
- 18** If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to this office for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of this office.
- 19** The contract validity period is twelve months & completion period of works is 30 days from the date of the 1<sup>st</sup> work order issued.
- 20** During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to this office shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Security Deposit including EMD.
- 21** If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the quotation, it shall be recovered by this office from the agency.

**22** The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by this office.

**23 Obligation of the contractor:**

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

**24 Dispute Resolution**

Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities, representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be dealt as per present govt. rules/norms.

**25** This Office may increase or decrease the nos. of chairs any time in the contract period. Contractor should abide by the same and have to perform the necessary arrangements that the competent authority of this office have asked for.

# **SECTION 4**

ANNEXURE-I

## **FORM OF BID**

- 1.** Names, address of firm/Agency and Telephone numbers, e-mail. :
- 2.** Trade License/ Registration No. of the Firm/ Agency :
- 3.** Name, Designation, Address and Telephone No. of Authorized person of Firm/ Agency to deal with :
- 4.** Please specify as to whether Quotationer is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors/partners :
- 5.** Copy of PAN card issued by Income Tax Department and Copy of preceding 3(three) Financial Year's Income Tax Return :  
(Upload the specified documents and mention "Documents attached")
- 6.** GST Registration Number :  
(Upload the specified documents and mention "Documents attached")
- 9.** Details of EMD deposited :  
(Upload the specified document of payment proof and mention the amount and "Document attached")
- 10.** Any other information :
- 11.** Declaration by the bidder:

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

(Signature of the bidder)  
Name and Address (with  
seal)

**SCOPE OF WORK OF THE CONTRACTOR**

The present quotation is being primarily invited for supplying & installation of the required number of Godrej make/equivalent chairs for Auditorium Hall at North Bengal Dental College & Hospital.

Sl. No.	Category	Approximate Quantity (Nos.)
1	Supply and fixing of Auditorium chairs as per the specifications mentioned below including all materials, labour, transportation, loading, unloading, lead, lift, approved colour/pattern of upholstery, anchor fasteners fixed using drilling the existing concrete surface finished with cement flooring, chemical grouting, fixing the chairs in rows as approved etc all complete (Make: Godrej or Equivalent) Specifications:- Mid flexi Back, without Desklet with Independent soft PU Arm top or Equivalent	250
<b>Total</b>		<b>250</b>

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR SUPPLYING & FIXING GODREJ MAKE/  
EQUIVALENT CHAIRS.**

<b>Sl. No.</b>	<b>Documents asked for</b>	<b>YES/ NO</b>
1	Proof of deposited Bid Security (EMD) of ₹ 50000/- (Rupees Fifty Thousand)	
2	Authorized person of the firm/agency, with name, designation, address and office telephone numbers. e-mail if the bidder is a partnership firm, consortium etc. name designation, address and office telephone numbers, e-mail of Directors/Partners and partnership deed also.	
3	Undertaking on a Stamp paper of ₹ 100/- (Rupees one hundred) only as per format prescribed in Annexure- IV).	
4	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the preceding 3 (three) financial years.	
5	Self-attested copy of GST Registration No.	
6	Self-attested copy of Trade License/Valid Registration number of the firm/agency.	
7	Proof of experiences of last three financial years as specified in clause 2 of the Nle-Q along with satisfactory performance certificates from the concerned employers.	
8	Annual returns of preceding three years supported by audited balance sheet (clause 2 of Nle-Q), duly signed by Chartered Accountant.	
9	Annual Turnover (in Lakhs)	
10	Any other documents, if required.	

**Seal and Signature of the Bidder**

**(Name and Address of the Bidder)**

**Telephone No.**



(ON A STAMP PAPER of Rs.100/-)

**UNDERTAKING**

To  
The Principal,  
North Bengal Dental College & Hospital,  
Sushrutanagar, Darjeeling.

(Designation and Name of the concerned Department)

Name of the firm/Agency-----

Name of the quotation..... Due date:.....

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in quotation document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

(Signature of the Bidder)  
Name and Address of the Bidder.  
Telephone No.

(ON A STAMP PAPER of Rs.100/-)

ANNEXURE-V

FORM OF AGREEMENT

THIS AGREEMENT is made on the ----- day ----- (Month)----- (Year)  
Between the ----- (Name and address of the Department)  
(hereinafter called “the Department” which expression shall, unless excluded by or repugnant to  
the context be deemed to include his successors in office and assigns) of the one part AND -----  
----- (Name and address of the contractor) through Shri----- ,  
authorized representative (hereinafter called “the contractor” which expression shall, unless  
excluded by or repugnant to the context, be deemed to include his successors, heirs, executors,  
administrators, representatives and assigns) of the other part for providing & installation of  
required nos. of **Godrej make/equivalent Chairs** as per Work Order No ----- (No.  
and date of the Work Order) to the ----- (Name of the Department).

NOW THIS AGREEMENT WITNESSED as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a. Letter of acceptance of award of contract;
  - b. Terms and Conditions;
  - c. Notice inviting Quotation;
  - d. Bill of Quantities;
  - e. Scope of work;
  - f. Addendums, if any; and
  - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Department for providing & installing required nos. of **Godrej make / equivalent Chairs** w.e.f ----- as per the provisions of this Agreement and the quotation document.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and quotation document, the contract price of ₹ ----- ( Rupees in words)
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

For and on behalf of the Department

Signature of the authorized official

Signature of the authorized Officer

Name of the official

Name of the Officer

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

By the said

By the said

-----Name-----

-----Name-----

on behalf of the Contractor in  
the presence of:

on behalf of the Employer in  
the presence of:

Witness-----

Witness-----

Name

Name

Address

Address

Telephone No:

Telephone No:

**PRICE BID**

Sl. No.	Category	Approximate Quantity (Nos.)	Price of the Item alongwith installation/fixing Including GST & other taxes if any (₹)	Total Price of Item alongwith installation/fixing Including GST & other taxes if any (₹)
1	<p>Supply and fixing of Auditorium chairs as per the specifications mentioned below including all materials, labour, transportation, loading, unloading, lead, lift, approved colour/pattern of upholstery, anchor fasteners fixed using drilling the existing concrete surface finished with cement flooring, chemical grouting, fixing the chairs in rows as approved etc all complete (Make: Godrej or Equivalent)</p> <p>Specifications:-</p> <p>Mid flexi Back without Desklet with Independent soft PU Arm top or Equivalent</p> <p><u>DETAILS OF SPECIFICATIONS:</u></p> <p>1. SEAT ASSEMBLY: The seat assembly is made of polyurethane/equivalent foam moulded with M.S. tubular frame insert or similar nature materials which is upholstered with fabric. The insert is tubular frame made of approx. 01.9 ±0.02cm x 0.16 ±0.013cm thk MS. E.R.W/similar round tube with flexible support straps running across the length and width of the frame. The Seat has an <u>auto-tipup feature</u> making it stayin upright position when not in use enabling clear row passage. (Approx. Seat Size : 45.5cm (W) x 47.5cm (D)).</p> <p>2. BACKREST ASSEMBLY: The back assembly has a <u>mid flexi back mechanism</u>. It is made of polyurethane/similar foam moulded with M.S. tubular frame insert/ or similar nature materials,</p>	250	Has been provided in 'Financial Bid'	Has been provided in 'Financial Bid'

Sl. No.	Category	Approximate Quantity (Nos.)	Price of the Item alongwith installation/fixing Including GST & other taxes if any (₹)	Total Price of Item alongwith installation/fixing Including GST & other taxes if any (₹)
	<p>upholstered with fabric and has a plastic back cover. The insert is a tubular frame made of approx 01.9 ±0.02cm x 0.16 ±0.013cm thk M.S.E.R.W/similar round tube with flexible support straps running across the length and width of the frame. (Approx. Back Size : Mid Back- 45.5cm (W) x 45.5cm(H).</p> <p>3. SIDE PANEL / AISLE PANEL: The chair rests on the ground on two side panel frames fabricated from approx. 0.12 ±0.020 cm thick CR steel sheet which is clad with fabric upholstery. The side panel frame is grouted to the floor using two nos. of anchors for each panel through 0.3 ± 0.05cm thk HR steel base plate.</p> <p>4. PU ARMREST : The armrest is made up of PU with clear lacquer coat. The armrest is fitted with side panel through concealed zinc plated hinge.</p>			
<b>Total (₹)</b>				Has been provided in 'Financial Bid'