

# NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institute, Ministry of New & Renewable Energy, Government of India)



REQUEST FOR QUOTATION

*for*

***Supply of Furniture for Library***

RFQ No. 12/09(11)/2017 – NISE - Lib

**Last Date of Submission: 20/10/2017**

Dy. Director General (Admin)  
National Institute of Solar Energy  
19<sup>th</sup>Milestone, Institutional Area,  
Gurugram-Faridabad Road, GwalPahari, Gurugram - 122003, INDIA

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Website: [www.nise.res.in](http://www.nise.res.in)

## National Institute of Solar Energy

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**Subject: Supply, of Furniture for Library at NISE, Gurugram.**

The important dates and information for quotation are given below in the table:

S.No	Description	Details
1	Request for Quotation (RFQ) No.	<b>12/09(11)/2017 – NISE - Lib</b>
2	Tender Type (open/Limited/Auction/EOI/Single)	<b>Limited</b>
3	Tender Issued Through <ul style="list-style-type: none"> <li>• Expressions of interest (EOI)</li> <li>• Request for information (RFI)</li> <li>• Request for proposal (RFP)</li> <li>• Request for quotation (RFQ)</li> <li>• Request for tender (RFT)</li> </ul>	<b>RFQ</b>
4	Tender Category (Services/Goods/works/Supply)	<b>Supply of Furniture for Library</b>
5	Scope of Work	<b>Supply of Furniture for Library at NISE.</b>
6	Place of submission of quotation and address for communication	Dy. Director General (Admin) NATIONAL INSTITUTE OF SOLAR ENERGY 19 <sup>th</sup> Milestone, Institutional Area, Gurugram- Faridabad Road, GwalPahari, Gurugram, Haryana, India -122003. E-mail: <a href="mailto:ddgsk.nise@gmail.com">ddgsk.nise@gmail.com</a> Phone: 0124-2853089/95
7	Period of validity of quotation	<b>Date: 07/09/2017 to 20/10/2017</b>
8	Last date & time of submission of quotation	<b>20/10/2017 by 12.00 Noon</b>
9	Time of Supply & Completion	<b>Within 3weeks after issue of Purchase Order</b>
10	Note	<b>Quotation should be signed and sealed packed super scribed as “Quotation for Supply of Furniture for Library” with all supporting documents/credentials in desired formats</b>

## 1. INTRODUCTION:

National Institute of Solar Energy, an autonomous institution of Ministry of New and Renewable (MNRE), is the apex National R&D institution in the field Solar Energy. The Government of India has converted 25 year Old Solar Energy Centre (SEC) under MNRE to an autonomous institution in 28<sup>th</sup> October, 2013 to assist the Ministry in implementing the National Solar Mission and to coordinate research, technology and other related works. The institute is involved in demonstration, standardization, interactive research, training and testing solar technologies and systems. It is an effective interface between the Government and institutions, industry & user organizations for development, promotion and widespread utilization of solar energy in the country.

## 2. Invitation for Quotation:

On behalf of Director General, National Institute of Solar Energy, Gurugram sealed quotations are invited from the technically and financially capable manufacturers/suppliers who are interested to work with NISE for “Supply of Furniture for Library” at National Institute of Solar Energy, Gwal Pahari, Gurugram, Haryana, India.

## 3. INSTRUCTIONS TO MANUFACTURER/SUPPLIERS

### Eligibility of Bidders

- (i) The Bidder/Vendor should be reputed Supplier of Furniture for Library having an annual turnover of not less than Rs 05 Lakh in each financial year during the last two years. Bidders should enclose copy of audited sheets for financial years. Bidder must have sales tax and income tax registration. Copy of PAN Card and GST/ Sales Tax Registration should accompany the quotation. Bidder must have required facilities to manufacture the required items for which the bid is submitted. **The proof of turnover and list of clients shall be submitted with the quotation.**
- (ii) The Bidder/Vendor shall be equipped and able to carry out the Client’s maintenance, repairs and Spare parts, stocking obligations prescribed by the conditions of the contract
- (a) That the adequate and specialized expertise is already available or will be made available following the execution of the contract in the Purchaser’s city, to ensure that the support services are responsive and adequate.

- (iii) Bidder/Vendor who does not meet the criteria given above, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc. are subject to disqualification.

**Note:** Only Submission of the bid does not suffice for deeming the Order to the bidder; all bidders will undergo a strict scrutiny process to evaluate the bids received by the committee.

#### 4. Technical Specifications of Furniture for Library

➤ **Wood + Steel library stack racks single face Main Unit /Quantity 10**

Overall size 6.16 (H) X3 (W) X 1.3 (D) Ft. having 6 shelves /5 compartments are made of 25 mm pre laminated board with all exposed edges sealed with 2 mm thick pvc edged banded tape with not melt glue, back closed shelves are made of mild steel not less than 0.8 mm thickness racks are fully antirust treated & powder coated 60-70 Micron racks are provided with 5 Book Stoppers and A4 Size Pouch double sided.

➤ **Periodicals rack for Magazine / Quantity 01**

Periodical deployment unit made of c.p.teakwood /board each pigeon hole consist of a sloped display shelf, hinged to lift up and exposed a flat storage space for the periodical, storage space is concealed while shelf is in the natural position. Overall size 5.5 (H) X 3 (W) X 1.3 (D) Ft. size of each row provided are different to the one with each other, for display of larger size periodical on the rear row and small size on the top rows as the first rear row is 1.3" high ,

➤ **Library Table Specification / Quantity 06**

Library Table size 8 (L) X 4 (W) Ft. made with 50 x 50 mm mild steel bottom frame with four legs, 60-70 micron powder coated table top made out of 25mm Pre laminated board with 2 mm pvc edge banded tape.

➤ **Library Newspaper Stand / Quantity 01**

Wooden Newspaper stand size 4 (H) X 3 (W) Ft. Feet Wooden Polished

## 5. General Conditions of Contract

- a) **Packing:** The Supplier shall provide such packing of the Goods as is required to prevent the damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
  
- b) **Delivery and Documents:** Delivery of the goods and completion of works should be made within **(3 weeks) three Weeks** from the date of placement of purchase order at **National Institute of Solar Energy, Gurugram – Faridabad Road, GwalPahari, Gurugram – 122 003, Haryana, India.**
  
- c) **Transportation :** Where the Supplier is required under the Contract to transport the Goods to a specified place of destination including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.
  
- d) **Payment:** 100% against delivery, Installation testing & commissioning and acceptance of the system /equipment / items to the entire satisfaction of the Purchaser.
  
- e) **Taxes and Duties:** Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. Being the purchases for scientific purpose, the customs/Excise duty exemptions are applicable.
  
- f) **Penalty Clause:** If the Supplier fails to deliver the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty (Half percent of contract price per week of delay subject to a ceiling of 5% of final contract price).
  
- g) **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction in Gurugram, Haryana.
  
- i) **Rejection Terms:** Incomplete, conditional, fax, late quotation will be rejected summarily. Director General, National Institute of Solar Energy reserves the right to reject any or all the quotations at his discretion without assigning any reason thereafter.

**j)** Interested Bidder/Vendor are requested to inspect the work site at the address above mentioned and get them acquainted with the nature of work and local conditions that may have a bearing on the rates.

The following forms/documents are provided by the bidder/vendor.

- (i)** Performance Statement Form (As per the attached Format No.04)
- (ii)** Service Support details;
- (iii)** Manufacturer's Authorization Form
- (iv)** Certificate of experience of minimum two similar jobs / Client List.
- (v)** Turnover for the past 02 years (Profit/Loss Account/ Balance/Sheet).
- (vi)** Price Bid (As per the attached Format No.05)

**l) Site Survey:** Interested parties/ Vendors are requested to inspect the work site at the address mentioned above and get them acquainted with the nature of work and local conditions that may have a bearing on the rates.

#### **NOTES**

- a)** NISE, Gurugram will evaluate all the options and activities mentioned above and reserve the right to award the contract for the most feasible and cost effective option and activities.
- b)** NISE, Gurugram reserves the right to accept or reject any or all applications without assigning any reasons.
- c)** Offers with incomplete information are liable to be rejected, which may be noted.

**Deputy Director General (Admin)**  
National Institute of Solar Energy  
Gurugram-Faridabad Road,  
GwalPahari Gurugram – 122 003, INDIA

(Annexure-1)

**BOOK RACK**



**READING TABLE**



(Annexure-2)

**NEWSPAPER STAND**



**MAGAZINE STAND**





(Annexure- 3)

**No. 12/09(09)/2017 – NISE - Lib****Performance Statement Form**

(For the last Two years)

Name of Bidder/Vendor: \_\_\_\_\_

Order No. & Date	Client	Contact Person/ Phone	Description & quantities of ordered items	Value of order (in Rs Lakhs)	Date of Completion		Satisfactory completed on
					As per contract	Actual	

To be attached: Documentary evidence (client's letter or certificate) in support of satisfactory completion of above orders. Minimum 2 Customers

\_\_\_\_\_  
Signature and seal of the Bidder\_\_\_\_\_  
Date

(Annexure- 4)

**Price Bid Format**

(On Company's Letterhead)

Ref No.

Date:

**PRICE BID**

The Deputy Director General (Admin)  
National Institute of Solar Energy (NISE)  
Gurugram – Faridabad Highway  
GwalPahari; Gurugram – 122 003, INDIA

**Subject:** Supply of Furniture for Library at NISE-No. 12/09(11)/2017 – NISE - Lib

<b>S No</b>	<b>Item</b>	<b>Basic Price (in Rs)</b>	<b>Taxes (in Rs)</b>	<b>Other Charges (if any) (in Rs)</b>	<b>Total (in Rs)</b>
	<b>Total</b>				

Amount in words (Rs.) .....

Signature:

Name of the Representative Submitting the Bid:

Designation:

Company Seal

**Format for submission of Bidder/ Vendor Data**

1.	<b>Name of vendor</b>	
2.	Registered Address	
	Phone No.	
	Fax No.	
	Name of Proprietor/ CEO/Chairman	
	Phone/Mobile No.	
	Email id	
3.	Factory Address	
	Phone No.	
	Fax No.	
	Email id	
4.	Delhi/NCR Address (if any)	
	Phone No.	
	Fax No.	
	Email id	
5.	Correspondence Address	
6.	Name of Contact Person	
	Designation	
	Phone/Mobile no.	
	Fax No.	
	Email id	

7.	Website	
8.	Sales Tax related information/ GST	
	TIN No.	
	L.S.T. No.	
	C.S.T. No.	
	Sales Tax Exemption No. (if any)	
9.	Income Tax related information	
	PAN No.	
	PAN reference no. (in case PAN applied for)	
	PAN Status (in case PAN applied for)	
10.	Excise duty related information	
	ECC No.	
	Range	
	Collectorate	
11.	Registration No. with Directorate of Industries	
12.	SSI Reg. No. (if Small Scale Industrial Unit)	
13.	Bank related information	
	Bank name	
	Branch name	
	Bank address	
	Bank phone no.	
	Bank fax no.	
	Bank MICR Code (9 digit)	
	RTGS-IFC Code	
	Account type	
	Account no.	
Swift Code		

I certify that the information given herein is correct to the best of my knowledge and belief.

Signature of  
Proprietor/CEO/Chairman  
Seal of the company/concern