



**Supply and Fixing of Stainless Steel Drapery Rods (Curtain Rod)
set with all accessories complete for 14 nos. of SIDBI's residential Flats at 16MMM Marg,
Lucknow-226001**

Sealed quotations are invited from Authorised Dealers/ Distributors based at Lucknow interested in Supply and Fixing of Stainless steel (S.S) Drapery rods set of reputed make such as VISTA and MAC for its Residential flats at 16 MMM Marg, Lucknow- 226 001. The pre-qualification criteria along with terms and conditions are furnished in the **Annexure I and Annexure II** respectively. The Tender Documents are also available in the office of the undersigned during 10:00 hrs to 15:00 hrs on any working day (except, Sunday and Holiday under NI Act) between **25/06/2014 and 01/07/2014 on payment of ₹200/- (Rupees Two Hundred only)** as non refundable Application Money.

The quotations should be submitted in two parts in two separate sealed **non-window envelopes** described as under:

Part I (Technical Bid) in sealed cover, containing details of Constitution of the Dealers/ Distributors, Income Tax Assessee, VAT/TIN no., Technical specifications and details of supply item, General terms and Conditions etc., duly supported by documentary proof **and General terms and conditions as given in Annexure II**. The format for technical bid is enclosed at **Annexure III and Appendix to Annexure III**. **All pages should bear the signature of the authorised person and seal of the dealer/ Distributor.**

Part II (Financial Bid) in sealed cover, containing the financial bid (in prescribed Performa) for Supply, and Fixing of S.S Drapery Rods (Curtain Rods) set. The format is enclosed at **Annexure IV**. **All pages should bear the signature of the authorised person and seal of the dealer/ Distributor.**

Bidders are advised to undertake the site visit before bidding and confirm themselves about the size of openings available and corresponding size of drapery rods required. The site will be available for inspection from 11.00 am to 5.00 pm on 26/06/2014 and 27/06/2014.

Non refundable Application Money of ₹ 200/- (Rupees Two Hundred only) by way of Demand Draft /Pay Order/ Bankers Cheque drawn in favour of "Small Industries Development Bank of India", payable at Lucknow may be submitted along with Part I (Technical Bid). This is applicable only to those bidders who do not purchase the tender documents from SIDBI office.

Earnest Money Deposit (EMD) of ₹10,000/- (Rupees Ten Thousand only) by way of Demand Draft/Pay Order/ Banker's Cheque drawn in favour of "Small Industries Development Bank of India", payable at Lucknow may be submitted along with Part I (Technical Bid). EMD of unsuccessful Bidders will be returned without any interest after award of work and its acceptance by the successful Bidder.

The bids to be submitted should be addressed to “**The Deputy General Manager (Premises), Premises Vertical, Small Industries Development Bank of India, SIDBI Tower, 15, Ashok Marg, Lucknow - 226 001**” and super scribed ‘**Supply and Fixing of Stainless Steel Drapery Rods (Curtain rod) sets with all accessories complete for SIDBI’s Residential Flats at 16 MMM Marg, Lucknow-226 001**’. The bids should reach him not later than **1500 hrs. on 01/07/2014**. The bids which are not submitted in the prescribed manner will not be accepted. The Technical bids (Part I) would be opened on the **01/07/2014 at 1600** hours and the interested parties can make it convenient to be present at the time of opening the bids. **The SIDBI reserves the right to accept or reject any or all bids without assigning any reasons thereof.**

The Deputy General Manager (Premises),
Premises Vertical,
Small Industries Development of India (SIDBI),
SIDBI Tower,
15, Ashok Marg,
Lucknow - 226 001

For further details visit : www.sidbi.in

Encl : As above

Annexure I

Pre-qualification Criteria

1. The Bidder should be Authorized Dealer/Distributor of reputed Original Manufacturing Companies such as VISTA and MAC and based at Lucknow [**Attach copy of Dealership/Distributorship certificate**] and should be conversant with execution of such works.
2. The Bidder should have Valid VAT/TIN registration of the state of Uttar Pradesh. [**Attach copy of registrations**].
3. The Bidder should be an Income-tax assessee having filed its Income tax return for the Assessment Year 2013-14 [**Attach copy of PAN and copies of return filed**].

The terms and conditions of Supply and Fixing of Stainless steel Drapery rods (Curtain Rod) set contract is given in the Annexure II.

The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Annexure II may submit the “**Technical Bid**” in a separate sealed cover super scribing “**Technical Bid**” in a separate sealed cover super scribing - “**Supply and Fixing of Stainless steel Drapery rods (Curtain Rod) set with all accessories complete for 14 nos. of SIDBI’s residential Flats at 16MMM Marg, Lucknow-226001**”

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General Terms and Conditions for Supply and Fixing of Stainless steel Drapery rods_
(Curtain Rod) set with all accessories complete.

1. Cost Details:

The Quoted price should include all levies / taxes like Service tax, Sales Tax, Transportation, Customs, Excise, traveling charges, support service during warranty, **Octroi** if applicable etc.

SIDBI will not be in a position to supply Form-C or Form-D and Agency will have to arrange for Form 31 or 32 or any other road permit, if required, on behalf of SIDBI.

2. Payment Terms:

The standard payment terms of SIDBI are given below.

- i. Bidder shall deposit with the SIDBI by Demand Draft/Pay order/ Managers Cheque in favour of Small Industries Development SIDBI of India a sum of Rs 10,000/- by way of Earnest Money Deposit (EMD) along with the tender. EMD of unsuccessful bidders will be returned without any interest after award of work and its acceptance by the successful Bidder. This amount will not carry any interest. If the successful bidder fails to accept the LOI / sign the contract or do not provide the required performance security or expresses inability to carryout the contract or fails to start the work within stipulated time, SIDBI shall forfeit the bid security amount (EMD) of the bidder and ban the contractor from subsequent bidding for a period of 3 years .
- ii. In the case of successful Bidder the Earnest Money Deposit shall be held by the SIDBI for due fulfillment of the contract as initial security deposit. Initial security deposit will be 2 % of the accepted value of the bid (Including the amount of EMD). Also 5 % of the total value of work done will be withheld from the bills by the SIDBI as security deposit. The total security deposit shall be 5 % of the accepted contract value (including the Initial Security Deposit). This security deposit amount shall be released after satisfactory completion (certification by SIDBI representative) of Six months of defects liability period without any interest. **The defect liability period of**

six months will reckon from the date of handing over the Drapery rods set after successful Supply and Fixing.

- iii. Payment shall be made on the progress of the work on verification by Engineer In-charge of SIDBI.
- iv. On completion of the work, measurement of complete work will be carried out. The Decision of Engineer In-charge of SIDBI will be final in respect of measurement.
- v. After Fixing of Drapery rods in the 14 nos of SIDBI's flats at 16 MMM Marg, Lucknow – 226 001, complete to the satisfaction of SIDBI's representative and submission of measurement of the work certified by SIDBI's representative, necessary guarantee/ warranty from the manufacturer, documentary proof of delivery of the drapery rod set from Manufacturing company (If required by SIDBI's representative), documentary proof of delivery and handing over the Drapery rod to SIDBI by the agency, final bill will be settled.
- vi. All payments will be made by SIDBI, Lucknow through NEFT/ RTGS. The successful Bidder shall submit duly filled in Bank mandate form signed by the Bidder and countersigned by its Banker in the format supplied by SIDBI. Applicable TDS will be affected from payment.

3. Terms of Delivery:

All the Drapery Rod set shall be supplied and fixed within 10 **days from the date of award of order.**

- ✓ Bank reserves the right to reject the whole or part of Drapery rod material supplied, if the same is found non conforming to the Specifications as per samples displayed. In such case the rejected material will have to be taken back by the contractor and the same will have to be replaced conforming to the specifications as per samples displayed at contractor's own cost.
- ✓ Bank reserves the right to stop the work and terminate the contract if it finds the material used/ work under execution is/ are not as per the specifications, terms agreed, progress of the work is not satisfactory i.e. work delayed without any substantial reason.

Liquidity damages will be charged @ 1 % per week to a maximum of 10 % for delay in delivery and Fixing beyond the completion date.

The exact address of delivery location is:

The Dy. General Manager (Permisses)
SIDBI Officers' Residential Flats ,
16 MMM Marg ,Lucknow 226 001

4. Scope of Work, Fixing & Acceptance :

- ✓ Delivery of Drapery Rod (Curtain rod) with all accessories complete of reputed make such as VISTA Allure series SS 02 model, MAC Metallica series capstan model [with required accessories such as required nos. of curtain rings as per length of the rod , Holding Brackets, Finials (end capping) etc. for Fixing to be complete confirming to specifications mentioned/ agreed in Appendix to Annexure III,
- ✓ Fixing of the Drapery Rod (Curtain Rod) set including Finials, Curtain rings and fixing of holding brackets by drilling holes and fixing with Stainless steel Screws/ fasteners, fissures etc. required to fix bracket firmly and hold the same at desired locations of doors and windows on all floor of 14 nos. of Residential flats at 16 MMM Marg, Lucknow in proper alignment completed to the satisfaction of SIDBI's Representative.
- ✓ Initially fixing will be done in one flat as sample and on acceptance of the same with modifications if any, made by SIDBI's representative, the balance work will be executed in other Flats.

The Drapery rod will be deemed to be accepted only after these are supplied and fixed as per SIDBI's requirement mentioned above.

5. Successful Bidder shall have to provide documentary proof of delivery from the Manufacturing Company for Drapery rod set supplied for above works if required by the Bank/ its representative.

6. Force Majeure:

If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo, Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or Any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.

7. Dispute Resolution :

In the event of a dispute or difference or difference of any nature whatsoever between the agency and SIDBI during the course of the assignment arising as a result of this order, the same will be referred to The General Manager (Premises) and his decision in the matter will be binding on both the parties .

8. Indemnity:

The contractor will indemnify SIDBI for the followings:

- a) Any third party claims, civil or criminal complaints / liabilities, site mishaps and other accidents of disputes and / or damages occurring, or arising out of any mishaps at the site due to faulty work, negligence, or for violating any law, rules and regulations in force, for the time being while supplying and installation of Drapery Rod (Curtain rod) with all accessories .
- b) Any damages, loss or expenses due to or resulting from any negligence or breach of duty on the part of the contractor, their servants or agents.
- c) Any claim by an employee of contractor under the Workmen Compensation Act 1923 and Employers Liability Act, 1938 or any other law rules and regulations in force for the time being and any acts replacing and/or amend the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of execution of the contract work and/or arising out of and in the course of employment of any workmen/employee.
- d) Any accident or mishap during execution of work.
- e) Any act or omissions of contractor their servants or agents which may involve any loss, damage, liability, civil or criminal action.

9. Damages to the Existing works / fittings – No damages shall be caused to the existing work / fittings / fixtures during supply / Fixing of Drapery Rods. Agency shall be fully responsible for rectification of such damages.

10. Contact Information:

Should you require any further clarifications, you may contact Shri Anshuman Gupta, SIDBI, Lucknow Head Office (Tel. no. 0522-2288546-50 Extn.-724).

THE FORMAT FOR TECHNICAL BID

(Supply and Fixing of Stainless steel Drapery rods (Curtain Rod) set with all accessories complete for 14 nos. of SIDBI's residential Flats at 16MMM Marg, Lucknow-226001)

From,

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To,

The Deputy General Manager (Premises),
 Small Industries Development Bank of India,
 Premises Vertical
 SIDBI Tower
 15, Ashok Marg
 Lucknow - 226 001

Sl. No.	Particulars	Details to be filled in by the Bidder
1	Name of the Bidder / Contact Person / Contact no. (Tel/ Mobile)	
2	Regd. office/Business address of the Bidder	
3	Date of Incorporation/Constitution (Proprietorship/ Partnership/ Pvt. Ltd./ Public Ltd.)	
4	PAN/TAN of the Agency (Attach a copy of PAN card/TAN registration)	
5	VAT/TIN registration no. of the state of Uttar Pradesh. [Attach copy of registrations].	
6	Name of Reputed Original Manufacturing company of which Bidder is Authorized dealer/Distributor. (Attach copy of Dealer /Distributor Certificate)	
7	Whether the Bidder is an Income Tax Assessee having filed its Income Tax return for the Assessment Year 2013-14 (Attach copy of Income Tax Return)	

I / We agree to abide by all the terms and conditions stipulated by the Bank in Tender documents for supply and fixing of stainless steel Drapery (Curtain) Rod set for 14 nos. of Bank's Residential Flats at 16 MMM Marg Flats, Lucknow. I/ we hereby declare that the information submitted by me/us are true to the best of my/our Knowledge and if at any stage it is found to be incorrect, my bid/ contract may be cancelled at the sole discretion of SIDBI.

Place:

Date:

SIGNATURE

Name and designation of the person signing:

Name and Seal of the authorized dealer/Distributor

(Bidders are required to fill each and every point in the format. This format shall be sent in a separate sealed cover super scribing - **“TECHNICAL BID Supply and Fixing of Stainless steel Drapery rods (Curtain Rod) set with all accessories complete for 14 nos. of SIDBI's residential Flats at 16MMM Marg, Lucknow-226001”**)

Appendix to Annexure- III

**Technical Specifications of Stainless Steel Drapery rods (Curtain Rod) set with all accessories complete for 14 nos. of SIDBI's Residential Flats at 16MMM Marg, Lucknow-
226001**

S.no.	Description of Specification.	Requirements	Details to be filled in by the Bidder (Yes/No) or make/ Model as applicable.
1	Drapery Rod (Curtain Rod).	Standard supply by Manufacturer – Allure series SS 02 model of Vista/ Metallica series Capstan model of MAC.	
2	Finials (end capping)	Standard supply by Manufacturer for Allure series SS 02 model of Vista / Metallica series Capstan model of MAC.	
3	S.S Holding Bracket	Standard supply by Manufacturer for Allure series SS 02 model of Vista / Metallica series Capstan model of MAC..	
4	S.S Curtain Ring	Standard supply by Manufacturer for Allure series SS 02 model of Vista / Metallica series Capstan model of MAC..	
5	Diameter of Rod	19 mm	
6	No. of S.S Holding Brackets	As per the standard make accessories with min. 2 nos. up to 4 ft length, 3 nos. for 4ft to 8 ft length and 4 nos. for 8ft to 12 ft length. The brackets are to be fixed with stainless steel screws/ fasteners.	
7	No. of Curtain rings	As per the proposed make accessories with min. 1 number at 4 inch interval.	
8	Trade mark of Manufacturer on Material	Will be preferred.	
9	Model/ Make	To be mentioned.	

Note: Please provide information in respect of all the points of above Format.

P A R T - II
THE FORMAT FOR FINANCIAL BID
(For Supply and Fixing of Stainless steel Drapery rods (Curtain Rod) set with all accessories complete for 14 nos. of SIDBI's residential Flats at 16MMM Marg, Lucknow-226001)

From,

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To,

The Deputy General Manager (Premises),
 Small Industries Development Bank of India,
 SIDBI Tower
 15, Ashok Marg
 Lucknow - 226 001

FORMAT - Financial Bid

Drapery (Curtain) Rod Brand/Make/Model:

S. N.	Description	Unit	Quantity	Unit Price (₹)	Total Price (₹)
	Supply and Fixing of Stainless steel Drapery Rods (curtain rods) of 19 mm dia along with all accessories such as Curtain ring (nos. sufficient for rod length) as per standard/ mentioned in technical bid, Holding Bracket, Finials (End capping), screws, fissures etc. Including fixing of same on the desired door windows locations on all floors as per the Quoted Technical specifications in Appendix to Technical Bid and terms and condition of Tender for Supply and Fixing of Stainless steel Drapery rods (Curtain Rod) set.	Nos.			
1	3.5 feet length complete set with curtain rings per 4 inch and two nos. of holding brackets.	Nos.	7		

S. N.	Description	Unit	Quantity	Unit Price (₹)	Total Price (₹)
2	4.5 feet length complete set with curtain rings per 4 inch and two nos. of holding brackets.	Nos.	21		
3	6 feet length complete set with curtain rings per 4 inch and three nos. of holding brackets.	Nos.	35		
4	7 feet length complete set with curtain rings per 4 inch and three nos. of holding brackets.	Nos.	7		
5	7.5 feet length complete set with curtain rings per 4 inch and three nos. of holding brackets.	Nos.	21		
6	8 feet length complete set with curtain rings per 4 inch and three nos. of holding brackets.	Nos.	14		
7	9 feet length complete set with curtain rings per 4 inch and four nos. of holding brackets.	Nos.	14		
8	10 feet length complete set with curtain rings per 4 inch and four nos. of holding brackets.	Nos.	14		
9	10.5 feet length complete set with curtain rings per 4 inch and four nos. of holding brackets.	Nos.	7		
	Total cost				

Note:

- i. Above requirement for length of Drapery Rods are approximate .**Payment will be made as per actual no. of lengths executed based on the rates quoted above. Proportionate payment/ deduction will be made based on the rates quoted above for variation in lengths, If any under each category.**
- ii. All prices should be inclusive of all levies/ taxes like Service tax, Sales Tax, Transportation, Customs, Excise, travelling charges, support service during warranty Octroi if applicable, etc.
- iii. Prices quoted above should be valid for a period of **one month** from the date of submission of proposal.
- iv. We are aware that all the payments shall be subject to TDS, as applicable at the time of payment.

I / We agree to abide by the terms and conditions stipulated by the Bank in the Tender and Technical BID for supply and Fixing of Stainless steel (S.S) Drapery rods (Curtain Rod) set with its Appendix for supply and Fixing Drapery (curtain)Rod set for 14 nos. of SIDBI's residential flats at 16 MMM Marg ,Lucknow- 226 001

Place:

Date:

SIGNATURE

Name and designation of the person signing:

Name and Seal of the authorized dealer/Distributor

(This format shall be sent in a separate sealed cover super scribing – **“FINANCIAL BID (For Supply and Fixing of Stainless Steel Drapery (curtain) Rod set for 14 nos. of SIDBI's residential flats at 16 MMM Marg ,Lucknow- 226 001)”**)