

**EMPANELMENT OF SUPPLIER**  
**FOR**  
**REGULAR SUPPLY OF CURTAINS AND OTHER ITEMS**



**VAIKUNTH MEHTA NATIONAL INSTITUTE OF COOPERATIVE  
MANAGEMENT, PUNE**

Date of issue of Tender Document	19/07/2019
Pre-Bid meeting with Bidders	31/07/2019 at 03:00 PM
Due date for submission of Tender	06/08/2019 until 05:00 PM
Date & Time for opening of Technical Bids Financial Bids & Issue of contract	08/08/2019 at 11:00 AM

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**NOTE: Every page of this Tender Document should be submitted duly signed and stamped by the Authorized Signatory.**

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The Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), Pune hereby invites Quotations from **local suppliers in Pune** for Providing and fixing Curtains and Curtain Rods with other fittings for **Empanelment of one year**.

<b><u>PART I: DATA SHEET</u></b>	
<b>Sr. No.</b>	<b>Particulars of Data Sheet</b>
1	Name of the Employer: <b>Director</b> , VAMNICOM, Pune- 411007 E-mail: <a href="mailto:info@vamnom.gov.in">info@vamnom.gov.in</a>
2	Name of the Assignment/job is: <b>Empanelment of Supplier for Regular Supply of Curtains and other related materials to Vaikunth Mehta National Institute of Cooperative Management, Pune.</b>
3	Last Date, time and address for submission of Proposal: Last Date: <b>06/08/2019</b> , Time : <b>17:00 Hrs.</b> Address : <b>Laxmi Kant</b> Hostel-in-Charge Vaikunth Mehta National Institute Of Cooperative Management, Savitribai Phule Pune University Road, Pune-411007
4	a) <b>A Pre-Proposal and Site visit meeting:</b> will be held on Date: <b>31/07/2019</b> Time : <b>11:00 am</b> <b>Venue:</b> Office of The <b>Registrar</b> , VAMNICOM, Pune b) <b>Opening of Bid:</b> will be held during Date: <b>08/08/2019</b> Technical Bid Opening: <b>11:00 Hrs.</b> Financial Bid Opening: <b>16:00 Hrs.</b> <b>Venue:</b> Office of the <b>Registrar</b> , VAMNICOM, Pune.
5	<b>Processing Fee and Bid Security:</b> Processing Fee (non-refundable) of <b>Rs. 500/- (Rs. Five Hundred Only)</b> and Bid Security ( <b>refundable till validity of Proposal</b> ) of <b>Rs. 5,000/- (Rs. Five Thousand Only)</b> to be submitted in sealed envelope in the form of <b>Demand Draft</b> in favour of Director, VAMNICOM, Pune payable at Pune. ( <b>Should be submitted along with Technical Bid</b> )  <b>NOTE:</b> Payment can also be made by means of <b>RTGS/NEFT/Cash</b> . In such a case proof of payment such as UTR no./ Cash receipt should be contained in the <b>Technical Bid Envelope</b> .

6	<p><b><u>Terms and Conditions</u></b></p> <p>a) In case of any defective/damaged material, supplied by the vendor/ supplier that should be immediately replaced, if failed to do so, a penalty equivalent to full amount of the item/material will be imposed and same will be deducted at the time of bill payment.</p> <p>b) For the delayed supplies and liquidated damages @ 0.5% per week on entire cost of the order will be levied from the bill to the maximum of 5% after which the order will remain cancelled.</p> <p>c) The items should be supplied within 15 days from date of receipt of purchase order from time to time. The items must be delivered to Vaikunth Mehta National Institute of Cooperative Management, Pune.</p> <p>d) A Security Bid of <b>Rs. 5,000/-</b> is to be deposited by the successful bidder, which will be refundable after expiry of the contract. The Security Bid may be forfeited in case of breach of contract by the vendor/supplier.</p> <p>e) Priority will be given to Cooperative Handlooms fabrics of curtain items manufactured by Cooperative Institutions that have specialization for designing customized curtains for reputed Hotels and Guest Houses of Institutions.</p> <p>f) Security Bid received from the Vendors will be returned after placing the Purchase order to successful bidder and Security Bid of successful bidder will be converted into "Security Deposit/ Earnest Money".</p> <p>g) Copy of GST Registration certificate duly signed by the Participants must be enclosed with the Technical Form.</p> <p>h) The Director, VAMNICOM has full rights to revert the Contract at any time without giving prior notice and any reasons.</p> <p>i) Director, VAMNICOM, Pune reserves the right to alter/modify any or all conditions of this tender notice.</p> <p>j) Payment terms</p> <ul style="list-style-type: none"> <li>- No advance payment.</li> <li>- 100% on delivery.</li> <li>- Transport charges, if any, may be included in the GST bill.</li> </ul>
7	<p>Quarries, if any, may be raised by the participants only on the date of Pre-Proposal meeting.</p>
8	<p>Proposals must remain valid for <b>120 (One Hundred and Twenty)</b> days after the submission date.</p>

**INSTRUCTIONS TO FILL-UP THE TENDER DOCUMENT**

- a) The bidders should submit their bids, complete in all respects, in two separate sealed envelopes.
- i. **Envelope No.1 Marked as Technical Bid:** Containing **Form TECH BID** and Demand Draft of Rs. 500/- (Processing Fee) + Rs. 5000/- (Bid Security) both in favour of **Director, VAMNICOM, Pune** payable at **Pune**. Name and address of the company must be clearly visible on the envelope
  - ii. **Envelope No. 2 Marked as Financial Bid:** Containing **Form FIN BID only**.
- b) The bids will be evaluated on the basis of technical details given in the Envelope No. 1 & rates quoted in the financial offer in Envelope No. 2.
- c) Bids received shall be opened in presence of Authorized Officials of VAMNICOM and the bidders who choose to remain present. If any of the required papers / certificates as specified in the Tender are not included or not in proper order, one week period may be given to the successful bidder at the discretion of VAMNICOM authorities, on such specific request received from bidder to furnish such documents, failing which the offer will be disqualified.
- d) The Technical bids will be opened on **08/08/2019 at 11:00 hrs.** and only technically qualified bidders will be eligible for opening of Financial bids on the same day.
- e) The Financial Bids will open on **16:00 hrs.**
- f) Bids by “e-mail” will not be accepted. Bids received without separate sealed covers and rates not quoted in **specified Performa** will not be accepted. Bids may be submitted by Registered Post or by Hand or by Courier. However, any delay on this account shall not be accepted as a reason for exception.
- g) Each page of the both Technical and Financial offer submitted needs to be properly numbered, stamped and signed.
- h) The Director, VAMNICOM reserves the right to reject one or all tenders without giving any reason thereof.
- i) Tender document must be submitted before the aforementioned closing date and time.

**The Registrar**

Vaikunth Mehta National Institute of Cooperative Management, University Road, Pune –  
411 007

# TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Employer]

Dear Sir:

I/We, the undersigned, offer to provide **Regular Supply of Curtains and other related materials to Vaikunth Mehta National Institute of Cooperative Management, Pune** in accordance with your Tender Document. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelope.

We agree to supply Curtains at the rates quoted by us. We hereby agree to abide by all the terms and conditions mentioned in the tender document.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address:

## **Enclosures in the Technical Bid:**

- a) Name and address with Telephone No., Mobile No., email, Fax Nos. of vendors/ supplier in Pune.
- b) Processing Fee and Security Bid Deposits of any form as specified in this tender document.
- c) A copy of GST Registration Certificate.
- d) Latest copies of acknowledgements of GST payment of last three months.
- e) The copy of clients and list of on-going/ executed work orders during last 5 years and performance certificate from the employer.
- f) Experience Certificates/Work Orders of Government Institutions and Government Department.
- g) Proof of Minimum Annual Turnover of Rupees Five Lakh. VAMNICOM will accept Technical Bids only from such vendors/suppliers who possess minimum annual turnover of Rupees Five Lakh.
- h) Copy of this tender document duly signed on each page.

# FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

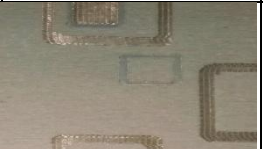





To: [Name and address of Employer]

Dear Sir:

I/We, the undersigned, offer to provide **Regular Supply of Curtains and other related materials to Vaikunth Mehta National Institute of Cooperative Management, Pune** in accordance with your Tender document and our Technical Proposal.











We hereby submit our Financial Proposal for the sum equivalent to slab-wise variable rates as indicated below in Table- 1, 2 and 3 **inclusive of all applicable taxes:**

**Table - 1: List of Selected Curtain**


Sr. No.	Particulars	Design No. / Sr. No.	Pictorial	Unit	Unit Price in Rs.
1.	ATH – ODYSSEY	D. No. 79503		Meter	
2.	ATH–MILAN COLLECTION	D. No. 06		Meter	
3.	ATH–SERENITY COLLECTION	D. No. 6251		Meter	
4.	ATH – TULIP COLLECTION	D. No. 9051		Meter	
5.	D-Décor AURA - SUNCITY	D. No. 16777 Sr. No. 07 Shade – 09		Meter	
6.	D-Décor AURA - SUNCITY	D. No. 16821 Sr. No. 08 Shade - 09		Meter	

Sr. No.	Particulars	Design No. / Sr. No.	Pictorial	Unit	Unit Price in Rs.
7.	D-Décor AURA - SUNCITY	D. No. 16777 Sr. No. 15 Shade - 01		Meter	
8.	D-Décor AURA - SUNCITY	D. No. 16821 Sr. No. 16 Shade - 01		Meter	
9.	D-Décor AURA - SUNCITY	D. No. 16821 Sr. No. 16 Shade - 01		Meter	
10.	D-Décor AURA - SUNCITY	D. No. 16895 Sr. No. 20 Shade - 02		Meter	
11.	D-Décor AURA - SUNCITY	D. No. 16777 Sr. No. 55 Shade - 10		Meter	
12.	D-Décor AURA - SUNCITY	D. No. 16821 Sr. No. 78 Shade - 07		Meter	
13.	D-Décor AURA - FLUTE	D. No. 16223 Sr. No. 01 Shade - 149		Meter	
14.	D-Décor AURA - FLUTE	D. No. 16222 Sr. No. 02 Shade - 149		Meter	
15.	D-Décor AURA - BELEZZA	D. No. 15683 Sr. No. 09 Shade - 313		Meter	
16.	D-Décor AURA - BELEZZA	D. No. 15682 Sr. No. 10 Shade - 313		Meter	



Sr. No.	Particulars	Design No. / Sr. No.	Pictorial	Unit	Unit Price in Rs.
17.	D-Décor AURA - BELEZZA	D. No. 15682 Sr. No. 66 Shade – 277		Meter	
18.	D-Décor AURA - SUNCITY	D. No. 16895 Sr. No. 66 Shade - 12		Meter	
19.	D-Décor AURA - SUNCITY	D. No. 16895 Sr. No. 74 Shade - 07		Meter	
20.	D-Décor AURA - SUNCITY	D. No. 16777 Sr. No. 47 Shade - 05		Meter	
21.	KC FABRICS - GLOBAL	Sr. No. 18901		Meter	
22.	KC FABRICS - GLOBAL	Sr. No.18920		Meter	
23.	KC FABRICS - GLOBAL	Sr. No. 18925		Meter	
24.	KC FABRICS - ARCADE	Sr. No.21701		Meter	
25.	KC FABRICS - ARCADE	Sr. No.21702		Meter	
26.	KC FABRICS - ARCADE	Sr. No. 21704		Meter	

Sr. No.	Particulars	Design No. / Sr. No.	Pictorial	Unit	Unit Price in Rs.
27.	KC FABRICS - ARCADE	Sr. No. 21706		Meter	
28.	KC FABRICS - ARCADE	Sr. No. 21761		Meter	
29.	KC FABRICS - ARCADE	Sr. No. 21751		Meter	
30.	KC FABRICS - ARCADE	Sr. No. 21752		Meter	
31.	KC FABRICS - ARCADE	Sr. No. 21748		Meter	
32.	KC FABRICS - ARCADE	Sr. No. 21747		Meter	
33.	KC FABRICS - ARCADE	Sr. No. 21746		Meter	
34.	KC FABRICS - ARCADE	Sr. No. 21742		Meter	
35.	KC FABRICS - ARCADE	Sr. No. 21741		Meter	
36.	KT – BALENO COLLECTION	Sr. No. 856		Meter	

Sr. No.	Particulars	Design No. / Sr. No.	Pictorial	Unit	Unit Price in Rs.
37.	KT – ARISTO COLLECTION	Sr. No. 925		Meter	

**Table - 2: List of Other Hardware**

Sr. No.	Particulars	Pictorial	Unit	Unit Rate in Rs.
1.	Stainless Steel Rod (Dia-25mm)		Meter	
2.	S.S. Socket (Dia-25mm)		Piece	
3.	S.S. End Cap (Dia-25mm)		Piece	
4.	S.S. Wall Socket (Dia-25mm)		Piece	
5.	S.S. Support Angle - Standard		Piece	

**Table - 3: List of Other Items**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Unit Rate in Rs.</b>
1.	Stitching	Per Panna	
2.	Astar for curtain	Meter	
3.	Lining	Meter	
4.	<b>ANY OTHER – Please Specify</b>	-----	-----

We understand that the actual payment under the Contract, to the successful Bidder, shall be made on the basis of the above stated Rates.

We hereby confirm that the Financial Proposal is unconditional and we acknowledge that any condition attached to the Financial Proposal may result in rejection of our Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, if any, as per Tender document.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address: