

National Green Tribunal
(Principal Bench)
Faridkot House, Copernicus Marg,
New Delhi-110001

Limited Tender Enquiry for Procurement of Crockery, Cutlery and Tea sets

No. NGT/PB/STORE / /2014

DATE: 08/09/2016

To,

(As per list enclosed of Empanelled vendors
Also on the website of this Tribunal)

National Green Tribunal proposes to purchase Crockery, Cutlery and Tea sets for its Principal Bench, New Delhi. Accordingly sealed tenders are invited for Supply of Crockery, Cutlery and Tea sets from Empanelled Vendors with the following details:

1. Nature of work: Supply of Crockery, Cutlery and Tea sets in following quantity and specification:

Particulars/Item	Quantity	Description /Remarks
Full Plates	44 nos	Dankotuwa make . (As per sample available in NGT office.
Quarter Plates	44 nos	Dankotuwa make. As per sample available in NGT office.
Glasses	60 nos.	Borosil Make (350 ml)
Napkins	44 nos	As per sample available in NGT office.
Cutlery	Fork - 44nos. Knife- 44 nos Table Spoon- 44 nos	Of Good stainless steel As per sample available in NGT office.
Tea Sets	04 sets {Of same colour and design}	Dankotuwa make As per sample available in NGT office. {One set comprises: <ul style="list-style-type: none">• 06 Cups• 06 saucers• Tea pot with Lid• Milk Pot/Creamer• Sugar bowl with Lid• 06 Small Tea spoons }

2. Last Date of submitting Tender Form: 22nd September, 2016 up to 2:30PM

3. Date and Time of Opening: **22nd** September, 2016 at 4 PM

4. Amount of E.M.D: Rs. 5000/- (Five thousand only, refundable (interest free))

Mode of EMD and Tender fee: Tenderers should make D.D. for "EMD" in favour of "The Registrar General, National Green Tribunal" payable at New Delhi.

Important Note for the Bidder: All the pages of the tender document should be submitted altogether. Tenders shall be submitted in a sealed envelope duly super-scribed with name of the item and due date as mentioned and addressed to "**The Registrar General, National Green Tribunal, (Principal Bench), Faridkot House, Copernicus Marg, New Delhi-110001.**"

Please Note that the tender document is subject to verification with the original tender document, and if any discrepancy is found, the tender would be rejected. The Tribunal reserves the right to reject any or all tenders, without assigning any reason thereof.

TERMS AND CONDITIONS

1. Tenders are invited for the supply of items required for use in National Green Tribunal by, **22nd** September, 2016 before 02:30 P.M and addressed to "**The Registrar General, National Green Tribunal, (Principal Bench) Faridkot House, Copernicus Marg, New Delhi-110001**"

The covers containing quotations must be marked "**TENDER FOR CROKERY, CUTLERY AND TEA SETS**"

2. The rates quoted should be inclusive of all charges viz. packing, forwarding, local taxes, railway freight, transit insurance etc. and free delivery at Tribunal's Stores Section. Taxes and duties should be quoted separately.

3. The payment for the ordered item would be made after the articles have been received and found in order. Normally payment shall be made through a crossed cheque /E- payment system within reasonable time of the receipt of goods to our entire satisfaction.

4. The rates should be valid at least for one year from the last date of receipt of quotations/Tenders.

5. It is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.

6. All the columns of the annexure attached shall be duly filled in separately. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.

7. The payment will be made on actual basis after receipt of goods as per specifications. In case the goods are rejected these have to be removed by the supplier at his own cost.

8. No payment will be made in advance for any supplies under this tender. The valid documentary proof of Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN) should be submitted along with the quotation. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes.

9. Tribunal reserves the right to accept or reject any tender without assigning any reason.
10. The Tribunal reserves the right to verify/seek confirmation of all original documentary evidence submitted by the vendors in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected.
11. Delivery and installation of the items are within 15 days from the date of purchase order.
12. Earnest Money:
- (a) EARNEST MONEY:- A Demand Draft for Rs 5000/- in the name of **"The Registrar General, National Green Tribunal", and Payable at New Delhi**, may please be sent along with quotation as Earnest Money without which no quotation shall be considered.
- (b) The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the purchase order. No interest will be payable by the purchaser on the Earnest Money Deposit.
- (c) Forfeiture of Earnest Money: The earnest money will be forfeited in the following cases:
- (i) When the tenderers fails to commence the supply of items as per purchase order within the prescribed period.
- (ii) When information/certificate/document furnished is found false at any stage.
- (iii) The earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or amends impairs or derogates from the tender in any respect within the period of validity of the tender.


(Mukesh Kumar Gupta)
07/11/16
Registrar General &HOO

National Green Tribunal
(To Be Filled By the Vendor/ Bidder)

1. Nature of work: **SUPPLY OF CROKERY, CUTLERY AND TEA SETS**

2. Name of the Vendor

3. Full Address of the Vendor

4. Telephone/ Mobile No. / Fax

5. Details of the D.D.

For E.M.D Amount (Refundable): D.D. No. _____ dated _____ drawn from the
bank _____

-:Price Schedule:-

Sr. No	Item	Quantity	Price per unit (in figures)	Price per unit (In words)	Taxes	Amount Total (inclusive all taxes)
1	Full Plates	44 nos				
2	Quarter Plates	44 nos				
3	Glasses	60 nos.				
4	Napkins	44 nos				
5	Cutlery	Fork - 44nos. Knife- 44 nos Table Spoon- 44 nos				
6	Tea Sets	04 sets of same colour and design i.e <ul style="list-style-type: none"> • 06 x 4 = 24 Cups • 06 x 4 = 24 saucers • 1 x 4 = 4 Milk Pot/Creamer • 1 x 4 = 4 Sugar bowl with lid • 1 X 4 = 4 Tea pot with lid • 06 x 4 = 24 Small Tea spoons } 				
Total Amount (In words)				Total Amount		

Seal and Signature of the bidder/Vendor.

List of empanelled vendor for crockery items

1. M/s Bansal General Store
2. M/s Space 4 Business Solutions
3. M/s Rama Krishna
4. M/s Smat form
5. M/s Satyam Furniture House
6. M/s Divine Interior