

# INDIRA GANDHI NATIONAL FOREST ACADEMY, DEHRADUN

## LIMITED TENDER FOR CURTAINS



**Date of Receipt of Tender : 22.11.2016 (1100 to 1500hrs)**

**Date of Opening of Tender : 22.11.2016 (1510) hrs.**

**GOVERNMENT OF INDIA**  
**MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE**  
**INDIRA GANDHI NATIONAL FOREST ACADEMY**  
**P.O. NEW FOREST, DEHRADUN, U.K. INDIA**

## LIMITED TENDER FOR CURTAINS

You may quote against this tender enquiry only if you are a registered Curtains dealer and in a position to supply the articles within time given by the Academy for supply order. If you fail to abide by this condition your earnest money deposit will stand forfeited.

The Technical Specifications of the Curtains proposed to be purchased are enclosed in Annexure-I.

Tenders have to be submitted on a prescribed tender form in original, issued from the office of the Director, IGNFA, New Forest, Dehradun, UK.

Unit price of each item must be quoted inclusive of all taxes and duties, if any, (except VAT which need to be shown separately).

The quoted prices should be F.O. R. Academy. The supply will have to be made at the Indira Gandhi National Forest Academy at New Forest and no transportation & installation charges can be claimed.

The defective items, if any, will have to be replaced, immediately

**Associate Professor (Admin)**  
**Indira Gandhi National Forest Academy**

**GOVERNMENT OF INDIA**  
**MINISTRY OF ENVIRONMENT AND FORESTS**  
**INDIRA GANDHI NATIONAL FOREST ACADEMY**  
**P.O. NEW FOREST, DEHRADUN, U.K. INDIA-248006**

**LIMITED TENDER FOR CURTAINS**

To

The Director,  
Indira Gandhi National Forest Academy,  
P. O. New Forest,  
Dehradun (U.K.).

Sir,

In response to your tender notice I/We submit herewith my/our tender for the supply of Curtains

I/We have read and understood all the terms and conditions governing the tender. I/We agree to abide by these terms and conditions.

I/ We undertake to replace the defective material, if any, at our cost.

I/ We have duly signed all pages of the tender document together with the copy of the "Terms and Conditions" contained in the tender document booklet.

I/We have signed the copy of these terms and conditions as a token of acceptance of these conditions.

Yours faithfully,

Stamp & Signature of the Authorized Signatory

Name \_\_\_\_\_

Dated..... Complete Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin code No. \_\_\_\_\_

**Details of Enclosures**

I am/ We are also enclosing as Annexure the following documents (Up-to-date) in fulfillment of the conditions laid down in the tender document. (Please tick mark your option).

Annexure:-

1. TIN No.
2. VAT Registration certificate
3. PAN No.

Stamp & Signatures of the Authorized Signatory

Name \_\_\_\_\_

Complete Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

Pin code No. \_\_\_\_\_

## Annexure-I

### Specification of Curtain & Frill for Old Mess

Sl.No.	Particular	Total No. of Curtain	Amount (₹)
1.	High Quality washable knitted fabric with gloss printing, synthetic, yarn curtain cloth (per meter)	60	
2.	Frill as per design and pattern in approved design (per running feet)	160 (running feet)	
3.	Stitching Charge (per curtain)		
		Total (₹)	

A sample cloth is enclosed with the tender. The specification should match exactly.

### Specification of Curtain for Executive Hostel Rooms

Sl.No.	Particular	Total No. of Curtain	Amount (₹)
1.	High Quality washable knitted fabric with gloss printing, synthetic, yarn curtain cloth (per meter)	160	
2.	Stitching Charge (per curtain)		
		Total (₹)	

A sample cloth is enclosed with the tender. The specification should match exactly.

### Specification of Curtain for IFS Probationers Rooms in New Hostel

Sl.No.	Particular	Total No. of Curtain	Amount (₹)
1.	Synthetic heavy curtains with S.S. Ring ilet stitching	596	
2.	Stitching Charge (per curtain)		
		Total (₹)	

There shall be two dark colored curtains and one light colored curtain for a window. The sample in attached with this tender. The specification should exactly match the sample.

**Limited Tender for the Procurement of Curtains of Reliable /Gem collection make**

Sealed tender are invited for Designer/ plain/self synthetic washable glace curtains with SS Iit Curtains of Reliable /Gem collection make as per details overleaf.

1. Your sealed tender duly signed in ink must reach this office on or before dated 22.11.2016.
2. While quoting the rates the name of the articles and date of opening may be mentioned in bold letters on the top of envelope.
3. Any tender received after the due date shall not be entertained.
4. While quoting the rates information on the following points should also be furnished clearly in your quotation letter:
  - (a) Whether the rates are inclusive of taxes.
  - (b) Period of validity of the quotations
  - (c) Mode of payment acceptable
  - (d) Period of Warranty
5. While quoting the rates a certificate to the effect that your firm is registered under Central/State Sales Tax may also be furnished.
6. All tender shall be opened on dated 22.11.2016 at 1510 hrs. By an officer authorized to do the same. This office have no objection for the presence of any tenderer or their representative at the time of opening.
7. The office reserves the right to reject any tender without assigning any reason thereof.
8. The tender must be addressed to Director, Indira Gandhi National Forest Academy, New Forest, FRI, Dehradun-248006.

## QUALIFICATION FOR TENDER

### 1. **Earnest Money Deposit (EMD):**

The tenders have to be accompanied by an **Earnest Money Deposit** of ` 20,000/- in the form of a Demand draft/FDR in the name of **Director, Indira Gandhi National Forest Academy, Dehradun**” at any scheduled Bank located in Dehradun.

EMD in any other form shall not be acceptable. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit. It may be noted that only Govt. Agency is exempted from payment of this Earnest Money Deposit. Tenders submitted without EMD shall be summarily rejected.

### 2. **Submission of tenders:**

- i. Complete tenders containing
  - Duly filled in Tender Booklet
  - Earnest Money Deposit equal ` 20,000/- in form of Demand Draft/ FDR in the name of “Director, Indira Gandhi National Forest Academy, Dehradun” at any scheduled Bank located at Dehradun and the documents as listed in the forwarding letter of the Tender Document Booklet.
  - Brochure/Booklet giving details of the item.
- ii. All the documents mentioned at 2(i) above should be secured fully and put into a sufficiently large envelope. The envelope should be sealed and super scribed with **“Tender for Curtains.”**
- iii. Awards for supply and maintenance could be made to different Companies.
- iv. The envelope containing the completed tender should be addressed to, The Director, Indira Gandhi National Forest Academy, New Forest, Dehradun (U. K.) –248006.
- v. The completed tenders should reach the office of the Director, Indira Gandhi National Forest Academy, New Forest, Dehradun (U. K.) –248006, within the due time & date prescribed. The Academy shall not be responsible for any postal or courier delays.

**TENDERS RECEIVED AFTER THE DUE TIME & DATE SHALL NOT BE ENTERTAINED BECAUSE THE TENDER BOX SHALL BE CLOSED & SEALED IMMEDIATELY AFTER DUE TIME ON THE DUE DATE.**

Tender submitted on plain paper or unauthorized copies of the Tender Document Booklet shall be treated as invalid and shall be summarily rejected.

3. **Tender Schedule:-**

**Date of Receipt of Tender : 22.11.2016 (1100 to 1500hrs)**

**Date of Opening of Tender : 22.11.2016 (1510) hrs.**

In case IGNFA office is closed on 23.11.2016 due to some reason, the last date and time will automatically get shifted to 1500 or 1510 hrs on the next working day.

4. **Validity of offers:**

- i. Offer/s made in the tender shall be valid till 90 days from the date of offer.
- ii. Any unsolicited correspondence after the last date and time for receipt of tenders is liable to render the tender/offer as invalid. Tendering parties are, therefore, advised in their own interest, to desist from filling any uninvited correspondence after the notified time.
- iii. It may be noted that the Tender Document Booklet is non-transferable.
- iv. All offers have to be made clearly in English or Hindi. There should be no cuttings. If a striking out is resorted to, it should be signed.
- v. No alteration or amendments shall be allowed after opening of the tenders.
- vi. Offers submitted by telex, telegram or fax shall not be considered.
- vii. For a tender to be valid the individuals signing the tender document must specify.
- Viii. Tenders in respect of obsolete products would not be entertained, even if the technical specifications are met.
  - Whether they are signing as the Sole Proprietor/ partners or attorneys.
  - Or as Authorized Dealers/ (with proof provided).

5. **Opening of tenders:**

- i. Tenders shall be opened in the office of the Director, Indira Gandhi National Forest Academy, New Forest, Dehradun, as per the following schedule;

**1510 hrs on 22.11.2016.**

- ii. Tenders shall be opened in presence of representatives of the tendering parties, who wish to remain present.
- iii. Tenders shall be read out one by one. Polite queries about rates etc. can be reread on request. Parties are however requested to desist from making comments.

6. **The short list:**

- i. A short list of tenders is expected to be ready by a week after the tenders are opened. EMD of other tenderers shall be returned once the supply order is made.
- ii. The tenderers whose tender is finally accepted for supply of the Curtains will be informed in due course and in writing.



- iii. Short listing of a tenderer does not confer any rights on any tenderer, it only means that the offer made is under consideration.

**7. General Conditions:**

- i. The sample cloth for Old Mess, Executive Hostel and IFS (Probationers) room at New Hostel is attached with tender document. It is available with the IGNFA stores. Those who are downloading tender forms shall visit IGNFA and collect samples before applying.
- While applying, the tenderer should keep the sample cloth along with tender. The size of the sample cloth should be 1ft x 1ft.
  - The sample given by the tenderer should match exactly with the sample kept/provided in the IGNFA, otherwise the tender is liable to be rejected.
  - The tenderer, if they have any doubt in cloth, design they are free to visit IGNFA to clear their doubts.
  - The rate quoted shall be net rate inclusive of all taxes.
  - The fully stitched curtain shall be properly placed/hanged in the rods/hooks provided in the Executive Hostel/Old Mess/New Hostel room. Payment will be made only after the curtains are properly hanged and shown.
- ii. The Director, Indira Gandhi National Forest Academy, Dehradun reserves the right without assigning any reason, therefore to
- Accept or reject, a whole or any part of an offer,
  - Reject any or all offers partly or wholly
  - Cancel or withdraw the tender notice
  - Accept or reject any deviations from these condition
  -

**NB. The Director, Indira Gandhi National Forest Academy, Dehradun is not bound to accept the lowest tender or lowest part of any tender.**

**8. Disputes:**

In case of any dispute arising with regards to this tender or its conclusion, the issue shall be referred to an Arbitrator appointed by The Ministry of Environment, Forest & Climate Change, New Delhi. His decision in the matter shall be final. The arbitration charges shall be paid by the tenderer.

**9. Acceptance**

Signing of the tender form and the Detailed Terms & Conditions shall be deemed as the final acceptance of these terms and conditions.

**Associate Professor (Admin)  
Indira Gandhi National Forest Academy**