

**NATIONAL INSTITUTE OF ELECTRONICS AND  
INFORMATION TECHNOLOGY (NIELIT)**

(An Autonomous Scientific Society of Department of Electronics & Information Technology,  
M/o Communications and Information Technology, Govt. of India)

**Delhi Centre**

2<sup>nd</sup> Floor, Parsvnath Metro Mall, Interlok Metro Station, Inderlok, New Delhi-110 052  
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**TENDER DOCUMENT FOR PARTITIONING WORK**

National Institute of Electronics and Information Technology (NIELIT), is an autonomous body under the administrative control of Department of Electronics and Information Technology, Ministry of Communications and Information Technology, Government of India mandated with carrying out Human Resource Development and related activities in the area of Information Technology, Electronics and Telecommunication Technology (IECT). The NIELIT Centre Delhi one of Units of NIELIT, is in process for calling quotation for partitioning work in the premises as per specifications provided in Annexure-II to this document.

2) Technical Bid as per proforma at Annexure-I and Financial Bid as per proforma at Annexure-II are to be sealed in separate covers appropriately super scribing the statement "Technical Bid" and "Commercial Bid" as the case may be and then both these covers should be sealed in a cover superscribed with "**TENDER FOR PARTITIONING WORK**" and **addressed to the Deputy Director (Admn.), National Institute of Electronics and Information Technology (NIELIT), 2<sup>nd</sup> Floor, Parsvnath Metro Mall, Interlok Metro Station, Delhi-110 052** so as to reach NIELIT Delhi Centre on or before closing date and time prescribed. The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut off date and time will be rejected forthwith.

3) The estimates offered should be valid for a minimum period of 60 days from the date of opening of Tenders.

4) The selected vendor(s) will have to furnish the performance guarantee in the form of Demand Draft/FDR/Bank Guarantee to the tune of 5% of estimated value of the tender. The performance security should be furnished within one month of awarding the contract with validity beyond 60 days of the expiry of the contract.

5) The completion of job work of partitioning will be done within 15 days from the date of placing order.

6) The material to be used for partitioning should be of standard quality and specifications.

7) The NIELIT does not bind itself to accept the lowest or any Tender and reserves with itself the right of accepting the whole or any part of the Tender and the tenderer shall be bound to partitioning work at the estimates quoted.

8) Installation charges etc. should be shown inclusively. Quantity of work given in Annexure-II is tentative. However, actual charges of work would be calculated on the basis of actual partitioning.

9) No advance payment will be made. Quotation of tenders demanding advance payment and clearance through Banks will not be accepted.

Contd.....

- 10) Tenders shall be preferably typed and should be free from typographical errors.
- 11) **PAYMENT TERMS:**  
Payment shall be made on completion of the satisfactory job work of partitioning. Payment will be released within 15-20 days after submission of the bill subject to satisfactory installation of partitions.
- 12) The last date of receipt of bid is **18.12.2014 at 1500 hrs at NIELIT Delhi Centre.**
- 13) The tenderer shall sign the tender at the place provided in the tender form and affix his office seal and indicate the date, otherwise the tender is liable to be rejected.
- 14) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the tender are not fully filled in or not duly signed/ authenticated. **Each page of the tender documents required to be signed and bear the official seal of the tenderer.**
- 15) Sales tax registration number may be quoted in all cases.
- 16) The rate quoted by the tenderer shall be final and no enhancement shall be allowed under any circumstances.
- 17) A copy of this document duly signed by authorized signatory (who has signed the Tenders) in token of acceptance of the terms and conditions stipulated herein should be submitted with the Proforma for furnishing the Technical Bid without which the Quotation shall be treated as incomplete and hence summarily rejected and the Financial Bid of the Tenderer will not be opened.

I hereby accept the terms and conditions mentioned above

Signature of the tenderer with seal

Date.....

## **ANNEXURE A**

**National Institute of Electronics and Information Technology (NEILIT)**  
**(An autonomous Body of Department of Electronics and Information Technology,**  
**Ministry of Communications and Information Technology)**

a) Last date of receiving Quotation : **18.12.2014 at 15.00 hrs**

### **TENDER DOCUMENT**

1. Name of work : Partitioning
2. Last date of receipt of tender : **18.12.2014 at 1500 hrs at NIELIT**
3. Specifications and Quantity : Annexure-II of Tender Document
4. Proforma for Technical Bid : Annexure I of Tender Document
5. Proforma for Financial Bid : Annexure II of Tender Document
6. Place of Partitioning : NIELIT Delhi Centre  
2<sup>nd</sup> Floor, Parsvnath Metro Mall, Inderlok Metro  
Station, Delhi-110 052

**PROFORMA FOR TECHNICAL BID**

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organisation :  
Address & Tele. No.  
Email Id
  
2. Date of commencement of Business :
  
3. Status of the organisation :  
(i.e. whether proprietorship, Partnership,  
Pvt. Ltd., / Public Ltd. Company, Regd.  
Under Societies Regn. Act etc.)
  
4. Regn. No. of the Organisation. Please :  
attach Certificate of Regn / Incorporation)
  
5. Name of the CEO / Proprietor :
  
6. Business of the Organisation  
(i.e whether manufacturer, Dealer, Agent,  
General Supplier etc.)
  
7. CST/TAN No., if any :  
  
Service Tax no. if any :  
  
PAN No. of the Organisation :
  
10. Name & address of three prominent : 1)  
Organisations provided similar services in  
the recent past (please also furnish copies  
of the supply orders) 2)  
  
3)
  
- 11(a) Do you agree with the terms and :  
conditions stipulated in Tender  
Document
  
- 11(b) Please list out any points of :  
disagreements with proposed solution  
(attach a separate sheet in case space  
provided is insufficient)

contd.....

**Declaration:**

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Terms and Conditions with its each page signed, in token of acceptance of the same is enclosed.
- c) We understand that the decision of the NIELIT to accept / reject "the points of disagreements and proposed solution provided by us" would be final and binding;
- d) The signatory to this bid is authorised to sign such bids on behalf of the organisation.

Signature .....

Name .....

Date.....

Designation .....

## PROFORMA FOR FINANCIAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organisation :  
 Address & Tele. No. :  
 Email ID :  
 Service Tax no. :  
 Sales Tax no. :  
 PAN No. :  
 2. Rates offered :

<i>S.No.</i>	<i>Description/Specification</i>	<i>Rate (Rs.) per Sq.Ft. in figure</i>	<i>Rate (Rs.) per Sq.Ft. in words</i>	<i>Total charges</i>
<i>A)</i>	Providing partition:			
<i>A-I</i>	P/R Aluminium partition with anodizing and 12mm particle board complete - approx. 500 sq.ft.			
<i>A-II</i>	P/R wooden partition frame 2'x2' Kail wood merandi both side commercial ply and lamination complete – approx. 300 sq.ft			
<i>B)</i>	P/R making running counter as per specification with 19 mm commercial board 1 mm lamination with drawers channel complete. – approx. 18 sq.ft.			

**Note:**

- The company will have to quote for all of the above items
- All taxes – sales tax, octroi, service tax etc. (if applicable) should be specified separately.
- NIELIT can accept or reject any offer without assigning any reason whatsoever.
- Successful bidder shall not be allowed to transfer the order in the name of some other company or its principal.
- NIELIT reserves the right to cancel this tender in case no satisfactory proposal is received.

**Declaration:**

- It is certified that the information furnished above is correct.
- We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same.
- The signatory to this bid is authorised to sign such bids on behalf of the organisation

Place:.....

Signature .....

Date:.....

Name .....

Designation .....

Filename: tender-partitioning.doc  
Directory: C:\Users\user\Documents  
Template: C:\Users\user\AppData\Roaming\Microsoft\Templates\Normal.  
dotm  
Title: F  
Subject:  
Author: madhvi  
Keywords:  
Comments:  
Creation Date: 02 December 2014 11:35:00  
Change Number: 8  
Last Saved On: 03 December 2014 09:38:00  
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