

**HYDERABAD METROPOLITAN WATER SUPPLY & SEWERAGE BOARD**

\*\*\*\*

**O/o.Chief General Manager (Engg),  
Transmission Circle,  
Khairthabad, Hyderabad-500004.**

**Short Tender Notice NIT .No.01/ CGM (E)/TC/T3/Furniture/2014-15 dt:18-03-2015**

Sealed Tenders will be received from the M/s Godrej make Co., itself (or) Regd. Contractors /Firms/Dealers having authorization / Dealership from M/s Godrej for supply of furniture at site on LS. Contract System by the Chief General Manager (E), Transmission Circle, HMWSSB, Khairatabad, Hyderabad till 5:00 PM on 23.03.2015 in his office at Khairatabad, Hyderabad for the following work and technical bid will be opened at 1:00 PM on 24.03.2015. And the price bid will be opened at 3:00 PM on 25.03.2015.

S.No	Name of Work	Approximate value of Work	EMD to be paid by DD at the time of application 1 %	Time limit for completion	Last date for receipt of bids	Period of Tender
1	Procurement of Tables, Chairs and other office furniture, Godrej make to new premises of Transmission Circle office at Sahebnagar under O&M Div.No.XI, Sahebnagar.	Rs:5,05,889=53	Rs:5100=00	One (1) Month	5:00 PM on 23.03.2015	Three (3) Days

The other details can be had at the HMWSSB site i.e, [www.hyderabadwater.gov.in](http://www.hyderabadwater.gov.in) vide "Short Tender Notice NIT .No.01/ CGM (E)/TC/T3/Furniture/2014-15 dt: 18-03-2015" from 18.03.2015 @5:00PM onwards

Sd/-

**CHIEF GENERAL MANAGER (E)  
TRANSMISSION CIRCLE**

1

TENDERER

Sd/-  
CHIEF GENERAL MANAGER (E)  
TRANSMISSION CIRCLE

## **TENDER SCHEDULE**

**Short Tender Notice No. 01 /CGM (E)/TC/T3/Furniture/2014-15, dated:18 .03.2015**

**“Procurement of Tables, Chairs and other office furniture, Godrej make to new premises of Transmission Circle office at Saheb Nagar under O&M Div.No.XI, Saheb Nagar.” - Sealed Tenders Called for.**

No part of this document shall be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of HMWSSB except to the extent required for submitting bid.

**Office of the Chief General Manager (Engg),**

Transmission Circle,

Khairatabad, Hyderabad-500004.

**HYDERABAD METROPOLITAN WATER SUPPLY & SEWERAGE BOARD**

\*\*\*\*

**O/o.Chief General Manager (Engg),  
Transmission Circle,  
Khairthabad, Hyderabad-500004.**

**FORWARDING SLIP TO TENDER SCHEDULE**

1)	Name of work:	Procurement of Tables, Chairs and other office furniture, Godrej make to new premises of Transmission Circle office at Sahebnagar under O&M Div.No.XI, Sahebnagar.
2)	Earnest Money Deposit 1% of Rs:5,100/- by way of DD drawn from any Nationalized or scheduled bank on or after tender notice date in favour of "HMWSSB, Hyderabad."	Details of Demand Draft enclosed DD.No.: Amount: Date: Bank: Branch:
3)	Name & Address of the Tenderer to whom the Tender Schedule is issued	
4)	Start Date for the downloading of the document	18.03.2015 @ 6:00PM onwards at <a href="http://www.hyderabadwater.gov.in">www.hyderabadwater.gov.in</a>
5)	Last Date & Time for Receipt of Bids	25.03.2015 @ 1:00PM
6)	Place of receipt and opening of sealed tender	C.G.M. (E), Transmission Circle. O/o.Chief General Manager(Engg), Transmission Circle, Khairtabad, Hyderabad-500004. Ph.No: 040 - 64566284
7)	Technical Bid Opening date	25.03.2015 @ 3:00PM
8)	Price bid Opening date	26.03.2015 @ 3:00PM
9)	No.of pages in the Schedule.	____ Nos.
10)	Eligibility Criteria	The Tenderer must be M/s Godrej make Co., itself (or) Regd.Contractors/Firms/Dealers having authorization / Dealership from M/s Godrej for supply of furniture at site.

Note: Tenderer should sign on each and every page of this tender schedule in taken acceptance of all the terms and conditions and shall submit along with Tender. Tenders are not transferable.

### **GENERAL CONDITIONS OF TENDER**

1. This will be a TWO PART BID to be submitted in TWO SEPARATE COVERS. COVER-A shall contain Agency /Firm profile and conditions of work and 1 % EMD. COVER – B shall contain only the quoted price. Both covers A & B shall in turn be enclosed in One Single be cover with Tender No. Name of the work and Name of the Tenderer / Firm should be super scribed on the top of the cover. The Technical Bid (Cover-A) will be opened initially and assessed the capability of Tenderer, Price Bid (Cover-B) of the qualified Tenders will be opened later duly informing the Tenderer. Tenderer must submit the Tender on due date & time in sealed cover as above and should be submitted to the Chief General Manager(E), Transmission Circle, Khairthabad, Hyderabad.
2. The rate shall be quoted in Indian currency both in words and figures in the prescribed form and at the space provided. The schedule accompanying the Tender shall be written legibly and free from erasures, over writings or conversion of figures, corrections etc where unavoidable, should be made by crossing out, re-writing and must be attested with full signature and date.
3. The Tenderer can neither change the terms & conditions nor alter the units of the Tender Schedule.
4. Tenders will be opened by the Chief General Manager(E), Transmission Circle, or his authorized representative at his office on the date afore mentioned.
5. The rates of items quoted under this contract are applicable for execution any where within HMWSSB limits.
6. The Chief General Manager(E), Transmission Circle reserves the right to accept / reject any or all the tenders without assigning any reasons.
7. EMD amount shall be paid by way of Demand draft drawn from any Nationalized Bank of scheduled bank payable at Hyderabad in favour of "HMWSSB, Hyderabad." The DD of EMD amount should be invariably placed in Cover-A( Technical Bid). Tenders without the EMD will not be accepted. The EMD of the un-successful Tenderer will be refunded after finalization of tender.
8. The EMD will be forfeited.
  - 1) If the EMD paid is less than the prescribed amount.
  - 2) If incomplete tender form is submitted or tender form with pre-conditions or additional conditions is submitted.
  - 3) If the tender is submitted in an unconcerned tender form.

9. The decision of the Chief General Manager (E), Transmission Circle with regard to the Technical Bids will be final and no correspondence or representations will be entertained in this regard.
10. All disputes or suits arising out of this work shall come under the jurisdiction of the courts in Hyderabad city only.
11. In the office happens to be closed (holiday) on the dates specified above, the respective activity will be performed at the designated time on the next working day without any notification.
12. The Tenderer shall quote their rate both in words and as well as in figures. The rates quoted in words shall prevail. If the Firm /Agency fail to quote the rate both in figures and words the Tender will be treated as incomplete and rejected.
13. The Tenderer can submit Tenders either personally or through authorized representative only.
14. The agency shall submit 3 covers i.e cover-A,(Technical Bid), cover-B(Price Bid) and both shall be kept in another sealed cover-C addressed to the O/o of the Chief General Manager(E), Transmission Circle, Khiarthabad, Hyderabad along with "forwarding slip to accompany the tender schedule.
15. All the offers and information desired shall be furnished in the original tender document only and submission of copies of Tender document will not be accepted. If the Agency/Firm desires to furnish any additional information, they can submit the same along with the information in Cover- A."
16. Tenderer shall submit enclosures where ever necessary.
17. If the tender is made by an individual, it should be signed with his full signature and his address shall be given. If it is made by a firm, it shall also be signed with the co-partnership name by a member of the firm who shall sign, furnish his own name, and the name and address of each member of the firm shall be given. If the tender is made by a corporation, it shall be signed by a duly authorized officer, who should produce with his tender. Satisfactory evidence of his authorization such tendering corporation may be required before the contract is executed to furnish evidence of its corporate existence.
18. The Earnest Money will be returned to the unsuccessful tender on application after intimation is sent of rejection of the tender or at the expiration of three months after the last date prescribed for the receipt of tenders whichever is earlier. This refund will be authorized by the Chief General Manager (E) by suitable endorsement on the demand draft.
19. The earnest money will be retained in the case of successful tenderer, and will not carry any interest; it will be dealt with as provided in the tender.
20. The tenders received will be decided within a period of three months after the expiry of the last date prescribed for the receipt of the tenders and the decision regarding the disposal of the tender will be indicated any time within the said period.

21. During the above period, no plea by the tenderer for any modification of the tender based upon or arising out of any alleged misunderstanding or misconception or mistake or for any reasons will be entertained.
22. In consideration of the General Manager (E), Chief General Manager (E)/ Director (Technical) undertaking to investigate and take into account each tender and in consideration of the work thereby involved, the E.M.D paid by the Tenderer will be forfeited to Board in the event of such tenderer either modifying or withdrawing his tender at his instance within the said period of three months. This holds good for the extended validity period also.
23. The Ceiling of the tender premium is 5% as per G.O Ms.No.133, dated 20.11.2004.
24. If the Tenders quoted less by more than 25% of the estimated contract value, the tenderer should submit a Bank Guarantee or Demand Draft for the difference between the tendered amount and 75% of the estimated contract value towards further Security Deposit as per G.O ms.No.17, dated 06.02.2004.
25. When a tender is to be accepted, the tender under consideration shall attend the Division/Circle/Director's office on the date fixed by and intimated to him. He shall forthwith upon intimation being given to him by the General Manager (E)/ Chief General Manager (E) of acceptance of his tender shall sign an agreement in the proper Board form after remitting balance EMD making it to 2½ % of contract value, failure to attend the General Manager (E)/Chief General Manager(E) office on the date fixed in the written intimation and enter into required agreement shall entail for forfeiture of the earnest money paid for the tender. The written agreement to be entered into between the contractor and Board shall be the foundation of the rights and the obligation of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the contractor and then by the proper officer authorized to enter into contracts on behalf of the Board. In case the Chief General Manager(E) finds it necessary to take additional security, the contractor shall remit the additional security in addition to the EMD before entering into the agreement.
26. The tenderers particular attention is drawn to the sections and clauses in the standard preliminary specification dealing with:

Test, Inspection and rejection of defective materials and work.

Carriage

Accidents

Delays

Particulars of payment.

27. The tenderer should closely peruse all the specification clauses which govern the rates which he is tendering.
28. A schedule of quantities (BOQ) accompanies the tender schedule. It shall be definitely implied that the Board does not accept responsibility for the correctness or completeness of this schedule and that schedule is liable for alterations or omissions, deductions or additions at the discretion of the General Manager (E)/ Chief General Manager (E) concerned as set forth in the conditions of Contract. He should quote percentage on overall amount. These should be written both in words and figures and the grand total of the whole contract duly giving breakup for Taxes and duties etc., for which he will undertake to do the work subject to the conditions of the contract, such lump sum agreeing with the total amount of the schedule.
29. Tenders offering a percentage deduction, from or increase on the estimate amount and those not submitted in proper form or in due time will be rejected. Rates or lump sum amounts for items not called for shall not be included in the tender. No alteration which is made by the tenderer in the contract form, the conditions of contract, the drawings specifications or quantities accompanying the same will be recognized and if any such alterations are made, the tender will be void.
30. The attention of the tenderers is directed to the contract requirement as to the time of beginning work, and for the completion of the whole work.
31. No part of the contract shall be sublet without written permission of the General Manager (E) concerned nor shall transfer be made by power of attorney authorizing others to receive payment on the contractor's behalf.
32. If further necessary information is required, the General Manager (E)/ Chief General Manager (E) will furnish such but it must be clearly understood that tender must be received in order and according to instructions tender notice, tender conditions and specifications.
33. The Chief General Manager (E) or other sanctioning authority reserves the right to reject any or all the tenders without assigning any reasons therefore.
34. A retired officer of the PH&ME Engineering Department or Board is disqualified from tendering for any work in the Board for a period of two years from the date of retirement without previous permission of Govt./Board. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of Board as aforesaid before submission of the tender or engagement in the contractor's service.

35. A tenderer shall not be eligible to tender for works where any of his near relatives employed in the rank of Manager(Engg) and above on the Engineering side and Divisional Accountant and above on administrative and accounts and finance side. The contractor shall intimate the name of persons who are working with him in any capacity or are subsequently employed. He shall also furnish a list of Non Gazetted PH & ME Department of Board Employees related to him. Failure to furnish such information shall render him liable to be removed from the list of approved contractors and his contract liable for cancellation.

Note: Near Relatives are:

1. Sons, Step-Sons, Daughters and Step-Daughters.
2. Son-In-Laws and Daughter-In-Laws
3. Brother-In-Laws and Sister-In-Laws
4. Brothers and Sisters.
5. Father and Mother.
6. Wife or Husband.
7. Father-In-Law and Mother-In-Law
8. Nephews, Nieces, Uncles and Aunties.
9. Cousins and
10. Any person residing with the contractor.

36. Tenders containing abnormally high or abnormally low percentage will be liable for rejection summarily.

### 37. ARBITRATION ACT:

In case of any dispute or difference between the parties of the contract either during the progress or after completion of the work or breach of the contract, differences of disputes the interpretation of the contract, may be referred to the following as per G.O.Ms.No:20, Dt:31.1.1989.

- |    |   |   |
|----|---|---|
| a) | Claims upto Rs.10,000/-                       | Chief General Manager (Engg), Transmission Circle, HMWSS Board, Hyderabad.      |
| b) | Claims above Rs.10,000/- and upto Rs.50,000/- | Director(Technical), HMWSSB, Hyderabad  |
| c) | Claims above Rs.50,000/-                      | Court of Competent Jurisdiction in Hyderabad city by way of regular civil suit. |

38. "The taxes and duties shall be applicable as per the rates in force from time to time under various statutes"

### **Procedure for Evaluation of Tenders.**

#### **A. Evaluation of technical Tender.**

- a. Firstly, the documentation furnished by the firm /Agency will be examined prima facie to see if the offer made, technical skill base therein are consistent with the needs of the HMWSSB.
- b. In the second step, HMWSSB may ask Firm / Agency for additional information. Visit to Firm / Agency site and / or arrange discussions with their professional technical experts to verify claims made in technical tender documentation.
- c. Assessment will be based on the following technical documents.
  1. Agency / Firm registration certificate.
  2. EMD
  3. Authorization/Dealership Certificate from M/s Godrej Co.
  4. VAT registration certificate
  5. Copy of PAN card
  6. Any other documents as per tender schedule

#### **B. Evaluation of financial Tender**

Financial Tenders of those firm /agency who qualify in technical tender will only be opened. All other financial tenders will not be considered and shall be ignored. The HMWSSB will assess the nature of financial offers and may pursue any or all of the options mentioned under financial tender. The HMWSSB may at its discretion discuss with firm /agency available at this stage to clarify contents of financial offer.

#### **Contacting HMWSSB**

1. Tenderer shall not approach HMWSSB officers outside of office hours and or outside HMWSSB office premises, from the time of the tender call notice to the time the contract is awarded.
2. Any effort by a tenderer to influence HMWSSB officers in the decisions on the Tender evaluation, Tender comparison on contract award may result in rejection of the tenderer may also be marked as in rejection of the Tenderer offer and Tenderer may also be marked as ineligible for future Tenders. If the Tenderer wishes to bring additional information to the notice of the HMWSSB, they should

**Short Tender Notice NIT .No.01/ CGM(E)/TC/T3/Furniture/2014-15 dt:18-03-2015**

Name of the Work: Procurement of Tables, Chairs and other office furniture, Godrej make to new premises of Transmission Circle office at Saheb Nagar under O&M Div.No.XI, Saheb Nagar.

**SPECIAL TERMS AND CONDITIONS ARE AS FOLLOWS**

1. Taxes as applicable are extra
2. Pan card should be uploaded.
3. Firm registration with register of firms
4. Time is the essence of the Contract; all the materials i.e, "Procurement of Tables, Chairs and other office furniture, Godrej make to new premises of Transmission Circle office at Saheb Nagar" shall be supplied in full quantity in all respects and shall be completed within **One month** from the date of receipt of work order.
5. As the work is specialized one it has to be carried out with utmost care and the decision of the Chief General Manager(E), Transmission Circle will be final and binding on the agency / firm
6. Tenderer shall upload the relevant brochures / literalize of the work done
7. Decision of the tender calling authority will be final on acceptance / rejection of the tender with out assigning any reasons there off.
8. The entire supplies shall be in accordance with specifications mentioned in Schedule-A and all the materials must comply with specifications mentioned in Schedule-A only.
9. The materials supplied shall be guaranteed for a period of (12) Twelve Months from the date of supply against manufacturing defects such as defective materials or faulty workmanship.
10. The percentage quoted shall be firm for finished item of work.
11. The movements of unauthorized persons shall be strictly watched and reported immediately to the concerned.
12. **Prices:** The rates quoted and amount shown in the Schedule-A is firm for finished jobs is inclusive of all cost of materials , labour charges duties, etc., complete.
13. **Payment:** 1) 50% Advance payment against proforma invoice.  
2) 50% within 10 days after receipt and installation of materials at First Floor of O/o CGM (E), TC, Saheb Nagar, HMWSSB
14. **Delivery:** Free delivery at First Floor of O/o CGM (E), TC, Saheb Nagar, HMWSSB **within One Month.**
15. **Consignee:** D.G.M.(E), Sub Division-IV, HMWS&SB of O/o O & M Division-Xi, Saheb Nagar, HMWSSB, Hyderabad.
16. Necessary Manufacturer's Test certificates and Guarantee certificate shall be furnished.

**Short Tender Notice NIT .No.01 /CGM(E)/TC/T3/Furniture/2014-15 dt: 18-03-2015**

Name of the Work: Procurement of Tables, Chairs and other office furniture, Godrej make to new premises of Transmission Circle office at Saheb Nagar under O&M Div.No.XI, Saheb Nagar.

**COVER –B (FINANCIAL BID)**

1. Tenderer neither change the terms & conditions nor alter the unit cost of the Tender Schedule.
2. The rate shall be quoted in Indian currency both in words and figures in the prescribed form and at the space provided. Inclusive of all taxes, transportation and all other incidental charges etc., at delivered points which will be within the purview of HMWSSB area.
3. Tender without enclosing prescribed EMD of 1% 5,100/- will be summarily rejected
4. The balance EMD @ 1.5% of contract value to be paid at the time of concluding agreement.
5. The Chief General Manager (E), Transmission Circle reserves the right to accept, reject any or all the tenders without assigning any reasons thereof.

**Contact Details:**

**SRI.T. DASHARATH REDDY,**  
General Manager (E),  
O & M Division-XI, HMWSSB,  
Saheb Nagar.  
Cell No: 99899 93379

## SCHEDULE – “A” (Bill of Quantities)

**NAME OF WORK:** Procurement of Tables, Chairs and other office furniture, Godrej make to new premises of Transmission Circle office at Saheb Nagar under O&M Div.No.XI, Saheb Nagar.

**A)** The quantities given here are those up on which the lump sum cost of the work is based, but they are subject to alterations, omissions, deductions or additions as Provided for in the conditions of the contract and do not necessarily show the actual quantities of work to be done. The unit rates noted below are those governing payment for extras or deductions or omissions according to the conditions are set forth in the P.S. to APDSS and other conditions or specifications of the contract.

**B)** It is to be expressed understood that the measured work is to be taken net (not withstanding any custom or practice to the contrary) according to the actual quantities placed and finished according to the drawings or as may be ordered from time to time by the General Manager (E) and the calculated by measurement or weight at the respective prices with out any additional charge for any necessary or contingent works connected there with. The rates quoted are for works in site and complete in every respect.

Sl.No	Description	Unit	Quantity	Rate	Per	Amount (in Rs.)
1	Supply of office table, Godrej make Elan model (Main Desk-2 + ERU+Credianza including Excise Duty etc., complete, as directed by the departmental officers.	Set	1.00	37,506.38	Each	37506.38
2	Supply of Discussion table, Godrej make WT 716 ideate 6 deater w/o wire manager etc., complete, as directed by the departmental officers.	No	1.00	17,280.00	Each	17280.00
3	Supply of office table, Godrej make WT 716 model including Excise Duty etc., complete, as directed by the departmental officers.	Nos	2.00	32,738.63	Each	65477.26
4	Supply of office table, Godrej make Enterprise 1500 with CPU hanger model including Excise Duty etc., complete, as directed by the departmental officers.	Nos	3.00	14,367.38	Each	43102.14
5	Supply of office table, Godrej make Table T 8 model including Excise Duty etc., complete, as directed by the departmental officers.	Nos	3.00	10,820.25	Each	32460.75
6	Supply of Computer Tables, Godrej make model Comanian C09 computer table etc., complete, as directed by the departmental officers.	Nos	4.00	5,551.00	Each	22204.00
7	Supply of Chair, Godrej make Leoma high/Mid Back with head rest model etc., complete, as directed by the departmental officers.	No	1.00	21,802.00	Each	21802.00
8	Supply of visitor chairs, Godrej make Leoma visitor model etc., complete, as directed by the departmental officers.	Nos	3.00	14,814.00	Each	44442.00
9	Supply of visitor chairs , Godrej make Halo visitor model including Excise duty etc., complete, as directed by the departmental officers.	Nos	4.00	23,861.25	Each	95445.00
10	Supply of Computer Chairs, Godrej make Diva Mid Back 5076A model etc., complete, as directed by the departmental officers.	Nos	4.00	4,397.00	Each	17588.00
11	Supply of S type office chairs Chairs, Godrej make Classic CH-7 model etc., complete, as directed by the departmental officers.	Nos	15.00	2,630.00	Each	39450.00

12	Supply of 3 seater visitor chairs,Godrej make Nano perch chair (with 2 arms & w/o cushion model etc., complete, as directed by the departmental officers.	Nos	3.00	23,044.00	Each	69132.00
				<b>Total in Rs:</b>	<b>505889.53</b>	

ADD VAT @ 14.5% Extra as applicable

**(Rupees Five Lakhs Five Thousand Eight Hundred Eighty Nine and Paise Fifty Three Only)**

**Percentage quoted on estimated rates**

Sl.No	Percentage	In Figures	In Words
1	Excess		
2	Less		
3	Equals		

**Note:** Score out which are not applicable duly attested by the Tenderer