

**Tender for Purchase of Mattress (Passion Visco-E) Coirfoam India Private Limited ,
Haryana Institute of Public Administration, Plot No. 76, Sector-18, Gurugram**

Sr. No.	Name of Work	Tender Document Fee + e-Service Fee	EMD Fee	Approx. Value of the Items	Start date and time	Closing date and time
1	Purchase of Mattress (Passion Visco-E) Coirfoam India Private Limited , Faridabad	Rs.200+Rs.1180 = Rs. 1380/-	Rs.20000.00	Approx. Rs. 1000000/-	17.04.2023	16.05. 2023

1. The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications / bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal: -

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazettes Officer. Only upon the receipt of the required documents, a digital certificate can be issued

2.3 The bidders may obtain digital signature certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>

4.Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal <https://etenders.hry.nic.in>

5. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

<https://etenders.hry.nic.in>

NOTE:- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.For help manual please refer to the 'Home Page' of the e-Procurement <https://etenders.hry.nic.in>.

Technical Bid Part -I

S.No	Particulars	
1	Name of the company with full Address	
2	GST No. (Copy to be attached)	
3	Turn Over in Rs.50,00,000.00/- as per CA Certificate (Copy to be attached)	
4	Manufacturer certificate/authorized dealer certificate/distributors (Copy to be attached)	
5	Balance sheet for the last 3 years (Copy to be attached)	

PART-II

Financial Bid

Rates to be quoted for supply of Mattress (Passion Visco-E) Coirfoam India Private Limited , Faridabad ,including GST any other charges etc.

S.No.	Item	Item Description	Qty.	Rate (Cost including GST and delivery at HIPA, Gurugram)
1	Purchase of Mattress (Passion Visco-E) Coirfoam India Private Limited , Faridabad	<p>Dimensions (Tolerance ± 15 mm)1981 mm X 914 mm</p> <p>Number of Layers - Two Layers</p> <p>Thickness of Core Layer -1 - (± 2 mm)50 mm</p> <p>Thickness of Core Layer -2 (± 2 mm)50mm</p> <p>Thickness of Top Layer -(± 2 mm)25 mm</p> <p>Thickness of Bottom Layer -(± 2 mm)25 mm</p> <p>Material of Core Layer -1 PU Foam</p> <p>Material of Core Layer- 2 PU Foam</p> <p>Material of Top Layer -PU Foam</p> <p>Material of Bottom Layer- PU Foam</p> <p>Quilting Both Side Quilting- (Double Sided)</p> <p>Thickness of Quilting- (± 2 mm)8 mm</p> <p>Fabric Composition -Polyester</p> <p>Construction -Woven</p> <p>Fabric Mass (Minimum) 100 gm/m²</p> <p>Flame Resistant Fabric-Not Applicable</p> <p>Core Layer 1 Density32 Kg/m³</p> <p>Core Layer 2 Density -32 Kg/m³</p> <p>Top Layer Density-28 Kg/m³</p> <p>Bottom Layer Density - Not Applicable</p> <p>Compression Set for PU Foam (non quilting) as per IS 7888 1976 (Max)10%</p> <p>Durability Test for Complete Mattress loss of height not more than 25 mm (as per ASTM 1566)</p> <p>Warranty- 1 Year</p>	90	

Note: The Financial bid will be open only those bidders who are technically qualified as per DNIT

Terms and Conditions:

1. PACKAGING OF CONSIGNMENT:- The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case the responsibility shall be that of the supplier.
2. MODE OF ALLOTMENT: The Tender will be allotted on lowest rates. If L-1 refuses to supply or accept the supply order, supply order may be issued to L-2 firm after approval from the competent authority of the HIPA.
3. TEST CERTIFICATE: Required test certificates of fabric, foam and other parts will be furnished/provided to the HIPA at the time of supply of Mattress.
4. PAYMENT:- No advance payment to the firm shall be made. After supply of 100% mattress of complete supply order, the firm may raise bill in favour of Director General HIPA by writing HIPA GST No. 06AAAAD8042Q1ZG and firm GST number on the bill.
5. Performance Security: A Performance Security in any of the forms for an amount equivalent to 5% of the contract price. The performance security will be valid up to the end of the defect liability period plus 60 days or as prescribed in the contract data. In case, the time of completion is enlarged, the validity of the guarantee shall be correspondingly extended. It carries no interest and is refunded to the contractor after the date specified in the contract. The terms & conditions of tender have been read and I/we certify that I/we clearly understand the same and undertake for its compliance.

Director General, HIPA