

**GOVERNMENT OF MANIPUR  
DIRECTORATE OF YOUTH AFFAIRS & SPORTS  
KHUMAN LAMPAK, IMPHAL**

NO.10/16/2020-YAS

Date: 25/09/2020

**NOTICE INVITING TENDER**

Sealed tender is invited by Directorate of Youth Affairs & Sports, Khuman Lampak, Imphal from reputed Manufacturers or Authorized distributors/suppliers for supply of **mattresses** with minimum annual turnover of Rs. 50.00 lakhs (Rupees Fifty Lakhs) during the last three preceding years duly certified by CA and preferably having minimum three years of experience in supplying to the Government or Public Sector Undertaking for award of contract for supply of mattresses to the Directorate of Youth Affairs & Sports, Khuman Imphal for a period of **1 (One) year** which can be extendable up to 1(One) more year with mutual agreement. The interested/intending parties may give their competitive rate (inclusive of GST and Freight Charge for Directorate of Youth Affairs & Sports, Govt of Manipur, Khuman Lampak, Imphal) and other relevant documents/ information in the prescribed Tender Form.

1.	<b>Tender Cost ( Demand Draft)</b>	<b>Rs. 1,000/-</b>
2.	<b>Date of Sale of Tender Documents</b>	<b>8/10/2020</b>
3.	<b>Last Date of Submission of Tender Documents</b>	<b>16/10/2020</b>
4.	<b>Date of opening of Tender Documents</b>	<b>21/10/2020</b>
5.	<b>Total estimated value of mattresses.</b>	<b>Rs.19,25,000/-</b>
6.	<b>EMD/ Bid security money through Demand Draft in favour of Director, Youth Affairs &amp; Sports, Govt of Manipur.</b>	<b>Rs 10,000/-</b>
	<b>Website</b>	<b>www.yasmanipur.gov.in</b>
The tender documents may be obtained from the office of the Directorate of Youth Affairs & Sports, Khuman Lampak Imphal - 795010. Tender document is also available on Department website which can be downloaded.		

- \* Tender bids will be open on **21/10/2020** at **1.00 p.m** at the office of the Director, Directorate of Youth Affairs and Sports, Khuman Lampak, Imphal.

**Sd/-  
Director,  
Youth Affairs & Sports  
Khuman Lampak, Imphal, Manipur.**

**TERMS AND CONDITIONS FOR SUPPLY OF MATTRESES FOR**  
**DIRECTORATE OF YOUTH AFFAIRS AND SPORTS**  
**GOVERNMENT OF MANIPUR**

1. The word “**Rate contract for supply of mattresses for Directorate of Youth Affairs & Sports, Govt. of Manipur**” should be super scribed on the top left corner of the envelope bearing the name & address of the tenderer. The sealed quotation should accompany with the following:-

**A.** Earnest money as per details below in the form of Demand Draft issued by Bank in favour of Director, Youth Affairs & Sports, Govt. of Manipur, payable at Imphal, **(to be submitted in Envelope ‘A’)**

Mattresses - Rs 10,000/- (Rupees Ten thousand only)

**B.** Document completed in all respect duly signed by the tenderer, along with the list of samples of each quoted brand of mattresses having name of tenderer/ brand as per Performa at **Annexure-II** should be submitted to the Directorate of Youth Affairs & Sports, Government of Manipur. **(Envelope B).**

**C.** The rates quoted for each item / brand as per Performa at **Annexure-I (A)** to be submitted in **(Envelope ‘C’)**.

2. The tender shall be deposited in one envelope (**containing 03 Nos. Separate sealed envelopes**) as above, in the tender box placed in the office of the Director, Directorate of Youth Affairs & Sports, Government of Manipur.
3. All tenders are required to mention the name of firm and brand name on each sample which will be opened and counted in front of tenderer.
4. The tender received without the above will summarily be rejected.
5. The tentative requirement & technical specifications of mattresses is given at **Annexure-I.**
6. Material intended for shall be supplied in full quantity within stipulated time. In case of delay in supply/ non supply/ short supply/ poor quality or any other complaint, Directorate of Youth Affairs & Sports, Govt. of Manipur reserves the right to adjust extra liabilities from the Security Money, disapprove a brand/ all brands or may take any other action as deemed fit.
7. Quotations received without Earnest money, Samples of quoted items, conditional or incomplete is liable to be rejected.

8. The supplies received, if not found as per specification of tendered items, are liable to be rejected.
9. In case the Bidder fails in making the supply in prescribed period and place, the Directorate of Youth Affairs & Sports, Govt. of Manipur, shall have the right to purchase the same from the other source at the risk and cost of supplier.
10. The Directorate of Youth Affairs & Sports, Govt. of Manipur will be legally competent to cancel the contract of supply and also to take any other action against the supplier including imposing of any penalty on the supplier during tendancy and till the final execution of the contract of the supply, in case the supplier is ever found to have committed any fraud against Directorate of Youth Affairs & Sports, Govt. of Manipur, in supplying the material or indulge in any other malpractices thereof causing any financial losses during contract period.
11. In case any dispute arise in regard to the tender, the decision of the Directorate of Youth Affairs & Sports, Govt. of Manipur, will be final and binding.
12. Any dispute, arising out of this contract will be under the jurisdiction of High Court of Manipur.
13. It must be noted that this is just an enquiry and does not amount to any Commitment on the part of Directorate of Youth Affairs & Sports, Govt. of Manipur, to order any or all products offered. The decision of Directorate of Youth Affairs & Sports, Govt. of Manipur, in this regard would be final and be entirely, at its discretion.
14. All Bidders will mention technical details and specification as enclosed in Appendix of **Annexure-I**.
15. The successful vendor shall supply the prescribed items within one month from the issue of supply letter.
16. The EMD of successful tenderer will be converted into security till the complete supply is made and will be refunded without any interested. The EMD of unsuccessful tenderer will be returned after completion of tender process.
17. The payment will be released after **30 (Thirty)** days of released of fund from the state Govt. and on complete supply of material.
18. If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.

19. The person signing the tender form (or any other document forming part of the contract) on behalf of another, shall be deemed to guarantee that he has the authority to sign such documents and if, on inquiry it appears that the person so signing had no authority to do so, the purchaser, may without prejudice to other civil and criminal remedies against the contract, holds the signatory liable for all costs and damages and forfeiture of the earnest money.
20. The attempt on the part of the tenderer, to negotiate directly or indirectly, with the authority to whom the tender is being submitted or with the tender accepting authority, before the finalization of tenders, will make tenderer liable for exclusion from the consideration of his/her tender.
21. Director of Youth Affairs & Sports, Govt. of Manipur, reserves the right to reject all or any tender/cancel the tender altogether without assigning any reason.

## **22. Performance Security**

- a) Within twenty eight (28) days from date of the issue of Notification of Award by the purchaser, the supplier, shall furnished performance security to the purchaser for an amount equal to ten percent (10%) of the total value of the contract, valid upto sixty days after warranty period of one **(1) year** from the date of acceptance of the goods by the consignee.
- b) The Performance security shall be denominated in Indian Rupees or in the currency of the contract in the forms of account payee, Demand Draft drawn from any Scheduled Bank in India.
- c) In the event of any amendment issued to the contract, regarding extension of Delivery Period, the Supplier shall, within twenty one **(21) days** of issue of the amendment furnished the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- d) The Purchaser will release the Performance Security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations.

**I have read the terms & conditions mentioned in the tender document and undertake to abide the same during the contractual period.**

**(SIGNATURE OF THE BIDDER)**  
**With address and seal**

**GOVERNMENT OF MANIPUR  
DIRECTORATE OF YOUTH AFFAIRS & SPORTS  
KHUMAN LAMPAK, IMPHAL**

**TENDER FORM NO.10/16/2020-YAS**

**TENDER FOR SUPPLY OF MATTRESSES**

Cost of tender of Rs. 1,000/- (Rupees Ten Thousand only) by Bank Draft drawn in favour of the Director, Youth Affairs & Sports, Govt. of Manipur has to be submitted. The bidder will have to submit tender cost along with EMD if downloaded from [www.yasmanipur.gov.in](http://www.yasmanipur.gov.in)

Last date of receipt submission of tender is **16/10/2020** and Tender will be opened on **21/10/2020** at Directorate of Youth Affairs & Sports, Khuman Lampak, Imphal.

Directorate of Youth Affairs & Sports, Govt. of Manipur, Khuman Lampak, Imphal invites sealed tender from the reputed Manufactures or Authorized distributors/ Agents for supply of mattresses for Directorate of Youth Affairs & Sports Govt. of Manipur as enclosed at “**Annexure-I**” to this form.

The following details / documents / certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

1. Name of Firm / Agency : .....
2. Name of the Proprietor / Partner : .....
3. Postal Address of the Firm : .....
4. Registration Number of the firm/  
Memorandum & Articles of : .....
- Association of the Company
5. Telephone /Mobile/ Fax No. : .....
6. Email ID : .....
7. PAN/TAN Number (attached photocopy): .....
8. VAT/CST Number (attached photocopy): .....
9. Tin No. (Attached photocopy) : .....
10. Attach copies of ITR for the last 3 Years  
(2017-18, 2018-19 & 2019-20) : .....
11. Attach Copy of Balance sheet duly  
Certified/audited by CA showing  
Minimum annual turnover of  
Rs. 50 (Lakhs) in each year (Trading,  
Profit & Loss A/C & Balance sheet)  
During last three years i.e.  
(2017-18, 2018-19 & 2019-20) : .....
12. Documentary proof regarding  
Manufacture / Authorized  
Distributor / Agent : .....
13. Challan of Sample (copy enclosed) : .....

14. Details of EMD:      Name of the Bank.....  
Bank Draft No..... Date.....  
Amount..... (Rupees.....  
.....only).
15. Details of tender Cost if downloaded from website:  
Name of the Bank.....  
Bank Draft No..... Date.....  
Amount.....(Rupees.....  
.....only).
16. Declaration of the bidder that no case dispute/claim with arbitration Court/consumer forum  
etc. are pending, on a stamp paper of Rs. 10/-

**(SIGNATURE OF THE BIDDER)**  
**With address and seal**

**GOVERNMENT OF MANIPUR  
DIRECTORATE OF YOUTH AFFAIRS & SPORTS  
KHUMAN LAMPAK, IMPHAL**

**QUOTATION FOR SUPPLY OF MATTRESSES TO DIRECTORATE OF YOUTH AFFAIRS  
& SPORTS, GOVERNMENT OF MANIPUR, KHUMAN LAMPAK IMPHAL.**

<b>Sl.No.</b>	<b>NAME OF THE ITEM</b>	<b>SPECIFICATION/BRAND</b>	<b>QUANTITY</b>
1.	Mattress with canvas cover	Made of expended Polyurethane Foam with Canvas Cloth Cover, Size-6' x 3' x 60mm	<b>650</b>

**(SIGNATURE OF THE BIDDER)  
With address and seal**

**GOVERNMENT OF MANIPUR  
DIRECTORATE OF YOUTH AFFAIRS & SPORTS  
KHUMAN LAMPAK, IMPHAL**

**TENDER FORM NO.10/16/2020-YAS**

**FINANCIAL BID FORM**

**(To be submitted in a separate envelope)**

1. Name of Firm/ Agency .....
2. Name of the Proprietor / Partner .....
3. Address of the firm .....

Sl.No.	NAME OF THE ITEMS	SPECIFICATION/BRAND	RATE (Rs.)
1	Mattress with canvas cover	Made of expended Polyurethane Foam with Canvas Cloth Cover, Size-6' x 3' x 60mm	

I/We hereby submit my/our competitive quotation/amount of inclusive of GST and Freight Charge for Directorate of Youth Affairs& Sports, Govt. of Manipur, Imphal.

I/ We have read the above terms & conditions of this tender and understood the same and shall abide by them. It is certified that I am authorized signatory of the firm.

**(SIGNATURE OF THE BIDDER)  
With address and seal**



**TENDER FOR SUPPLY OF MATTRESSES FOR  
DIRECTORATE OF YOUTH AFFAIRS & SPORTS  
GOVERNMENT OF MANIPUR, KHUMAN LAMPAK, IMPHAL.**

**CHALLAN FOR SAMPLE SUBMISSION**

Rate contract for..... (To be submitted in envelope B)  
Challan No.....Date..... (Listing items as per order mentioned  
in the tender under submission).

**GST No. & Date.....**

**PAN No. & Date.....**

Tender No.....

EMD Bank Draft No & Date .....

Amount of Draft .....

Complete Address (in capital Letter): .....

Sl.No.	Name of Items	Brand	Technical Specification	No. of Samples

**(AUTHORISED SIGNATORY)**

**With address and seal**

**Note: One Performa be used for one brand only.**

**FORMAT OF AFFIDAVIT FOR SUBMISSION OF THE QUOTATION**  
**ON JUDICIAL STAMP PAPER**

Certified that the quality and brand of goods quoted in the tender are correct and as per specification and allied Technical details mentioned in **Annexure-II**. The concern party is liable to pay damage out of the Security in case of any defect. Directorate of Youth Affairs & Sports, Govt. of Manipur, Khuman Lampak, Imphal may imposed penalty as deemed fit & will have right to make recovery from Security or to make deduction from the bill.

**(Signature of Tenderer with Seal)**

**FORMAT FOR SUBMISSION OF QUOTATION OF THE FIRM**

To,

The Director,  
Youth Affairs & Sports  
Government of Manipur.

Subject: Rate contract to Supply of mattresses for Directorate of Youth Affairs & Sports, Government of Manipur.

In response to tender notice published in the.....on..... I had purchased tender form No.....from your office.

I am sending herewith my tender document as under:-

- a) The tender document duly signed on each page and all other documents to be submitted along with the tender (**envelope-B**)
- b) **Financial Bid:-** The financial bid for the supply is in (**envelope-C**)

\*\* The following details and supporting documents are available in **envelope-B** for evaluating eligibility etc:-

- a) PAN Number (Copy enclosed)
- b) Details of clients to whom the mattress was supplied and copy of award letter enclosed.
- c) Copy of audited balance sheet for the last three years (2017-18, 2018-19& 2019-20) should be submitted showing the annual turnover of Rs 50.00 lakhs towards sale of mattress items.
- d) Affidavit in judicial stamp paper.

That I /we will be responsible for all entire contractual obligations including uninterrupted supply of mattresses.

This is certifying that I / we have studied the terms & conditions and understood all Clause of the tender in case of award of contract / supply order. I / we undertake to abide by all the terms & conditions mentioned in the same.

Date:  
Encl: As above

**(AUTHORISED SIGNATORY)**  
**With address and seal**

**ANNEXURE-IV**

**MANUFACTURER'S AUTHORISATION FORM**

To,  
The Director,  
Youth Affairs & Sports  
Govt. of Manipur

Dear Sir,

Ref. Your Bidding Reference No..... dated.....  
We, .....who are proven and reputable  
manufactures of.....(*name and description of the goods offered in  
the bid*) having factories at ....., hereby authorise  
Messrs.....(*name and address of the agent*) to submit a Bid, process the  
same further and enter into a contract with you against your requirement as contained in the  
above referred Bidding Documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than  
Messrs..... (*name and address of the above agent*) is authorised to  
submit a Bid, process the same further and enter into a contract with you against your  
requirement as contained in the above referred Bidding Documents for the above goods  
manufactured by us.

We hereby extend our Guarantee / warranty for a period of **1(one)** year from the date  
of receipt of item as per the tender conditions for the items offered for supply against the  
tender submitted by the above firm.

Yours faithfully,

.....  
.....

[*Signature with date, name and designation*]

For and on behalf of Messrs.....

[*Name and address of the manufacturers*]

Note: 1.This letter of authorisation should be on the letter head of the manufacturing firm  
and should be signed by a person competent and having the power of attorney to  
legally bind the manufacturer.

2. Original letter may be enclosed.

**PROFORMA FOR PERFORMANCE STATEMENT**

(For the period of last three years)

Bid Reference No. : .....

Date of Opening : .....

Name and address of the Bidder : .....

Name and address of the Manufacturer : .....

Order placed by full address of Purchaser	Order No. and Date	Order placed on	Description and quantity of ordered goods and services	Value of orders	Date of completion of Contract		Remarks indicating reasons for delay if any	Are the goods supplied functioning Satisfactory
					Actual per contract	Actual		
1	2	3	4	5	6	7	8	9

Signature and seal of the bidder

**Note:**

1. Purchaser reserves the right to ask for a well as the bidder to furnish Order copies and satisfactory Consignee Certificate in respect of above.
2. The Purchaser reserves the right to ask for a free demonstration of the quoted equipment at a pre determined place acceptable to the Purchaser for technical acceptability as per the Bid specifications, before the opening of the Price Bid.

**NEFT MANDATE FORM**

From: M/s.....

Date: .....

To,

The Director,  
 Youth Affairs & Sports  
 Govt. of Manipur, Imphal-795010

**Sub: NEFT PAYMENTS**

We refer to the NEFT being set up by Directorate of Youth Affairs & Sports, Govt. of Manipur. For remittance of our payments using RBI's NEFT scheme, our payments may be made through the above scheme to our under noted account.

**NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM**

<b>Name of City</b>	
<b>Bank Code No.</b>	
<b>Bank's name</b>	
<b>Branch Address</b>	
<b>Branch Telephone / Fax no.</b>	
<b>Supplier's Account No.</b>	
<b>Type of Account</b>	
<b>IFSC code for NEFT</b>	
<b>IFSC code for RTGS</b>	
<b>Supplier's name as per Account</b>	
<b>Telephone no. of supplier</b>	
<b>Supplier's E-mail ID</b>	

.....  
 .....

**[Signature with date, name and designation]**

For and on behalf of Messrs.....

Confirmed by bank  
 Enclosed a copy of Crossed Cheque

**[Name & address of the manufacturers]**

UNDERTAKING

To

Tender enquiry No.....

For supply of.....

Sir,

1. Shri.....  
on behalf of M/s ..... having registered office at .....do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the office of.....to supply.....the rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest for any institution in India and not higher than the MRP/prevaling market rate.
- 3 The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the office of ..... (hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
- 4 We undertake and confirm that
  - a) **Warranty**: The item, supplied shall be covered under warranty for a period of one(1) year from the date of receipt and any maintenance or repair arising during this period of 1year including replacement of parts if any, shall be carried out by us at our own cost without any cost liability on the purchaser.
  - b) **Authorization from Manufacturer**: We shall furnish authorization from the manufacturer undertaking to the purchaser in appropriate format assuring full

guarantee/warranty obligations valid for a period of 1 year from the date of receipt of the supplied item.

- 5 We agree to the conditions of the tender under which the **“EARNEST MONEY DEPOSIT”** and **“PERFORMANCE SECURITY DEPOSIT”** shall be forfeited by us.
- 6 We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.
- 7 We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have over-paid; the amount so found shall be refunded by me/us
- 8 We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
- 9 The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
- 10 We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
- 11 We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

**SIGNATURE** :

**NAME & DESIGNATION** :

**DATE** :

**NAME & ADDRESS OF  
THE FIRM** :

**SEAL** :



**FORM OF CONTRACT AGREEMENT**

**THIS CONTRACT AGREEMENT is made**

**The.....day of..... year.....**

**Between**

**(1) Name and address of the purchaser:**

**(2) Name and Address of the supplier:**

Whereas the Purchaser invited bids for certain goods and ancillary services, viz, [*insert: brief description of goods and services*] and has accepted a bid by the supplier for the supply of those goods and services in the sum of [*insert: contract price in words and figure*] (herein after called “**The contract price**”)

**NOW THIS AGREEMENT WITNESSESS HAS FOLLOWS:**

1. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the condition of contract referred to.
2. The following documents shall constitute the contract between the purchaser and the supplier, and each shall read and constructed as an integral part of the contract:
  - a) This contract agreement
  - b) General condition of contract
  - c) Technical requirement (including Technical Specification)
  - d) Price Schedule
  - e) Others standard forms
3. In consideration of the payment to be made by the purchaser to the supplier as hereinafter mentioned, the supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.
4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

5. We agree to all terms and conditions of Contract.
6. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.
7. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
8. We confirm that we fully agree to the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum if any

**For and behalf of the purchaser**

**Signed:**.....

**In the capacity of [insert: title or other appropriate designation]**

**In the presence of** .....

**For and behalf of the supplier**

**Signed:** .....

**In the capacity of [insert: title or other appropriate designation]**

**In the presence of** .....