

NARAYAN SEVA SANSTHAN, UDAIPUR

Tender Document for Supply and Installation of Office, Hospital & Institutional Furniture and Tensile Fabric Structure work at Word of Humanity.

Tender Ref No.: NSS/TENDER/2025-26

Date of Issue : **13/09/2025**

Financial Year: **2025–26**

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## **SECTION 1: NOTICE INVITING TENDER (NIT)**

Sealed tenders are invited from eligible and experienced suppliers/firms for the annual supply of various goods required for the functioning of the organization, under two-bid system (Technical & Financial).

### **Scope of Supply:**

Supply and Installation of Office, Hospital & Institutional Furniture and Tensile Fabric Structure at Word of Humanity.

### **Tender Timeline:**

Last Date for Submission (Technical Bids):: **19/09/2025**

Date of Opening (Technical Bids): **20/09/2025**

Last Date for Submission (Financial Bids): **19/09/2025**

Date of Opening (Financial Bids): **20/09/2025**

Venue: World of Humanity, Narayan Seva Sansthan, Mali Colony, Udaipur, Rajasthan

Tender Download: [www.narayanseva.org](http://www.narayanseva.org)

Email for Queries: [procurementhead@narayanseva.org](mailto:procurementhead@narayanseva.org)

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## **SECTION 2: ABOUT THE ORGANIZATION**

Narayan Seva Sansthan is a national-level non-profit organization engaged in healthcare, rehabilitation, education, and social welfare. The institution operates through charitable donations and ensures highest quality in procurement and operations.

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## **SECTION 3: ELIGIBILITY CRITERIA**

Minimum 5 years of experience in similar supply

Valid GST registration and PAN

Copies of ITR for last 3 financial years

Minimum 3 client references / work orders

Must not be blacklisted by any govt./private body

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## **SECTION 4: EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT**

EMD: 2%–5% of the estimated tender value (Refundable)

Security Deposit: 5%–10% of total contract value (for selected bidder, retained till contract closure)

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## SECTION 5: TWO-BID SYSTEM

Tender shall be submitted in two sealed envelopes:

### Part A: Technical Bid

Includes eligibility documents, brand details, catalogs, compliance statement, signed tender doc, and EMD.

### Part B: Financial Bid

Includes rate per item, applicable GST, and total value.

Both envelopes must be sealed separately and then placed in a master envelope clearly super-scribed with **“Supply and Installation of Office, Hospital & Institutional Furniture and Tensile Fabric Structure work at Word of Humanity.– FY 2025-26”**.

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## SECTION 6: EVALUATION & SELECTION PROCESS

A Tender Evaluation Committee (TEC) will scrutinize the technical bids.

Only technically qualified bidders' financial bids will be opened.

Evaluation will be done on Lowest Price (L1) basis among compliant bidders.

Selection will be based on price + brand + past performance + supply capacity.

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## SECTION 7: PRODUCT SPECIFICATIONS & BRANDS (Illustrative)

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## SECTION 8: GENERAL TERMS & CONDITIONS

1. **Rates:** All rates must be inclusive of all applicable taxes and duties.
2. **Price Validity:** Prices shall remain firm and valid for a period of 12 months from the date of the contract.
3. **Delivery Schedule:** Materials must be delivered strictly as per the schedule mentioned in the Purchase Order (PO).
4. **Place of Delivery:** Products must be delivered to the location specified by the NSS. Delivery shall be on a FOR basis to Narayan Seva Sansthan site, with proper packing, loading, and unloading included in the quoted price.
5. **Delayed Delivery:** In case of delay in delivery beyond the stipulated time, Narayan Seva Sansthan (NSS) reserves the right to impose a penalty of 10% on the PO value.
6. **Quality Inspection:** All materials shall be subject to inspection by NSS or its authorized representative. Any deviation from specified quality or quantity may lead to rejection without liability.
7. **Technical Documentation (if applicable):** A Material Test Certificate (Technical Data Sheet) must be submitted with every delivery.
8. **Warranty/Guarantee:** During the warranty/guarantee period specified in the Purchase Order, the vendor shall repair or replace defective items free of cost.
9. **Payment Terms:** Payment terms will be as per the organization's policy
10. **Penalty for Substandard Supply:** Any delay or substandard supply will attract penalties as per organizational policy.
11. **Right to Reject:** The organization reserves the right to reject any or all tenders without assigning any reason.
12. **Governing Law:** The contract shall be governed by Indian laws, and any disputes shall be subject to the jurisdiction of courts at Udaipur, Rajasthan.

13. **Factory Visit** : before finalization of the contract, NSS Team will visit the manufacturing unit of the company.

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#### **SECTION 9: WARRANTY / GUARANTEE**

All supplied goods must be covered under the manufacturer warranty.  
The vendor must replace defective goods within warranty period at no cost.  
Civil/construction materials must comply with IS Codes and norms.

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#### **SECTION 10: CONTRACT EXECUTION & COMPLIANCE**

Successful bidder must sign an agreement within 7 working days of finalization.  
The contract must be executed within 30 days of opening.  
Time-bound delivery, checkpoints, and penalties will be clearly laid out.

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#### **SECTION 11: DISPUTES & LEGAL JURISDICTION**

Any legal disputes shall be subject to the jurisdiction of Udaipur, Rajasthan.  
Blacklisting norms shall apply in case of fraudulent documents or breach.

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#### **SECTION 12: CHECKLIST FOR SUBMISSION**



Covering Letter



EMD Draft (2-5%)



Technical Bid (Sealed Envelope)



Financial Bid (Sealed Envelope)



Signed Tender Document with Seal



All Certificates and Proofs as required

#### **SECTION 13: VENDOR DECLARATION FORM**

> I/We hereby declare that all the information and documents provided by us in this tender are true to the best of our knowledge. We agree to abide by all the terms and conditions mentioned in the tender document and will ensure complete compliance during contract execution.

Authorized Signatory: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Stamp & Seal: \_\_\_\_\_

Date: \_\_\_\_\_

