

**Tender Enquiry Form (Single Bid)**

Enclosure to Tender Enquiry: Rate sheet

Item: Changing of Sofa Upholstery and Cushion Covers in East and West wing of CH-16 at Currie House, MDL Mumbai.

Tender No: 2000008019

Tender due date: 27.08.2026, 11:00 Hrs, Tender opening date 27.08.2026, 12:00 Hrs,

Type of tender: Single tender (Single bid)

Eligibility to bid: M/s Global Foam & Furnishings

Mazagon Dock Shipbuilders Limited (MDL), invites offer in single bid system (Techno-Commercial Bid and Price Bid) through e-mail for quotation from M/s Global Foam & Furnishings in Single-Bid Single tender System (Techno commercial documents and price quote as single bid) for Changing of Sofa Upholstery and Cushion Covers in East and West wing of CH-16 at Currie House, MDL Mumbai.

1. **DESCRIPTION & SCOPE OF WORK:** Changing of Sofa Upholstery and Cushion Covers in East and West wing of CH-16 at Currie House, MDL Mumbai.
2. **VALIDITY PERIOD OF OFFER:** Bid / Offer shall have the validity period of up to 30 days from tender closing date.
3. **DELIVERY PERIOD/COMPLETION SCHEDULE:** 30 days from PO Placement.
4. **SUBMISSION OF OFFER IN SINGLE BID SYSTEM:** Offer must be submitted in Single bid as follows:
 - a) The bidder shall ensure following are submitted with their bid:
 - (i) Bank details for payment by RTGS/NEFT in the format enclosed.
 - (ii) Bidder contact details.
 - (iii) Cancelled Cheque
 - (iv) PAN card
 - (v) Shop and Establishment Certificate
 - (vi) MSME Certificate
 - (vii) Tender document duly filled with the offered prices, acceptance of all terms and conditions of the tender.
 - (viii) Land Border declaration / certificate as per Enclosure-2
 - (ix) Rate Sheet.

ALL THE ABOVE STATED DOCUMENTS TO BE SIGNED, AFFIXED WITH COMPANY SEAL AND ITS SCANNED COPIES TO BE ATTACHED AS ENCLOSURES TO YOUR OFFER. OFFERS TO BE SENT THROUGH EMAIL ON EMAIL ID (brautela@mazdock.com) ON OR BEFORE TENDER CLOSING DATE & TIME.

5. **BID MODIFICATION:** Modification in bids, if any, is to be made by bidders prior to the tender closing date & time.
6. **SECURITY DEPOSIT(SD):** Not Applicable
7. **WARRANTY/GUARANTEE:** Not applicable
8. **PERFORMANCE BANK GUARANTEE (PBG):** Not Applicable
9. **PRICING:**
 - (a) Prices of item in the price sheet format of the tender enquiry for delivery of the item is as under:

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Equipment/Items	Delivery at
Changing of Sofa Upholstery and Cushion Covers (West wing of CH-16).	Currie House, MDL, Mumbai
Changing of Sofa Upholstery and Cushion Covers (East wing of CH-16).	Currie House, MDL, Mumbai

- (b) The prices quoted shall remain firm and fixed during the currency of the order / contract unless agreed otherwise by MDL. Packing, Forwarding, Transportation, Insurance etc. should be included in the quoted price only. Insurance of the personnel and supplied items as applicable shall be arranged by the bidder at their own cost.

10. TAXES & DUTIES:

Bidders must clearly mention the applicable Taxes & Duties in the rate sheet enclosed in the tender.

- (i) MDL's GST Number is 27AAACM8029J1ZA
- (ii) Bidder must mention HSN numbers in their offers & also in invoices. These codes must be in accordance with GST law.
- (iii) If bidder is registered under GST, Suppliers shall be responsible for the financial and non-financial consequences in case of non-compliance of GST provisions/requirements/timelines on their part.

11. PAYMENT TERMS & MODE:

- (a) No advance payment shall be made by MDL
- (b) 100 % payment shall be made within 15-20 days after completion of work.
- (c) Payment Mode: All the payments to bidder shall be made RTGS / NEFT by MDL.

12. MODE OF DISPATCH: Road/Rail

13. **CONSIGNEE:** Material should be delivered at MDL's Goods Receiving Store (GRS) in Mumbai, Maharashtra, exact details will be indicated in PO. The consignment shall accompany PO Copy, delivery challan, Packing list. On arrival of items delivery challans is to be stamped by CISF and good receiving store at MDL.

14. **INSPECTION:** Receipt Inspection shall be done by User i.e. Estate Department

15. **Make In India (MII):** Not applicable

16. **LIQUIDATED DAMAGES (LD):** Time is the essence of contract. In case of supplier fails to deliver any or all of the Goods & Services within the time frame(s) incorporated in the contract, MDL shall, without prejudice to other rights and remedies available to MDL under the contract, deduct from the contract price, as agreed liquidated damages, but not as a penalty, a sum equivalent to the 0.5 % of the delivered price of the delayed Goods and for each week of delay or part thereof until actual delivery, subject to a maximum deduction of the 5% of the delayed goods/services.

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17. **LOADING CRITERIA:** Not applicable

18. **RANKING OF BIDS:** Not applicable

19. **PUBLIC GRIEVANCE CELL:** A Public Grievance Cell headed by Shri. R R Kumar, ED(EY-Production), has been set up in the Company. Members of public having complaints or grievances are advised to contact above Authorities on Wednesday between 10.00 hours and 12.30 hours in his office at 3rd Floor, West Block, Mazagon Dock Shipbuilders Ltd or send their complaints / grievances to him in writing for redressal. Telephone No. is 23752618/23762106.

20. **LAND BORDER:**

- a) This clause is applicable for bidders from a country which shares a land border with India'' for the purpose of this order means: -
- (i) An entity incorporated, established or registered in such a country; or
 - (ii) A subsidiary of an entity incorporated, established or registered in such a country; or
 - (iii) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - (iv) An entity whose beneficial owner is situated in such a country; or
 - (v) An India (or other) agent of such an entity; or
 - (vi) A natural person who is a citizen of such a country; or
 - (vii) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- b) Bidders from a country sharing land border with India shall Mandatorily requires registration with registration Committee by the Department for promotion of Industry and Internal Trade (DPIIT). Registration shall not be applicable for the bidders from those country to which the Government of India has extended Line of credit or in which the government of India is engaged in development project.
- c) Order issue by ministry of Finance department of expenditure Vide OM 6/18/2019-PPD dated 23 July 2020 and 24 July 2020 shall be applicable.

21. **CONTACT DETAILS FOR QUERIES:** In case of any clarifications regarding tender condition bidder is requested to contact the following person, before the closing date of the tender.

Technical	Avinash D Gaikwad M(Estate)	+91 22 23764303	adgaikwad@mazdock.com
	Mr. Jagdish M Bari DGM(Estate)	+91 22 23764309	jmbari@mazdock.com
Commercial	Mr. Manoj Meshram DGM/HOS(C-MP)	+91 22 23763259	mmeshram@mazdock.com
	Mr. Bharat Rautela Deputy Manager (C-MP)	+91 22 23762142	brautela@mazdock.com

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22. We look forward to receive your most competitive and reasonable offer against this tender.

Yours faithfully,
For MAZAGON DOCK SHIPBUILDERS LIMITED

Bharat Rautela
Deputy Manager (C-MP)

Enclosures: -

Enclosure-1	Price Bid / Rate Sheet
Enclosure-2	Format for the declaration for TDS provision
Enclosure-3	TEF acceptance format
Enclosure-A	Annexure "C" towards compliance of Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs)

Enclosure-1

**Tender Enquiry Form (Single Bid)**

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Rate Sheet for changing of Sofa Upholstery and Cushion Covers in East and West wing of CH-16 at Currie House, MDL Mumbai.

Item Sr. No. on Tender	Material / Service Details	Qty**	UNIT	Basic Rate Rs.	GST as Applicable in %	HSN Code	Total cost incl. of Taxes & Duties Rs.
100	Changing of Sofa Upholstery and Cushion Covers (West wing of CH-16). It includes the following items: i. Changing of Sofa upholstery of 01 No. Three seater and 04 Nos. Single seater sofa ii. Changing of Cushion Covers - Quantity 07 Nos. Description: Size - 18" X 12" iii. Supply of Cover for Single Seater Sofa. Quantity - 01 No. iv. Changing of Upholstery of Chair - Quantity 02 Nos. Description: Foaming to be applied on 01 No. Chair Supply of 01 Nos. New pillow - Size 18" X 8" Note: a) Fabric to be used as mentioned in the Quotation given by M/s. Global Foam & Furnishings. b) Three Seater Sofa (01 No.), Single Seater Sofa (04 Nos.) & Chairs (02 Nos.) will be taken out by firm for carrying out work in their workshop.	1	SET				

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Cushion Covers (East wing of CH-16).
It includes following items:**

- i. Supply of 07 Nos. Cushion Covers
for Sofa.

Description:

Size - 18" X 18"

4 pcs (printed fabric + piping)

3 pcs (plain fabric + piping)

- ii. Supply of 02 Nos. cushion Fibre
Rectangle Pillow for Sofa.

Size - 20.50" X 5"

- iii. Changing of Upholstery for 01 No.
Murphy Bed Sofa Cumbed at site i.e.
at CH-16, Currie House.

Description:

Supply of 02 Nos. of pillow cover.

Note:

a) Fabric to be used as mentioned in the
Quotation given by M/s. Global Foam &
Furnishings.

200

1

SET

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1. We, _____ (**company name**), registered office at _____ having Permanent Account number (PAN) _____, Tax Deduction Account number (TAN) _____, hereby confirm that, we have duly filed the Income-tax Returns for the following Financial Years within the time limit of filing of Return u/s 139(1) of the Income Tax Act, 1961.

S.No.	Particulars	Reference No. / Acknowledgement No. & date
1	ITR filed for AY 2023-24 (FY 2023-24)	(Data to be filled by company)
2	ITR filed for AY 2024-25 (FY 2024-25)	(Data to be filled by company)

2. We understand that Tax is to be deducted at source as per provisions of Chapter XVIIIB of the Income Tax Act, 1961 at higher of the following rates, if the Return of Income is not filed during any of these preceding financial years: -

- (a) at twice the rate specified in the relevant provision of the Act; or
- (b) at twice the rate or rates in force; or
- (c) at the rate of 5 percent

3. Total sales which will be made by _____ (**company name**) during the FY 2021-22 is exceeding / not exceeding (strike whichever is not applicable) Rs 50 lakhs.

4. We do hereby declare that to the best of our knowledge and belief what is stated above is correct, complete and is truly stated. In case the declaration founds incorrect / incomplete / untrue, we undertake to fully indemnify you on account of any additional tax liability, interest or penalty imposed / levied / recovered from you by the Income Tax Authorities.

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Signature & Stamp of Authorized representative of Company

Enclosure 3**TEF Acceptance Format**

To,

Mazagon Dock Limited

Tender Enquiry No..... Date :-.....

TEF Clause No.	Bidder's Remark	TEF Clause No.	Bidder's Remark
	Acc. / Dev.		Acc. / Dev.
1		13	
2		14	
3		15	
4		16	
5		17	
6		18	
7		19	
8		20	
9		21	
10		22	
11			

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12		24	
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Company's Name & Address :

Signature :

Date :

Name :

Designation :

Bidder's Company Seal:

Notes :

1. Bidders should carefully read the Terms & Conditions of the Tender Enquiry Form (TEF) prior to filling up this acceptance format.
2. This format should be properly filled, signed and returned by the bidder(s) along with their technical offer for considering their Bid.
3. Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
4. Bidder(s) to attach Separate Sheet indicating all relevant details such as Number & description of the Clause, Reasons for Deviation and Alternative suggested for any deviations taken by them.
5. Clause numbers shown in the above format also includes the sub-clauses under these clauses.

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This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 & prescribed tender conditions).

DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM

I, the undersigned, (full names),

do hereby declare, in my capacity as

of M/s (name of bidder entity),
that:

1) The facts contained herein are within my own personal knowledge.

2) I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order

3) I certify that M/s (name of bidder entity) **is not from such a country or, is from such a country (strike out whichever is not applicable)**, has been registered with the Competent Authority. I hereby certify that this SUPPLIER fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority is attached]

4) I understand that the submission of incorrect data and / or if certificate / declaration given by M/s (name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

AUTHORISED SIGNATURE: _____**DATE:** _____**Seal / Stamp of Bidder**