

20/c

The Haryana Pond and Waste Water Management Authority

Plot No-9, DHL Square, 3rd Floor, IT Park, Sector-22, Panchkula

E-Mail Id: ms.haryanapondauthority@gmail.com

Website: www.hpwwma.org.in

Letter No:-HPWWMA/2024/ADMN/0023A/2346

Dated:-20/05/2024

NOTICE INVITING QUOTATION

Sealed quotations are invited for Providing & Fixing of Table Glass for the office use of HPWWMA at 3rd floor, DHL Square, Sec-22, Panchkula, in single stage (comprising of price bid proposal).

Schedule – A

S. No.	PARTICULARS.	REMARKS
1	Ref. Number	HPA/ADMN/2023/0023/
2	Last date & time of bid submission by bidders.	03-06-2024(15:00 hrs.).
3	Date & Time of opening of Financial Bids	03-06-2024(15:30 hrs.).
4	Bid validity	03 Months.

Under this process, the bidder has to put all the papers required for eligibility criteria in the envelope.

The rates are to be quoted in prescribed “ANNEXURE-I” along with other details required as per Annexure-II & III.

The envelop to be put in marked as “Quotation for Providing & Fixing of Table Glass for the office use of HPWWMA at 3rd floor, DHL Square, Sec-22, Panchkula”.

Eligibility of the applicants will be first examined based on the details submitted under Annexure-II & III. The financial bid shall be considered for only those applicants, who provided complete details as per Annexure-II & III.

Bidders can submit their bids through post or put in tender box available in the office of HPWWMA.

Terms and Conditions.


1. No advance payment will be made.
2. The glass tops of 8 mm and 10 mm thickness shall be of the make ashahi/Modigaurd/saint gabain. The make should be printed on glass as per standard.
3. The freight, labour, loading, unloading etc. should be included in the quoted rates.
4. Before quoting the rates the agency should visit the office of HPA and see the tables on which glasses are to be placed and no. of holes required.
5. No extra cost to be paid for beveling/ grinding and making necessary holes to be provided.
6. For payment purpose, the actual size of glass placed on the table top will be measured and no wastage etc will be considered.
7. The HPWWMA will not accept any substandard items. If the supplier is not able to supply the items as per make/ sample action shall be taken against the firm i/e. imposition of penalty.
8. If the glass supplied are found defective/unfinished and not up to the mark, the same shall have to be replaced within a period of 2 days.
9. The firm should be registered with the Government for the purpose of Tax-GST etc. and the certified copies should be attached with the bid documents.
10. Rates should be quoted in the prescribed Pro-forma as **ANNEXURE-I**. The rates should be inclusive of all taxes & nothing extra will be paid or otherwise specific percentage of GST should be mentioned against each item.
11. The competent authority in the HPWWMA reserves the right to amend any of the terms and conditions contained in the Quotation Documents without giving any notice. The decision of competent authority in this regard will be final and binding.
12. Duly constituted committee shall open and evaluate the bids and accordingly accept the bid(s) on the basis of lowest quote and quality approved brand name.
13. In case, the supplier is found to have breached any condition(s) of the contract at any stage or services of the supplier is found not be to the satisfaction of the HPWWMA, the

contract may be terminated. The decision of the HPWWMA, in this regard, shall be final and binding.

14. Any dispute, subject to Panchkula Jurisdiction only.

Vender Eligibility criteria: -

1. Bidder should possess valid GST Number. Attested copy of the same must be submitted with the Bid.
2. The bid shall be valid for three months after the date of opening.
3. Information furnished by the Firm/Supplier/Bidder as per ANNEXURE-II should be self-attested.
4. The Bidder should not have been blacklisted by any of the Department/ Ministry/ Organization. A duly signed declaration to this effect must be submitted along with technical bid (ANNEXURE-III).
5. The invitation is open to all manufactures, their authorized suppliers and general order suppliers, who are having at least one years of experience in Glass cutting & fixing for the office use of Govt. other Organizations/projects.
6. Haryana Pond and Waste Water Management Authority shall reject bid, if it determines that bidder recommended for award has engaged in corrupt or fraudulent practice while competing for this contract.



20/05/24

**Technical Advisor
HPWWMA, Panchkula.**

ANNEXURE-I

Name of Work:-Providing & Fixing of Table Glass for the office use of HPWWMA at 3rd floor, DHL Square, Sec-22, Panchkula.					
S/N	Description Items	Unit	Qty.	Rate (In Rs. Incl. All Taxes)	Amount (In Rs. Incl. All Taxes)
1.	Providing & placing in position scratch free glass of make ashahi/modi guard/saint gobain glass on the top existing tables of various sizes and shapes in the office of the HPA. The edges of glass to be grinded on all corners including making necessary holes for cables as per directions of Authority.	(i) 8mm thick glass top edge grinded	Sqf	97sqf	
		(ii) 10mm thick glass top beveled edge	Sqf	277sqf	
	Note:- The freight, labour, loading, unloading etc. should be included in the quoted rates.				
	Total Amount				
Terms & Conditions:-					
1. Final payment will be made after successful completion of the work.					
2. Work should be completed within 15 days of issue of work order positively .					
3. The work should be executed as per direction of HPA, Authorities.					
4. The rate should be inclusive of all taxes of any type or otherwise specific percentage of GST applicable item wise should be mentioned.					

(Signature of Authorized Person)

ANNEXURE-II

Information to be Furnished by the Firm/Supplier:-

Sr. No	Particulars	To be filled by the Suppliers
1.	Name of Firm/Agency	
	Address	
	Name of Proprietor	
	Telephone no.	
	Mobile No.	
	Email. Address	
	Name of Business partner, if any	
2.	PAN Number (Copies to enclosed)	
3.	CST/VAT Registration Certificates (Copies to enclosed along with TIN numbers)	
4.	Service TAX Registration no. copies to enclosed	
5.	Where terms and conditions is acceptable or not?	
6.	Whether the firms is blacklisted by any Government/Department or any criminal case is registered against the firm or its own/partners anywhere in India (if No, an undertaking to this effect may be attached as on Annexure-III).	

Date:-

.....
Signature of Authorized Person

Name.....

Address.....

ANNEXURE-III

Declaration

To

Member Secretary,
Haryana Pond & Waste Water Management Authority.
Plot No.-9, DHL Square, 3rd Floor, IT Park, Sector-22, Panchkula-134109.

R/Sir,

I/We.....

..hereby confirm that our firm has not been banned or blacklisted by any government organization/ Financial Institution/ Court/ Public Sector Unit/ Central Government and no Police /Vigilance enquiry/Criminal case is pending against us.

Date:-

.....
Signature of Authorized Person

Name.....

Address.....

Mob. No.....