

**THE HARYANA ENVIRONMENTAL MANAGEMENT SOCIETY.**

**(A Society Register under HRRS Act, 2014)**

Date of publication of tender notification on the official website and newspapers	29.01.2026
The sale of the tender document commences from	10.02.2026
Last date for receipt of duly filled-in tenders	28.02.2026
Last date for the sale of the tender	28.02.2026
Date and Time of the Opening Technical Bids	
Date and Time of the opening of the financial bids	will be notified to the technically qualified tenderers

*Note: This tender document contains 10 pages (total number of pages including Annexures) and tenderers are requested to sign on all the pages.*

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**1. INTRODUCTION:**

One paragraph for the introduction of the concerned HEMS.

**2. NOTICE INVITING TENDER**

The HEMS Office at **Plot No. C-TS-8, Sector 21A, Phase -1, Industrial Estate Barhi, Sonipat**, invites sealed tenders under the "TWO BID SYSTEM" are invited from reputed suppliers of good standards for the selection of a supplier for the purpose of supplying furniture items at **Plot No. C-TS-8, Sector 21A, Phase -1, Industrial Estate Barhi, Sonipat**, The details of the tender are given below:-

**a).** Description of Services: selection of a supplier for the purpose of supplying furniture items at HEMS Office **Plot No. C-TS-8, Sector 21A, Phase -1, Industrial Estate Barhi, Sonipat**, Closing date & time for submission of bids:28.02.2026

**b). Date & time of opening of Bid**

i). Technical bid: ..... (In the presence of the tenderers or their authorised representatives.

ii). **financial bid**: After evaluation of the Technical Bid iii. Bid validity up to: 30 days from the date of opening of the financial bid.

**C. Correspondence Address**: Mr Rajesh Kumar Verma, Assistant Manager (Accounts), Haryana Environmental Management Society, SCO 45, 1<sup>st</sup> floor, Sector-31, HUDA Market, Gurugram, 1221001.”

TWO BIDS SYSTEM" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. HEMS will not entertain any modifications subsequent to the opening of bids, and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of the tender document specifying their 4 acceptance of all the clauses of the Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc. Tender documents for the supply of furniture items can be obtained from **Mr Rajesh Kumar, Assistant Manager (Accounts), Haryana Environmental Management Society, SCO 45, 1<sup>st</sup> floor, Sector-31, HUDA Market, Gurugram, 1221001.”** on all working days between 10 A.M. and 4 P.M. on payment of a non-refundable cost of Tender of Rs.1000/-. Which shall be payable in the form of a Demand Draft drawn in favour of **“Haryana Environmental Management Society”**.

The tender document is not transferable to any other person. The tender document can also be downloaded from the HEMS’s official website **www. hems.orgs in**. The tenderer who have downloaded the tender document from the website should send a Demand Draft of Rs 1000/-. (non-refundable) drawn in favour of The Haryana Environmental Management Society towards the cost of tender document in the Technical cum Financial Bid.

The tender fee and the EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers, duly superscribed as “Technical Bid” and “Financial Bid” respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly superscribed as „Tender for Supplying Furniture Items at **Plot No. C-TS-8, Sector 21A, Phase -1, Industrial Estate Barhi, Sonipat**. In case of any clarification required relating to this tender, the same can be sought from the following officers of HEMS:

**a. Mr. Rajesh Kumar, Assistant Manager, Accounts : 0124-4100269, 4031501**

**b. Mr. Chandan, Office Assistant :hems\_hry@rediffmail.com**

### **3. INSTRUCTIONS TO TENDERERS:**

The tenderers are requested to follow the below mentioned instructions:

1. Offers on original tender document will only be considered. Offers submitted by fax or in any manner other than specified above shall not be considered. The bids shall

exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.

2. All documentations are required to be in Hindi/English.

3. Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.

4. Failure to comply with these conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and countersign.

5. Incomplete tenders, amendments, and additions to tenders after opening and tenders submitted after the due date shall be liable to be ignored.

6. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration /presentation, etc., shall be borne by the bidder.

**7. Tender shall be accompanied by the relevant documents, including the following: -**

a) Client list for the Furniture's quoted for & supplied by them for the last 2 to 5 years

b) Total turnover of the company for the last 2 years must **be Rs 20, 00000/-** (Supported document should be submitted)

c) Copy of PAN of the company/firm.

d) Authorisation letter of the company if one wishes to authorise some other company.

e) The catalogue/Brochure for the Furniture quoted by the vendors should be enclosed along with the technical bid.

f) They should be registered for GST and Income Tax and should enclose copies of relevant certificates. Tenderer will have to produce all these original documents at any time demanded by the Institute.

g) Model quoted & details specification.

8. No tenderer shall be allowed to withdraw the tender rates after the opening of the tender. If any tenderer withdraws the rates, the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.

9. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful bidder does not accept the W.O. or unable to supply goods.

10. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.

11. Furniture will be supplied/Installed with at least 1 year warranty/guarantee from the date of verification & acceptance by HEMS. However, for the Furniture made of Iron/Steel, the same should be of 3 to 5 years.

12. The defective Furniture's shall be replaced by the agency without any additional charge during guarantee period of supplied Furniture's. The replacement shall have to be carried out within 7 days of the intimation being received from the Society.

13. Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.

14. **HEMS President reserves** the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase order.

#### **4. TERMS AND CONDITIONS:**

**a) Validity of the Offer:** The offer should be valid for **three months from the date of opening of Financial Bid**; it can be further extended for the period of three months.

**b) Right of Acceptance:** HEMS does not bind itself to accept the lowest tender. Even after qualifying in the technical bid, the financial bid may not be accepted if found not in order at the sole discretion of HEMS

**c) Delivery:** The Furniture items should be delivered, placed, installed and commissioned at **Plot No. C-TS-8, Sector 21A, Phase -1, Industrial Estate Barhi, Sonipat** within a period of one months from date of issue of letter of award. If the tenderer fails to supply the ordered quantity within the stipulated time period/ supplies sub-standard item, liquidated damages equivalent to 1% (one percent) of the contract/bill value shall be charged per week and deducted from the bills of the contractor, subject to a maximum of 10% of the contract/bill value.

**d) Responsibilities:** The furniture items supplied should be brand new furniture and should be installed/commissioned at the locations specified by HEMS at no extra cost to HEMS. HEMS is not bound to provide any mode of transport in respect of men or material required for the contract.

**E) Prices:** The vendors are required to quote as per "Annexure B" (Financial Bid) on page no. 08. The Bidder shall quote the rates in figures as well as words. The figures should be clearly written and there should be no overwriting. The rates quoted shall include the cost of material, labour, T&P etc, as required for the completion of work. The quoted rates shall be inclusive of all taxes, duties, Goods and Service Tax (GST) etc. as applicable and no extra shall be payable on this account.

**f) Payment Terms:** No payment shall be made in advance. Payment will be made as per details below: On Delivery, installation and commissioning. : 80 % on satisfactory

certification by GB Committee. 10 % TDS as per rule shall be deducted from the bills of the contractor. The agency must enclose a copy of PAN No. supported by copy of PAN Card of the company.

**g) Signing of Tender:** The individual signing the tender (or the documents in connection with it) must specify whether he/she is signing as:

1. A sole proprietor of the firm, or constituted attorney of such a proprietor.
2. A partner of the firm, if it be a partnership, in which case he/she must have the authority to refer to arbitration, disputes if any, concerning the business of the partnership. Either by virtue of the partnership agreement or power of attorney.
3. Authorized signatory of the firm, if it is a company (a letter of the authority in this respect must be enclosed along with the bid).
4. A person signing the tender form or any part thereof, on behalf of another, shall be deemed to warrant that he/she has the authority to bind the other and if on inquiry it appears that the person so signing has no authority do to so, HEMS may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender form, agreement for purchase and agreement for Supply, Installation and Commissioning should be signed and stamped for the tender offer.

**h) General: HEMS** reserves the right for any reduction/increase in the scope of work and the same shall be awarded to the vendor at the same Unit Rate mentioned in their bid.

**i) Jurisdiction:** All disputes shall be subject to the **District Sonipat, Haryana** Jurisdiction only. ***In case of any dispute raised by the supplier, a representation will be made only by the authorised representative of the supplier and the decision of the GB/President, Haryana Environmental Management Society, will be binding on the supplier.***

**5. PERFORMA OF TECHNICAL BID:**

**TECHNICAL BID**

**UNDERTAKING FROM THE BIDDER**

To  
**President,**  
**Haryana Environmental Management Society,**  
**SCO 45, 1<sup>st</sup> floor, Sector-31, HUDA Market,**  
**Gurugram, 1221001 (Haryana)**

Dear Sir/ Madam,

We hereby unconditionally accept all terms and conditions mentioned in 'Tender enquiry for "Supply of Furniture Items at HEMS office at **Plot No. C-TS-8, Sector 21A, Phase -1, Industrial Estate Barhi, Sonipat**".

Regards,

(Authorised Signatory)

(Company Seal)

**8. TECHNICAL BID**

<b>SL.NO</b>	<b>Particulars</b>	<b>Mention "yes" or No"</b>
<b>01</b>	Whether „Technical“ & „Price“ bids are submitted separately, and the respective envelopes are superscribed properly	
<b>02</b>	02 Whether Demand Draft of _____/- (Rupees _____ only) in favour of HEMS_____ is enclosed as EMD with the tender submitted.	
<b>03</b>	Whether certificate/ document in support of having 2 to 5 years' experience in the supply of similar items, along with a list of organisations (Govt., PSU, reputed MNCs/organisations) where the Contractor is currently providing/ provided these kinds of items.	
<b>04</b>	Whether the Trade License for this kind of jobs enclosed	
<b>05</b>	Whether a copy of Pan Card is enclosed	
<b>06</b>	Whether a copy of other statutory registration certificates like GST/ Service Tax etc., is enclosed [As applicable]	
<b>07</b>	Date of Establishment of organisation/company/agency	
<b>08</b>	Whether agreed to abide by all the terms & conditions of this tender	

All the above enclosures must be valid (wherever applicable)

Date: (Name & Signature of the tenderer with seal)

Place:

Annexures-B

**6. PERFORMA OF FINANCIAL BID:**

Furniture Items.

SL NO.	Description	Qty			
			Unit price in Rs.	Taxes as applicable, such as GST etc.,	Total Price in Rs.
1	<b>Office Desks / Tables with Drawers</b>	06			
2	Office Chairs	10			
3	Executive Chairs	10			
4	Reception counter	01			
5	Amirah's	06			
6	Kitchen modular	01			
7	Conference chair	20			
8	Conference table	01			
9	Air Conditions (ACs) 1.5 (7 Nos.) & 2 Ton (3 Nos.)	10			
10					

Total Cost Rs.

**Note:**

Bidders shall inspect the office/site (for items specifications) where the items are proposed to be fixed, supplied, and/or manufactured **before submission of the bid**, to fully acquaint themselves with the site conditions, scope of work, technical requirements, and any other factors that may affect execution of the work.

Submission of the bid shall be deemed to be confirmation that the bidder has inspected the site and satisfied himself/herself regarding all aspects of the work. **No claim whatsoever arising out of non-inspection of the site shall be entertained at any stage thereafter.**

**Signature of Bidder with office sea**

## The Haryana Environmental Management Society, Gurugram

### Tender enquiry for the supply of Furniture Items at HEMS.

#### Part 1.

1. The Haryana Environmental Management Society (HEMS) is pleased to invite bids against this tender enquiry for 'Supply of Furniture Items at HEMS (Name of the centre) as per Compliance and Commercial details mentioned in Parts 1, 2, 3 and Annexures 'A' to 'B'.

2. Bidders are requested to submit a commercial offer in the enclosed formats ONLY. Telegraphic or conditional tender may not be accepted, or the condition(s) may not be considered.

3. The Bidders are expected to accept all technical/commercial terms & Conditions mentioned in the Bid documents.

4. ***"The tender shall be submitted in two separate sealed envelopes, one for the Technical Bid and the other for the Financial bid which should be clearly superscribed on the envelopes. The 2 covers duly sealed (i.e. Technical Bid & Financial bid) should thereafter be kept in a third cover & sealed. Envelope of Technical Bid shall also contain the EMD of Rs. 50,0000/- (in the form of Demand Draft/Pay Order payable in favour of " , Haryana Environmental Management Society"). This cover should also be super-scribed with***

***"Tender for Furniture Items" Tender No. .... Tender Opening date: .....***

5. Tenders duly filled in and complete in all respect should be addressed and dropped latest by 17:00 hrs on 28.02.2026 in the sealed box placed in the office of:-

**The Assistant Manager (Accounts),  
The Haryana Environmental Management Society,  
45 SCO, 1st Floor, Sector 31,HUDA Market, Gurugram**

## **6. EARNEST MONEY DEPOSIT**

The Bidders are required to furnish Earnest Money Deposit (EMD) (other than those specifically exempted by NSIC certificate) along with their offer in the form of Demand Draft drawn on any Nationalized Bank favoring HEMS, (**Haryana Environmental Management Society, SCO 45, 1<sup>st</sup> floor, Sector-31, HUDA Market, Gurugram, 1221001.**) payable at Gurugram for Rs. 50,000/-\_/- (Rs. Fifty thousand Only).

The EMD of the bidder will be forfeited if the bidder misleads HEMS during the course of evaluation of the tender by providing false and misleading information. If the party becomes L1 and is not willing to accept the offer/supplies Sub- , EMD will be forfeited. PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD ARE LIABLE TO BE REJECTED.

The EMD of the unsuccessful Bidders shall be released by HEMS after receiving the “letter of acceptance” of the Order from the Successful bidder.

**7.** It is the responsibility of Bidders to read all terms & conditions of this tender carefully before filling the tender. Incomplete tender documents / or bids not responsive enough to the tender terms shall be rejected. HEMS reserves the right to split or reject any or all the tenders without assigning any reason thereof. HEMS shall not be responsible for any postal delays.

**8.** Any vagueness/incomplete details in the offer shall make it liable to be rejected, as such shortcomings in the offer shall be interpreted as incompetence and disinterest on the part of the bidder to meet tender requirements.

**9.** HEMS is NOT bound to accept the tender quoting the least in the financial bid. HEMS reserves the right to place an order for a part of the quantity offered. The rates quoted by the bidder shall be valid for any such part order.

**Assistant Manager HEMS,  
Haryana Environmental Management Society,  
SCO 45, 1<sup>st</sup> floor, Sector-31, HUDA Market  
, Gurugram, 1221001.**