

TENDER CALL NOTICE

Sealed Tender superscribing “Tender for supply of modular furniture” addressed to the Senior Deputy Accountant General/Administration, O/o the Accountant General (A&E)-I, U.P., Allahabad is invited from the intending manufactures/ Dealers/ Suppliers having valid VAT Registration/TIN/TAN number for supply of modular furniture to this office as per specification and quantity mentioned in Appendix-I under following terms and conditions:-

- 1) The tender documents completed in all respects may be submitted to the undersigned on or before 25th November, 2016 (3 : 00PM). The Tenders received after due date and time will not be considered at all.
- 2) The bidder can visit premises during office hours on any working day to assess the area of the work to be under taken together with specification.
- 3) The participating bidder should have own infrastructure including skilled manpower to supply & install modular furniture as per requirement of this office.
- 4) Conditional, incomplete tender and the forms not supported by the required certificate will be rejected.
- 5) The rates both in words and figures in Indian Rupees without any corrections or overwriting should be quoted in **Appendix-I (Part - B)** for each individual item separately. Any such overwriting or rewriting should be duly countersigned.
- 6) The prices should be quoted with F O R destination.
- 7) Packing, forwarding, insurance etc will be to vendors account.
- 8) All duties, taxes and other levies payable by the vendor shall be included in the total price. The same will be paid to the bidder on furnishing proof of payment to respective departments.

- 9) The rates so quoted must be valid upto one year from the date of submission of Tenders.
- 10) The bidder shall have to deposit EMD of Rs.3, 50,000/-in the shape of Demand Draft/Bank Guarantee (drawn on any Nationalized Bank) payable at Allahabad. The demand draft should be drawn in favour of Pay and Accounts Officer, O/o the Accountant General (A&E)-I U.P. Allahabad and same should be enclosed with offer. The EMD will be returned to the unsuccessful bidder after completion of the tender process.
- 11) The intending manufactures/Dealers/Suppliers shall also have to mention the detailed specifications, name of manufacturer in case of dealer/supplier, make/model of the article along with the original catalogues, Pamphlets/Pictures of the furniture for which the rates are quoted.
- 12) In case of Dealers/Suppliers, the bidder must enclose adequate documents to prove their authorization claims. The authority letter should contain the details of principal supplier/manufacturer regarding their full address, contact person, E-mail address, Fax No. and address of the website if available.
- 13) The successful bidder who is awarded the contract has to give Performance Security for an amount of 10% of the value of the contract.
- 14) Performance Security may be furnished in the form of an account payee demand draft/Fixed Deposit Receipt/Bank Guarantee from a Nationalized Bank. The performance Security should remain valid for a period for 180 days (One hundred and eighty days) beyond the date of completion of contractual obligation and it would not carry any interest.
- 15) The quantity shown in the tender can be increased or decreased depending upon the actual requirement.
- 16) The modular furniture should be supplied and installed in hall/room as per detail given in Appendix-II within 2 months from the date of issue of order.

- 17) The manufacturer should be having in-house capability for manufacturing parts/components critical to furniture equipment.
- 18) The manufacturer must issue a letter of authorization that the vendor has carried out or capable to implement new technology solutions based on their equipments. The letter of authorization shall be signed by any person not below the rank of the Area/Branch Manager of the region.
- 19) If the bidder fails to comply with the supply order within the stipulated date, the supply order so issued will be cancelled and EMD/SD will be forfeited.
- 20) No advance payment will be made to the successful bidder. The payment will be made only after supply & installation of the items including the accessories.
- 21) This office will not pay for expenses which may have been incurred or losses to person or property suffered by any Tenderer while execution of work or in connection with visits to and examination of the site and in the preparation of his tender for submission.
- 22) Accountant General (A&E)-I, U.P. Allahabad reserves the right to reject any or all tenders without assigning any reason whatsoever and the authority reserves the right to award any part or full contract to any successful Agency at its discretion which will be binding on the bidders.
- 23) In case of any dispute, the decision of Accountant General (A&E) shall be final & binding on the contractor.
- 24) All disputes arising out of or in any way connected with this supply order shall be deemed to have arisen in Allahabad and only the Court in Allahabad shall have jurisdiction to determine the same.
- 25) The repair and maintenance of the furniture supplied will be obligatory on the part of the bidders of the period of one year from the date of installation of the items. A declaration to the effect must accompany the offer.

- 26) Liquidated damages @ half percent of value of contract per week or part there will be levied in case of delays in installation. In this regard, decision of the Accountant General (A&E)-I U.P., Allahabad is final.
- 27) Tender clauses may be modified/changed if any defect is brought to notice. Hence, bidders must regularly visit website for corrigendum if any.
- 28) The bidder shall provide the following documents along with the tender documents consisting of Appendix-I
 - a) Demand Draft for EMD in case of exemption, the relevant certificate in support of such exemption.
 - b) Original Catalogues, Pamphlets/Pictures of the furniture offered.
 - c) Certificate of Authorization from Manufactures/Authorized dealers.
 - d) Copy of VAT certificate/TIN/TA No
 - e) Undertaking to provide after sales service.
 - f) The declaration as per enclosed format.
 - g) Copy of Income Tax Clearance Certificate
 - h) Copy of at least 5 orders of supply and installation of Modular Furniture to the Government/PSU Office (valuing 2.5 lakh or more in last 3 years).

Sr. Dy. Accountant General/Admn

Declaration to be filled by the Tenderer

I/We the sole manufacturer/
Authorized Dealer/Supplier of the have
gone through the above instructions and understood, fully, the contents
thereof. Accordingly, I/We undertake to abide by the above instructions and
submit our offer in the prescribed form enclosed herewith.

Signature

Dated:

Name and address of the tenderer

(with office seal)

Appendix-I

I/We the sole manufacturer/ Authorized Dealer/Supplier of the have gone through the above instructions and understood, fully, the contents thereof. Accordingly, I/We undertake to abide by the above instructions and submit our offer as under.

Part A-

Sl No.	Detail	
1	Name & Address of the firm	
2	PAN No., VAT & Service Tax Regd No.	
3	Type of Organization & Year of incorporation.	
4	Correspondence address with contact persons name, telephone number, mobile number, Fax No., e-mail etc.(The company should have service facilities at Allahabad)	
5	Turnover of the company. Please provide the detail for the last 3 years (ending March 31 2016)	
6	Number of similar work (As indicated in terms & conditions of eligibility criteria) carried out during the last 3 years (Attach proof)	
7	Name & address of the client organizations with details of contact person. Please arrange to provide following details: (Attach proof like copy of work order performance & completion certificate etc.)	
8	Whether Annexure – II filled up with full particulars	
9	Other information's applicant might like to give in support of the application	

Date

Signature of the authorized person & company seal

Part - B

Sl No.	Items	Specification	Quantity	Rates (Taxes and charges to be shown separately)	Total Value	Remarks
1	Visitor Chair (AAO)	Mid Back Size 40 cm(w)x445 cm(H) Seat, Size -43 cm (w) x39cm (D) fitted with arm rest,	54 Nos			
2	Chair (AAO)	Mid Back size 42 cm(w)x60 cm (H) Seat size 47cm (W) x50cm (D) Revolving type, fitted with arm rest back tilt pneumatic height adjustment.	27 Nos			
3	Chair (Acctt./Sr.Acctt)	Mid Back size 43 cm(w)x46 cm (H) Seat size 47 cm (W) x50cm (D) Revolving type, fitted with hand rest pneumatic height adjustment.	215 Nos			
4	Table (AAO)	Dimension: 1500mm(L)x 900mm (W)x75 0mm (HT) Rectangular shaped with extra whole for wire management Worktops: 25mm Thick three layer Pre laminated particle Board Edges Worktop banded PVC tape/beat of 2mm thick legs: 18 mm Thickness, pre laminated board Top shall be fixed with gable end modesty panel using right angle channel 30x30x300 mm long for inter connecting (gable end modesty panel are to be made 18mm thickness three layers pre laminated particle boards.	27 Nos			
5	Work Stations (Acctt./Sr.Acctt)	Dimension: 1200mm (L) x600mm (W) x1200mm (HT) with 2 box drawers and 1 file drawer with central locking system. Rectangular shaped with extra whole for wire management Worktops: 25mm Thick Pre laminated particle Board Edges Worktop PVC Lipped Panel Height 1200 mm/4 ft Panel Thickness: 300 mm along with Anodized Aluminum Trims legs: 18 mm Thickness, pre laminated board Key Board Tray (High impact Plastic key board) along with modular 3 door Unit made out Prelam Board	215 Nos.			
6	Installation of key board tray in existing work stations	Key Board Key Board Tray (High impact Plastic key board) along with modular 3 door Unit made out Prelam Board in existing 38 modular furniture	35 Nos			

Signature of the authorized person & company seal

Appendix – II

Detail of installation place of modular furniture

Hall/Room No	Name of Section	AAO Table	AAO chair	Visitor chair	work stations	Chairs for Acctt/Sr. Accountant
20	Fund - 1	2	2	4	Cluster of 10 (4x2) Cluster of 10 (4x2)	20
	MBR CELL	1	1	2	Cluster of 5 (4x2)	5
21	Fund 30	1	1	2	Cluster of 7 (4x2)	7
	ALPM -2	2	2	4	Cluster of 10 (4x2)	10
22	Fund 31	1	1	2	Cluster of 7 (4x2)	7
31	Fund 34	1	1	2	Cluster of 4 (4x2) Cluster of 5 (4x2)	9
	Broad Sheet	1	1	2	Cluster of 6 (4x2) Cluster of 6 (4x2) Cluster of 5 (4x2)	15
32	Fund - 7	1	1	2	Cluster of 6 (4x2)	5
33	Fund 4	1	1	2	Cluster of 6 (4x2)	6
	Fund - 5	1	1	2	Cluster of 7 (4x2)	7
	Fund - 3	1	1	2	Cluster of 8 (4x2)	8
23	Fund - 8	1	1	2	Cluster of 9 (4x2)	9
	Fund 16	1	1	2	Cluster of 11 (4x2)	11
	Fund 15	1	1	2	Cluster of 11 (4x2)	11
34	Fund - 20	1	1	2	Cluster of 8 (4x2)	8
06	Fund - 24	1	1	2	Cluster of 11 (4x2)	11
	Fund 25	1	1	2	Cluster of 8 (4x2)	8
	Fund 26	1	1	2	Cluster of 8 (4x2)	8
	Fund 27	1	1	2	Cluster of 9 (4x2)	9

7	Fund - 19	1	1	2	Cluster of 6 (4x2)	6
	Fund - 28	1	1	2	Cluster of 10 (4x2)	10
8	ALPM - 6	1	1	2	Cluster of 10 (4x2)	10
	ALPM - 7	1	1	2	Cluster of 5 (4x2)	5
	ALPM - 8	1	1	2	Cluster of 4 (4x2)	4
	RMSG	1	1	2	Cluster of 2 (4x2)	2
10	Fund 9	00	0	0	Cluster of 2 (4x2)	2
		0	0	0	Key Board Tray 11	0
	Fund 10	0	0	0	Cluster of 2 (4x2)	2
		0	0	0	Key Board Tray 8	0
	Fund - 11	0	0	0	Key Board Tray 8	0
	Fund 14	0	0	0	Key Board Tray 8	0
Total		27	27	54		215

SR. Accounts Officer/GD (M)