

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A & E)-II, U. P.,  
ALLAHABAD**

No. GD (M)/ (A&E)-II/Furniture/ **392**

Dated **23.12** .2016

**LIMITED QUOTATION ENQUIRY NOTICE**

The office of the Principal Accountant General (A&E)-II, U.P., Allahabad invites Quotations in the prescribed format from the firms dealing with the Office Steel Furniture for 4 Drawer and 2 Drawer Vertical Filing Cabinet with central locking system, under the terms & conditions as given below:-

**Terms & Conditions**

1. Quotations (Annexure "B") may be sent through special messenger on or by **11.01.2017 (03.00 PM)**. If sent through post, envelope containing the quotation may be sent through **SPEED POST** only. Envelop should reach in the office before due date and time to **DEPUTY ACCOUNTANT GENERAL (WORKS), OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-II, U.P., ALLAHABAD-211001**. On the sealed cover envelope it should be clearly super scribed as **Quotation for Filing Cabinet/ To be opened by addressee only**. Quotation will be opened on same day at 03.30 PM by a nominated committee. Representative or owner may remain present, at their option, while opening quotation.
2. The rates should be quoted both in words and figures without any corrections or overwriting for the item. Any such overwriting or rewriting should be duly countersigned on Annexure "B".
3. The rates so quoted must be valid up to six months from the date of submission of Tenders.
4. The quantity shown in the format may be increased or decreased depending upon the actual requirement.
5. The bidder shall have to deposit EMD of Rs.70,000/- (Rs. Seventy thousand only) in shape of Demand Draft/TDR (drawn on Nationalized Bank) payable at Allahabad. The demand draft/TDR should be drawn in favour of Pay and

Accounts Officer, Office of the Accountant General (A&E)-I, U.P. Allahabad and same should be enclosed with Annexure "B".

6. The EMD will be returned to the unsuccessful bidder after completion of the tender process.
7. The successful bidder should have to submit the Performance Security for an amount of 10% of the value of the supply order.
8. Performance Security may be furnished in 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).
9. The firm should attach valid ANSI/BIFMA/ISO Certificate with Annexure "B" if available.
10. Company, manufacturer of the item should have the Annual turnover of Rs. 10.00 Crore or above in last two Financial Years. Photocopy of necessary document in respect of turnover should be enclosed with the Annexure "B" and the dealer/supplier should be an authorized vender of the product (Authorization Certificate).
11. A sample of 4 Drawer and 2 Drawer Vertical Filing Cabinet as per specification given on Annexure "A" will have to be produced before Competent Authority, if desired so.
12. Experience certificate in respect of supply of office steel furniture in Government offices must be enclosed with the Annexure "B".
13. The supply/delivery should be completed within 03 weeks from the date of issue of supply order. If firm/agency fails to comply with the supply order within the stipulated date, without genuine ground the work order, so issued, will be cancelled and EMD will be forfeited. Decision of the Competent Authority in this regard will be final.
14. The agencies must provide 2 years warranty/Guarantee for the supplied item.
15. After sale service should be available in Allahabad.

16. No advance payment will be made to the firm. The payment will be made within 15 days of successful completion of supply/ installation of items.
17. Competent Authority reserve the right to cancel part or whole quotation process 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.
18. In case of any dispute, the decision of Accountant General (A&E)-II shall be final & binding to all.
19. All disputes arising out of or in any way connected with this supply order deemed to have arisen in the Courts of Allahabad jurisdiction only.

*g/c* Dy. Accountant General/Admn  
*23/12/11*

ANNEXURE – A'

**1.Specification of Filing Cabinet (4 Drawer Vertical)**

Sl. No.	Feature or parameter	Specification
1	<b>Model and Product Size</b>	4 Drawer Vertical Filing Cabinet Width <b>470 mm</b> Depth <b>620 mm</b> Height <b>1320 mm</b>
2	<b>Construction</b>	Rigid Knock Down construction
3	<b>Material</b>	<b>CRCA Sheet</b> Top, Side & Drawer front - <b>0.7 mm thick</b> Frames, Drawer-Inside cover, Side back cover - <b>0.6 mm Thick</b> Back, Bottom, Drawer Bottom - <b>0.5mm thick</b>
4	<b>Locking and anti-tipping</b>	Centralized locking with 10 lever Cam Lock and having anti-tipping arrangement to ensure that when one drawer is opened for use, it does not allow other drawer be opened.
5	<b>Drawer Size and Files Type</b>	<ul style="list-style-type: none"><li>- For hanging Ezee/ Visa files (Full Scape) from front to back (Files along the Width)</li><li>- No. of 20 mm thick file which can be hanged in above way per drawer is 28</li></ul>
6	<b>Finish</b>	Epoxy Polyester Powder Coated to the thickness of 50 microns(+/- 10)
7	<b>Slide</b>	High quality precision ball slide. Drawer load:40 kg UDL for 75,000 cycles
8	<b>Label holder</b>	Snap on type plastic label holder on drawer front

2. Also attach/Mention Specifications of 2 Drawer Filing Cabinet on above /other parameters.

**ANNEXURE - B**  
**TENDER APPLICATION FORM**

1.	Name of the Bidder	
2.	Full Postal Address	
3.	Whether having service centre at Allahabad	
4.	Attach valid ANSI/BIFMA/ISO Certificate and Authorization Certificate	
5.	Attach proof for Firm/ Manufacturer's Turn Over	
6.	Whether previous experience in the field (Attach proof)	
7.	Telephone No. & Fax No.	
8.	E-Mail ID	
9.	Brand name for the Item quoted	
10.	PAN	
11.	Service Tax No.	
12.	VAT Registration No.	
13.	EMD (D. D. No., date and issuing bank)	

**Rate Schedule**

Sl. No.	Item and Size	Brand/Make/ Model	Approx. Qty	All inclusive price for <b>One Unit</b>	
				In figure (Rs.)	In Words (Rs.)
1.	<b>04 Drawer Vertical Filing Cabinet</b>		63		
2.	<b>02 Drawer Vertical Filing Cabinet</b>		01		

**UNDERTAKING**

1. I certify that I have gone through the terms and Conditions mentioned in the bidding document and undertake to comply with them (**Enclosed duly signed copy of Terms and condition**).
2. I give all rights to the Competent Authority of the Office of the Principal Accountant General (A&E)-II, Uttar Pradesh, Allahabad to forfeit the Earnest Money deposited by me, in the shape of Demand Draft/FDR, if any delay occur on my part or fail to execute the supply order as per the specifications, provisions of bidding document and directions given by the Competent Authority.

Date  
Place

(Signature of the Authorised Signatory)  
Seal of the Firm