

Government of India
Ministry of Housing and Urban Poverty Alleviation

TENDER NOTICE NO. N-11024/3/2007/BSUP-NSUP dated 1st April, 2008

TENDER DOCUMENT NO. N-11024/3/2007/BSUP-NSUP dated 1st April, 2008

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) from reputed manufacturers or their authorized dealers only on prescribed form at Annexure-II-A & II-B.

Note: The Financial Bids will be opened only of those Bidders whose Technical Bids will be found eligible.

DESCRIPTION: OFFICE FURNITURE & FIXTURE.

1. **SCHEDULE OF OFFER:** Sealed quotations are invited for the supply of Materials as indicated in the attached schedule.
2. **DUE DATE:** Due date for submission of offer is 10.04.2008 up to 4.00 PM. The Bids will be opened on the same day at 4.30 A.M. Offers received after due date and time of submission shall not be considered.
3. **OFFERS:** Quotations should be submitted in duplicate and in sealed cover addressed to SECTION OFFICER (ADMN.), NATIONAL BUILDINGS ORGANISATION, G-WING, NBO BUILDING, NIRMAN BHAWAN, NEW DELHI-110108. If tenders are submitted by hand then envelope must indicate TENDER NO. & DUE DATE OF OPENING and shall be deposited in the TENDER BOX provided for the purpose. If the tenders are sent by post, then tender must be sent in double covers INSIDE COVER should have TENDER NO. & DUE DATE OF OPENING while OUTSIDE COVER should only bear address of the purchaser without mentioning tender number & due date of opening. TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.
4. **RATES:** Rates should be indicated in both FIGURES & WORDS including all charges like all taxes, loading-unloading, installation, freights etc. The rates quoted must be firm till delivery.
5. **VALIDITY:** Prices quoted must remain firm and offer should remain open for acceptance for 180 days from the date of opening.
6. **PAYMENT:** Within 30 days after receipt and acceptance of materials.

7. **ERASING, OVER-WRITING AND CORRECTIONS:** Erasing over-writing and corrections should be authenticated by the tenderer's signature. In case this has not been done such offer is likely to be rejected. **HAND WRITTEN QUOTATIONS WILL NOT BE ACCEPTED.** All tender document & enclosure to be signed & stamped.
8. **DELIVERY SCHEDULE:** WITHIN 15 DAYS FROM THE DATE OF ISSUE OF PURCHASE ORDER.
9. **LATE DELIVERY:** In case supplies are made after expiry of the delivery schedule then this office reserves the right to recover liquidated damage charges @ 0.5% per week. However, if the supplies are not effected within a period of 30 days from the scheduled date, the purchase will be made as per the condition laid in para 10.
10. **RISK PURCHASE:** In case of failure to supply within the stipulated delivery schedule, as per para 9, this office reserves the right to undertake risk purchase at the cost of DEFAULTER. Any additional expenditure so incurred in undertaking risk purchase shall be recovered from the Defaulter. In this context, we also reserve our right to cancel part of the order and undertake risk purchase for this cancelled quantity depending on our need.
11. **EARNEST MONEY DEPOSIT:** TENDERERS ARE REQUIRED TO DEPOSIT **RS. 30000.00 TOWARDS EMD IN THE FORM OF D/D IN FAVOUR OF "PAO (Sectt), UEPA"** payable at New Delhi along with offer (Technical Bid) otherwise offer will be liable for rejection. If case of STATE / CENTRAL GOVT. ORGANISATION / PSU & VALID DGS&D / NSIC registered (for the tendered items) firms, they may submit documentary evidence issued by Govt. authorities for according exemption towards submission of EMD / Security Deposit. Xerox copy of such valid registration certificate along with technical bid is to be submitted for exemption of EMD / SD.
12. **SALES TAX CLEARANCE CERTIFICATE:** A copy of latest sales tax clearance certificate duly self-attested should be submitted along with offer.
13. **BANK CHARGES:** Bank charges, if any, shall be borne by the successful tenderer.
14. **DELIVERY & INSTALLATION:** The material should be properly delivered in conformity with the specification and properly installed to the satisfaction of the concerned authority.
15. **LATE OFFER:** Any offer received after due date of opening and time are not acceptable.
16. **TENDER DOCUMENTS:** Tender documents are not transferable.

17. **ATTENDING TENDER OPENING:** The representative of the tenderer who wishes to attend to the tender opening is allowed to do so subject to presenting authorization letter from the tenderer.
18. **PROVEN SUPPLIER:** Please enclose supply order copies received by you from any Office/Ministry in Government of India for at least 20% quantity for any of last 3 (three) years for proof of proven vendor. It will be considered as an added advantage of the supplier.
19. **GUARANTEE / WARRANTY:** The materials should carry Guarantee / Warranty for 12 months from the date of supply on all products.
20. If there is any complaint in any office/Ministry in Government of India regarding non-supply or poor supply and not replaced to the satisfaction of purchaser comes to our knowledge, your offer will be rejected.

THIS OFFICE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL OFFERS OR PART THEREOF OR TO SPLIT THE ORDER OR ALTER THE QUANTITY WITHOUT ASSIGNING ANY REASON WHATSOEVER.

REQUIREMENT OF FURNITURE & FIXTURE: ITEMWISE DETAILS AS PER ANNEXURE-I

SPECIAL NOTE:

1. Any ambiguity in the offer may lead to disqualification.
2. Conditional offer shall be summarily rejected.

(Anjana Madhavan)
Associate Project Coordinator
GOI-UNDP project 'National Strategy for Urban Poor'

ANNEXURE-I

SN.	DESCRIPTION	QTY.	Rates	Amnt
1	<p>LIBRARIAN TABLE Worktop: 1524mmL x 760mmD x 760mmH Table made with 19 mm thick ply wood finished with 4 mm thick golden maple design veneer and golden maple wood moulding as per design and finished with melamine polish and P.U. coating 3 mm thick stainless steel sheet with perforation design modesty panel. as per design</p> <p>DRAWER UNIT: 450 x 467 x 700 m high 3 drawers made with 19 mm thick water proof ply wood finished with 4 mm. Thick veneer and wooden moulding as design and finished with melamine polish with P.U. coating. Drawing slides on telescopic channel, with stainless steel handle single key locking system all complete.</p> <p>SIDE UNIT: 1066L x 533mm Dx 760mm H Side Table/unit made with 19 mm thick ply wood finished with 4 mm thick golden maple design veneer and golden maple wood moulding as per design and finished with melamine polish and P.U. coating 3 mm thick stainless steel sheet with perforation design modesty panel. as per design</p>	1 NO. 1 NO. 1 NO.		
2.	<p>READING TABLES: 1220mm dia 4 Seater, Round shape, 19 mm thick ply wood finished with 4 mm thick golden maple design veneer and golden maple wood moulding as per design and finished with melamine polish and P.U. coating 3 mm thick stainless steel sheet with perforation design modesty panel. 25mm thick table top edge banding finish, 25mm thick side modesty , 18 mm thick front modesty</p>	4NOS.		
3	<p>HIGH BACK CHAIR BLACK, Leather upholstery with chrome framing, Revolving and Tilting mechanism, Back tilt locking mechanism, Pneumatic height adjustment, Tilt-tension adjustment, Fixed wooden arm rest with leather padding, Chrome base with castors</p>	1NO.		
4	<p>MEDIUM BACK CHAIRS FOR READING TABLES, COMPUTER TABLES BLACK, Leather upholstery with chrome framing,</p>	22NOS.		

	Revolving and Tilting mechanism, Back tilt locking mechanism, Pneumatic height adjustment, Tilt-tension adjustment, Fixed wooden arm rest with leather padding, Chrome base with castors			
5	VISITOR'S CHAIR Fabric Back & Seat, Revolving & Tilting Mechanism, Fixed Arm Rest, Nylon Base with Castors	2 NOS.		
6.	OFFICE SOFA- ONE SEATER Leatherette Upholstery on Front Seating, Leatherette Upholstery on back side Form Seating, wooden frame & base with back supporting, Form Seating	1NO.		
7.	CORNER TABLE Table top 600 x 600 x 400 mm 12 mm glass top with machine edge polish and stainless steel frame as per design	1No.		
8.	CENTER TABLE Table top: 1200 x 600 x 400 mm 12 mm glass top with machine edge polish and stainless steel frame as per design	1No.		
9.	OFFICE SOFA -THREE SEATER Leatherette Upholstery on Front Seating, Leatherette Upholstery on back side Form Seating, wooden frame & base with back supporting, Form Seating	1NO.		
10.	COMPUTER WORKSTATIONS: 1220mmLx610Dx762H Table Top Thickness of 25mm with laminate shade, Prelaminated with 0.8 thick laminate above table-top & 0.5 balancing laminate below Main Partition Frame: 2438mmLx1200 mm H Thickness of 65mm of, 8mm thick panels with laminate/fabric shade on exposed surface, Aluminum trim plates (2mm) with 50+micron powder coating Raceways : Two way raceways- for Data & Circuit; one at skirting & another below table-top Accessories : Provision of CPU Trolley with lockable Castors & Keyboard-tray	6 NOS. 6 NOS. 6 NOS. 6 NOS.		

	<p>Size: 724mmL x 457mmD x 3048mm H, 19 mm thick ply wood finished with 4 mm thick golden maple design veneer and golden maple wood moulding as per design and finished with melamine polish and P.U. coating Provision of lockable shutters with three shelf diving the unit into 2 compartments</p> <p>Size: 698mmL x 457mmD x 3048mm H, 19 mm thick ply wood finished with 4 mm thick golden maple design veneer and golden maple wood moulding as per design and finished with melamine polish and P.U. coating Provision of lockable shutters with three shelf diving the unit into 2 compartments</p>	16Nos.		
	<p>Size: 698mmL x 457mmD x 3048mm H, 19 mm thick ply wood finished with 4 mm thick golden maple design veneer and golden maple wood moulding as per design and finished with melamine polish and P.U. coating Provision of lockable shutters with three shelf diving the unit into 2 compartments</p>	4Nos.		
13a	<p>BOOK SHELF BACK TO BACK</p> <p>Size: 838mmL x 457mmD x 2438mm H, 19 mm thick ply wood finished with 4 mm thick golden maple design veneer and golden maple wood moulding as per design and finished with melamine polish and P.U. coating Provision of lockable shutters with three shelf diving the unit into 2 compartments</p> <p>Size: 813mmL x 457mmD x 2438mm H, 19 mm thick ply wood finished with 4 mm thick golden maple design veneer and golden maple wood moulding as per design and finished with melamine polish and P.U. coating Provision of lockable shutters with three shelf diving the unit into 2 compartments</p>	4Nos.		
	<p>Size: 813mmL x 457mmD x 2438mm H, 19 mm thick ply wood finished with 4 mm thick golden maple design veneer and golden maple wood moulding as per design and finished with melamine polish and P.U. coating Provision of lockable shutters with three shelf diving the unit into 2 compartments</p>	16Nos.		
14.	<p>BOOK SHELF ON WINDOW SIDE</p> <p>Size: 1144mmL x 610mmD x 2896mm H, 19 mm thick ply wood finished with 4 mm thick golden maple design veneer and golden maple wood moulding as per design and finished with melamine polish and P.U. coating Provision of lockable shutters with three shelf diving the unit into 2 compartments</p>	4Nos.		

PRESCRIBED PERFORMA FOR TECHNICAL BID.

With Reference to Tender Document No.....Dated.....

1. **Name of the Manufacturer/Dealer** -----
2. **Item-wise Details as per requirement mentioned at Annexure-I:**

Sr. No.	Name of the Item	Detailed Specifications including make etc.	Quantity

3. **PERIOD OF VALIDITY OF OFFER PRICE** (in days):
4. **DELIVERY SCHEDULE:**
5. **EARNEST MONEY DEPOSIT:** Draft Number:
Date of Issue:
Name of the Bank:
6. **SALES TAX CLEARANCE CERTIFICATE:** A copy of latest sales tax clearance certificate duly self-attested should be submitted along with offer.
7. **PROVEN SUPPLIER:** Enclose duly self-attested copies of supply order received from any Office/Ministry in Government of India for at least 20% quantity for any of last 3 (three) years.

ANNEXURE: II-B

PRESCRIBED PERFORMA FOR FINANCIAL BID.

With Reference to Tender Document No.....Dated.....

1. Name of the Manufacturer/Dealer -----

2. Item-wise Details as per requirement mentioned at Annexure-I:

Sr. No.	Name of the Item	Detailed Specifications including make	Quantity	Rates per unit (Rs) (including all taxes, loading unloading, installation, freight etc.)	Amount (Rs.)

Total -----

(Rates should be indicated both in FIGURES & in WORDS)

I agree to the terms and conditions as mentioned in the tender document no.
Dated..... issued by the National Buildings Organisation, Ministry of Housing and Urban Poverty Alleviation, Government of India.

Signature.....

Name.....

Name of the Manufacturer.....

Stamp.....