

## OFFICE OF THE ACCOUNTANT GENERAL (A&amp;E), J&amp;K, JAMMU

NOTICE INVITING TENDERS FOR SUPPLY OF OFFICE FURNITURE

No. Admn-II/J/A&amp;E/2016-17/648

Dated : 28.11.2016

1. Sealed quotations for supply of office furniture items are invited in this office from the interested and eligible manufactures / suppliers/ authorised distributors as per instructions and terms and conditions given in Appendix-I and specifications of product Make/ type /Design/ size/ quality of material / workmanship given in Appendix-II to this tender notice. Quotation of Price Bids must be submitted by 15<sup>th</sup> December,2016 till 3.00 PM in the Proforma of Price Bid Document and Tender Format as given in Appendix-III which can be downloaded from the office website <http://www.agjk.nic.in>.
2. The bids should be submitted in the sealed envelopes duly super-scribed as "QUOTATION FOR SUPPLY OF OFFICE FURNITURE" and should be addressed to the Accounts Officer, Admn, Office of the Accountant General (A&E), J&K, Shakti Nagar, Jammu-180001.
3. Tenders will be opened on 15<sup>th</sup> December,2016 at 3.30 PM in the presence of intending representatives of the firms / suppliers.

Sd/-

Dy. Accountant General (Admn)  
O/o the Accountant General (A&E), J&K  
Jammu

(on letterhead of the firm)

**Proforma of Bid Document:**

We M/s ..... hereby certify that we are established manufacturer / authorised distributors /representatives of M/s ..... having manufacturing / distributorship /agency facility at ..... which observe ISI / ISO certified standards of manufacturing / quality control and testing of all materials manufactured or used by us are open to inspection by the representatives of the purchaser. We hereby offer to supply the following items of office furniture at the prices indicated against each item below :

Sl.No.	Name of item/ Description	Net price (Rs.) (F.O.R at A.G.office complex)
1		
2		
3		
4		
5		
6		
7		
8		

2. It is hereby certified that we have read and understood all the instructions for tenderer and terms and conditions specified in the Tender Document and thoroughly aware of the goods / items to be supplied. We agree to abide by all the terms and conditions of tender.

3. We hereby offer to execute the supply order detailed above or such portions thereof as you specify in the notification of award.

4. We hereby undertake to provide after sale service for maintenance of the furniture items supplied.

5. All the supporting documents as specified in Eligibility Criteria and Bid Security Deposit are enclosed.

Place: .....

Dated:.....


Signature / Seal of Bidding firm

**Tender Document should be submitted alongwith the following :**

1. Duly filled Tender Proforma
2. Bid Security Deposit
3. Eligibility / experience/ qualification certificates as given in eligibility criteria

**Eligibility Criteria:**

1. Proof of Service Tax Number / Sales Tax Number / VAT Number (Readable Copy of Service Tax / Sales Tax/ VAT also should be enclosed).
2. PAN Number of the firm.
3. Proof of similar supply contracts executed in respect of Government departments.
4. Bidding firm must have its own workshop facility / commercial establishment for manufacturing the furniture / authorised distributorship of furniture items. Copy of the supporting documents in this regard must be enclosed.
5. Firm should have a certificate from ISI / ISO in manufacturing / sale of office furniture, Copy of same must be enclosed.
6. The firm should not have been black listed from any Government / Ministry/PSU. A certificate in this regard must be submitted with the tender.
7. Undertaking to provide after sale service for maintenance of the products supplied.

  
28/11/2016  
Accounts Officer (Admn)

✓ O/o the Accountant General (A&E), J&K,  
Jammu  
28/11/16 J C

Appendix-IINSTRUCTIONS AND TERMS & CONDITIONS:

1. Tenders can be submitted before 9<sup>th</sup> December, 2016 (3.00 p.m.). Tenders submitted after this date / time will not be entertained/ considered.
2. Tenders may be submitted only by such manufacturing firms / authorised distributors, who are either registered / approved supplier, contractors with Government Agencies for supply of furniture items. Only those firms / contractors should apply for supply of specified items of furniture which are having ISI Mark/ ISO standards wherever applicable. The tendering firm must submit proof of their manufacturing / distributorship / registration with Govt Agencies with the tender. This is liable to verification, if necessary.
3. Incomplete and conditional tenders will not be accepted. The rate per unit must not be altered under any circumstances and it should be entered in figures as well as in words.
4. The tendering firm will be required to demonstrate the products to the Bid Evaluation Committee for assessment of its utility to the office.
5. The tenderer shall not assign or subject this contract in full or part thereof to any other Agency / sister concern.
6. All the furniture items to be supplied shall be of the superior quality matching with the specifications, trade mark, ISI/ International Organization for Standardization (ISO) standards and strictly in accordance with the approved standard sample. In case any of the articles supplied not being of approved specification, same shall be liable to be rejected or replaced within a period of 10 days from the date of original supply at the cost of the tenderer.
7. The tenderer whose bid is accepted by this office, shall arrange supplies within a period of 10 days from the date of written order of acceptance of bid / supply issued by this office.
8. The contract to supply the furniture items will normally be awarded to the lowest evaluated bidder, whose bid has been found to be responsive and who is eligible / qualified to perform the contract satisfactorily as per the terms and conditions incorporated in this tender document. However, this office reserves the option to select more than one firm for award of supply order even if their price bid is higher.
9. This office reserves the right to accept or reject any bid at any time with or without assigning any reasons there for and accept or reject any or part of the items supplied which are found inferior in quality of workmanship or / and the quality of materials / goods or if the supply is not made to the satisfaction of the Competent Authority [Dy. Accountant General (Admn)].
10. Each tender must be accompanied by a bid security of Rs.25,000/- (Rs. Twenty Five Thousand only) payable through Bank Draft/ Banker's Cheque / Fixed Deposit Receipt or Bank Guarantee from any of the Commercial bank drawn in favour of "Accounts Officer (Admn), office of the Accountant General (A&E), J&K, Jammu" on or before the last date for submission of tenders. The tenders received without Bid security amount or with less Bid security will not be considered

at all. Bid security of the unsuccessful tenderers will be refunded and that of successful tenderer will be retained which will be liable to be forfeited by the Competent Authority in case the tenderer refuses to accept the supply order placed with him on account of market fluctuations or for any other reasons.

11. Delay in delivery will not be permissible on any ground. If the ordered items are not delivered within the stipulated period of 10 days from placing the supply order, a penalty of ½ % of the order value per day shall be imposed.
12. Payment will become due and payable by this office only on complete delivery of the supply order and inspected / accepted by the Competent Authority / nominated committee. No advance payment / part payment will be made before receipt of the inventory.
13. It will be the responsibility of the supplying firm to obtain delivery report / completion of installation report from the nominated committee/ officer / section concerned in which the items of furniture are delivered / installed. In absence of the delivery report / completion of installation reports, no payment will be made.

Accepted all the terms and conditions

Signature / seal of bidding firm

Appendix-II

Specifications of product make / type / design/ size dimensions / quality of material/ workmanship and approximate / number of units required.

Sl. No.	Name of item	Description	Approx number
1	Chair for Accountants	1. PVC upholstered seat with PU Foam 2. PP Arms padded 3. Tilt mechanism below the seat 4. Nylon / metal base with castor wheels. 5. Stroke gas lift	100
2	Table for Accountants	1. 25-18 mm (MDF/Particle board) with melamine finish / laminate top 2. Sides 18 mm (MDF/ Particle board) with melamine finish / laminate top) 3 Drawers on sides with lock 4. Hole for cable management	25
3	Chair	High back with Head rest 360, degree revolving Chair provided with tilting mechanism, Gas Lifting, Upright position locking, PU Armrest, Seat/ back assembly : Steel base seat/ back with lumber pad support made of moulded polyurethane foam covered with fabric tapestry of approved colour/ shade, Height-24 inches, Head Rest- 2 inches, Back Width-20 inches, Seat-26 inch x 22 inch (appox). Pedestal fitted with 5 number twin nylon castors.	5
4	Chair	High back 360 degree revolving Chair provided with tilting mechanism, Gas Lifting, Upright position locking, PU Armrest. Seat/ back assembly : Steel base seat/ back with lumber pad support made of moulded polyurethane foam covered with fabric tapestry of approved colour/ shade, Height-24 inches, Back Width-22 inches, Seat-24 inch x 22 inch (appox). Pedestal fitted with 5 number twin nylon castors.	15
5	Table	Size Width 60 inch x Length 40 inch x Height 30 inch Tops, Work surface and Body made from pre- laminated 18 mm thick first class ISI mark commercial board (Green Board/ Duro/ Laser). Colour and shade as approved. 3 Drawers on right side at 4 ½ Inch, 12 inch and 17 inch height with lock and cupboard on left side with door and lock. Padestal: Foot rest.	5
6	Guests Chair	Chrome plated pipe frame, Seat/ back : Steel base seat/ back made of moulded polyurethane foam covered with fabric tapestry of approved colour /shade and PVC lipping. Height-22 inches, Back Width-18 inches, Seat-24 inch x 20 inch (appox).	40

Sl. No.	Name of item	Description	Approx number
7	Steel Office Almirah (5 shelves)	Size Height 72 inch, Width 36 inch, Depth 20 inch. Standard make made of 20 gauge Steel sheet Four shelves making five compartments made of 18 gauge steel sheet. Doors made of 18 gauge steel sheet fitted with Lock and Chrome plated steel handle.	10
8	Almirah Steel (3 shelves)	Size Height 48 inch, Width 36 inch, Depth 20 inch. Standard make made of 20 gauge Steel sheet Three shelves making four compartments made of 18 gauge steel sheet. Doors made of 18 gauge steel sheet fitted with Lock and Chrome plated steel handle.	5

  
22/11/2016

Accounts Officer (Admn)

O/o the Accountant General (A&E), J&K  
Jammu

22/11/16 ac

Appendix-III

(on letter head of the company)

**Tender Format**

Tender for supply of Office Furniture:

- 1 Name of firm .....
- 2 Correspondence address with Telephone and Fax Numbers .....
- 3 Local Address with Telephone and Fax Numbers .....
- 4 Whether registered with NSIC / DG S&D, if yes attach copy .....
- 5 Excise / Custom duty certificate .....
- 6 Sales Tax / VAT registration proof .....
- 7 Latest Sales Tax / VAT clearance certificate .....
- 8 Copy of Manufacturing licence / authorised distributorship .....
- 9 Proof of past performance .....
- 10 Bid Security Deposit details .....
- 11 Copy of terms and conditions duly signed and stamped .....

Signature / Seal of Bidder