

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT), J&K AND LADAKH
SRINAGAR

No.:-Admn-III/Audit/Furniture/2020-21/150

Date: - 14/09/2020

TENDER NOTICE

Sealed quotations are invited from the reputed manufacturers or Authorized Dealers/Firms for the supply of Office Furniture at Office of the Principal Accountant General (Audit), J&K and Ladakh Srinagar/Jammu as per details given below;

S. No.	Name of the Item	Quantity Required (Tentative)	
		Srinagar office	Jammu Office
1	Office Table (Executive)	05	05
2	Office Table (Executive)	25	20
3	Office Chair (Revolving)	50	10
4	Office Chair (Non-Revolving)	50	50

The Last Date of Submission of Tender is 30/09/2020 (4.00 PM). Date of opening of Tender is 30/09/2020 (5.00 PM). Interested bidders may attend the opening of the tender.

The firms quoting the rates for Jammu/Srinagar must have an office in the respective stations.

Bidders should send EMD of Rs. 50,000/- (Rupees Fifty Thousand only) (Refundable without any Interest) in favor of the PAO (L) Office of the Principal Accountant General (A&E), J&K and Ladakh, payable at Srinagar.

Bids may be submitted as per the specifications given ***“Annexure-A” and in the format in “Annexure-B”***

The details of the tender are available at www.agjk.nic.in, under “Tender”.

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Sr. Dy. Accountant General (Administration)

Terms and Conditions;

01. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process
02. If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.
03. The bidders who fail to submit the required EMD, their bids will not be considered for opening.
04. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written in pen ink or ball pen. Offer in pencil will be ignored. The tenderer shall certify that the rates being quoted are not higher than those quoted for any Govt. Deptt. or

Institution or DGS&D or any organization and that if during the years at any time the tenderer has quoted rates lower than those quoted against this tender.

05. The prescribed tender documents should be submitted in one sealed envelope duly super scribed with “Tender for supply of Office Furniture at Office of the Principal Accountant General (Audit), J&K and Ladakh of Srinagar/Jammu”.
06. The complete tender document is to be signed with seal & submitted along with the necessary required documents.
07. The tender documents are subjected to verification with the original documents, and if any discrepancy is found, the tender would be rejected.
08. The office reserves the right to inspect the chairs/tables before the finalization of the bids.
09. Tenders are required to enclose details of the tables/chairs, along-with photos and catalogues.
10. The Office Principal Accountant General (Audit), J&K and Ladakh of Srinagar/Jammu, reserves the right to select some items (in single or multiple units) and reject the others or all items mentioned in the table ibid. The office will also reserve the right to revise or alter the specifications before acceptance of any tender.
11. Incomplete tenders, amendments and additions to tender after opening are liable to be ignored and rejected.
12. No bidder will be allowed to withdraw bid in the interval between the deadline of submission of bids and expiration of period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder’s bid security (EMD) and other sanctions.
13. When a firm sends quotation for an item manufactured by some different company, the firm is also required to attach, in its bid, the manufacturer’s authorization certificate and also manufacturer’s confirmation of extending the required warranty for that product. In cases where the manufacturer has itself submitted the bid, the bids of its authorized dealer will not be considered and EMD will be returned.
14. Bid Security should remain valid for a period of 45 (Forty Five) days beyond the final bid validity period. The Bid Security can be submitted in the form of an account payee demand draft, fixed deposit receipt, or banker’s cheque. The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, subject to furnishing of relevant valid certificate for claiming exemption. A bidder’s Bid Security will be forfeited if the bidder withdraws or amends its/his tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if the successful bidder fails to furnish the required Performance Security within the specified period. Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity period and latest by the 30th day after the award of the contract. Bid Security should be refunded to the successful bidder on receipt of a performance security.
15. On receipt of notification of award from the Principal Accountant General (Audit), J&K and Ladakh, the successful Bidder shall furnish the performance security at 5% of the cost of the material ordered in the form of DD/FDR in favor of The PAO (L) Office of the Principal Accountant General (A&E), J&K and Ladakh or in the form of Bank Guarantee issued/confirmed from any of commercial bank in India in an acceptable form. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier, including warranty obligations. The Performance Security will be forfeited and credited to the Government Account in the event of a breach of contract by the contractor. It will be refunded to the contractor without interest, after he duly performs and completes the contract in all respects but not later than 60 (sixty) days of completion of all such obligations including the warranty under the contract. Failure of the successful bidder to submit the performance security shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Principal Accountant General (Audit), J&K and Ladakh may make the award to the next lowest evaluated bidder on same rate or call for new bids.

16. Prices quoted should be firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to, in writing by both parties. The vendor shall agree that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to the order.
17. Where the price has several components such as the price of the goods, cost of installation and commissioning, operators' training, and so on, bidders should furnish a cost break-up indicating the applicable prices and taxes for each of such components along with the overall price.
18. Prices should be FOR –All prices specified herein shall include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable taxes.
19. 80% of the total payment shall be released on submission of proof of delivery of complete item/stores (stores/consignee receipt), inspection report and on certification of satisfactory installation of the item at the consignee's premises and after "ensuring verification of the Performance Security" @ 5% of the Purchase Order value. Balance 20% of the payment shall be released upon successful installation of the item at least for a month and after ensuring that already furnished Performance Security is valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder / supplier including comprehensive maintenance warranty obligations.
20. Wherever necessary, the goods supplied under the contract, shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the contract. If considered necessary, insurance may cover "all risks" including war risks and strike clauses. The amount to be covered under insurance should be sufficient to take care of the overall expenditure to be incurred by the Procuring Entity for receiving the goods at the destination. Where delivery of imported goods is required by the purchaser on CIF/CIP basis, the supplier shall arrange and pay for marine/air insurance, making the purchaser beneficiary.
21. Bidders are required to enclose photocopy of cheque & NEFT Bank Details with tender /quotation to enable us to making payment through on line transfer.
22. Deduction of Income Tax, Service Tax and so on, at source from payment to suppliers: This will be done as per existing law in force during the currency of the contract
23. The item should the delivered to office of the Principal Accountant General (Audit), J&K and Ladakh Srinagar/Jammu within a time period 15 days. If any material is not delivered by the date specified therein, the Principal Accountant General (Audit), J&K and Ladakh reserves the right, without liability, to cancel the order for undelivered material not yet shipped and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by installment shall not be construed as obligatory unless agreed upon by both the parties.
24. Material procured from vendor shall be inspected and tested by the office of the Principal Accountant General (Audit), J&K and Ladakh or its designee at vendors cost. If deemed necessary by the Principal Accountant General (Audit), J&K and Ladakh, the Vendor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Material covered by this agreement shall be made available to the Principal Accountant General (Audit), J&K and Ladakh during the performance of the order.
25. If any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the Principal Accountant General (Audit), J&K and Ladakh may, by written notice to the Vendor rescind the purchase/supply order as to such non-conforming Material, accept such material at an equitable reduction in price and reject such non-conforming material and require the delivery of suitable replacements. If the vendor fails to deliver suitable replacements promptly, the Principal Accountant General (Audit), J&K and Ladakh, with notice of seven business days, may replace or correct such material and charge the vendor the additional cost occasioned thereby, or terminate this order for default. No inspection (including source inspection) test, approval (including

design approval) or acceptance of material shall relieve the Vendor from responsibility for defects or other failures to meet the requirements of this order.

26. It must be ensured that the offers must be strictly as per our specifications mentioned at **Annexure-A**. At the same time it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation. A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected /supported by the printed technical leaflet/literature. Therefore the model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation. Non-compliance of the above shall be treated as incomplete/ambiguous and the offer can be ignored without giving an opportunity for clarification/negotiation etc. to the quoting party.
27. OEM should be internationally/Nationally reputed Branded Company.
28. Signed & Stamped compliance sheet of the technical specification of the offered equipment with technical printed literature must be enclosed with the technical bid.
29. List of the institutes/organizations, where the similar order has been executed during the last three years) and work done list, supporting documents (couple of orders without any alteration/modification, copies of installation report and performance certificate) must be enclosed. Past Performance of the Vendors will be judged at the time of Technical Evaluation.
30. Self-attested photocopy of annual turnover, IT clearance Certificate, Audited Balance Sheet, etc. for the last three years may be submitted with tender.
31. Conditional Offer will not be accepted.
32. **Warranty:-** a. two years onsite comprehensive warranty with the declaration that everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship, transportation hazards, and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specifications, may be submitted with the tender. During the warranty period, replacement of any part of items or rectification of defects of works will be free of cost. Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction / specifications specified in the order / contract and demonstrate at their own cost. The Vendor shall also guarantee that any Material supplied hereunder shall conform to the generally recognized manufacturing and safety standards of the Vendor's industry as per Indian Standard Institution (ISI) or similar standard. The Vendor's specifications on performance as detailed in the Vendor's brochures, sales literature and other specifications may be made available to the Principal Accountant General (Audit), J&K and Ladakh. The Vendor should provide insurance up to the delivery point (on-site and not up to the nearest international airport) and until the time of installation.
33. The bidders should have satisfactorily completed three similar works (at least one of them in Office Government/Office Autonomous Body/Office PSU/ Office Undertaking Body/ State Government Department/Educational Institute). The bidder shall provide copies of work orders as documentary proof for having executed similar works or completion certificate issued by the client. However, decision with regard to eligibility of the bidders will be taken by the Principal Accountant General (Audit), J&K and Ladakh only, after necessary documents provided by the bidders have been examined.
34. Bidders shall submit certificates from ISO 9001:2000, ISO 14001, and ISO 18001. In case the bidder is authorized dealer, these certificates shall be obtained from the manufacturer and submitted with the tender document.
35. The bidder will submit the GST Registration and PAN No. along with document of registration of the firm/company.

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Sr. Deputy Accountant General (Admn)

PREQUALIFICATION INFORMATION

From:

To,

The Sr. Deputy Accountant General (Administration)
Office of the Principal Accountant General (Audit), J&K and Ladakh
Srinagar/Jammu

Subject: Submission of tender application for the work of Supply and installation of Office Furniture

Sir,

Having examined the details given in tender Notice and tender document for the above work, I/we hereby submit the tender document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for tender and have no further pertinent information to supply.
3. I/We authorize the PRINCIPAL ACCOUNTANT GENERAL (AUDIT), J&K AND LADAKH, to approach individuals, employees, firms and corporation to verify our competence and general reputation.
4. I/We submit the following documents in support of our suitability, technical knowhow and capability for having successfully completed the following works:
NOTE: Mention here the documents being enclosed with the application. The documents should pertain to Supply / Installation of Furniture in Government Office and should include work orders and completion certificates for such works.
5. Following valid certifications, namely from ISO 9001:2000, ISO 14001, ISO 18001 etc. are enclosed.
..... Number of certificates enclosed.
6. Requisite Earnest Money of Rs. ----- in appropriate form as mentioned in the tender document are also enclosed herewith.

Enclosures.

Seal of applicant

Date of submission

Signature(s) & seal of the Applicant(s)

FORM 'A'

FINANCIAL INFORMATION

I. Financial Analysis - Details to be furnished duly supported by copy of audited balance sheet/profit & loss account for the last three years, as submitted by the applicant to the income Tax Department (Copies to be attached)

FY	2017-18	2018-19	2019-20
Gross Turn over			
Profit Loss			

II. The following certificates are enclosed:

(a) PAN No

(b) TIN No /GST No.

Signature & seal of the Applicant (s)

FORM 'B'

**DETAILS OF ALL WORKS OF SIMILAR NATURE / CLASS COMPLETED DURING THE
LAST THREE YEARS ENDING LAST DAY OF THE MONTH MARCH, 2020.**

S.No	Name of the project and location	Name of the organization	Cost of works in Lakh	Date of commencement as per the contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration pending/ in progress with details
1							
2							
3							
4							
5							
6							
7							

Notes 1 to 4

- 1. Please mention all works executed equal to or above the qualifying amount.*
- 2. For stipulated date of completion, submit copy of work order.*
- 3. For actual date of completion, submit copy of completion certificate from the purchaser.*
- 4. Please clearly indicate the works (in the above form) on the basis of which prequalification is being sought.*

Signature & seal of the Applicant(s)

Annexure -A

Technical specifications for Furniture and Office Furniture

Item Name	Description of the Item	Dimensions are in mm and are indicative only
Office Table (Executive)	Table with Mobile Pedestal, with 3 drawers and side cabinet – The top should be made of 25 mm thick Pre-laminated board with 2 mm thick matching lipping. with 2mm thick PVC edge beading	Main Table 1829 W X 914 D X 750 H
Office Table (Executive)	Table with Mobile Pedestal, with 3 drawers and side cabinet – made of The top should be made of 25 mm thick Pre-laminated board with 2 mm thick matching lipping. with 2 mm thick matching lipping. with 2mm thick PVC edge beading	Main Table 1524 W X 762 D X 750 H
Office Chair (Revolving)	The Chair shall have an adjustable Height and arms, padded arms, stable and suitable, Revolving, with lock/tilt mechanism. Premium Executive Revolving Pedestal Chairs of Steel Base with Side Arm with wooden or Steel cladding with High back and upholstery seat – back made of thick hot-pressed plywood/mesh – with push Back and Lumber Support.	761LX761 D X 1127-1315H Seating Height 445 to 545
Office Chair (Non revolving)	Premium office chair with wooden or Steel cladding with High back and upholstery seat – back made of thick hot-pressed plywood/mesh – with push Back and Lumber Support. Colour of Fabric for Seat and Backrest- Black, Arm Material- PU, Type of Seat and Backrest- Padded with Polyurethane Foam.	761LX761 D X 1127-1315H Seating Height 445 to 545

Annexure -B

Financial bid to be filled by bidder for supply and installation of Office Furniture

S/No	Name of Item	Office for which quoted (Jammu/Srinagar)	Make/Model	Rate per u all taxes/ch
1	Office Table (Executive)			
2	Office Table (Executive)			
3	Office Chair (Revolving)			
4	Office Chair (Non Revolving)			
5	Office Table (Executive)			

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