

Government of India
Ministry of Communication and Information Technology
Department of Telecommunication
O/O Principal Controller of Communication Accounts
Delhi Region, DTO Building, Prasad Nagar,
New Delhi – 110 005.

No. 1-3/CCA Admn./Furniture

dated 05.10.2010

Limited Tender Notice

1. Sealed Limited Tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed Public Limited Companies, directly or through their dealer or agencies for '**provisioning of the modular furniture/fixtures**' in the office of Pr. Controller of Communication Accounts, DTO Building, Prasad Nagar, New Delhi- 110005.
2. General information about the tender:-

i	Tender reference number	1-3/CCA Admn./Furniture
ii	Date of issue of Bid documents	05.10.2010 to 27.10.2010
iii	Cost of Bid documents	Rs. 500/-
iv	Last date & time for receipt of Tender	28.10.2010 up to 15.00 Hours
v	Date & Time for opening of Technical Bids	28.10.2010 at 16.00 Hours
vi	Date & Time for opening of Financial Bids of Technically Qualified Bidders	To be notified later
vii	Place of opening the tender	O/o the Pr. Controller of Communication Accounts, DTO Building, Prasad Nagar, New Delhi- 110005.
viii	Earnest Money Deposit	Rs. 20,000/- in the form of Account Payee Demand Draft from any Commercial Bank in favour of Communication Accounts Officer (Cash), O/o Pr. CCA, Delhi Region , New Delhi
ix	Validity of Tender	6 Months

3. The interested Companies/Agencies may deposit the tender documents complete in all respect along with Earnest money deposit i.e. Rs. 20,000/- (Rupees Twenty Thousand Only) and other requisite documents not later than up to 15.00 hrs. on 28/10/2010 in the Tender Box kept in the chamber of Dy. CCA-II, O/o the Pr. Controller of Communication Accounts, DTO Building, Prasad Nagar, New Delhi- 110005. The Tenders received after the scheduled date and time shall not be entertained.
4. The Pr. CCA/CCA reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of Pr. CCA/CCA, Delhi Region, Department of Telecommunication, Prasad Nagar, New Delhi- 110 005, in this regard shall be final and binding on all.
5. The work may start immediately after the work order is issued to the successful bidder and finished within 30 days from the receipt of the order.

(J K P SINGH)
CAO (Admn.)
O/o Pr. CCA, Delhi Region,
Prasad Nagar, New Delhi- 110 005
Tele : 25751531

Annexure –I

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

**For provisioning of modular furniture/fixtures in the office of Pr. Controller of Communication Accounts, DTO
Building, Prasad Nagar, New Delhi- 110005.**

1. Name of Tendering Company/Agency : _____
2. Name of Director of Company/Agency : _____
3. Full Address: _____
Telephone No. _____ (Mobile NO.) _____
Fax No. _____ E-mail Add: _____
4. PAN /GIR No.: _____
(Attach Self attested copy)
5. Trade Tax Registration No.: _____
(Attach Self attested copy)
6. TIN Number of the firm : _____
(Attach Self attested copy)
7. Whether copy of terms and conditions of the tender duly signed on each page are enclosed? _____ Yes/No
8. Give details of the major similar contracts handled by the tendering Company/Dealer/Agency on behalf of PSUs and Government Departments during the last two years in the following format. Self attested copies of work orders might also be attached :

S. No.	Details of client along with address, Telephone and FAX numbers	Amount of Contract (Rs. Lacs)
1.		
2.		
3.		

(If the space provided is insufficient, a separate sheet may be attached)

9. Details of Earnest Money Deposited: DD No. _____ Dated: _____
Amount Rs. _____ Drawn Bank _____

Signature of authorized signatory

Date:

Date:

Place:

Name:

Seal :

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____
Director/Authorized Signatory of the company/dealer/agency mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my Knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized signatory

Date:

Place:

Name:

Seal :

Annexure –II

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

**For provisioning of modular furniture/fixtures in the office of Pr. Controller of Communication Accounts, DTO
Building, Prasad Nagar, New Delhi- 110005.**

1. Name and address of the Tendering Company/Dealer/Agency: _____

S.No.	Description of the required stores/goods	Quantity (approx)	Rates Per Unit	Total Cost (in Rs.)
1.	<u>Modular table along with the required partition</u> (as per the specification given in bid-documents).	24		
2.	<u>Revolving Staff Chairs (Medium Back)</u> (as per the specification given in bid-documents).	24		
3.	<u>Visitor Chair</u> (as per the specification given in bid-documents)	10		

Signature of authorized Signatory

Date:

Place:

Name:

Seal :

Notes:

1. The rates quoted by the tendering Company/Agency should be inclusive of all taxes and should be written in figures and words.
2. The estimated quantity of the items shown above may increase or decrease subject to the actual requirement .

General Terms and Conditions of the Tender:

1. Sealed Limited Tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed Public Limited Companies directly/their dealers/agencies for provision of modular furniture/fixtures in the office of Pr. Controller of Communication Accounts, DTO Building, Prasad Nagar, New Delhi- 110005.

2. General information about the tender:-

i	Tender reference number	1-3/CCA Admn./Furniture
ii	Date of issue of Bid documents	05.10.2010 to 27.10.2010
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iv	Last date & time for receipt of Tender	28.10.2010 up to 15.00 Hours
v	Date & Time for opening of Technical Bids	28.10.2010 at 16.00 Hours
vi	Date & Time for opening of Financial Bids of Technically Qualified Bidders	To be notified later
vii	Place of opening the tender	O/o the Pr. Controller of Communication Accounts, DTO Building, Prasad Nagar, New Delhi- 110005.
viii	Earnest Money Deposit	Rs. 20,000/- in the form of Account Payee Demand Draft from any Commercial Bank in favour of Communication Accounts Officer (Cash), O/o Pr. CCA, Delhi Region, New Delhi
ix	Validity of Tender	6 Months

3. The interested Companies/Dealer/Agencies may deposit the tender documents complete in all respect along with Earnest money deposit i.e. Rs. 20,000/- (Rupees Twenty Thousand Only) and other requisite documents not later than up to 15.00 hrs. on 28/10/2010 in the Tender Box kept in the chamber of Dy. CCA-II, O/o the Pr. Controller of Communication Accounts, DTO Building, Prasad Nagar, New Delhi- 110005. The Tenders received after the scheduled date and time shall not be entertained.

4. The Pr. CCA/CCA reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of Pr. CCA/CCA, Delhi Region, Department of Telecommunication, Prasad Nagar, New Delhi- 110 005, in this regard shall be final and binding on all.

5. Specification of furniture/fixture items are as under:

(i) Modular Workstation (dim:- 1200L X600D X 1500HT) table :- Consist of

Table Top - Workstation table top of 25mm thick pre-lam board of approved make and shade. The working edges shall be provided with post-form. All steel parts shall be pretreated for anti-corrosion followed by epoxy powder coating.

Partition Panel - supplying, fixing and placing in position double skin tile base modular partition of 1500mm height and 60mm thickness. All frames are treated with antirust treatment.

Wire manager raceways – Partition framework shall have adequate provisions for the movement of electric data cable at desired 2 levels: one at skirting or another above/below table top. The complete partitioning work shall be carried out as per approved drawing.

Keyboard Tray – Providing and fixing of PVC keyboard tray.

CPU Trolley – Metallic CPU trolley of size 220X250X250 mm having adjustable width and lockable castors.

Pedestal/Drawer Unit – Drawer unit having three drawers consisting of two utility drawers and one filing box drawer. Outer box and drawer fascias shall be pre-laminated particle board and drawers shall be pre-laminated particle board.

(ii) Staff Chair (Medium Back):-

- Medium Back revolving chair
- Ergonomically Designed seat and back cushion in Polyurethane (PU)
- PVC lipping along the circumferences of seat & back to protect stitching.
- Twin castor wheel of very high quality
- Base is made up of Moulded PVC (Steel Inserted)
- Gas lift Height adjustment (Hydraulic System)
- Tilting – Centre/Push back/locking mechanism
- Plastic Seat & Back Covers High Density PU Foam

(ii) Visitor Chair:-

- Visitor Chairs non revolving
- Contoured seat and back cushion in Polyurethane (PU)
- Frame is made of round CRC Pipe
- PVC lipping along the circumferences of seat & back to protect stitching.
- High Density PU Foam

In case the company representative likes to visit the premises to have a look of the space, he may visit with prior appointment with the CAO(Admn).

6. The validity of the tender is 6 months from the date of acceptance of the tender. However, the work may start immediately after the work order is issued to the successful bidder and finished within 30 days of the receipt of the order.

7. The estimated requirement of the items is shown in annexure II (Financial Bid). However, the number of items may increase or decrease subject to the actual requirement of the office.

8. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested Companies/Agencies are advised to submit two separate sealed envelopes super-scribing “Technical Bid for Provisioning of Modular Furniture/Fixtures in the O/o the Pr. Controller of Communication Accounts, Delhi Region” and “Financial Bid for Provisioning of Modular Furniture/Fixtures in the O/o the Pr. Controller of Communication Accounts, Delhi Region”. Bothe sealed envelopes should be kept in a third sealed envelope super-scribing “Tender for provisioning of modular furniture/fixtures in O/o the Pr. Controller of Communication Accounts, DTO Building, Prasad Nagar, New Delhi- 110005”.

9. The Company should be a public limited company which has been in the business of Modular Furniture and may submit their bid directly or through their dealer/agency having their office in Delhi/NCR.

10. Sealed tender addressed to Communication Accounts Officer (Admn.), Office of the Pr. Controller of Communication Accounts, DTO Building, Prasad Nagar, New Delhi- 110005 should be deposited in the tender box placed in the office. Alternatively, the tender may be sent by registered post so as to reach this office by due date and time. No responsibility will be taken for postal delay or non delivery/non receipt of tender documents. The tender should be accompanied by the earnest money of Rs. 20,000/- in the form of Account Payee Demand Draft from any commercial bank. Tenders received without earnest money shall be rejected.

11. Technical Bids of sealed tenders will be opened by a Committee on due date and time. The bidder or his authorized representative from the company can attend the tender opening. Authority letter to this effect shall be submitted. If due to any exigency, the due date for opening of tender is declared closed holiday, in such case the tenders will be opened on next working day at the same time or any other day/time as intimated, if necessary by the buyer. The date & time of opening the Financial Bid of the tenders found technically fit will be informed later on.

12. In case, company has downloaded the tender documents through internet, they must ensure that requisite tender fee/cost is enclosed in the form of Account Payee Demand Draft from any commercial bank in favour of Communication Accounts Officer (Cash), Office of the Pr. Controller of Communication Accounts, Delhi Region, with their tender, failing which the tender will be treated as incomplete and will be ignored.

13. Tenders sent by fax will not be considered. Tenders found in sealed box will only be considered. To avoid any complication with regards to late receipt/non-receipt of tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach before due date and time. Late quotes will be rejected out rightly.

14. In case, Company is not willing to quote due to any reasons, the regret should be faxed well before the due date, failing which the firm can be de-listed from vendor's list.

15. **Financial Status** The Company should be a public limited company having annual turnover of not less than Rs. 5 Crore per annum. Documentary evidences in respect of financial status may also be indicated separately. The Company in this regard should submit the following documents:-

- (a) Income Tax Clearance/IT Certificate
- (b) PAN Number
- (c) Trade Tax Registration Certificate
- (d) TIN Number of the Company
- (e) Telephone number (Landline & Mobile)

16. The bidder must have adequate experience for supply/execution of similar work in Govt. offices/PSU and other similar organizations. Necessary supporting documents to this effect must be enclosed alongwith the offer/tender.

17. **Clarification of Bid Documents:** A prospective bidder requiring any clarification of the bidding documents shall notify to the purchaser in writing and the purchaser respond in writing to the clarification sought, not later than 14 days prior to the date of opening of the tenders. Copies of the queries and clarification by the purchaser shall be sent to all prospective bidders who have received the bidding documents.

18. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 50,000/- (Rs. Fifty Thousand only) on receipt of letter of intent for hiring of services within 15 days of the receipt of the same. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn on any nationalized Bank in favour of CAO (Cash) O/o Pr. CCA, Delhi Region, Prasad Nagar, New Delhi-5. If the agency fails to deposit Performance Security, the earnest money shall stand forfeited without giving any further notice.

19. The Competent Authority of O/o Pr. CCA, Delhi Region, Department of Telecommunication, reserves the right to annul any or all bids without assigning any reason.
20. The bidder shall quote the Technical & Financial Bids as per the format enclosed as annexure I & II.
21. The office of Pr. Controller of Communication Accounts, DTO Bldg., Prasad Nagar, New Delhi – 110005, may, at any time, at its option cancel and terminate this contract by written notice to the contractor, and shall be paid for the work, which has been actually completed up to the date of such action by office of Pr. Controller of Communication Accounts, DTO Bldg. Prasad Nagar, New Delhi – 110005.
22. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
23. Conditional rates/bids shall not be accepted.
24. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the office of Pr. Controller of Communication Accounts, DTO Building, Prasad Nagar, New Delhi-5, besides annulment of the contract.
25. In all cases, the decision of the competent authority i.e. Pr. CCA/CCA Delhi Region, shall be final and binding on the Company/Agency.
26. All disputes will be subject to Delhi Court jurisdiction.
27. The Pr. Controller of Communication Accounts/CCA Delhi Region, DoT, Ministry of Communication & IT, reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

(J.K.P. Singh)
Communications Accounts Officer (Admn)
For and on behalf of the President of India
Ministry of Communication & IT
Department of Telecommunications
O/o Pr. CCA, Delhi Region
Prasad Nagar, New Delhi – 110005.