

Tender Notice no: BIS/ERO/09-10/NITS/Furniture, 05 March, 2010

BUREAU OF INDIAN STANDARDS
KOLKATA

TENDER DOCUMENT FOR

SUPPLYING OF FURNITURE

Annexure-A: DETAILS OF AGENCY

Name and Address of the Agency with Telephone No.	
Registration of the Firm/s - attested copies of articles of associated partnership deeds, registration certificate	
Latest Income Tax clearance certificate & details of PAN no. Sale Tax no., excise no. (Please attach relevant documents)	
Earnest Money details: a) Name of Bank b) Date of Issue of DD c) Amount of DD	
Please indicate annual Turnover for the last 3 years: 2006-2007 2007-2008 2008-2009	
The firm/ parent company desirably be IS/ISO 9001& IS/ISO 14001 certified. (Copy to be enclosed)	
Details of three(3) Central/State Institutions/organizations /Govt. bodies in which the parent company had supplied Furniture during last 3 years. Attested Photocopies of orders/letters, (at least two) to be attached, cl.8 of Terms & Conditions.	

Declaration:-

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the order is liable to be cancelled.

SIGNATURE OF THE TENDERER

Annexure-B: Notification

Bureau of Indian Standards

(Eastern Regional Office)

1/14, CIT Scheme VII M, VIP Road, Kolkata-700 054.

Phone: 033 23209121/8626/8662, Fax: 033 23200891/7459, E.mail: ero@bis.org.in

Enquiry No. : BIS/ERO/09-10/NITS/Furniture, 05 March, 2010

Notice Inviting Tender.

Tenders from the reputed and Authorized Furniture Agencies are invited for the following works.

Sl no	Item	Estimated cost of supply	Earnest money	Validity period
1	Supply of Modular Conference Table units of reputed brand (U-type) with seating capacity for 28 person AND Revolving Chairs for Training room of reputed brand.	Rs.3.00 Lacs	Rs.6,000/-	90 days from the date of opening of Tender

Important Dates :

Availability of Tender document : Interested parties are requested to download from BIS website (www.bis.org.in).

Submission of Tender on or before 26.03.2010 till 1500 hrs. Opening of Tender on 26.03.2010 at 1600 hrs.

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In-charge (Administration)
Bureau of Indian Standards
Eastern Regional Office, Kolkata

Annexure-C: Notice Inviting Tender

The BIS, ERO, Kolkata hereby invites Tender in sealed cover form the established and authorised agencies for supply of Furniture Items on or before 26.03.2010 up to 1500 hrs. Tenders will be opened in the presence of parties or their authorized representatives who choose to remain present on the same day at 1600 hrs in the conference Room of BIS, Kolkata. The detail of work is as under:

SI no	Item	Estimated cost of supply	Earnest money	Validity period
1	Supply of Modular Conference Table units of reputed brand (U-type) with seating capacity for 28 person AND Revolving Chairs for Training room of reputed brand.	Rs.3.00 Lacs	Rs.6,000/-	90 days from the date of opening of Tender

- A. No tender document will be issued by BIS, KOLKATA. Bidders are requested to download the Tender Documents from BIS website www.bis.org.in.
- B. The tender shall be accompanied by an earnest money amounting to Rs.6,000/- in the form of demand draft / bankers cheque issued from any scheduled nationalized bank drawn in favour of Bureau of Indian Standards, payable at Kolkata. EMD in any other form shall not be accepted. BIS reserves the right to accept or reject any tender at any stage without assigning any reasons whatsoever it may be and BIS shall not be liable to indemnify any loss caused to the bidder for any out come of the tender process and its finalization.
- C. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The tenderer would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. Wherever the prices are to be quoted this should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexures will also have to be signed and stamped by the firm through its authorized signatory.

Note: Please note that non-submission of the form or submission of incomplete form is liable to make the tender invalid.

Annexure-D: Terms and Conditions of the Contract

TENDER DOCUMENT:

1. The Tenderers are requested to give detailed tender in their own forms in two bids i.e.
Part - A Technical Bid.
Part - B Financial Bid.
2. The Tenderers should submit the tender in three envelopes one contains technical bid of the item to be supplied by the agency of same make or equivalent along with brochure as mentioned in the annexure, another one contains price bid and the third one contains EMD. The sealed envelope containing EMD should be superscribed "EMD" and stapled separately with the envelope containing the technical Bid.
3. No tender document will be issued by BIS, KOLKATA. Bidders are requested to download the Tender Documents. Bidders are requested to enclose an EMD of Rs.6000/- (Rupees Six Thousand only), in the form of Demand Draft drawn in favour of BUREAU OF INDIAN STANDARDS payable at Kolkata. The envelope containing EMD should be attached with that of Technical bid only. Quotations received without EMD shall be rejected.
4. The sealed cover containing the bids should be superscribed as "Quotation for supply of Chair and Quotation for supply of Tables" as the case may be. Tenders complete in all respects for each item **should be submitted separately** for **Technical** as well as **Financial bids as follows**
 - a) One sealed envelope superscribed "**Technical Bid**" will contain only the Technical Specifications of the indented equipment. The Demand Draft of the EMD be placed inside a separate sealed envelope clearly marked 'EMD' on the right hand side corner of the envelope and be stapled along with this sealed envelope.
 - b) A Second sealed envelope superscribed "**Financial Bid**" will contain only the financial bid in which price and any other information, which has financial implications, will only be given
 - c) Both the above sealed envelopes are to be kept in a main envelope, superscribed as Tender No _____ for (Item/Name) due on ----- and duly sealed.
5. The **Technical Bid [Part A]** should accompany complete specification, Manufacturer's name, address and following details :
 - a. Technical Literature of the equipment along with necessary photograph/drawings of the items to be supplied,
 - b. Copies of all documents asked for in Annexure-A
 - c. Deviation Statement Form (**See Annexure E**)
7. Cost of the items should be mentioned clearly in the **Financial Bid [Part-B]** only. The following details need to be included:
 - a. Price break-up of main equipment and accessories to be supplied by the party,
 - b. Freight & Commissioning Charges, if any extra may be quoted separately in Financial Bid.
 - c. Rebate on the quoted price, if additional item is procured, and
 - d. The rates quoted shall be valid for a period of 90 days from the date of opening of the tender.

8. Indicate the names and addresses of the Indian reputed Organizations where you have supplied the similar equipment and may attach the satisfactory performance report of the equipment from user Organization.
9. (A) Copies of all documents asked for in Annexure-A shall be enclosed with Technical Bid.
(B) Based on the above information BIS will have its option to obtain details of the equipment, their performance, after sales services etc. for evaluation of the tender, directly from the concerned organisations.
10. Fax / E-mail / Telegraphic / Telex tenders shall not be considered.
11. Details of after-sales services offered by you are to be made clear in the tender.
12. **Delivery Period:** As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise the tenderer will forfeit EMD, after maximum 10 days of the last date of delivery.
13. Supply means "Supply, Installation, Commissioning and satisfactory demonstration".
14. All goods may be inspected by BIS preferably in the presence of supplier or his authorized representative prior to/during installation. The decision of BIS shall be binding. Rejected items/goods/stores shall be removed by the supplier at his own cost and risk, within 30 days of receipt of notice for the removal of such goods, and no liability, whatsoever, on the Bureau shall be attached for the rejected/disapproved goods/items/stores
15. The quotation should be only in Indian Rupees.
16. It is the absolute responsibility of the Principal Supplier/firm to make their own arrangements for installation.
17. **WARRANTY:** The equipment is to be guaranteed for trouble free performance for a minimum period of one years after installation. The defects, if any, during the warranty period are to be rectified free of charge by arranging free replacement wherever necessary.
18. Discount offered should be mentioned clearly in the financial bid only.
19. The Earnest Money of the unsuccessful bidder whose bid has not been found suitable will be returned.
20. (A) Tenders, which are submitted without following the Two-Bid Offer System, will summarily be rejected.
(B) Unsigned Tenders will also be rejected.
21. Conditional Offers will not be considered.
22. The tenders must be clearly written or typed, overwritings shall be counter-signed.
23. Please indicate page nos. on your quotation in case additional pages are attached.

24. **Last Date and Time for receipt of Tenders:** The tenders will be received in the Administration Section, Bureau of Indian Standards, Kolkata (at the address as specified) up to **1500 hrs on 26.03.2010**.
25. BIS will not be responsible:
- a. For delayed / late quotations submitted / sent by Post / Courier etc.
 - b. For submission / delivery of quotations at wrong places other than that specified.
26. **Date and Time of opening of Tenders:** The Tenders (Part – A Technical Bid only) will be opened at **1600 h on 26.03.2010** in the presence of tenderers who wish to be present.
27. The Date and Time of opening for Part B (Financial Bid) will be intimated only to pre-qualified and technically acceptable tenderers for the item at a later date.
28. The Bureau reserves the right to accept any tender in full or in part or to reject the lowest or any or all tenders without assigning any reason.
29. The firm/ parent company should preferably be IS/ISO 9001& IS/ISO 14001 certified. (Copy to be enclosed),
30. The bidder(s) may be required to arrange practical demonstration of model(s) quoted by them before finalization of order.
31. If any items as demanded are available on DGS&D contract, the agency must quote the rate approved by the DGS&D for such item. Items under DGS&D shall be given preference.
32. Rate shall be considered on individual item rate basis if the specification of the agency match with the specification demanded by this office and shall be valid for a minimum of 90 days from the date of opening of quotation.
33. Item supplied should have at least one year or more warranty / guarantee as given by the manufacturer. If the item supplied is found to be defective / inferior quality not matching with the specification the agency should replace the same by new one to match with the specification without any extra charge.
34. Payment shall be made within a month from the date of successful supply. However EMD shall be released to the successful bidder only after the expiry of warranty/Guarantee period.
35. Bureau of Indian Standards reserves the right to accept or reject the Tender fully or partly with out assigning any reason thereof.
36. BIS will select the final colour of the chairs/tables at the time of placing of supply of order after obtaining colour samples from the successful tender.
37. The tentative requirement of furniture has been given in the tender document. However, quantity may be increased/decreased as per the requirement and at the discretion of this Department.
38. The delivery of the stores is required to be made within 30 days of receipt of order at Bureau of Indian Standards, 1/14, CIT Scheme VII M, VIP Road, Kolkata-700 054, as per the direction of this authority.

39. Quotations/Bids, qualified by indefinite expressions as “Subject to immediate acceptance, Subject to prior sale” etc. and incomplete quotations are liable to be summarily rejected.
40. The Bids should clearly give break-up of cost of each item. The rates quoted should separately indicate Basic Cost, Excise Duty, Sales Tax, P&F charges, Freight, Insurance, VAT, etc. Rates quoted should specifically state Sales Tax, Excise Duty or any other taxes/charges. In absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same shall be entertained.
41. BIS shall pay 90% of the cost after satisfactory installation & commissioning and the Balance of 10% as contract performance security would be paid after expiry of warranty period. However other terms of payment for contract performance security may also be considered, if so stated clearly, subject to approval of Competent Authority.
42. The warranty period of the items may be stated clearly in the Technical Bids. In case the same is not found stated, it will be presumed that warranty period as mentioned in their respective specifications of the tender document (if specified), is applicable
43. Please mention clearly in the Technical Bids regarding address of arrangements for service/repair of the equipments are available.
44. All goods received would be subjected to inspection, by BIS before or after receipt or commissioning (as applicable) and the decision of BIS shall be binding. Rejected items/goods/stores shall be removed by the supplier at his own cost and risk, within 30 days of receipt of notice for the removal of such goods, and no liability, whatsoever, on the Bureau shall be attached for the rejected/disapproved goods/items/stores.
45. The Bureau reserves the right to accept or reject summarily and or all tenders in whole or part without assigning any reason whatsoever.
46. The Bureau takes no responsibility for delay, loss or non-receipt of tenders after dispatch.
47. In case of non compliance with the Terms & Conditions of the contract, the Bureau reserves its right to:
 - a. Cancel/rescind/revoke the order if supply is not made in time and is not conforming to the required specification.
 - b. Impose Penalty up to 1% of the total value of the order for a delay of every seven days after the schedule date subject to the ceiling of a maximum of 10% of the total value of the order.
48. All questions, disputes or difference arriving under, out of or in connection with this tender enquiry shall be subject to the exclusive jurisdiction of Kolkata Courts.

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In-Charge (Administration)
Bureau of Indian Standards,
(Eastern Regional Office)
Kolkata

ANNEXURE-E

DEVIATION STATEMENT FORM

- 1) The following are the particulars of deviations from the requirements of the tender document and specifications:

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

PLACE:

DATE:

**SIGNATURE & SEAL OF THE
MANUFACTURER/BIDDER**

NOTE:

1. Where there is no deviation, the statement should be returned duly signed an endorsement indicating “No Deviations”.

Annexure-I

Schedule of items of office furniture

Sl no	Items	Qty.	Rate	VAT	Total Amount	Remarks
1	Supply of Modular Conference Table units of reputed brand (U-type) with seating capacity for 28 person	01				
	AND Revolving Chairs for Training room of reputed brand.	28				

**SIGNATURE & SEAL OF THE
MANUFACTURER/BIDDER**

Note : The detailed specification of item at sl no.1 is given in Annexure-II.

Annexure-II

Specification of Furnitures

Item at SI no1:

Modular Conference Table with seating capacity for 28 persons

Top	Worksurface	Preferable dimension: 1350mmX 600mm Top thickness: 25 mm (min) PLB with PVC lipping all over
Understructure	Legs/Side support	Made from 18 mm PLT (pre-laminated Twin) having a curved profile
	Modesty/Support Panel	Made from PLT boards of 18 mm thick, in two shades covering atleast 60% from the top
	Wire Manager	A Wire manager running along the width of Desk fitted on the Modesty Panel from Inside.

Revolving Chairs for Training room

SPECIFICATION

1) SEAT/BACK ASSEMBLY: The seat is made up of 1.2 cm. thick hot pressed plywood upholstered with fabric and moulded Polyurethane foam. The back is a fabricated tubular frame assembly; powder coated and upholstered with a fire retardant mesh-type High Tenacity Polyester fabric. The back tubular frame is made of Min dia 1.9 cm. (3/4") x 0.16 cm thick (min) M.S.E.R.W. tube

MID BACK SIZE (Min) : 47 cm(W) x 58 cm(H)

SEAT SIZE (Min): 48 cm(W) x 47 cm(D)

2) POLYURETHANE FOAM: The polyurethane foam for seat shall be machine moulded (certificate may be provided by manufacturer).

3) COVERS: The back cover is a perforated strip fabricated from 0.8 mm thick CR steel and powder coated. The seat is covered on the underside with black Polypropylene non-woven fabric.

4) ARMRESTS (ADJUSTABLE): The armrest is injection moulded in black polypropylene. The armrest height can be adjusted upto 10 cm.

5) PERMANENT CONTACT MECHANISM: Should be available.

6) CONNECTING SPINE BRACKET: The connecting spine bracket is fabricated from 6mm thick HR steel and powder coated. It connects the backrest frame assembly to the mechanism.

7) PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has an adjustment of 10 cm (min).

8) TELESCOPIC BELLOW ASSEMBLY: The bellow is 3-piece telescopic type and injection moulded in black Polypropylene.

9) PEDESTAL ASSEMBLY: The pedestal is made from M.S.E.R.W tube and fitted with 5 twin wheel castors. The pedestal is covered with a black polypropylene moulded 2 piece hubcap at the centre. The pedestal is 62 cm pitch centerdia (72 cm with castors)

10) TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in 30% Glass Filled black Nylon.

11) Colour : Preferably Black/Blue.