

कार्यालय प्रधान महालेखाकार
(लेखापरीक्षा-I) तमिलनाडु
आडिट भवन,
361, अण्णा सालै, तेनाम्पेट,
चेन्नै-600 018.



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (AUDIT-I)
TAMIL NADU
AUDIT BHAVAN,
361, ANNA SALAI, TEYNAMPET,
CHENNAI – 600 018.

No. PAG(Au-I) TN/2025-26/EDP/45

Dated: 08-Oct-2025

NOTICE INVITING TENDER

Sealed tenders are invited by the **Office of the Principal Accountant General (Audit-I) Tamil Nadu, Chennai** from reputed, experienced, and financially sound firms for **Replacement of modular workstations in EDP Section** of this office, as per specifications detailed in this tender document.

1. Name of Work

Replacement of Modular Workstations in EDP Section, including supply, installation, and commissioning of modular workstations, furniture, cabins, chairs, storage cabinets, and vinyl flooring as per the floor plan.

2. Location of Work

Office of the Principal Accountant General (Audit-I) Tamil Nadu
Address: Audit Bhavan, 361, Anna Salai, Teynampet, Chennai 600 018

3. Estimated Cost

As per BOQ (Annexure – I & II).

4. Performance Security

5% of the total contract value to be deposited by the successful bidder.

5. Last Date for Submission of Bids

18-10-2025

6. Mode of Submission

Sealed cover containing **Technical Bid** (Annexure – I with documents) and **Financial Bid** (Annexure – II), duly signed and stamped, must be submitted in separate envelopes superscribed accordingly. Both envelopes shall be placed in one sealed envelope marked “**Tender for Modular Workstations – EDP Section**”. Not applicable for GeM submission.

INSTRUCTIONS TO BIDDERS

- Eligibility** – Bidders must have prior experience in supply & installation of modular office workstations for Government/PSU/large organizations in Chennai during the last three years. Bidders must have a minimum annual turnover of Rs. 1 crore during the last three years. Experience Certificate to be attached (It will be verified with the mentioned Organisations).
- Standards Compliance** –
 - Plywood: IS:710 BWR/BWP, min. 18 mm.

- Glass: IS:2553 toughened/laminated, 5–12 mm as per specification.
 - Stainless Steel: SS 304 (IS:6911), min. 1.2 mm (legs/frames), 2 mm (structural). SS 202 not acceptable.
 - Vinyl Flooring: IS:3462, commercial grade anti-static ESD, min. 2 mm.
 - Hardware: ISI-marked/branded heavy-duty.
3. **Work Completion** – All supply and installation must be completed within **30 days** of work order. During the installation, the bidder must work in coordination with the electrical & network team (client's scope) to ensure electrical & network sockets are properly provisioned.
 4. **Warranty** – Minimum **3 years comprehensive warranty** on all items against manufacturing defects. Any defect arising during the warranty period shall be rectified or replaced by the supplier at no additional cost within 10 working days of complaint.
 5. **Sample Approval** – The successful bidder shall submit one sample unit of each item (chair, workstation, storage unit, etc.) for inspection and provide proof that the standards stated in serial number 2 above are met with in respect of all furniture used. Bulk supply shall commence only after written approval of samples. The colours to be used are to be finalised with the purchaser before the above sample submission.
 6. **Inspection** – The furniture/work will be inspected by the Officers/End Users of this office.
 7. **Payment Terms** – 90% on delivery & successful installation; 10% after completion & acceptance.
 8. **Rejection Clause** – Any deviation from specifications or sub-standard quality will lead to rejection of material at bidder's cost.
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TERMS & CONDITIONS

1. The bidder shall be responsible for **safe delivery, installation, and finishing** of all items as per site requirements.
 2. All edges of furniture must be **rounded/post-formed/chamfered**; no sharp edges permitted.
 3. All floor contact points must have **nylon leveller bushes** to prevent damage to flooring.
 4. All exposed surfaces to be finished in **approved laminate/veneer**; unexposed surfaces with balancing laminate.
 5. Existing modular furniture shall be **dismantled and disposed safely** by the bidder.
 6. The Department reserves the right to **accept/reject any or all tenders** without assigning any reason.
 7. The decision of the competent authority shall be **final and binding**.
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Mandatory Documents to be Submitted with Technical Bid

1. Bidder Profile Documents

- Name & Registered Address of Firm/Company (with valid proof – Certificate of Incorporation / Partnership Deed / Shop & Establishment Certificate).
- Copy of **PAN Card**.
- Copy of **GST Registration Certificate**.

- Valid **Bank Account Details** (cancelled cheque/mandate form).
- 2. **Financial Documents**
 - **Annual Turnover Certificate**.
- 3. **Experience Documents**
 - Proof of at least **2–3 similar works** (supply & installation of modular furniture / office interiors) in **Government / PSU / Large Corporates** in the last **3 years**.
 - Work Completion Certificates / Performance Certificates from clients.
 - Copies of **Purchase Orders / Work Orders** of similar completed works.
- 4. **Product / OEM Related Documents**
 - **List of OEMs whose products may alone be submitted for bids is provided in Annexure – IV**
 - **OEM Certificate or Manufacturer Authorization Certificate** (if bidder is not manufacturer, must be authorized dealer/distributor).
 - **Product Technical Datasheets / Brochures** of offered furniture, chairs, flooring, etc. confirming compliance with IS standards.
 - Warranty Undertaking (min. 3 years).
- 5. **Statutory Registrations & Compliance**
 - Valid **Labour License / EPF / ESI Registration** (if manpower is deployed).
 - Copy of **MSME / NSIC Registration** (if applicable).
 - Undertaking of **not blacklisted** by any Government organization.
- 6. **Tender Compliance Documents**
 - Signed & stamped **Tender Acceptance Letter** (agreeing to all terms & conditions).
 - Signed copy of **Annexure I & II** (point-by-point compliance).

ANNEXURES

Annexure – I: Technical Bill of Quantities (Detailed Specifications)

(already prepared – detailed table with item specs)

Annexure – II: Financial Bid (Summary BOQ)

(already prepared – bidder to fill in total amounts)

Annexure – III: Layout Diagram

Annexure – IV: List of OEMs whose products are to be supplied

Senior Deputy Accountant General Administration

ANNEXURE – I

Bill of Quantities (BOQ) for Replacement of Modular Workstations in EDP Section

Sl. No.	Item Description	Specification	Unit	Quantity	Product offered by Bidder*
1	Ergonomic Chairs	Adjustable height & tilt, lumbar support, steel frame, powder-coated steel base with wheels, HR foam seat, mesh backrest, mesh upholstery, fixed/adjustable armrest, BIFMA standard	Nos	19	
2	Ergonomic Chairs	Fixed height, steel frame, HR foam seat, mesh backrest, mesh upholstery (Visitor chair)	Nos	06	
3	L-shaped / Corner Workstations	25 mm BWR/BWP plywood top (IS:710), SS 304 frame (min. 1.2 mm), Two drawers with 18 mm ply (6 mm bottom/back) on one side with locks, post-laminate/veneer finish, cutouts for power & data. Dimensions as per layout diagram	Nos	03	
4	Cluster / Pod Workstations	Table: Size 4 ft. (L) x 2 ft. (W) x 2.5 ft. (H); same specifications as above with SS 304 & BWR/BWP Ply for partitions as per mentioned standards. Partitions – 1 ft. above table height	Nos	19	
5	Officer Cabins	Size 10 ft (L) x 10 ft (W) x 8 ft (H), aluminium frame, laminated safety glass (10–12 mm), BWR plywood with laminate/veneer, lockable door, ISI-marked hardware	Nos	01	
6	Closed Metal Cabinets	5 ft (L) x 2 ft (W) x 6 ft (H), CRCA steel (1.0+ mm), powder-coated, perforated adjustable shelves, swing/sliding lockable doors, rounded corners, leveller bushes	Nos	03	
7	Vinyl Flooring (Anti-Static ESD)	Commercial grade, IS:3462, 2 mm thickness, seamless installation	Sq. Ft	1400 (approx)	
8	Dismantling & Disposal of Existing Furniture	Safe removal & shifting/disposal of existing modular furniture, including making good affected areas. (Bulk material value offered to be mentioned separately)	L.S.	01	

* Bidders should mention the product offered with Model, Description, Material used along with pictures/brochure

Declaration by Bidder

1. We hereby confirm that the products offered by us confirm to the tender requirements on size, quality and specifications.

Authorized Signatory
(With seal and date)

ANNEXURE – II

Financial Bid (Summary BOQ)

(To be submitted on the Bidder's Letterhead)

Sl. No.	Item Description	Quantity (A)	Base Price excl. tax (₹) (B)	Tax % (C)	Unit Price incl. tax (₹) D=(B*C)	Total Amount (₹) (D*A)
1	Ergonomic Chairs (Steel frame, HR Foam, Mesh, adjustable height & tilt, lumbar support)	19 Nos				
2	Ergonomic Chairs (Steel frame, HR Foam, Mesh) Visitor Chairs	06 Nos				
3	L-shaped / Corner Workstations (SS 304 frame, BWR/BWP plywood, frosted glass partition, drawers)	3 Nos				
4	Cluster / Pod Workstations (4 ft x 2 ft x 2.5 ft, same specification as above)	19 Nos				
5	Officer Cabins (10 ft x 10 ft x 8 ft, aluminium frame, laminated safety glass, BWR plywood, lockable door)	1 Nos				
5	Closed Metal Cabinets (CRCA steel 1.0+ mm, powder-coated, lockable, perforated shelves, 5x2x6 ft)	3 Nos				
6	Vinyl Flooring (Anti-static ESD, 2 mm thickness, IS:3462)	1400 sq. ft (approx)				
7	Dismantling & Disposal of Existing Modular Furniture (including site clearing and making good affected areas) Bulk material value to be mentioned separately	1 Lot				
	Total					

Total Quoted Amount (in figures & words): ₹ _____

Declaration by Bidder

- We hereby confirm that the above rates are **inclusive of all taxes, duties, transportation, installation, and warranty** as per tender terms.
- We undertake that the **specifications as given in Annexure – I** shall be strictly adhered to.
- The quoted prices are firm and binding till completion of the project.

Authorized Signatory
(With seal and date)

This architectural floor plan illustrates the layout of a restaurant, showing the arrangement of tables, chairs, and storage areas. The plan is divided into several sections, each with specific dimensions and furniture placement.

Top Left Section: Features a side storage area (1200 x 450) and a seating area with two tables (1200 x 750) and two chairs (1200 x 1100).

Top Right Section: Includes a seating area with two tables (1200 x 600) and two chairs (1200 x 1100), and a side storage area (1200 x 450).

Middle Left Section: Shows a seating area with two tables (1200 x 600) and two chairs (1200 x 1100), and a side storage area (1200 x 450).

Middle Right Section: Features a seating area with two tables (1200 x 600) and two chairs (1200 x 1100), and a side storage area (1200 x 450).

Bottom Left Section: Includes a seating area with two tables (1200 x 600) and two chairs (1200 x 1100), and a side storage area (1200 x 450).

Bottom Right Section: Shows a seating area with two tables (1200 x 600) and two chairs (1200 x 1100), and a side storage area (1200 x 450).

Dimensions and Layout Details:

- Overall dimensions: 1200 x 1100 (top left), 1200 x 1100 (top right), 1200 x 1100 (middle left), 1200 x 1100 (middle right), 1200 x 1100 (bottom left), 1200 x 1100 (bottom right).
- Table dimensions: 1200 x 600, 1200 x 750, 1200 x 1100.
- Chair dimensions: 1200 x 1100.
- Side storage dimensions: 1200 x 450.
- Other dimensions: 1200, 1100, 600, 750, 450, 1200, 1100, 600, 750, 450, 1200, 1100, 600, 750, 450.

Annexure - IV

Only products from the below list of OEMs will be considered

Featherlite Furniture

Godrej Interio

Spacewood Office Solutions

Innodesk

Ubalpine (Alpine Modular Interiors) - Noida

Indo Innovations - Delhi NCR

Frazer Systems - Mumbai/Pune

Vlite Furnitech

Harmony Systems - Delhi NCR

Excel Furniture - Noida

Inspace Furniture Solutions - Chennai

Pranav Furniture - Chennai

Metro Modular Makers - Chennai

Max Office Furnitures - Chennai

Prime Office Systems Pvt. Ltd. - Chennai

Creative Interior Solutions - Chennai

Inspire Office Systems / Inspire Furniture - Chennai

Sri Venkateswara Modular Works - Chennai

LGS Modular Systems - Chennai

Dimensions - Chennai

Ergomaxx - Chennai

Sri Industries - Chennai