



**INDIAN AUDIT & ACCOUNTS DEPARTMENT**  
**Office of The Director General of Audit (Central), Kolkata**  
**8, Kiran Sankar Roy Road, Kolkata-700 001**



**PREVIEW OF TENDER**

**TENDER REFERENCE No :** Record-I/C/Purchase of Canteen Furniture / 2022-23 dated 06.09.2022  
**DATE OF ISSUE OF TENDER DOCUMENT :** 06.09.2022  
**LAST DATE FOR RECEIPT OF TENDER DOCUMENT :** 16.09.2022 at 01.00 pm.  
**TIME AND DATE OF OPENING OF THE TENDERS:** 16.09.2022 at 03.00 pm.  
**PLACE OF OPENING OF THE TENDERS:** O/o the Director General of Audit (Central), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing), Kolkata: 700-001

**NOTICE INVITING LIMITED TENDER ENQUIRY FOR SUPPLY & INSTALLATION OF CANTEEN FURNITURE AGAINST BUYBACK OF SOME OLD FURNITURE**

Office of the Director General of Audit (Central), Kolkata, invites sealed quotations for supply and installation of furniture for office canteen, against buy-back of some old furniture, as per the the specifications detailed below.

| ITEM/MODEL   | Qty.                    | Make  | Buy back quantity       | Technical Specification |
|--|-------------------------|---|-------------------------|-------------------------|
| Different Furniture Items as specified in ANNEXURE-B | Mentioned in Annexure-B | Any Reputed Company (subject to conformity of the technical specifications) | Mentioned in Annexure-B | Stated in Annexure-B    |

The above items are required to be supplied at the **Office of the Director General of Audit, Central, Kolkata** and as per the detailed terms and conditions mentioned in Annexure –A and technical specifications in Annexure-B.

Bidders should furnish the duly filled tender certificate (Annexure-C), failing which tender will be cancelled.

Sealed quotations, superscribed as **“QUOTATIONS FOR SUPPLY OF CANTEEN FURNITURE FOR THE OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA”**, and addressed to the **Dy. Director (Administration), Office of the Director General of Audit (Central), Kolkata-700001**, are invited from prospective bidders and the same must reach latest by **1.00 pm on 16.09.2022** by hand/by post in Record-I section/in the tender box located on 1<sup>st</sup> floor of this office.

The Bids shall be opened in the chamber of Dy. Director (Administration), O/o the Director General of Audit, Central, Kolkata, Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001 on **16.09.2022 at 03.00 pm** and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

  
**Senior Audit Officer/Record**

## ANNEXURE-A



### **Eligibility Criteria and Terms and Conditions:**

1. The Bidder should be registered with the Income Tax, Goods & Service Tax Department. Supporting documents viz. Copies of Income tax Registration (PAN) and Goods & Service Tax (GST) registration shall be required to be submitted with the bid documents.
2. Income Tax Acknowledgement receipt for last 3 Assessment years may be presented.
3. Brochure of all the products quoted with technical specifications is mandatory.
4. Bidder/OEM should submit technical specification of their own products.
5. Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
6. Bidders are requested to provide valid email IDs, contact numbers and other information. The same should be clearly written/ typed without any error. Failure of any communication due to invalid email ID/ phone not the responsibility of O/o the Director General of Audit, Central, Kolkata.
7. Bidders should have experience in supplying furniture to Central Government or PSU or State Government offices. Supporting documents related to 3 (three) such works should be provided.
8. Bid price should be inclusive of all taxes, levies, installation charges etc. No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items.
9. Conditional Quotations will not be accepted and bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
10. The authority reserves the right to cancel or postpone the tender without assigning any reason thereof. O/o the Director General of Audit, Central, Kolkata reserves the right to reject any item found to be non-confirming to required quantity and specification at the time of supply from the successful bidder.
11. If, the selected bidder fails to deliver the items at specified address within 30 days from the receipt of award of contract, the competent authority will recover from the contractor , a sum equivalent to 0.5(half ) percent of the prices of the goods delivered late for each week or part thereof of delay.
12. Goods if found defective at the time of actual use, must be replaced at once. Hence, all the goods must be covered under a free replacement condition till their actual use. Onsite warranty of at least one year for the furniture must be provided.
13. The competent authority of O/o the Director General of Audit, Central, Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the LOWEST or any specific bids.
14. The supplier must submit bill (in triplicate) on or after successful execution of the order.
15. **Location of Supply:** All the items will have to be supplied and installed at the **Office of the Director General of Audit, Central, Kolkata**, at free of cost.
16. No loading and unloading charges will be paid by this office for the supply towards the furniture.

17. No charges for taking away the buyback items from this office will be paid by this office.
18. The quantity shown in the Schedule may increase or decrease to any extent depending upon the actual requirement.
19. **L1 bidder will be decided on the basis of the consolidated rate of all the items (including the deduction of amount offered for buy-back) mentioned in Annexure-B . No individual item L1 rate will be ascertained.**
20. **Terms of Payment:** No advance payment will be provided to the supplier. Payment against bill/invoice shall be released only after successful delivery of items at O/o the Director General of Audit, Central, Kolkata, Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001 and subsequent inspection of the furniture after such delivery.

  
**Senior Audit Officer/Record**

**Annexure-B****Details of the furniture required (with technical specification) along with the details of buyback**

| SL NO. | ITEMS REQUIRED                   | Required Quantity | No. of old furniture offered for buyback | Technical Specifications for the product required   | Sample Image of the furniture desired  |
|--------|----------------------------------|-------------------|--|---|--|
| 1      | CAFETERIA CHAIRS                 | 40                | 20 stools with cushions                  | a)Product Dimensions:<br>Length * Width* Height should be around (57cm*49cm*81cm)[APPROX]<br>b) Material should be of Reinforced Polypropylene(PVC).<br>c) The chair should be capacited to support user weight of 100 kg – 120kg.<br>c) Injection moulded strong and durable cafeteria chair for rigorous use.<br>d) The product should be delivered at a pre-assembled state.<br>e) The product should of different colours (for ex: red, green, black, orange, etc.).<br>f)The chair itself should be light weighted.<br>g)Price range should be within 3000(incl. GST). |   |
| 2      | WORK TABLE WITH 2 BOTTOM SHELVES | 3                 | 1 work table with bottom shelves         | a)Pure Stainless Steel 304(16 swg)<br>b)Top 16 swg and front 16 swg<br>c) Frame work: Mild steel angel (40*40*40mm).<br>d)Rust proof silver painted and three side outer covering 16 swg Stainless Steel 304<br>e)Bottom shelf SS 16 swg<br>f)CI Pan support 450*450*50mm<br>g)Size: 45"*24"*34"<br>h) Price range should be within 15000 (incl. GST).  |  |

  
Senior Audit Officer/Record

**Annexure-C**  
**Tender Format**

To  
**The Dy. Director (Administration)**  
**O/o the Director General of Audit, Central, Kolkata**  
**Govt. Of India Press Building (East Wing),**  
**8, Kiran Sankar Roy Road,**  
**Kolkata-700 001.**

Sir,

With reference to your tender Notice No. \_\_\_\_\_

dated \_\_\_\_\_ I am to submit my tender for **SUPPLY OF CANTEEN FURNITURE (ON BUY BACK)** in your Office premises.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry out the contract satisfactorily, I will be liable to termination of the contract as mentioned in the terms and conditions.

Enclosure:

1. Statement of quoted value of product
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Copy of PAN card
5. Copy of GST Registration Certificate.
6. Other documents as stated in Terms & Conditions

**Signature**-----

**Name of Tenderer**-----

**M/s**-----