



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/Furniture / 2020-21 dated 29.01.2021

DATE OF ISSUE OF TENDER DOCUMENT : 29.01.2021

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 04.02.2021 at 01.00 pm.

TIME AND DATE OF OPENING OF THE TENDERS: 04.02.2021 at 02.00 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 TENDER

Office of the Director General of Audit (Central), Kolkata, invites sealed quotations for supply and installation of following items on buy-back; as per the specification given below:-

ITEM/MODEL	Qty.*	Buy back qty.	Make	Technical Specification
Table for Group Officers' room	05	05	Any Reputed Company	Stated in Annexure-II
Table for Branch Officers' room	20	20	Any Reputed Company	Stated in Annexure-II
Overhead storage unit with metal door & metal body for GSTA section	01	01	Any Reputed Company	Stated in Annexure-II

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 (Annexure-I) and technical specifications in Annexure-II. Bidders should furnish the duly filled tender certificate (Annexure-III), failing which tender will be cancelled.

Sealed quotations, super scribed as "**QUOTATIONS FOR SUPPLY OF TABLES AND OVERHEAD STORAGE (ON BUY BACK) 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 04.02.2021** by hand/by post in Record-I section/in the tender box located on 1st floor of this office.

The Bids shall be opened by the purchase committee in the chamber of Dy. Director (Administration), O/o the Director General of Audit, Central, Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001 on **04.02.2021** at **02.00 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.

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ANNEXURE-I

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 registration shall be required to be submitted with the bid.
2. Income Tax Acknowledgement receipt for last 3 Assessment years may be presented.
3. Balance Sheet for last 3 Assessment years may be presented.
4. Brochure of all the products quoted with technical specifications is mandatory.
5. Bidder/OEM should submit technical specification of their own products.
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 the Institute.
7. Bidders shall have tender specific OEM authorization and authorized Dealership Certificate should be enclosed.
8. Registration Certificate under Company Act. (If any).
9. The company/vendor should have Green Guard certificate issued by UL LLC(Underwriters Laboratories).
10. The OEM/ Authorized Dealers should mandatorily provide the following certificates: ISO 9001-2015, ISO 14001-2015, ISO 50001-2011, OHSAS 18001. All the ISO certificate should be obtained from NABCB (Central Govt.) accredited organization otherwise certificate will not be accepted.
11. The OEM should have International Member Certificate of BIFMA for last 15 years along with products certifications like: BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA.
12. An undertaking from the Original Furniture Manufacturer stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty and after sale service should be submitted
13. The Bidder should submit the Valid Factory License of its OEM.
14. The supply should be completed within **four weeks** of receiving the purchase order.
15. Bid price should be inclusive of all including 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.
16. Each paper of bidding document should be signed and stamped by the bidder or by his authorised signatory. The envelope containing the tenders (quotations) should be sealed and super scribed as **QUOTATIONS FOR SUPPLY OF SLIDING DOOR STORAGE (ON BUY BACK) FOR THE OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA**".
17. 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.
18. L1 bidder must show the sample article/item or its prototype or its catalogue conforming the specification specified in Annexure-II as and when it will be declared by the office.
19. The period of validity of the quoted rate should be for a minimum period of **90 days** from the date of closing of quotation.

20. 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.
21. 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.
22. **Location of Supply:** All the items will have to be supplied at the **Office of the Director General of Audit, Central, Kolkata.**
23. **Terms of Payment:** 100% after delivery and verification of items at specified locations thereon and for this E-payment mandate form will be issued by this office. If any vendor claims 100% payment in advance and selected as L1 bidder, a Bank Guarantee (Advance payment guarantee) equals to the purchase order value must be furnished to this office in the name of "O/o the Director General of Audit, Central, Kolkata" as beneficiary. This office will hold the said guarantee for a period of maximum six months from the date of purchase order or successful installation of the aforesaid furniture, whichever is later.

All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.



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Annexure-II

Sl. No.	Name of the Item	Qty. required	Required specification
1.	Table for Group Officers' room	05	<p>Office Table, Work Surface (Size : 2100W x 1050D x 750H) with Return Desk (Size: 1200W x 500D x 750D).Primary Work Surface Made of 25mm Thick Pre-laminated -twin board of E1-P2 grade and-approved shade confirming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Softclosing access flap with in-built power box are provided on work surface for wire management.</p> <p>Secondary Work Surface Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping.</p> <p>Modesty Panel Made of 25mm thick MDF one side pre-laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top.</p> <p>Under Structure Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping.</p> <p>Integrated Pedestal Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Drawer fronts made of 25mm thick MDF one side pre-laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top</p> <p>Pedstal construction is BOX-BOX-FILE type which Uses powder coated 400 MM long metal Panel Drawer Slides. Drawer extension is 325 MM. Drawers have a soft closing & anti slam mechanism. Handles are provided for ease of opening.</p> <p>Pedestal is provided with lock for security.</p> <p>Office Table should be Green Guard Certified Product.The metal parts to be pre treated with 6 steps of Degreasing, Water Rinse, Phosphating and Passivation and the Powder coating to be done following 7 Tank spray phosphating system followed by Oven drying at 140° C EMT after Pretreatment Camel Hump Oven for baking powder at 180° C and in-built cooling loop after Oven baking. The manufactures should have in house quality checking, steel processing and powder coating unit. Manufacturer should have Green Guard certification and should also have International Member Certificate of BIFMA for last 10 years along with products certifications like; BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA. Other certificates ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007 should be mandatory. Manufacturer should have Green Guard Certification for few of its products. All the ISO certificates should be obtained from NABCB (central Govt) accredited organization otherwise certificates will not be accepted. The manufacturer should have the service set up in the district where materials will be delivered at least for last 3 years.Sample and factory visit should be mandatory to inspect as per the requisite.</p>
2.	Table for Branch Officers' room	20	<p>Office Table, Work Surface (Size : 1650W x 750D x 750H) with Return Desk (Size: 900W x 500D x 750D) :Primary Work Surface : Made of 25mm thick MDF one side pre-laminateboard confirming to IS-14587:1998 with 0.4mm PVCmembrane pressed on to top. Softclosing access flap with in-built power box are provided on work surface for wire management.</p> <p>Secondary Work Surface : Made of 25mm thick MDF one side pre-laminateboard confirming to IS-14587:1998 with</p>

			<p>0.4mm PVC membrane pressed on to top. Modesty Panel: Made of 25mm thick MDF one side pre-laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top. Understructure : Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping . Integrated Pedestal: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Drawer fronts made of 25mm thick MDF one side pre-laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top Pedestal construction is BOX-BOX-FILE type which Uses powder coated 400 MM long metal Panel Drawer Slides. Drawer extension is 325MM. Drawers have a soft closing & anti slam mechanism. Handles are provided for ease of opening. Pedestal is provided with lock for security. Office Table should be Green Guard Certified Product. The metal parts to be pre treated with 6 steps of Degreasing, Water Rinse, Phosphating and Passivation and the Powder coating to be done following 7 Tank spray phosphating system followed by Oven drying at 140° C EMT after Pretreatment Camel Hump Oven for baking powder at 180° C and in-built cooling loop after Oven baking. The manufacturer should have in house quality checking, steel processing and powder coating unit. Manufacturer should have Green Guard certification and should also have International Member Certificate of BIFMA for last 10 years along with products certifications like; BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA. Other certificates ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007 should be mandatory. Manufacturer should have Green Guard Certification for few of its products. All the ISO certificates should be obtained from NABCB (central Govt) accredited organization otherwise certificates will not be accepted. The manufacturer should have the service set up in the district where materials will be delivered at least for last 3 years. Sample and factory visit should be mandatory to inspect as per the requisite.</p>
3.	Overhead storage unit with metal door & metal body for GSTA section	01	<p>Storage - Gain Full Height Storage (1no. 450W Main Unit, 1no. 450W Addon & 3nos. 1000W Addon) with Metal Door & Body of Size : 3900W x 520D x 2675H : Construction & Material Aesthetically appealing completely knock down construction. The add-on units are stack widthwise to form a row of storage having a common side panel. (Note- The total width of the unit with main and add-ons should not exceed 2 meters) Legs fitted with screw type leveler (add 40mm to the height). Made from combination of CRCA 0.5 mm & 0.8 mm Thickness. Shelving · Height wise Adjustable Shelf Mounting. Each Full shelf has Load Capacity of 40 Kg UDL Max. · 4 Nos. of full adjustable shelves. Finish Epoxy Powder coated to the thickness of 50 microns (+-10). Construction & Material § Made from combination of CRCA 0.5 mm & 0.8 mm Thickness. Steel hinged door with self closing hinges. Handle: Handle Aesthetically appealing, Ergonomic, Made of Aluminum. Locking · 3way locking Finish Epoxy Powder coated to the thickness of 50 microns (±10). Floor unit Height : 1980mm + 45mm Leveler, Overhead unit Height : 650mm and Dept : 500mm, Width : Main units - 450mmW, Add-on units: 900mmW . The metal parts to be pre treated with 6 steps of Degreasing, Water Rinse, Phosphating and Passivation and the Powder coating to be done following 7 Tank spray phosphating system followed by Oven drying at 140° C EMT after Pretreatment Camel Hump Oven for baking powder at 180° C and in-built cooling loop after Oven baking. The manufacturer should have in house quality checking, steel processing and powder coating unit. Manufacturer should have Green Guard certification and</p>

		<p>should also have International Member Certificate of BIFMA for last 10 years along with products certifications like; BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA. Other certificates ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007 should be mandatory. Manufacturer should have Green Guard Certification for few of its products. All the ISO certificates should be obtained from NABCB (central Govt) accredited organization otherwise certificates will not be accepted. The manufacturer should have the service set up in the district where materials will be delivered at least for last 3 years. Sample and factory visit should be mandatory to inspect as per the requisite.</p>
<p><i>Requisite criteria of the vendor/ firm for participating in tender</i></p>		<ol style="list-style-type: none"> 1. The manufacturers should have in house quality checking, steel processing and powder coating unit. 2. Manufacturer should have International Member Certificate of BIFMA for last 15 years along with products certifications like; BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA. 3. Other certificates ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007 should be mandatory. 4. All the ISO certificates should be obtained from NABCB (Central Govt) accredited organization otherwise certificates will not be accepted. 5. The manufacturer should have the service set up in the district where materials will be delivered at least for last 5-7 years. 6. The manufacturer having 'Green guard certificate' issued by UL LLC(Underwriters Laboratories).



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Annexure-III

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 TABLES AND OVERHEAD STORAGE (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-----