

प्रधान महालेखाकार (ले व ह) का कार्यालय, केरल, तिरुवनंतपुरम
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(A&E)
KERALA THIRUVANANTHAPURAM

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NOTICE INVITING QUOTATIONS

Applications are invited from competent & interested registered companies/ firms/ organizations for supply and installation of modular furniture with workstations and storage compactors along with necessary electrical wiring, telephone cabling and networking provisions.

SI No	Item	Particulars
1.	Brief description of work	Supply and installation of modular furniture with workstations, storage compactors and chairs including electrical switches and electrical wiring, telephone sockets and its cabling, network switches and networking terminals with cabling including integration with existing LAN on the 3 rd floor of the Rear building of the Main office, Thiruvananthapuram.
2.	Details of office premises	Draft layout placed along with tender notice.
3.	Duration of work	30 calendar days from the date of issue of work order.
4.	Amount of Earnest Money Deposit (EMD)	EMD at 5% of the bid amount in the form of Demand Draft with a validity for a minimum of 45 days beyond the final bid validity period drawn in favour of ' Pay and Accounts Officer, Office of the Principal Accountant General(A&E) Kerala, Thiruvananthapuram ' from any nationalized bank must be deposited along with duly filled up bidding documents.
5.	Date of office visit by contractors	13-09-2021 to 15-09-2021
6.	Last date of receipt of completely filled tender applications	20-09-2021 @ 4:30 p.m.
7.	Date and time of opening tenders (Technical Bid)	21-09-2021, 11 a.m
8.	Date and time of opening tenders (Financial Bid)	23-09-2021, 11 a.m

Note: In case, the said date/s happens to be a holiday for any reason, the activity will be held on the immediate next working day at the same time.

Selection of the agency will be at the sole discretion of the competent authority who reserves its right to accept or reject any or all the proposals without assigning any reasons thereof.

The Tender Document can be downloaded from Central Public Procurement Portal(CPPP) <https://eprocure.gov.in/eprocure/app> or this office's website www.agker.cag.gov.in

General Conditions of Contract (GCC)

1. The persons deployed by the firm/organization should have requisite technical qualification, experience and skills for carrying out the assigned task using the appropriate materials, tools and equipments.
2. The firm to whom the work is awarded shall co-ordinate with the officer in charge of this office and carry out the execution of work with minimum disturbance to the staff and functioning of the office and preferably carry out such work before and after office hours or on holidays. The firm should at their own cost mobilize their labour to move the records from the existing sections and replace the same after completion of the job. Shifting of electrical/network connections from the current location to the new location in working condition is the sole responsibility of the firm. No sub-letting of contract is permitted.
3. The goods supplied under this contract shall conform to the authoritative standard appropriate to the goods and meet the minimum specifications mentioned in the scope of work.
4. The firm should warrant that the goods supplied under this contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The firm should warrant that all goods supplied under this contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the purchaser's specification) or from any act or omission of the supplier.
5. No variation or modification of the terms and conditions of the contract shall be made except by written amendment signed by the parties.
6. Suppliers shall be entirely responsible for payment of all taxes, duties, license fees, road permits etc as well as any costs associated with the supply and installation of the modular furniture.

ELIGIBILITY CRITERIA

1. The firm should have a minimum of three years' experience in successfully executing works of similar nature. **The firm should have successfully completed at least three**

similar works in Govt./Semi Govt./ PSUs during the last three years and the performance certificate from the department concerned shall be furnished. The firm should submit satisfactory completion certificates from the clients/employers in support of successful completion of contract/s or continuation of the contract failing which the bid is liable to be rejected.

2. There should not be any arrears of government dues like contributions to ESIC, EPFO, service tax, Income tax etc.
3. The firm shall also enclose the audited financial statements for the last three financial years, along with auditor's reports and all schedules and proof of registration for GST (Kerala), ESI and EPF.
4. The firm should furnish the credentials in support of the work experience claimed in having executed contracts and other eligibility criteria along with their application.
5. The firm should have executed atleast one work/contract of atleast 75% of the value quoted, within the last two financial years. Copies of the completion certificate together with the following documents should be submitted along with the Technical Bid:
 - (i) Completed audited Financial statements (including income and expenditure, P&L, balance sheet, audit reports, all schedules) for the last three financial years. i.e 2018-19, 2019-20,2020-21.
 - (ii) GST Registration Certificate
 - (iii) Shops & Establishment License
 - (iv) Registration Certificate with RoF or RoC etc., as the case may be
 - (v) PAN No.
 - (vi) Details of existing contracts.
6. The firm should have a registered/branch office in Thiruvananthapuram.
7. In the case of bidder who is not a manufacturer, a dealership certificate issued by the manufacturer company concerned should be enclosed with the technical bid.
8. The bidder having any suit/criminal case pending against its proprietor or any of its Directors or having been earlier convicted for business malpractice or any other laws in force shall also not be eligible.

INSTRUCTIONS TO TENDERERS

1. The Tender Document has been published in Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> and this office's website www.agker.cag.gov.in
2. The intending bidders must read the terms and condition of the notice inviting quotation carefully. Bidders should take into account any corrigendum published on the tender document before submitting their bids. Bidders should submit the bid only if they consider themselves eligible and in possession of all the required documents.
3. The firms/organizations are required to submit two separate bids, i.e Technical Bid and Financial Bid. The technical bid and the financial bid should be sealed by the bidder in

separate covers duly superscribed "**Technical Bid for supply and installation of Modular Furniture with Workstations, Compactors, Electrical/Telephone/Networking Works**" and "**Financial Bid for supply and installation of Modular Furniture with Workstations, Compactors, Electrical/Telephone/Networking Works**" and both these sealed covers are to be put in a bigger cover which should be sealed and duly superscribed "**Tender for supply and installation of modular furniture with workstations, chairs, storage compactors**".

4. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD). The instrument shall be valid for a **period of 45 days beyond the final bid validity period**. In the absence of EMD, the tender shall be summarily rejected. The earnest money shall be refunded to all the unsuccessful bidders, without any interest after the finalization of the contract. EMD shall be refunded to the successful contractor on receipt of Performance Security deposit. No interest is payable either on EMD or Performance Security. **Exemption from payment of EMD is applicable as per the existing law if accompanied by the relevant orders/instructions issued by the appropriate authorities.**
5. The Technical Bid shall be opened at a date and time as specified elsewhere in this tender document in presence of the authorized representatives of the firm, who wish to be present at that time. All the technical bids will be scrutinized and relevant documents checked for their authenticity. All the firms who submit the bids will have to produce samples of each products for which they have quoted price in the tender. The purchase committee or the authorized persons of this office will visit the work sites of the firms who submitted the tenders to inspect similar type of works done by the firms to verify the quality of their work and the materials used/ quality of metal compactors and partitions as called for in the tender. The Financial bids of only those firms who qualify in Technical Bid evaluation by the concerned committee shall be opened.
6. The Financial bids of all those firms/organizations who have failed to qualify in the technical bid will not be opened under any circumstances. The firms whose Technical Bids are accepted will participate in the Financial Bids on date and time as stipulated elsewhere in this tender document.
7. The Financial Bid should contain the entire details viz. Quantity, size, unit price, amount of each and every item that needs to be installed as well as the make of materials to be used in the execution of the supply order. The financial bid should clearly depict the total price (inclusive of taxes) of the bid as well as the sub totals for the following segments of the work:
 - (i) Modular Furniture (workstations, chairs, compactors etc)
 - (ii) Electrical works
 - (iii) Supply and installation of network infrastructure
 - (iv) Supply and installation of Telephone wiring
 - (v) Shifting of old furniture

8. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
9. Duly filled tender applications complete in all respects should be sent through **Speed Post/Registered post** addressed to '**Senior Deputy Accountant General(Admn), Office of the Principal Accountant General(A&E), Kerala, Thiruvananthapuram-695001**' so as to reach this office on/before last date/time as specified elsewhere in this notice. The tender document can also be dropped in the Quotation box located at General Section, Office of the Principal Accountant General(A&E) Kerala, Thiruvananthapuram on/before the last date/time for submission of the bid.
10. Late applications will not be accepted under any circumstances.
11. Tender applications incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
12. Withdrawal/modification of tender within the bid validity period will result in forfeiture of the EMD.
13. In case the successful firm declines the offer of contract, for whatsoever reason(s), their EMD will be forfeited.
14. The firm shall enter into a formal contract with the Office within 7 days from the date of receipt of intimation of their selection/confirmed work order.
15. The successful firm will have to deposit a Performance Security Deposit of 10% of the total value of work/contract by way of Demand Draft or Bank Guarantee in favour of "Pay and Accounts Officer, O/o The Principal Accountant General (A&E) Kerala, Thiruvananthapuram". Performance Security should be valid for period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security will be refunded to the successful bidder on receipt of the Performance Security.
16. The successful firm will have to deposit the Performance Security Deposit and commence the work within 10 days of acceptance of tender. Otherwise, the contract will be cancelled and EMD will be forfeited.
17. The competent authority reserves its right to reject all or any tender in whole or in part or cancel the entire tender process, without assigning any reasons thereof.
18. For finalization of contract, the firm who qualifies in Technical bid and such technically qualified firm whose rates in the financial bid are the lowest in comparison to other technically qualified contractors will only be considered as the lowest contractor.
19. The Bidder shall bear all costs associated with the preparation and submission of the bid, and the Office of the Principal Accountant General(A&E) Kerala, Thiruvananthapuram will in no case be responsible and liable for these costs.

Scope of Work: The scope of work includes supply and erection of modular workstations, chairs and storage compactors including installation of electrical switches, networking switches, supply and fixing of networking terminals with existing LAN and associated electrical and networking works. Though every effort has been taken to cover every detail of the work, any other work found essential for the completion of the work shall be considered included in this scope of the work. The firm should be well versed with all the activities and should have specialized team of workers for the same.

1. Minimum specification for modular workstation:

For AAOs

L-shaped penta workstation of dimensions 1350mm x 1500mm x 750mm with side partition up to height of 1100mm. It should also include keyboard tray, CPU trolley and mobile pedestal. The frame should be made out of ± 1.5 mm and ± 1 mm thick CRCA sheets and epoxy powder coated to a thickness of 50-60 microns. The raceway and skirting should be made out of 0.8mm thick CRCA sheet. The tiles should be provided with fabric board/White board as required. All table tops should be made up of ± 25 mm plain particleboard of size ± 1350 x 1500 x 750 mm with post forming top ± 0.8 mm laminate on top and ± 1.0 mm balancing laminate at bottom. Powder coated M.S. brackets to be fixed to the partition frame to support the tabletops and gable ends. Dimension:-Table top of size ± 1350 x 1500 mm x 750 mm with side partition upto a height of ± 1100 mm. Mobile pedestal of size ± 400 mm x 450 mm x 710 mm. The product should adhere to certifications such as ISO 9001:2015, ISO 14001:2015, ISO 50001:2011 and ISO 45001 specifications and standards.

For Accountants/Sr. Accountants/Clerks/DEO/MTS

Linear workstation of dimension 1200mm x 600mm with side and front partition up to height of 1100mm. It should also include keyboard tray, CPU trolley and mobile pedestal. The frame should be made out of ± 1.5 mm and ± 1 mm thick CRCA sheets and epoxy powder coated to a thickness of 50-60 microns. The raceway and skirting should be made out of 0.8 thick CRCA sheet. The tiles should be provided with fabric board/White board as required. All table tops should be made up of ± 25 mm Plain particleboard with post forming of 0.8mm laminate on top and ± 1.0 mm balancing laminate at bottom. Powder coated M.S. brackets to be fixed to the partition frame to support the tabletops and gable ends. Dimension:- Table top of size ± 1200 x 600 mm with side and front partition upto a height of ± 1100 mm. Mobile pedestal of size ± 400 mm x 450 mm x 710 mm. The product should adhere to certifications such as ISO

9001:2015, ISO 14001:2015, ISO 50001:2011 and ISO 45001 specifications and standards.

2. Minimum specification for chairs:

For AAOs - Ergonomically designed executive chair

For Accountant/Sr.Accountants/Clerks/DEO/MTS (Workstation chair) – Ergonomically designed revolving chair

Visitors' chairs – Ergonomically designed chair.

The product should adhere to certifications such as ISO 9001:2015, ISO 14001:2015, ISO 50001:2011 and ISO 45001 specifications and standards.

3. Minimum specification for Storage Compactors

10 bays' and 4 bays' mobile storage metal compactors of size 1980mm (H) x 915mm (W) x 457mm (D) with 5 loading levels and locking arrangement. Main body of the compactor is to be made out of CRCA steel with 0.8 mm thickness or above. All parts of body should be given anti-rust surface treatment and powder coated. Shelves are to be made of 0.8mm thick CRCA steel with a minimum load bearing capacity of 70kg per shelf. Centralized locking arrangements have to be provided. Track and trolley system should be provided with anti-topple arrangement. Rubber studs are to be provided to minimize noise and prevent scratches during movement of individual bays. The product should adhere to certifications such as ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, and ISO 45001 specifications and standards.

4. Minimum specification for Printer Table

Printer table of size $\pm 600 \times 600 \times 750$ mm .The table tops should be made up of ± 25 mm Plain particleboard with post forming of ± 0.8 mm laminate on top and ± 1.0 mm balancing laminate at bottom. Legs should be made of ± 25 mm pre-laminated particleboard with PVC edge banding as per the design. The product should adhere to certifications such as ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, and ISO 45001 specifications and standards.

5. Electrical/Telephone Infrastructure

Electrical connectivity to be provided at all workstations with 3 Nos. of 6A sockets each. Telephone connectivity with RJ11 sockets to be provided at AAO's workstation and at other workstation raceways. All products/items used including wires should be ISI marked.

6. Minimum specification for Network Infrastructure

LAN connectivity at each workstation with CAT-6 cabling. The network infrastructure should contain the following components:

Item	Quantity
IO Port	At each workstation
IO Port patch panel and switch	2 Nos
12 U Rack, wire managers and other accessories	1 No.

All products/items used including wires should be ISI marked.

7. **Shifting of old furniture**

Shifting of the existing furniture from the 3rd floor of the Rear building to designated place within the office premises as indicated by the officer-in-charge. The furniture and all related items should be removed and relocated with adequate care so that no physical damage happens to the furniture.

NB: All goods/products/materials used should conform to ISI standards and ISO specifications and other authoritative standards appropriate to the goods/products.

Time schedule for execution of work:

The supply/installation shall be executed and completed as per the requirements specified in the tender document **within 30 days** from the date of intimation of their selection/award of work order. The date of completion will not be extended except for reasons which are beyond the control of the contractor. For delay in completion of work, the liquidated damage @ 1% of the value of work order per week or part thereof subject to the maximum of 5% of the value of work order shall be deducted. The decision of the competent authority of this office in this regard shall be final and binding. The office shall not be responsible for the breakage/damage of any goods during the transit. In that case, it will be the responsibility of the firm/contractor to whom the work has been awarded to replace the damaged item.

Safety Regulations: The successful bidder shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. This office shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the successful bidder to carry out the work.

Quality Assurance: The successful bidder should ensure the quality of material as per the requirement / discretion of this office.

Guarantee/Warranty Period: Guarantee/warranty should be provided for a period of 24 months from the date of completion of the works for any material defect and against poor workmanship, poor performance of the supplied item. In case of deficiencies found during the guarantee period, the same shall be replaced / rectified free of cost by the successful bidder at his own risk and cost.

After Sales Service & Support: The successful bidder shall be responsible for providing services and support for the newly installed items for a **period of at least 12 years**, after the guarantee/warranty period, under AMC/CSMC plans as agreed by both parties.

Payment Terms & Other Conditions: No advance payment shall be made to the successful bidder. Any damage to the office building, property etc during the execution of the work shall be compensated by the successful bidder, from the bills thus submitted. TDS at applicable rate shall be deducted while making payment to the successful bidder.

Breach of Contract: In case of breach of any terms and conditions of the contract, this office shall have the right to cancel the contract without assigning any reasons thereof and no amount will be payable by the Office of the Principal Accountant General (A&E) Kerala, Thiruvananthapuram. Further, the performance security shall be forfeited and encashed and further this office shall be at liberty to complete the work at the risk and cost of the contractor, either by awarding the work to the L2 bidder or by inviting fresh tenders/quotations.

PRE – BID VISIT TO THE OFFICE PREMISES

The bidders, at their own responsibility and risk, shall visit the office (**only on the specified days as contained elsewhere in this notification**) to enable them to have a realistic idea of the type and extent of the facilities which they are required to provide. Except on the designated days, visit to the office premises will not be allowed to any person under any circumstances.

Please note that all the COVID-19 protocols should be strictly adhered to while visiting the office premises.

Yours faithfully,



Sr. Accounts Officer/General

Enclosures: Annexure I to VI

Annexure – I

**TECHNICAL BID FOR SUPPLY AND INSTALLATION OF MODULAR FURNITURE WITH
WORKSTATIONS, COMPACTORS, ELECTRICAL/TELEPHONE/NETWORKING AND ACCESSORIES**

(To be put in a separate cover)

Brief description of the firm

<u>Sl No</u>	<u>Particulars</u>	
1.	Name of the firm	
2.	Name of the owner/partners/directors	
3.	Full particulars of the office	
	(a) Address	
	(b) Telephone No	
	(c) Fax No	
	(d) Email	
4.	Full particulars of the bankers of the firm	
	(a) Name of the bank	
	(b) Account Type	
	(c) Account No	
	(d) Branch	
	(e) IFSC Code	
5.	Registration Details: (self attested copies of all certificates /licenses /permits /registrations etc should be enclosed failing which the application is liable to be rejected outright)	
	(a) PAN No.	
	(b) GST Registration No	
6.	Details of Earnest Money Deposit	
	(a) Amount	
	(b) DD No and Date	
	(c) Drawn on bank	
	(d) Valid upto	

Annexure – II

DETAILS OF EXISTING CONTRACTS

SI No	Name and Address of the organization with Name, Designation, contact (Telephone/Fax/email) of the authorized person in charge	Details regarding the contract	Value of contract (Rs.)	Duration of the contract	
				From (dd/mm/yyyy)	To (dd/mm/yyyy)
1.					
2.					
3.					
	Additional information, if any				

Place:

Signature of authorized person

Date:

Full Name:

Company's seal:

Annexure – III

DECLARATION

(In Bidder's letter head duly signed and stamped)

1. I,.....son/daughter of Shri..... ,
Proprietor/Partner/Director/Authorized Signatory of
am 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 hereby convey my acceptance of the same.
3. I hereby certify that we /I
are/am neither blacklisted by any Central/ State Government / Public Undertaking/
Institute nor is any criminal case registered / pending against the firm or its owner /
partners anywhere in India.
4. 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.

Place:

Signature of authorized person

Date:

Full Name:

Company's seal:

NB: The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed with the Technical tender

Annexure – IV

**FINANCIAL BID FOR SUPPLY AND INSTALLATION OF MODULAR FURNITURE WITH
WORKSTATIONS, COMPACTORS, ELECTRICAL/TELEPHONE/NETWORKING AND ACCESSORIES**

(To be put in separate cover)

Name of the work: **SUPPLY AND INSTALLATION OF MODULAR FURNITURE WITH
WORKSTATIONS, COMPACTORS, ELECTRICAL/TELEPHONE/NETWORKING AND ACCESSORIES**
at the O/o THE PRINCIPAL ACCOUNTANT GENERAL(A&E), KERALA, THIRUVANANTHAPURAM

Details of quantity/number of each specific item:

1. Supply and installation of modular workstations:

SI No.	Category of Staff	Number/Quantity	Rate quoted
1.	AAO/SO – Table top of dimensions 1350mm x 1500mm x 750mm (L-shaped penta workstation) with side partition upto height of 1100mm, mobile pedestal, Keyboard tray and CPU trolley.	6	
2.	Acctt/Sr.Acctt./Clerk/DEO/MTS - Table top of dimensions 1200mm x 600mm with side partition upto height of 1100mm, mobile pedestal, Keyboard tray and CPU trolley.	39	
3.	Printer table of dimensions 600mm x 600mm x750mm	6	
Total		51	

2. Supply of chairs:

SI No.	Item	Number/Quantity	Rate quoted
1.	AAO/SO – Executive chairs	6	
2.	Acctt/Sr.Acctt./Clerk/DEO/MTS – Revolving chair	39	
3.	Ergonomically designed visitor chairs	12	
Total		57	

3. Supply of compactors:

SI No.	Minimum Specification	Number/Quantity	Rate quoted
1.	Mobile storage metal compactor of size 1980mm x 915mm x 457mm, 5 loading levels, , 10 bays with locking arrangements	5	
2.	Mobile storage metal compactor of size 1980mm x 915mm x 457mm, 5 loading levels, 4 bays with locking arrangements	1	
Total		6	

4. Electrical/Telephone works and Accessories

SI No.	Minimum Specification	Number/Quantity	Rate quoted
1.	DB'S & WIRING	1.00 Nos	
	Supply, Installation, Testing and Commissioning of 4 way MCB DB Double door type, IP 42 powder coated comprising of "D" curve MCB's for Server UPS DB.		
	Incommer - 40A 4Pole, MCB - 1 No.		
	Outgoings - 10A SP MCB - 18 Nos.		
	Including all interconnections and other associated fixing accessories etc as required as per the site conditions.		
2.	Supplying all materials and wiring for points in ISI grade 20 mm PVC conduit pipe using 1sq.mm PVC insulated copper wire for phase and neutral and 1sq.mm PVC insulated copper wire as earth continuity conductor. (Modular type switches and		

	accessories)		
a.	Supply and wiring for raw power sockets using 2 runs 2.5 sq.mm PVC insulated copper wire through 25mm ISI grade PVC conduits with 1.5 sq. mm PVC insulated copper wire for earthing.	630.00 Mtrs	
b.	Supply and wiring for raw power sockets using 2 runs 1.5 sq.mm PVC insulated copper wire through 25mm ISI grade PVC conduits with 1 sq. mm PVC insulated copper wire for earthing.	370.00 Mtrs	
c.	Supply and installation of 3Nos. 6A sockets with 1 switch in 1 set for workstation power points. (Modular)	50.00 Nos.	
d.	Supply and installation of single 16 A switched socket outlet including embedding MS/surface box. (Modular)	7.00 Nos.	
e.	Supply and wiring 2 pair 0.5mm PVC insulated communication copper wire through existing 25 mm dia. PVC conduits.	460.00 Mtrs	
f.	Supply and installation of Modular type RJ 11 telephone socket on work station raceways.	14.00 Nos.	

5. Networking

a.	Supply and installation of 4 pair Cat 6 UTP cable through existing 25 mm dia. PVC conduits.	1,980.00 Mtrs	
b.	Supply and installation of Information outlet with Face Plate (Back Box for free	55.00 Nos.	

	standing tables)		
c.	Supply and installation of 25 sq mm PVC conduit Supply.	340.00 Mtrs	
d.	Supply and installation of 32sq mm PVC conduit Supply.	195.00 Mtrs	
e.	Supply and installation of patch code cat 6 cable 1.5 mt length SUPPLY.	110.00 Nos.	
f.	Supply and installation of Cat 6 IO port Patch panel and switch Supply and Installation.	2.00 Nos.	
g.	Supply and Installation 12 U Rack and wire managers and all accessories.	1.00 Nos.	

6. Shifting of old furniture:

Sl No.	Item	Rate quoted
1.	Shifting of all the existing furniture from the third floor of the building to designated place within the office premises.	

Total Amount quoted in digits (Rs.):	
Total Amount quoted in words (Rs.):	

Annexure – V

Important points in quoting of rates:

- 1) Agencies shall quote a lump sum rate for the whole work which includes taxes, transportation, loading/unloading charges, fitting, risk factors etc. The rates should specifically mention cost for each workstation, chair, compactor, cabling of electrical/telephone/networking etc.
- 2) The model and design of each item i.e, work station, chair and compactor should be clearly mentioned along with the rates.
- 3) Only good quality items/materials/products with long durability shall be considered for purchase and installation.
- 4) The quotes shall be supported with clear specifications of each item viz. details on height/thickness/other dimensions of workstations, compactors, printer tables, laminated/pre-laminated/powder-coated, keyboard trays, CPU trolleys, specifications of electrical/telephone/networking works and accessories.
- 5) The rate quoted by the bidder shall remain constant irrespective of price variations/fluctuations. The bidders shall not claim for any price variation/escalation after the bid is submitted.

Annexure – VI

Checklist of documents submitted

Sl No.	Document	Submitted (Yes/No)
1.	Brief description of the firm	
2.	Details of existing contracts	
3.	Documents in support of work experience declared by the firm	
4.	Documents in support of successful completion of atleast three similar works in Govt./ Semi Govt./PSUs during last three years	
5.	Complete audited financial statements for the last 3 years	
6.	GST/EPF/ESI registration certificates	
7.	Shops & Establishment License	
8.	Registration Certificate with RoF/RoC	
9.	PAN Card (Photo copy)	
10.	Certificate of Office Registration	
11.	ISO 9001 certificate (Desirable)	
12.	Satisfactory completion certificate from clients/employers	
13.	Dealership Certificate, in case bidder is not a manufacturer.	
14.	Contract Labour License	
15.	Technical Bid	
16.	Financial Bid	



