

F. No. 15-1/2015-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
S&S Section  
\*\*\*

Room No.123-C, Shastri Bhavan  
New Delhi, the 14<sup>th</sup> July, 2015

**QUOTATION/TENDER NOTICE**

**Sub:- Procurement of Conference Table for 21 delegates (1 Chairperson + 20 Delegates), 1 Chair for Hon'ble Minister of Human Resource Development and 20 Chairs for delegates for Ministry of Human Resource Development-regarding.**

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Sealed quotations are invited from reputed and experienced firms for procurement of Conference Table for 21 delegates (1 Chairperson + 20 Delegates), 1 Chair for Hon'ble Minister of Human Resource Development and 20 Chairs for delegates for Ministry of Human Resource Development, as per the photographs attached.

2. Only firms which have supplied Conference Tables and Chairs of minimum 15 seating capacity to at least one Ministry/Department may apply. Experience certificate showing satisfactory completion of the said work signed by officer of the level of Section Officer and above may be submitted with the quotation.

3. The rates for the Conference Table may be quoted as per following:-

S.No.	ITEM	Quantity	RATE (in Rupees)	Taxes, if any
1.	Conference Table	01		
2.	Chair for Chairperson	01		
3.	Chairs for delegates	20		

4. The sealed quotations may be submitted superscribed as "QUOTATIONS FOR PROCUREMENT OF CONFERENCE TABLE FOR 21 DELEGATES" and addressed to the Under Secretary (S&S), Ministry of Human Resource Development, Room No.123-C, ShastriBhawan, New Delhi - 110001 by 11.00 AM on or before 21.07.2015. The quotations will be opened on the same day at 11.30 AM. Interested firms or their authorized representatives who wish to be present at the time of opening of the quotations may remain present.

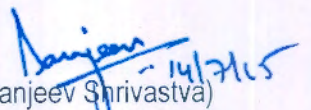
5. An earnest money of Rs.10,000/- (Rupees Ten Thousand only) is to be deposited in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee drawn in favour of "Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.

6. Payment of Earnest Money Deposit in cash or in any other form will not be accepted. The quotations received without the Earnest Money Deposit shall be summarily rejected and no tenderer shall have any right to make any representation against it even if his quotation happens to be the lowest. The earnest money will be liable to be forfeited, if the tenderer

*Sanjay*  
-14/7/15

withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.

7. Specification of Conference Table and Chairs is at Annexure- I. The design lay out of Conference Table and its side view is annexed at Annexure-II and Annexure-III respectively and that of chairs is annexed at Annexure-IV.
8. The terms and conditions of the said procurement are as under: -
  - i) Participating firms are required to state clearly as to who will be responsible for timely delivering the required items.
  - ii) It shall be the responsibility of the successful tenderer to deliver the required item within 15 days from the date of order issued by the Ministry. Unloading of goods/stores and delivery to the Ministry shall be responsibility of the firm.
  - iii) The firms must not make any compromise on quality. In case it is found at some stage that the quality is inferior than that already approved, the contract is likely to be cancelled and suitable penalty imposed on the firm, as decided by the Ministry, which can extend to blacklisting of the firm also.
  - iv) The rates should be quoted according to the specification given in prescribed Performa. The rates of taxes, if chargeable should be mentioned clearly and separately.
  - v) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates refuses to accept the tender or violate any other terms & conditions of the tender
  - vi) The payment will be made through ECS on receipt of pre-receipted bill in triplicate.
  - vii) Only firms which have supplied Conference Tables and Chairs of minimum 15 seating capacity to at least one Ministry/Department may apply. Experience certificate showing satisfactory completion of the said work signed by officer of the level of Section Officer and above must be submitted with the quotation.
9. You are requested to read and understand all the terms and conditions as detailed out in the foregoing paragraphs before sending your quotation, as no change or violation of the aforesaid terms and conditions shall be permissible once this Ministry accepts the quotation.

  
(Sanjeev Shrivastva)

Under Secretary to the Govt. of India  
Tel. No. 23073109

Copy to :

1. Dealers (as per list attached)
2. CPP Portal of Govt. of India
3. Programmer CMIS – for uploading the same on the website of the Department for wide publicity.

## ANNEXURE-I

Sl. No.	Details of Firm	
1.	Name and address of the Firms	
2.	Telephone No.	
3.	Mobile No.	
4.	Detail of EMD	
5.	Date of EMD	
6.	Amount of EMD	

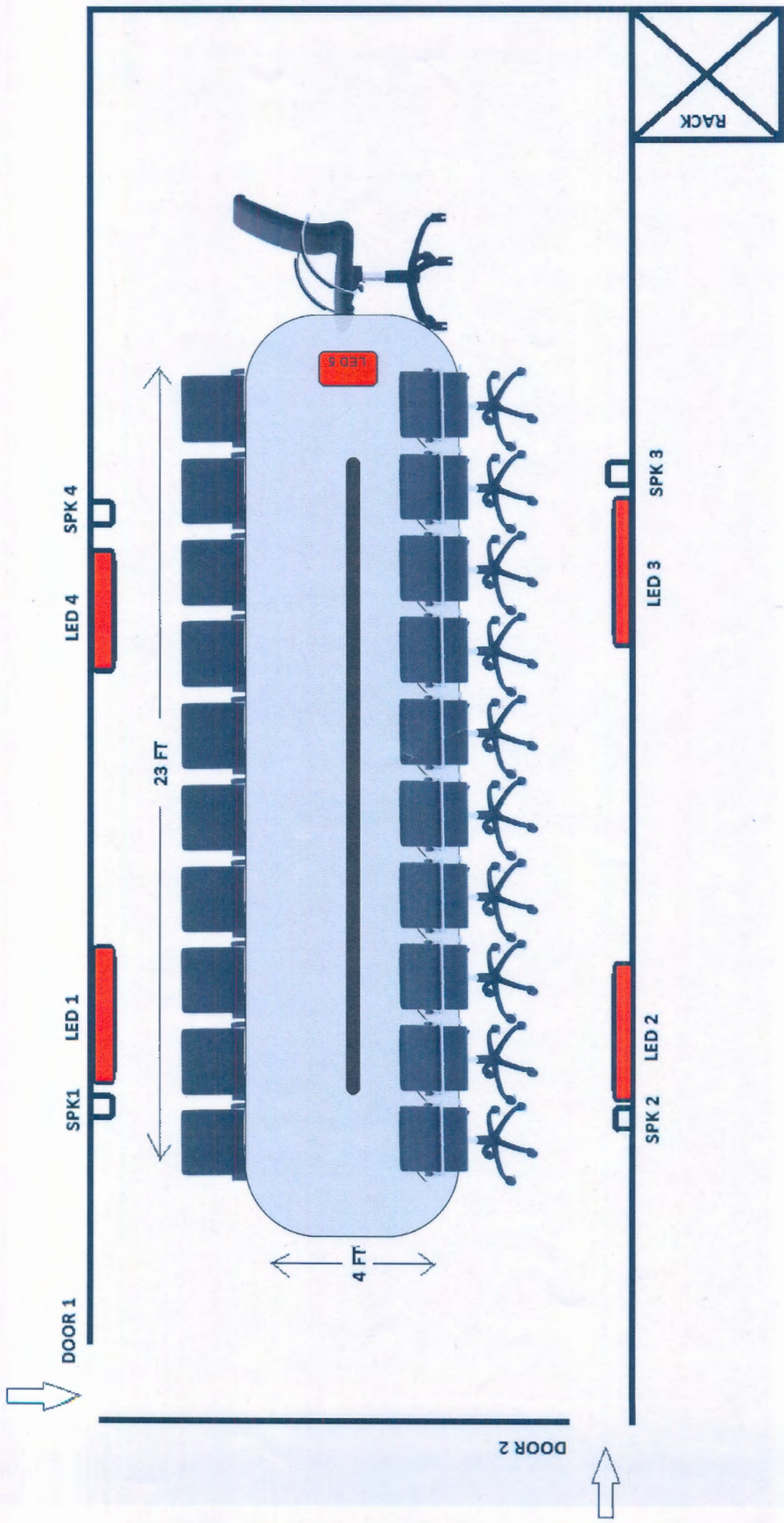
SPECIFICATION OF CONFERENCE TABLE AND CHAIRS

Sl.No.	ITEM	Quantity	RATE (in Rupees)	Taxes, if any
1.	<b>Conference Table-</b> base made of solid teak wood 3"x 1½" thick frame fitted with 19mm commercial board ISI mark with teak veneer 3.5mm thick of branded company ISI like Sonear or Apple touch or any equivalent company duly melamine polish dilla design, table top of 12mm thick Plain webbed Glass as per design. Size- 23'x4' with provision of one computer screen inside table top. Top view of the Conference Table is attached at Annexure II. Side view of the Conference Table is attached at Annexure III.	01		
2.	<b>Chair for Chairman-</b> Model No. GS 318 (Geeken Seating Collection Pvt. Ltd.) or equivalent with same design, quality and finish (sample to be approved). Design of the Chairs is attached at Annexure IV.	01		
3.	<b>Chair for delegates-</b> Model No. GS 319 (Geeken Seating Collection Pvt. Ltd.) or equivalent with same design, quality and finish (sample to be approved). Design of the Chairs is attached at Annexure IV.	20		

Name & Signature of the  
Authorized Signatory of the Firm  
(With Seal of the Agency Affixed)

*Signature* 14/3/15

ANNEXURE - II



*Handwritten signature*

ANNEXURE - III



Sketch - Annexure III

*Handwritten signature and date: 14/12/15*

GS 318



GS 319

