

F. No.2- 18/2012-S&S (A)
Government of India
Ministry of Human Resource Development
Department of Higher Education
S&S Section

Shastri Bhawan, New Delhi
Dated the 17th December, 2012

To

As per list attached &
Website of Ministry of HRD.

Subject : Tender for purchase of furniture items for use in MHRD – regarding.
Sir,

Sealed tenders are invited from the interested and reputed firms for furniture items as per detailed specifications and drawings of the following furniture items :

Sl. No.	Description	Qty.	Description	Note	Approved make
1.	Main Table- Size - L-3750 X W-1100 X H-750mm	01	Table to be made with commercial block board, red oak veneer & first quality Burma teak wood as per detailed drawing.*	2 nos. pencil drawer to be provided as per detail drawing.	Duro/Sonar/Green
2.	Main Table side unit- Size - L-600 X W-500 X H-670mm	02	Table to be made with commercial block board, red oak veneer & first quality Burma teak wood as per detailed drawing.*	1 nos. key board tray & 1 Nos. drawer to be provided as per detail drawing.	Duro/Sonar/Green
3.	Side Table-1- Size - L-450 X W-450 X H-450mm	02 No.	Table to be made with commercial block board, red oak veneer & first quality Burma teak wood as per ref image.*		Duro/Sonar/Green
4.	Side table – 2 - Size -600 mm Dia. & 450 mm High	01 no.	Table to be made with commercial block board, red oak veneer & first quality Burma teak wood as per ref image.*		Duro/Sonar/Green
5.	Chair with high back- As per sample*	1			

*-Annex.-II

2. It may also be noted that the all the above furniture will be as per the specifications given above. All the above furniture items will be of best quality. Further, rates quoted should be inclusive of supply/freight etc. and no extra payment will be made for supply of above items.

3. Only reputed and experienced firms having adequate experience, of at least three years in the relevant field in Govt. Ministries/Departments/Govt. or Semi-Govt. Organizations/PSUs/Corporate Sector etc. and having the requisite competence /capacity to handle jobs relating to furniture items need apply. While submitting the tenders, the intending tendering firms shall have to furnish the

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Department with proof of experience, valid PAN Number, Sales Tax Number, Service Tax No., VAT No. etc. as per Annexure -I.

4. Duly filled tender forms should be submitted alongwith a crossed Demand Draft of a value of Rs. 10,000/- (Rupees ten thousand only) towards the Earnest Money Deposit(EMD), drawn in favour of PAO(Edu.), Department of Higher Education, Shastri Bhawan, New Delhi. Interested Firms may submit their unconditional rates (**in the enclosed Annexure**) to the undersigned in a sealed cover. The outer cover should be super scribed "Tender for Providing furniture items in M/o HRD, D/o Higher Education" should be put in the Tender Box, placed at Information and Facilitation Centre(IFC) of the Department, at Gate no. 6, Shastri Bhawan, New Delhi by **11.00 A.M. on 21.12.2012**. The tender will be opened on the same day at **11.30 A.M. on 21.12.2012** in Room No. 123-C, Shastri Bhawan, New Delhi in the presence of the representatives of the firms, if any.
5. The tenders received without EMD in the above manner or the tender incomplete in any respect shall be summarily rejected. The EMD shall be returned soon after the finalization of the tender process. However, in the case of the successful tenderer, the EMD will be returned only after the firm concerned deposits with the department necessary Security Deposit.
6. The successful tenderer will be required to deposit an amount equivalent to 5% of the tender value towards Security Deposit as performance guarantee, through FDR from any Nationalized Bank, duly pledged in favour of PAO(Edu.), Department of Higher Education, Shastri Bhawan, New Delhi-110001, within two days from the date of acceptance of offer. The Security Deposit is refundable after a period of 6 months on completion of the work.
7. The supply of above furniture items would be made within 10 days from the issue of supply order to the firm.
8. It must be noted that if the items supplied are not as per the specifications and design (at Annexure-II), the same will not be acceptable and no payment will be made to the firm.
9. Overwriting on the tender documents must be avoided, otherwise the quotations are likely to be rejected. The Department reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason(s) thereof and the decision of the competent authority in the Department shall be final and binding on the contractor firm. The firm entrusted with the work shall have to carry out the contract at the rates approved by the Department.
10. All the participating firms will ensure that the items are of only reputed and Standard Quality and at any stage it is found that the items supplied are of sub-standard quality/inferior quality, the cost of the item will be recovered from the firm.

Yours faithfully)

(Sanjeev Shrivastva)

Under Secretary the Government of India

Tele : 23073109

Copy to :

1. Programmer (CMIS), MHRD with a request to upload this tender document in the Ministry's Website.
2. CPP Portal
3. All the Ministries/Departments of Govt. of India.
4. All Notice Boards.

ANNEXURE-I**TENDER FOR SUPPLY OF FURNITURE ITEMS FOR THE USE IN MHRD :**

1.	Name & Address of the Agency/firm	
2.	Name of the Proprietor/Partners of the Agency/Firm	
3.	PAN Number	
4.	Sales Tax No. of the Agency/Firm	
5.	Service Tax No. of the Agency/Firm	
6.	VAT No. of the Agency/Firm	
7.	Experience of three years in the relevant field in Govt. Ministries/Departments/Govt. or Semi-Govt. Organizations / PSUs / Corporate Sector etc.	

(Please attach documentary proof for above)

Sl. No.	Description	Qty.	Price per unit	Total Price	Taxes if any
1.	Main Table- Size - L-3750 X W-1100 X H-750mm	01			
2.	Main Table side unit- Size - L-600 X W-500 X H-670mm	02			
3.	Side Table-1- Size -L-450 X W-450 X H-450mm	02 No.			
4.	Side table - 2 - Size -600 mm Dia. & 450 mm High	01 no.			
5.	Chair with high back- As per sample*	1			
Total Price					

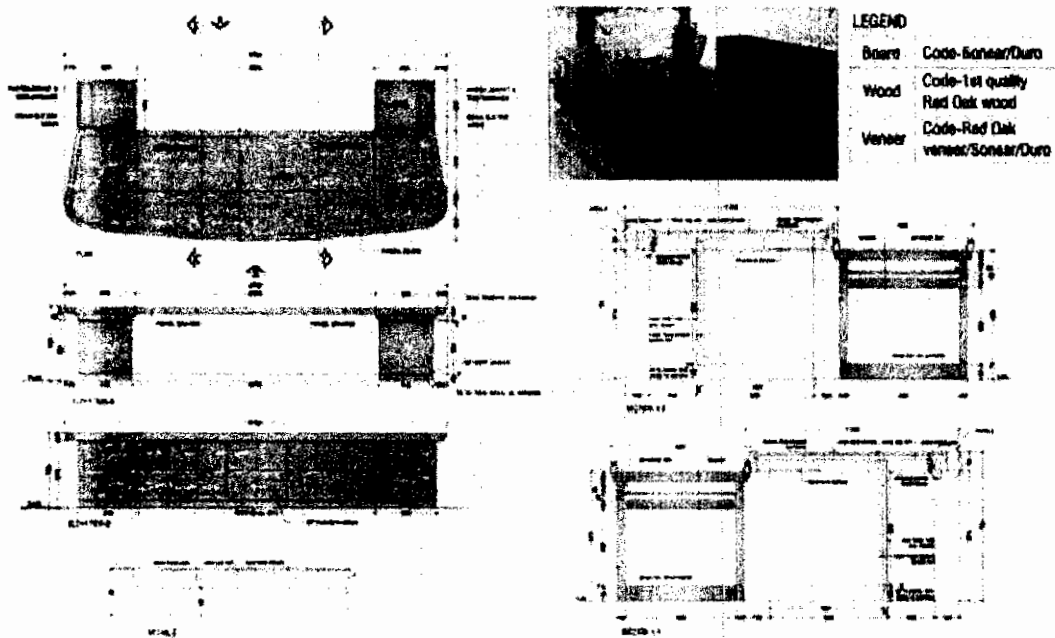
*-Annex.-II

(The tender will be finalized on the basis of total price of the above items quoted by the participating firms)

It is certified that the particulars given above are true to the best of my/our knowledge/behalf and I/We have read the terms/conditions and have also understood the same and do hereby undertake to abide by the same without any reservations on any grounds whatsoever. In case of any breach of the said conditions, I/We shall be responsible for the consequences arising out of such situation(s).

Signature
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Reference Image for main table and other furniture



Polish color on wooden furniture to be approved by architect.
Same color leather to be used for all chairs & sofa with architect approval.



Signature
7/7/2012