

F. No. 2-20/2015-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
S&S Section

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Room No.123-C, Shastri Bhavan  
New Delhi, the 2<sup>nd</sup> September, 2015

**QUOTATION/TENDER NOTICE**

**Sub:- Procurement of Soft & Pure leather Sofa, matching Centre Table and Side Table for use in the chamber of Hon'ble Minister of Human Resource Development- regarding.**

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Sealed quotations are invited from reputed and experienced firms for procurement of Soft & Pure leather Sofa, matching Centre Table and Side Table for use in the chamber of Hon'ble Minister of Human Resource Development, as per the photographs attached.

2. Only firms which have supplied soft & pure leather sofa 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 furniture items may be quoted as per following:-

S.No.	ITEM	Quantity	RATE (in Rupees)	Taxes, if any
1.	Soft & Pure leather Sofa (3 seater)	02		
2.	Soft & Pure leather Sofa (01 seater)	02		
3.	Centre Table	01		
4.	Side Table	01		

4. The sealed quotations may be submitted superscribed as "QUOTATIONS FOR PROCUREMENT OF LEATHER SOFA, MATCHING CENTRE TABLE AND SIDE TABLE FOR USE IN THE CHAMBER OF HON'BLE MINISTER OF HUMAN RESOURCE DEVELOPMENT" and addressed to the Under Secretary (S&S), Ministry of Human



Contd.- 02/

Resource Development, Room No.123-C, Shastri Bhawan, New Delhi - 110001 by 11.30 AM on or before 23/09/2015. The quotations will be opened on the same day at 12.00 PM. 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 withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.

7. Details of Sofa, centre table and side table required are at Annexure- I. The design layout of Sofa is annexed at Annexure-II and that of Centre Table and Side Table are annexed at Annexure-III.

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.

A handwritten signature in blue ink, followed by the date "23/9/2015" written in blue ink.

Contd--03/-

- v) The firm which will stand L-1 for overall items shall be considered L-1, if it is otherwise eligible and the work will be awarded to a single firm only.
- vi) 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.
- vii) The payment will be made through ECS on receipt of pre-receipted bill in triplicate.
- viii) Performance Security of amount of five to ten per cent of the value of contract is to be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Gurantee from a Commercial bank in an acceptable form.
- ix) Only firms which have supplied leather sofa and tables 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.
- x) The Ministry reserves the right to award the contract according to the satisfaction of Office of Hon'ble HRM as far as quality of the items is concerned.

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.



(Sujit Kumar)

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	
2.	Telephone No.	
3.	Mobile No.	
4.	Detail of EMD	
5.	Date of EMD	
6.	Amount of EMD	

SPECIFICATION OF SOFA, CENTRE TABLE AND SIDE TABLE

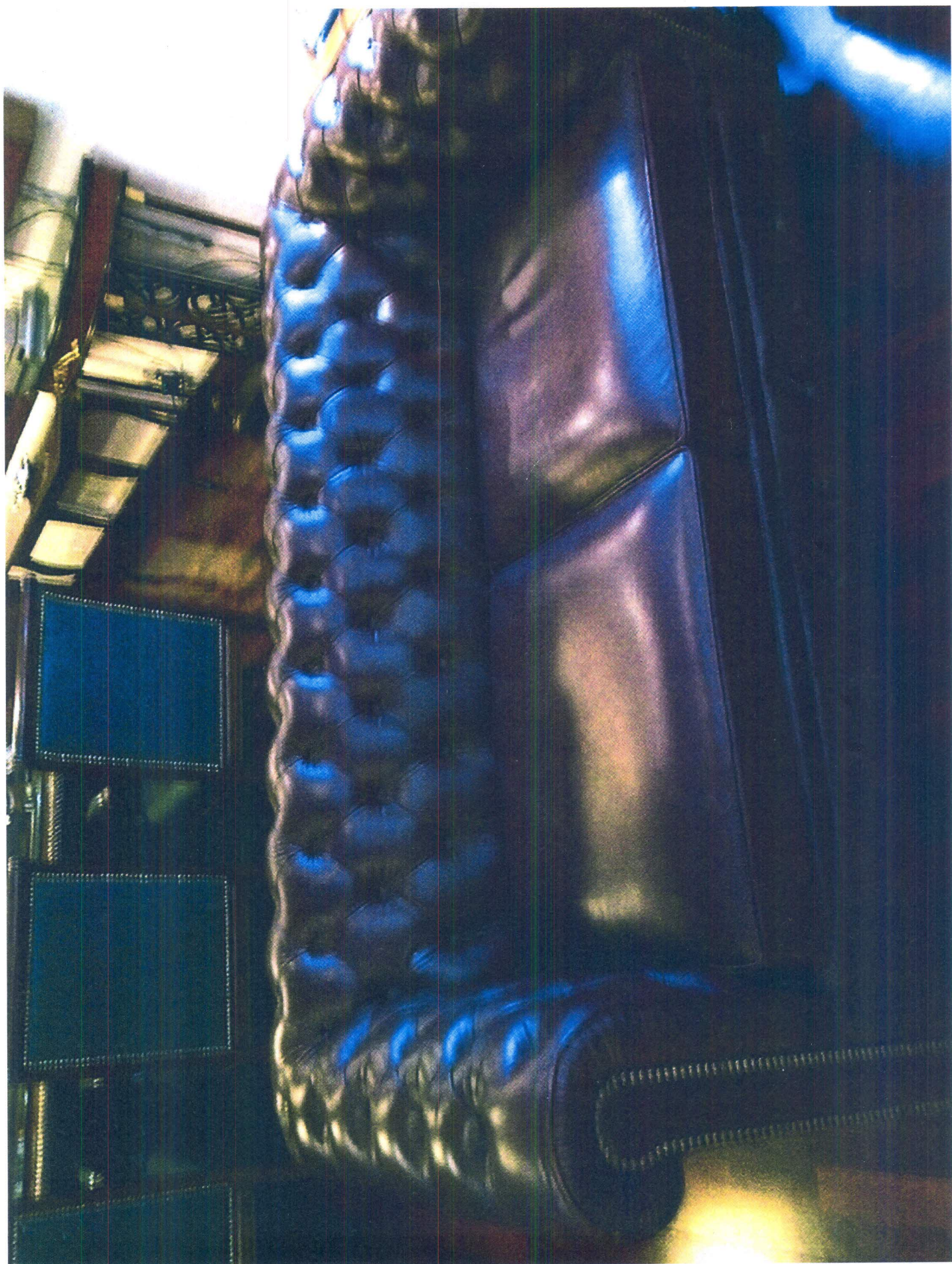
Sl. No.	ITEM	Quantity	RATE (in Rupees)	Taxes, if any
1.	Soft & Pure leather Sofa (3 seater)	02		
2.	Soft & Pure leather Sofa (1 seater)	02		
3.	Centre Table	01		
4.	Side Table	01		

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





*[Handwritten signature]*  
RIPAS



*[Handwritten signature]*  
1990.5.