

**Tender document of procurement of computer chair, sitting / waiting bench
and refreshment table fixed with chair**

SURVEY OF INDIA

(Department of Science & Technology)

O/o. Director, East U.P.G.D.C, Survey of India

B-2, IInd Floor, Picup Bhawan, Vibhuti Khand,

Gomti Nagar, Lucknow. 226010

TENDER NOTICE

The Director, East UPGDC, Survey of India invites sealed tender up to 22-07-2013 (13:00 Hrs.) to be opened on 22-07-2013 (14:00 Hrs.) for the purchase of computer chair, sitting / waiting bench and refreshment table fixed with chairs.

Tender document for the supply of East U.P.G.D.C., Survey of India can be obtained after Publication of the Advertisement from the office of East UPGDC, Survey of India, Lucknow on any working day (Monday to Friday) up to **19-07-2013 (16:00 Hrs.)** or may be downloaded from the website **www.surveyofindia.gov.in**.

SURVEY OF INDIA
Department of Science & Technology

TENDER DOCUMENT
FOR
INVITING TENDERS FOR PROCUREMENT OF
COMPUTER CHAIR, SITTING/WAITING BENCH & REFRESHMENT
TABLE FIXED WITH CHAIR

Advertisement No. 3111/11-C dated 27/06/2013

ADDRESS FOR CORRESPONDENCE

O/o. Director, East U.P.G.D.C, Survey of India
B-2, IInd Floor, Picup Bhawan, Vibhuti Khand,
Gomti Nagar, Lucknow. 226010

TO BE SUBMITTED ON	-	22-07-2013, 13:00 hrs
TECHNICAL BIDS TO BE OPENED ON	-	22-07-2013, 14:00 hrs
PRICE BIDS TO BE OPENED ON	-	TO BE INTIMATED LATER ON

SURVEY OF INDIA
(Department of Science & Technology)

**TENDER DOCUMENT FOR PURCHASE OF
COMPUTER CHAIR, SITTING/WAITING BENCH & REFRESHMENT
TABLE FIXED WITH CHAIR**

1. **PARTICULARS OF TENDER :**

- (a) **Item (i)** Computer chair ,sitting / waiting bench (3 seater)& table fixed with chair (4 seater).
(ii) Total quantity (approximately)
 a) Computer chair - 105 Nos.
 b) Sitting/waiting bench (3 seater) – 17 Nos.
 c) Refreshment table fixed with chair (4 seater) – 17 Nos.
- (b) Designation and address of the Officer to whom the tenders are to be submitted : Director,
East UPGDC,
Survey of India,
B-2, IInd floor, Picup Bhawan
Vibhuti Khand, Gomti Nagar,
Lucknow.
- (c) Tender No. : 1/27-06-2013
- (d) Last date of sale of tender document : 19-07-2013 (16:00 Hrs)
- (e) Last date of receiving the tender : 22-07-2013 (13:00 Hrs.)
- (f) Place of sale &receiving the tender : Office of Director,
East UPGDC,
Survey of India,
B-2, IInd floor, Picup Bhawan
Vibhuti Khand, Gomti Nagar,
Lucknow.
- (g) Date & time of opening Technical bids : 22-07-2013 (14:00 Hrs.)
- (h) Venue of opening the tender : Office of Director,
East UPGDC,
Survey of India,
B-2, IInd floor, Picup Bhawan
Vibhuti Khand, Gomti Nagar,
Lucknow.
- (i) Detailed description of items : Please see Annexures
A, B & C
- (j) Total No. of page in the tender : 17
including cover page

2. **TERMS AND CONDITIONS :**

- 2.1** The Tenders/Bids are to be submitted in two parts i.e. Part-1 & Part-II.
Part – I titled as TECHNICAL BIDS shall contain the complete Technical qualifications and commercial Bid Package with terms & conditions (including warranty & after sales services) of supply etc. (except Price Schedule). Specimen Sample of quoted items should also be submitted to ASO, East UPGDC, SOI, Lko.
Part – II titled as Priced Bid shall contain the Price Schedule duly filled in the prescribed proforma as given in enclosed Annexure ‘D’. No commercial conditions shall be written under the Price Bid. Part – I shall be marked on it in bold letters the words “**TECHNICAL BID**”, while Part – II shall be marked on it in bold letters the words “**PRICE BID**”.
- 2.1 (A) Eligibility Criteria**
- (a) The firm should have supplied similar quantity of required items to any private / Govt. organization and various organizations. (List should be enclosed alongwith technical bid).
- (b) The firm should have been manufacturing / producing required items for not less than 10 years in the relevant field.
- 2.2** The **TECHNICAL BID** and **PRICED BID** shall be placed in separate envelopes. Each of these two sealed Envelopes containing the respective Bids shall carry on the face of it the Tender date, Name and Address of the Bidder / Tenderer. These two sealed envelopes / covers shall be put into an OUTER COVER and sealed. The OUTER COVER shall only indicate the tender No. and dates of closing / opening PROMINENTLY alongwith the Address of Purchaser i.e. O/o.
- 2.3** The **Earnest Money Deposit (EMD)** should be 5% of the quoted cost of the items should be enclosed with **TECHNICAL BID** and not with **PRICED BID** except those who are registered with the DGS&D, New Delhi, National Small Scale Industries Corporation (NSIC) or the Ministry of Science & Technology or Survey of India.(See para 5.0) Unpriced Bid/Technical Bid will contain details of specifications of computer chair, sitting / waiting bench and refreshment table fixed with chair including analytical reports as against to our required specifications mentioned in Annexure ‘A’, ‘B’ & ‘C’.
- 2.4** The **PRICED BID** will consist of price with detailed break-up of price as per **Annexure ‘D’**. Any other information which will have impact on price quoted must be included in the tender for Price Bid.
- 2.5** Each clause of the tender document should be thoroughly studied and tender submitted with Earnest Money and complete information / documents etc. to avoid unwanted correspondence after opening the tenders.
- 2.6** The items should fulfill the technical requirements shown in **Annexure – ‘A’, ‘B’ & ‘C’**.

- 2.7** The break-up details of rates for each items should be furnished as per **Annexure 'D'**.
- 2.8** In case the Supplier is registered with **DGS&D, New Delhi or small scale industries**, a copy of latest valid certificate issued by DGS&D or Director, small Scale Industries is to be enclosed alongwith **TECHNICAL BID**.
- 2.9** **The tender will be accepted only from the Manufacturers/authorized suppliers.** The firm should have ISO 9001:2000, ISO 14001 certificates. In case any authorized dealer submits the tender, a letter of authority in this respect from the Mills will be required alongwith the tender for **TECHNICAL BID**.
- 2.10** It is also desirable that manufacturer shall have adopted environment friendly green manufacturing process (i.e. with green certification shall be preferred).
- 2.11** Tenderers must note that tender once submitted will not be altered for whatsoever reasons and should not have any scope of ambiguity, cutting or overwriting.
- 2.12** Tenderers are also requested to enclose their latest ITR (3 years) alongwith annual turn over statement appended by their audit and VAT return copies with the tender for **TECHNICAL BID**.
- 2.13** The application should be type-written; the applicant should sign each page of the application.
- 2.14** Overwriting should be avoided. Correction, if any, should be made by neatly by crossing out, signed and re-writing. Use of fluid (whitener) is not allowed and such tenders shall be rejected. Pages of the tender document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him.
- 2.15** The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Tender document unless it is called for by the East UPGDC, Survey of India, Lucknow.
- 2.16** Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/ taking up of the work in East UPGDC, Survey of India, Lucknow.
- 2.17** The manufacturer or his authorized dealer shall have their office in Lucknow (which shall be at least 3 year old as on 31.03.2013) for providing better services. The bidder shall submit satisfactory documentary proof of the same.

3.0 METHOD OF APPLICATION :

3.1 If the applicant is an individual, the application shall be signed by him above his full type-written name and current address.

3.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full type written name and the full name of his firm with its current address.

3.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full type written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of the partnership deed and current addresses of all the partners of the firm should accompany the application.

3.4 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

4.0 VALIDITY OF TENDER :

The tender should remain valid upto **6 months**.

5.0 OPENING OF TENDER :

The authorized representatives with proper authority letter from the Manufacturers will only attend the opening of the tenders for **TECHNICAL BIDS** on 22-07-2013 (14:00 Hrs.). The date of opening of tender for **PRICE BIDS** shall be intimated separately by Telegram/Fax/e-mail. Those Firms whose technical bids were accepted or declared qualified by the designated board, only their price bids shall be opened.

6.0 EARNEST MONEY :

Earnest Money of Rs. 5% of the quoted cost of Paper in the shape of Fixed Deposit Receipt/Bank Draft or Cash Deposit/Bank Guarantee of any Nationalized Bank in favour of CP&AO, Dehradun must be enclosed with **TECHNICAL BID**. Tender without earnest money or with short fall in amount of Earnest Money will be rejected.

7.0 RETURN OF EARNEST MONEY :

The EMD of unsuccessful tenderers will be returned with in **30 days** of the award of the contract. The EMD of successful tenderer shall be refunded only after the **Security Deposit** is submitted.

7.1 SECURITY DEPOSIT :

Successful/selected tenderer (Selected for procurement) will have to furnish **Security Deposit** at the rate of 10% value of the Order in the shape of Bank/Draft/Fixed Deposit Receipt/Bank Guarantee (valid for one year) of any Nationalised Bank in favour of the Establishment & Accounts Officer. O/o. East UPGDC, Lucknow. An agreement as per **Annexure 'E'** of the Tender Document is also to be signed by the successful Tenderer at their cost on proper stamp paper. Proforma for Bank Guarantee is enclosed as **Annexure – 'F'**.

8.0 One sample of each items should be submitted before opening of **TECHNICAL BID**.

8.1 Samples submitted after opening the tenders for **TECHNICAL BID** will be treated as late samples and will not be accepted under any circumstances.

9.0 DELIVERY :

The supply will be required at Consignee's site within 30 days from the date of issue of firm supply order. Otherwise selection of firm will be cancelled.

10.0 INSURANCE :

The supplier shall provide the transit insurance coverage for all risks till the supply is received by the ultimate consignee.

11.0 DESPATCH INSTRUCTIONS :

Advance telegraphic intimation to be sent to consignee before dispatch of items, mentioning the Truck No. The packing list with invoice to be sent under registered cover to the consignee.

12.0 INSPECTION :

The final inspection of items supplied will be carried out at the ultimate consignee's site only.

13 The O/o Director, East UPGDC, Survey of India, Lucknow will not be responsible for non-receipt of any tender due to **postal delay**. Late tender will not be accepted in any case.

13.1 **The survey of India reserves the right to reject / cancel all or any tender without assigning any reason thereof.**

13.2 Quantity quoted in tender notice is approximate.

13.3 The payment of the supplied goods will be made only after final inspection at the ultimate consignee's site only by the competent authority.

13.4 Warranty certificate should also furnished by successful/selected tenderer is enclosed as Annexure – 'G'.

CHECK LIST FOR TECHNICAL BID

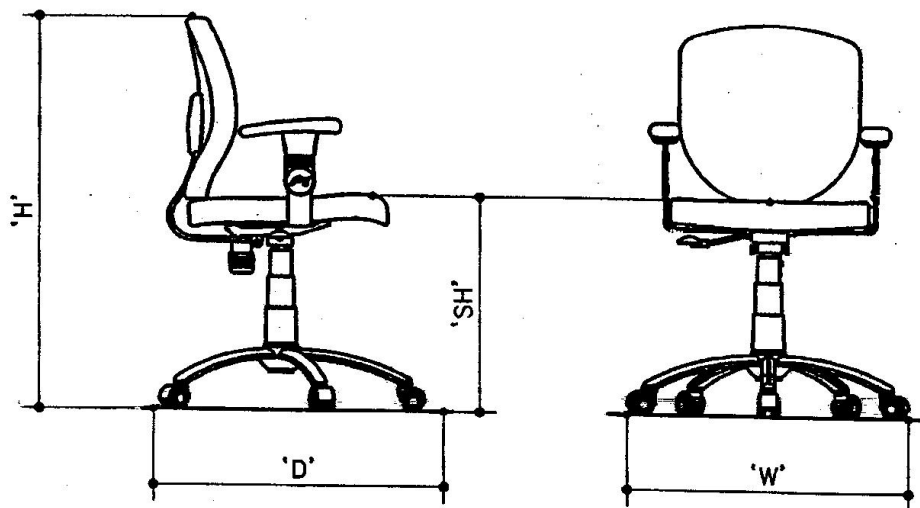
1. Complete technical specifications alongwith brochure / photograph.
2. Terms & conditions (including warranty and after sales service) of supply (except price schedule)
3. Specimen samples of item quoted (to be submitted to ASO, East UPGDC).
4. Proof in support of para 2.1 (A) of Tender Notice.
5. FDR / Demand Draft in favour of CP&AO, Dehradun.
6. Analytical Report in support of technical specifications mentioned in Annexure A, B & C.
Any specifications not confirming to Annexures should be clearly spelt out. Similarly additional features should also be emphasized.
7. Certificate/proof in support of para 2.8 of Tender Notice.
8. ITR of last 3 years (see para 2.12 of tender notice).
9. Any other condition, which firm may like to furnish.

CHECK LIST FOR PRICE BID

1. Price Bid should be in proforma is enclosed as – Annexure 'D'.

TECHNICAL SPECIFICATION FOR COMPUTER CHAIR

1. The seat and back should be atleast made up of 1.2 to 1.4 ± 0.1 to 0.2 cm thick hot-pressed plywood with changeable fabric covers and moulded Polyurethane foam, together with moulded back-spine cover. The back foam is designed with contoured lumber support for extra comfort.
The seat size should be 47.0 cm to 49 cm (W) X 50.0 cm to 52.0 cm (D) and back size should be 43.0 cm to 45 cm (W) X 46.0 cm to 48.0 cm (H).
2. The seat/back assembly should be made of high resilience (HR) polyurethane foam as per IS : 7888.
3. The armrests should be made of black integral skin Polyurethane and reinforced with M.S. insert. The P.U. armrests are then fixed to black powder-coated (DFT 40-60 microns) armrest brackets made of 0.5 to 0.6 ± 0.05 to 0.06 cm thick. HR steel and fitted with claddings made of injection moulded Polypropylene.
4. The back of chair should based on the permanent contact mechanism with following feature :
 - (i) 360° revolving type.
 - (ii) 12° to 14° ± 1° to 2° maximum back tilt only.
 - (iii) Upright position locking.
 - (iv) Tilt tension adjustment.
5. The spine cover is injection moulded in back co-polymer Polyporpylene.
6. The pneumatic height adjustment has an adjustment stroke of 11 to 12 ± 0.2 to 0.3 cm.
7. The bellow is 3 piece telescopic type and injection moulded in black Polypropylene.
8. The pedestal should be fabricated from 0.2 to 0.25 ± 0.02 to 0.025 cm thick HR sheet (IS : DD 1079 / HR), powder coated (DFT 40-60 microns) and fitted with an injection moulded black Polypropylene hub cap and 5 nos. twin wheel castors. The pedestal is 60.0 to 62 ± 0.3 to 0.5 cm. Pitch-centre dia 68.0 to 70.0 ± 0.8 to 1.0 cm with castors.
9. The twin wheel castors should be injection moulded in Black Nylon.
10. The width (W), Height (H), Depth (D) & seat height (SH) as shown in sketch should be within 68 to 72 cm, 85 to 96 cm, 68 to 72 cm & 40 to 54 cm respectively.



WIDTH(W):
 DEPTH(D):
 HEIGHT(H):
 SEAT HEIGHT(SH):

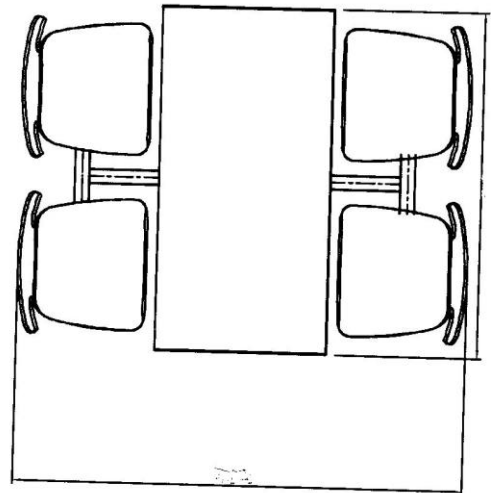
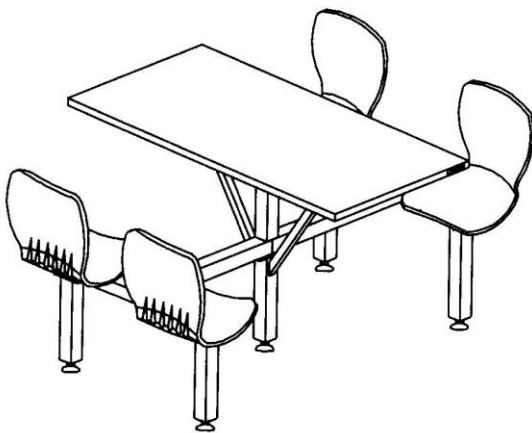
TECHNICAL SPECIFICATION FOR REFRESHMENT TABLE FIXED WITH CHAIRS FOR 4 PERSONS

1. TOP :

- (i) The top should be in Stainless Steel brushed finish with PLB insert for durability. It should be easy to maintain cleanliness & hygiene.
- (ii) The dimension of top should be 1200 mm X 750 mm approximately.

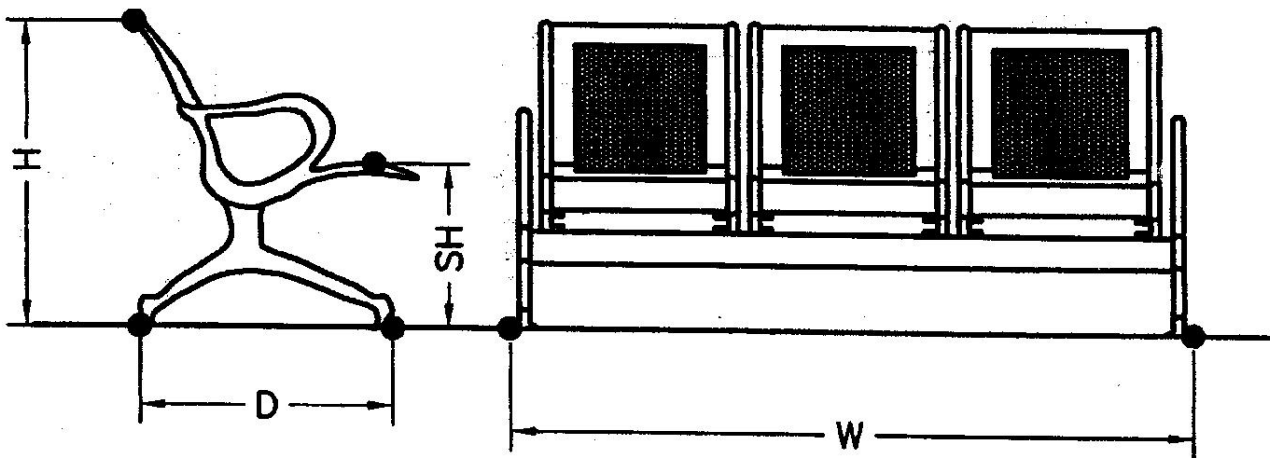
2. UNDERSTRUCTURE :

- (i) The base should be made of 48 to 52 mm X 48 to 52 mm X 1.1 to 1.3 mm thick powder coated ERW tubes which should be welded and fixed to the top with screws.
- (ii) Tubular stiffeners should be provided between the two vertical frames. The Tubes are closed with the plastic caps. 4 no. of Seats should be offered in Plastic Shell Seats.
- (iii) Level adjusters should be provided to take care of unevenness in floor. The sketch of table is given below :



TECHNICAL SPECIFICATION FOR WAITING / SITTING BENCH

1. It should have three seats with 2 arms at end.
2. The cross beam should be made up of black powder coated rectangular M. S. ERW tube having good strength.
3. Leg & Armrest should be chrome plated & made up of cold rolled steel.
4. Seat Back Shell should be powder-coated perforated shell made from cold rolled M. S. sheet. The Side Bar should be made up of chrome plated solid steel. The shell should be assembled on the Cross Beam with help of Bolts. Sufficient no. of bolts should be used to fasten shell on cross beam.
5. The width (W), height (H), seat height (SH) & depth (D) should be within 176 to 184 cm, 76 to 80 cm, 39 to 42 cm & 61 to 64 cm respectively as shown in the diagram :



BREAK-UP DETAILS OF PRICE FOR REQUIRED ITEMS

S. No.	Description	Rate Per Piece
1	Basic Sale Price	₹
2	Central Sales Tax @ %	₹
3	VAT @ %	₹
4	Any other tax @ %	₹
5	Insurance charges	₹
6	Packing charges, if any	₹
7	Transportation	₹
Total Price		₹

Name & Seal of Manufacturer/Supplier/Tendering Firm

AGREEMENT

An agreement made thisday of
BETWEEN.....
.....
(hereinafter called the contractor which expression shall include his legal representatives) of the one part and the President of India (hereinafter called the Government) of the other part and WHEREBY the contractor agrees to supply to the Survey of India (hereinafter called) the under mentioned articles at cost mentioned against them :-

Name of Articles	Rate	Total Cost

and on the terms and conditions hereinafter mentioned :-

- a) That all stores shall be delivered free at..... by.....
- b) that all stores supplied shall be new and of good quality and in exact accordance with the sample submitted.
- c) that the inspection of the stores shall be carried out by the himself or by a Gazetted Officer deputed by him at the place mentioned in para (a) above and that the stores rejected must be removed by the contractor within a week from the date of rejection. All stores not accepted shall lie at the risk of the contractor. If not removed within the period specified above the shall have the right to dispose of such stores as he thinks fit at the risk of the contractor and on his account or if he prefers to charge him rent for the space occupied by same.
- d) that the time of delivery stated above shall be of the essence of the contract and should the contractor fail to deliver the whole/ any part of the stores within the period specified in clause (a) and as per the sample the shall have the right to forfeit the deposit mentioned in clause (f) and to purchase the stores elsewhere which the contractor has failed to deliver as aforesaid at the expenses of the contractor and the contractor will be liable to pay such further sum as will be sufficient to meet the difference of cost between the rates tendered and those at which the purchases are actually made should they be higher. This is without prejudice to action being taken under clause (h) thereof.

- e) that the shall have full power to reject the whole or any part of the stores which to the true intent and meaning is not in exact accordance with the approved sample and that his decision shall be final.
- f) that the contractor will deposit a sum of as security for compliance with the terms and condition of this contract.
- g) that the contractor will be entirely responsible for the execution of this contract in all respect in accordance with the conditions of this contract and shall not assign or sublet the same.
- h) If the contractor becomes insolvent or he or his Agent offers any bribe in connection with the contract or the contractor fails to observe or perform any condition of this contract, then notwithstanding any previous waiver of such default or action being taken under any other clause hereof the may on behalf of the Government terminate the contract and forfeit the said deposit and recover from the contractor any loss suffered by the Government on account of the contract being terminated.
- i) If any dispute or difference shall arise including this contract the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Survey of General of India and if he is unable or unwilling to act as arbitrator to the arbitration, of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.

In Witness whereof the parties have hereunto set their hands the day and year first above written.

Signed by the said contractor.....

In the presence of :-

1st Witness

Address

2nd Witness

Address

Signed by the said for and on behalf of the
President of India

In the Presence of :-

1st Witness

Address

2nd Witness

Address

BANK GUARANTEE BOND

In consideration of the President of India (hereinafter called “the Government”) having agreed to exempt.....(hereinafter called “the said contractor(s)”) from the demand, under the terms and conditions of an Agreement dated made between andfor supply of **computer chair, sitting / waiting bench and refreshment table fixed with chair** (hereinafter called “the said Agreement”). of security deposit for the due fulfillment by the said contractor(s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for(Rupees..... only). We ,(indicate the name of the bank) (hereinafter referred to as “the Bank”) at the request ofContractor(s) do hereby undertake to pay to the Government an amount not exceeding against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement .

2. We (indicate the name of the Bank) do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand form the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of breach by the said Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability, under this Guarantee shall be restricted to an amount not exceeding..... .

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) supplier(s) in any suit or proceeding pending before any court or Tribunal relating thereto: our liability under this Guarantee being absolute and unequivocal.

The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

4. We,(indicate the name of the Bank)..... further, agree that the Guarantee herein contained shall remain in full force and effect during the

period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or tillOffice/ Department / Ministry of..... certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the we shall be discharged from all liability under this Guarantee thereafter.

5. We, (indicate the name of the Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for anytime or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability be reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or commission on the part of the Government or any indulgency by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/ Supplier(s) .

7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Government in writing .

Dated the day of for.....
(indicate the name of the Bank) .

WARRANTY CERTIFICATE

We warrant that everything to be supplied by us hereunder shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade & quality and consistent with the established and generally accepted standards for material of the type ordered, shall be in full conformity with the specifications/drawings of samples if any and shall operate properly. We shall be fully responsible for its efficient operation.

In case of any latent defect or inconsistency due to poor manufacturing/repair & overhaul of the equipment/instrument, or defective supply not conforming to the specifications if observed at the time of final inspection and thereafter within 12 months from the date of acceptance, we undertake the guarantee to repair/supply free of cost the defective items up to the final destination and the inland expenses borne by the indenter, will be at our cost.

The warranty shall survive inspection and payment for and acceptance of the goods but shall expire (except in respect of complaints of which the contractor has been notified prior to such date) twelve months after their successful acceptance by the purchaser.

SEAL of Manufacturer/Supplier Enterprises

Date :

Signature :

Name & Address of Manufacturer/Supplier