

No.D-14013/1/2014-Genl.
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhavan,
Sansad Marg, New Delhi
05 April, 2016

QUOTATION/TENDER NOTICE

Sealed quotations are invited from reputed and experienced firms for procurement of Chairs in the Main Conference Hall, 5th Floor, Department of Administrative Reforms & Public Grievances as per the photograph attached at **Annexure.1**.

2. Only firms which have supplied minimum 15 Chairs to at least one Ministry/Department may apply. Experience certificate showing satisfactory completion of the said work may be submitted with quotation.

3. The following quantity of chairs in the Main Conference Hall may be required:-

Sl.No.	ITEM	Quantity
a)	Chair for Chairperson	01
b).	Chairs for Delegates (Front)	20
c)	Chairs for Delegates (Back)	19

4. The design lay out of the Chairs required in the Main Conference Hall may be as per the photograph attached at **Annexure.1**.

5. The bidders fulfilling the following minimum criteria may submit their bids along with documentary proof:-

- (i) The sealed quotations of both technical bid and financial bid in separate envelopes along with the EMD of Rs. 5000/- (Five thousand only) in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee drawn in favour of "DDO, AR&PG", Department of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, Sansad Marg, New Delhi-110001 may be submitted in big envelope. The Proforma of Technical Bid and Financial Bid are at **Annexure.II and Annexure.III**.
- (ii) 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 the tender.

Asawa

- (iii) The Firm should have supplied Chairs of minimum 15 seating capacity to at least one Ministry/Department may apply. Experience certificate showing satisfactory completion of the work may be enclosed.
- (iv) It should have Sales Tax/Service Tax registration with the appropriate authority and proof in this regard may be attached with the bid.
- (v) The firm/company should have a TIN/PIN Number.

6. Both the sealed covers should be placed in the main sealed envelope superscribed "Quotation for Procurement of Chairs in the Main Conference Hall" and addressed to the Under Secretary (GA), Department of Administrative Reforms & Public Grievances, Room No.518A, 5th Floor, Sardar Patel Bhawan, New Delhi-110001 so as to reach latest by **2.30 PM on or before 12.04.2016**. The quotation can also be dropped in the Tender Box kept on Reception Centre of Sardar Patel Bhawan.

7. The Technical bids will be opened by the Committee on the same day i.e. **3.00 PM on 12.04.2016** in the Office of Under Secretary (GA), Room No.518A, Sardar Patel Bhawan, New Delhi-110001 in the presence of participating bidders, who may wish to be present. Financial Bids of the technically qualified tenderer will be opened on the same day i.e. **12.04.2016 at 3.30 PM**. Interested firms or their authorized representatives who wish to be present at the time of opening of the quotations may remain present.

8. The other terms and conditions of the said procurement is as under:-

- (i) It shall be the responsibility of the successful tenderer to deliver the required items within 07 days from the date of the order issued by this Department. Unloading of goods/stores and delivery to this Department shall be responsibility of the firm.
- (ii) The firms must not make any compromise of 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 Department, which can extend to blacklist of the firm also.
- (iii) The rates should be quoted as per prescribed proforma. The rates of taxes, if chargeable should be mentioned clearly and separately.
- (iv) 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.
- (v) The payment will be made through ECS on receipt of pre-receipted bill in triplicate.

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 charge or violation of the aforesaid terms and conditions shall be permissible once this Department accepts the quotation.


(A.K. Sarkar)

Under Secretary to the Government of India
Tel.No.23401441

Copy to:

1. Central Public Procurement Portal
2. NIC for uploading in the Department's website for wider publicity.

Annexure. I



Chair for Chairperson



Chair for Delegates
(FRONT)



Chair for Delegates
(Back)

Asanka

TECHNICAL BID

SUBJECT:- PROCUREMENT OF CHAIRS IN THE MAIN CONFERENCE HALL OF DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES

Sl.No.	Details of Firm	
1.	Name and address of the Firm	
2.	Mobile No.	
3.	Detail of EMD	
4.	Date of EMD	
5.	Amount of EMD	
6.	PIN/TIN number	
7.	Sales Tax/Service Tax registration No.	
8.	Experience Certificate of supplying chairs of minimum 15 seating capacity in any Ministry/Department with completion certificate	

Aravind

FINANCIAL BID

**SUBJECT:- PROCUREMENT OF CHAIRS IN THE MAIN CONFERENCE HALL OF
DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES**

Sl.No.	ITEM	Quantity	Rate (in Rupees)	Taxes, if any
1.	Chair for Chairperson	01		
2.	Chairs for Delegates (Front)	20		
3.	Chairs for delegates (Back)	19		

Asawa