

OFFICE OF THE PAY AND ACCOUNTS OFFICE(ORs), MEG&C  
Bhaskaran Road, Shivan Chetty Garden Post, BANGALORE-560 042

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F.NO: AN/0042/OC

Date: 06 /03/2018

To

**SUB: QUOTATION FOR PROVISION OF CUSTOMIZED FURNITURE AT PAO (ORs), MEG & CENTRE, BANGALORE**

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PAO (ORs), MEG & Centre, Bangalore, a Central Government Organization under Ministry of Defence invite tender for provision of Furniture in the Office of the Pay Accounts Office MEG & Centre, Bangalore to suit the place available in office.

2. The rates may be quoted as per schedule of requirements and specifications enclosed for One Officer's Table(big), One Officer's Table(small), one table top glass and One Shutter.

The address for seeking clarification regarding the Request for proposal is given below:

**Pay & Accounts Office (ORs), MEG & Centre  
Old Madras Road, Shivan Chetty Garden Post  
Bangalore -560042**

3. You are requested to offer your competitive/ lowest rates (Taxes and levies if any) for providing the requisite supplies to this office. Bids in sealed covers are invited for provision of Modular Furniture as mentioned above. **Sealed quotations addressed to the undersigned should be dropped in the TENDER BOX KEPT IN THE RECEPTION OF THE PAO(ORs), MEG&Centre/ "or" to be sent by Regd Post by name to the undersigned so as to reach this office on or before 4.00 p.m of 14<sup>th</sup> March 2018.** The cover should be superscribed with the words "**TENDER FOR PROVISION OF CUSTOMISED FURNITURE**".

4. This Tender Enquiry is divided into three parts as follows:

- Part I – General Information and Instructions
- Part-II- Schedule of Requirements
- Part III – Terms and Conditions

5. This Tender Enquiry is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the Tender Enquiry, should it become necessary at any stage.

N.O.O

Copy to:-

The Officer I/C  
OA Cell  
(local)

(AMULYA K G)  
DCDA

With a request to upload the tender enquiry in the  
PCDA ,Bangalore Website.

Sr.Accounts Officer(AN)

Part I – General Information

1) **Last date and time for depositing the Bids:**

**14/03/2018 (4.00 PM).** The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2) **Manner of depositing the Bids:**

Sealed Bids should be either dropped in the Tender Box marked as “**TENDER FOR PROVISION OF CUSTOMIZED MODULAR FURNITURE**” or sent by Registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. This office will not assume any responsibility for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.

3) **Time and date for opening of Bids:**

**14/03/2018 (04.10 PM)** (if due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as decided and intimated by the Buyer.)

4) **Location of the Tender Box:**

**RECEPTION OF THE OFFICE OF THE PAO (ORs), MEG&Centre, BANGALORE.** Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5) **Place of opening of the Bids:**

**CONFERENCE HALL OF THE OFFICE OF THE PAO (ORs), MEG&C, BANGALORE.** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important Commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to absence / non-attendance of your representative.

6) **Forwarding of Bids:**

Bids should be forwarded by Bidders under their Original memo/letter pad inter alia furnishing details like GST number , Bank address with Account no and IFSC etc., and complete postal & e-mail address of their office.

7) **Modification and withdrawal of Bids:**

A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

8) **Clarification regarding contents of the Bids:**

During evaluation and comparison of bids, the Buyer may, at his discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

9) **Rejection of Bids:**

Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may cause to be rejected summarily. Conditional tenders will be rejected.

10) **Earnest Money Deposit:** Bidders are required to be submitting **EMD of Rs.15000/-** alongwith their bids which will remain valid for 45 days beyond final bid validity period. EMD may be submitted in the form of account payee DD, FDR from commercial banks, bank guarantee from commercial banks in favour of **PAO (ORs) MEG & CENTRE, Bangalore – 42.**

11) The tender Enquiry may also be down loaded from the official website of PCDA, Bangalore viz., **pcdabl.gov.in**

**Part II – Schedule of Requirements**

S. No.	Description	Unit	Appx. Units required*
1	2	3	4
1	<b><u>Officer's table (small):</u></b> 'L' shape consisting Main table size 1200mm L x 900 mm W x 750mm H with edge binding finish and adjacent Computer table size 900mm L x 600 mm W x 750 mm H with keyboard slider, CPU stand, Pedestal with 2 drawers with lock(600mm H x 425mm W x 500 mm D) and 3 Nos 5 amps Switch & Sockets by connecting to main power supply. Table top with round shape edge and sides with 25 mm thickness plyboard.	ONE	12-15 Nos
2	<b><u>Officer's table (big):</u></b> 'L' shape consisting Main table size 1650mm L x 900 mm W x 750mm H with edge binding finish and adjacent Computer table size 900mm L x 600 mm W x 750 mm H with keyboard slider, CPU stand, Pedestal with 2 drawers with lock(600mm H x 425mm W x 500 mm D) and 3 Nos 5 amps Switch & Sockets by connecting to main power supply. Table top with round shape edge and sides with 25 mm thickness plyboard.	ONE	04 Nos
3	<b><u>8mm Glass:</u></b> 8mm thick glass on table top with four sides of polish	ONE	04 Nos

	of size: 1650mm L X 900mm W		
2	<b>Closing of shelves with openable doors:</b> Framework and fixing 18mm thick door with lamination. (3000 mm x 720 mm shutters)	ONE	10-12 Nos

\* **The number of L shaped Officer's Tables(small), Officer's Tables(big),table top glass and shutters may be increased/decreased according to the requirement and budget of the office. The decision of the buyer in determining the quantity is final.**

**The probable requirement should suit the space available.**

### Part III – Terms and Conditions

- 12) Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the Tender Enquiry, should it become necessary at any stage. **The tender is called for Single Unit and the quantity will be ordered as per the requirement of this office and to suit the plan in the office.**
- 13) GST Registration number of the firm should be indicated in the quotation, failing which the quote will not be considered.
- 14) The Contractor shall sign each page of the Tender Enquiry, Annexure, Terms & conditions for having agreed to the same.
- 15) PAO(ORs), MEG&Centre, Bangalore reserves the right to accept or reject any or all of the Tenders/Quotations without assigning any reasons. Supply & furnishing of goods to be made at Office of the PAO(ORs), MEG&Centre, Bangalore-560042.
- 16) Repeat Order: A Repeat order against a previous order may be placed at the same cost and terms and conditions as per the original order with the approval of competent authority. The repeat order is to be placed within six months from the date of completion of the supply against the previous order and quantity is to be restricted to a maximum of 50% of last order quantity.
- 17) Option clause: Purchaser retains the right to place orders for additional quantity up to a maximum of 50% of the originally contracted quantity at the same rate and terms of the contract. Such an option is available during the original period of contract provided this clause had been incorporated in the original contract with supplier.
- 18) Payment will be made through EFT after delivery, inspection and successful installation of Goods.
- 19) Delivery of Goods should be made within 10 days from the date of issue of supply order failing which liquidated damages @ 0.5% per week of the contract value not exceeding 10% of the contract value.
- 20) Maximum period of extension of delivery that can be granted by the buyer is the original delivery period plus the extension not exceeding twice the original delivery period.
- 20) Termination of concluded contract: The contract may be terminated in the following circumstances

- a) when the supplier fails to honor any part of the contract including failure to deliver the contracted stores or render services in time
  - b) when the contractor is found to have made any false or fraudulent declaration or statement to get the contract or he is found to be indulging in unethical or unfair trade practice
  - c) when both parties agrees to mutually terminate the contract
  - d) when the item offered by the supplier repeatedly fails in inspection or the supplier is not in a position to rectify the defects or offer items conforming to the contracted quality standards
  - e) any special circumstances, which must be recorded to justify the termination or cancellation of the contract.
- 20) Defective Items found if any, at any point of time should be replaced at suppliers cost.
- 21) **Performance Security/Guarantee** for an amount of **Five percent (5%)** of the value of the contract should be furnished by the successful bidder in the form an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in the prescribed format in favour of PAO ORs MEG & Centre. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.
- 22) **Warranty/Guarantee Clause:** The Supplier must specify the warranty/guarantee period of the supplied materials in the tender enquiry.
- 23) L1 will be determined based on the total value quoted for all the items/required items mentioned in the Schedule of Requirements as a whole mentioned at Col.3 vertically as one(means all items put together from S.[No.01 to No. 04). It will be common condition for all vendors.

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