



Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

F.no.2/ CBSE/Admn-II/Furniture

Date :04.03.2014

Subject: Tender for supply of Furniture (Modular and loose) required at CBSE, Dehradun, Regional Office.

Dear Sir(s),

The Board intends to purchase furniture (Modular and Loose) of Godrej, Delite, Hi-Tech, Vinor, Hermannilar, Vitra and Aditya either directly or through their authorized dealer on priority basis. The specifications of the items and quantity details are enclosed vide **Annexure -II**.

The delivery is required to be made within 25 days from the date of supply order. The rates quoted shall be inclusive of all the taxes, delivery, cartage, F.O.R. at Dehradun (Regional office, 99, Rajender Nagar, Kaulagarh Road, Dehradun, Uttarakhand-248001). The Payment shall be made after submission of bill.

The tender should be submitted in two bids in separate envelopes super scribed. "Technical Bid " and "Financial Bid" Both the envelopes should be put in one sealed cover accompanying earnest money of Rs. 50,000/- (Rupees Fifty Thousand Only) with Technical Bid in the shape of a Bank Draft Favouring "Secretary CBSE". The envelopes super scribed as "**TENDER FOR SUPPLY OF FURNITURE ITEMS (Dehradun)**" can be dropped in the Tender Box kept at Ground Floor of this office on or before **12.03.2014** by 2:30 p.m. The Technical Bid will be opened on the same day at 3:00 pm. in presence of the tenderers, who may like to be present. Incomplete, conditional, without EMD or tenders after due date & time will be summarily rejected. The Board reserves the right to cancel any or all tenders without assigning any reason thereof. The EMD of unsuccessful tenderers shall be returned without interest.

Yours faithfully,

(S.P RANA)

JOINT SECRETARY (ADMN & LEGAL)

Encl;- 1. Annexure-I & II
2. Terms & Conditions

CENTRAL BOARD OF SECONDARY EDUCATION
'TECHNICAL BID' PROFORMA FOR SUPPLY OF FURNITURE

1.	ABOUT THE FIRM	
	A. Name and address of the Firm	
	B. Telephone NO.	
	C. Type of Firm Proprietary/ Private/ Private Ltd./ MNC/ Co-Operative / Govt. undertaking.	
	D. Registration No. & year of Regn. (with documentary evidence)	
	E. Organisation to whom the Agency has been register with	
	F. name of the Proprietor / Partners	

(The firm should either be an original manufacturer or their authorised dealer for the current period
(Proprietary Certificate must be enclosed)

2. PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)			
Sl. No.	Year	Name of Organisation	Details of work executed (with proof)**
1	2011		
2	2012		
3	2013		

** Total period of experience of supply of furniture along with the name of the institution with supporting documents.

2.1 Has the firm ever been debarred / Black listed by any Organisation? If 'Yes' the details thereof.

2.2 Details of Award / Certificate of Merit etc. received from any Organisation
(Please attach copy of certificate(s))

2.3 Whether the firm is capable of providing the all types of furniture

3. CLIENTS OF THE FIRM :

A. Govt. Deptt./ Ministries	Yes/No
B. MNC	Yes/No
C. Public Sector Undertaking	Yes/No
D. Private Sector	Yes/No

Note : Please attach a list of clients as per above categorization, indicating what services were rendered for how long and name of the contact person with telephone nos.

4. INFRASTRUCTURAL DETAILS

a. Physical Capital _____
b. Financial _____

i. Annual Turnover (During Last three financial year)

2010-11 Rs. _____
2011-12 Rs. _____
2012-13 Rs. _____

ii. Availability of Finance /Bank Guarantee (Rs.) _____

c. Personal No. of Employees

Technical _____
Non Technical _____

5. SALES TAX NO. _____

(The firm should be registered with Sales Tax/ VAT/ Excise/ IT Authorities)

6. EARNEST MONEY DETAILS :

Bank Draft No. _____ Date _____ for Rs.50,000/-

Name of the Drawee Bank _____

7. PAN /TIN NO. _____

8. Quality Certificate No. (if any) _____

The terms and conditions of the tender are acceptable to me /us.

Authorised Signatory
(With full name and
designation)

Seal :

Mobile no. : _____

Phone No.: _____

"Financial Bid" (RATES TO BE QUOTED FOR SUPPLY OF THE FOLLOWING ITEMS)

Sl. No.	Item Description	Quantity	Unit Price (Inclusive of All Taxes, Cartridges etc.)	Total Amount (Inclusive of All Taxes, Cartridges etc.)
1.	Steel Almirah of size 1980x910x480mm (hwxwd) having 4 adjustable shelves making 5 compartments without locker Fabrication : Almirah's side, back, top, bottom & shelves are made from mild steel sheet not less than 22 gauge and without ant burrs & dents. The shelves shall have lipped flange 25mm width 15mm in depth. The shelves are fitted to rack strips made of mild steel sheets of 20 gauge thick with help of 4 brackets of 16 gauge that for support and adjustment and are having load bearing capacity of 90kg. Uniformity divided load per shelf. The doors are made of mild steel sheet not less than 20 gauge and are having metal stiffener suitably spot welded to stiffen the door and fitted with the body with the help of but type hinges made of mild steel sheet not less than 18 gauge thickness double folded for free & smooth movement of doors.	30		
2.	Modular workstation for staff seating 30 persons having top of size 1200x600mm (wxd). Partition panel of 75 mm thickness & ht 1220 mm with snap on panel made of 12 mm prelaminated particle board / fabric with raceway at two levels, one skirting and one below the worktop. The workstation has provision of three Drawer Unit, K.B. tray, C.P.U. Trolley.	30		
3.	Executive Chair Seat / Back : The seat and back are made up of 12 mm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam, together with moulded seat and back covers. The back foam is designed with contoured lumbar support for extra comfort. Armrest (Fixed) : One piece armrests are made of black integral skin polypropylene reinforced with MS insert with 50-70 Shore 'A' hardness. The armrests are scratch and weather resistant. The armrests are fitted to the seat and armrest brackets made of 0.5 cm. thick HR steel. Size: 5.5 cm. (W) x 31.0 cm. (D). Telescopic bellow assembly: The bellow is 3 piece telescopic type and is injection moulded in black polypropylene.	20		
4.	Visitor chair with special contour on the back rest for human body with lumbar support. Base of the chair made of ERW MS Pipe frame not less than 16 gauge duly powder coated up to 40-45 microns. Seat and back made of 12 mm moulded ply. Molded PU foam is provided on seat with a bulge and U foam back as per shape approved with seat and back cover. Hardness of seat is 16. Armrest is made of one piece well rounded polypropylene.	30		
5.	Open type Steel Rack angle 40x40x2mm shelves 8mm, Gussets of 1mm thickness 75mm Long with 7 shelves.	200		

6.	Steel Filing Cabinet 4 drawer of size 1380 x 470 x 700mm (hwxwd). Body of Filing Cabinet made of 22 gauge, drawer of 20 gauge and drawer body of 26 gauge CRCA sheet. Telescopic sliding channels provided for proper sliding on round steel balls of 18 gauge. All drawers fitted with handles made of first quality ABS materials duly fitted in front of the drawer. The top of the drawer fitted with 6 lever brass lock with SS keys. Filing Cabinet finished by removing all dents, burrs & sharp edges from various components and then immediately after pickling all mild steel parts as given phosphating treatment in dust free atmosphere and then duly powder coated.	09		
7.	Steel Book Case of size 66" x 33" x 12". Body of Book Case made of 20 gauge, side, back, bottom and shelves made of 22 gauge CRCA sheet. Front made of 4 transparent glass doors of 5 mm thickness having sliding shutters. The book case is fitted with 6 lever brass lock with duplicate SS keys. Book Case finished by removing all dents, burns & sharp edges from various components and then immediately after pickling all mild steel parts as given phosphating treatment in dust free atmosphere and then duly painted.	06		
8.	Multiseater 3 seater, having base made of die cast metal duly chrome plated with levelers to adjust to floor level. The seats are made of perforated MS sheet duly counter bend to shape and powder coated of 40-50 micron with arms	06		
9.	Cash Box designed to withstand fire for up to 120 min. with 2 key locks Tongue and groove construction to prevent hot gases / smoke from seeping in with a lockable drawer and an adjustable shelf Powder coated finish for surface protection. Dimensions (H x W x D) 764 x 590 x 590, Body Thickness (Wall) 70, Body Thickness (Door) 114.5, Weight (kg) 186, Volume (litres) 90	01		

Authorized Signatory with name

Seal of the Firm _____

Mobile No. _____

Phone No. _____

TERMS AND CONDITIONS

1. Sealed tender complete in all respect along with a bank draft for Rs.50,000/- (Rupees Fifty Thousand Only) towards earnest money drawn in favour of the Secretary, CBSE, payable at Delhi, placed in Envelope should be dropped in the Tender Box kept at Ground Floor (Reception Counter), CBSE office, Preet Vihar, Delhi latest by 2:30 p.m. on **12.03.2014**. Incomplete/conditional/late tenders or those without earnest money will be rejected. Tender will be opened at 3:00 p.m. in the presence of the representatives of the tenderers, who may like to be present. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm. The tenders bids submitted by speed post/registered post/ordinary post/courier may be rejected by the Board in participation process in tender.
2. NO TENDER WITHOUT EARNEST MONEY DEPOSIT WILL BE ENTERTAINED. The Prices quoted should include all charges like sales tax, excise duty, insurance technical service, cartage etc. No other charges/taxes/levies will be paid by the CBSE during pendency of the contract/supply.
3. Penalty for late delivery would be levied at the rate of 2 percent per week subject to a maximum of 10 percent of the value of the material not supplied within the stipulated period.
4. The sealed envelope should contain the rates quoted by the firm in the Performa as per Annexure – I & II and shall be superscribed "LIMITED TENDER FOR SUPPLY OF FURNITURE ITEMS (Dehradun)".
5. The Board reserves the right to revise or alter the requirements and /or specifications of the material before acceptance of any tender and call for revised tenders.
6. The Board reserves the right to accept or reject partly/wholly any or all the tender(s) without assigning any reason.
7. While considering the rates the Board will also consider the quality of material and may also consider pre dispatch inspection (PDI).
8. The quantity of furniture may increase or decrease as per requirement.
9. Ambiguous rates or rates not in conformity with specification at Annexure – II or conditional &/or without inclusion of any of taxes/charges as on date shall be rejected.
10. T.D.S. & other taxes will be charged as per rules.
11. Tender should be supported with detailed literature/broacher of furniture etc.
12. The tenders shall be valid for one year from the date of approval of the rates and no increase in rates shall be allowed during the period of contract.
13. There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Government through notification/regulation change. Hence, the firm who can give valid price for one year need only apply.
14. Price charged for the stores supplied under Rate Contract shall be under no event are higher than the lowest prices at which the party sell the items of identical description to any other organization during the period of contract.
15. The Board reserves the right to enter into parallel Rate Contract for similar item during the period of Rate Contract with one or more parties.
16. The Rate Contract can be terminated at any time by giving one month's notice by either party.
17. If the supplier fails to deliver the material within the delivery period as specified by purchaser, the Board may procure, such items as deems appropriate at cost and risk of the supplier .
18. The Board reserves the right to examine the furniture for their quality if it so desire.
19. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
20. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the cost shall be recovered from subsequent bill. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.
21. No Bill for part payment shall normally be entertained, however, the payment shall be released expeditiously after complete supply as per purchase order.

22. Discount, taxes and other levies, if any are to be specified clearly in the bid and should be included in the rates quoted in the bid.
23. ARBITRATION CLAUSE: In the event of any difference or dispute arising out of this purchase, all efforts shall be made by both the Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.
24. All disputes are subject to Delhi Jurisdictions only.

I accept the above terms and Conditions.

(Signature of the Tenderer along with seal)