

**OFFICE OF THE ACCOUNTANT GENERAL (G&SSA), KERALA**  
**THIRUVANANTHAPURAM – 695 001**

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PAG(G&SSA)/GL/Unit-II/Modular Furniture/2018-19/

Date: 05.06.2018

M/s

**SHORT NOTICE INVITING QUOTATIONS**

Office of the Accountant General (G&SSA), Kerala, Trivandrum – 695 001 invites sealed quotations from authorized & registered agencies for the work mentioned below. The Quotations, addressed to **Deputy Accountant General (Admn), Office of the Accountant General (G&SSA), Kerala, Thiruvananthapuram – 695 001** should reach this office on or before **14 June 2018** upto **1.00 PM**. Details of tender shall also be available on this office website <http://www.agker.cag.gov.in>

- 1) **Name of work:** - Supply and installation of Modular Furniture with Workstations, Chairs including installation of Electrical Switches and electrical wiring, telephone sockets and its cabling, Networking Switches and networking terminals with cabling including integration with existing LAN at 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Floor of Audit Bhavan building of our Main Office at Thiruvananthapuram.
- 2) **Time schedule for execution of work:** - The SUPPLY/INSTALLATION shall be executed and completed as per the requirements specified in the tender document within 60 days from the date of award of the supply order. The period of completion shall not be extended except for the reasons beyond the control of the successful bidder. The decision of the competent authority of this office in this regard shall be final and binding
- 3) **Bid Security (EMD):** Earnest Money Deposit (EMD) at 2 % of bid amount in the form of Demand Draft of any nationalized bank must be deposited by bidders along with their duly filled up bidding documents. The Demand Draft shall be in favour of **Pay and Accounts Officer, Office of the Accountant General (A&E), Kerala, Thiruvananthapuram**. Bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) are exempted from furnishing EMD.
- 4) **Process of Tender Submission:-** The tender documents should be submitted in one sealed envelope duly super scribed with “Supply and Installation of Modular Office Furniture”. This sealed envelope should contain two sealed envelopes marked ‘A’ & ‘B’ as under:

**i) Envelope ‘A’ Technical bid containing:**

- (a) Name and address of the firm.
- (b) PAN, VAT & Service Tax Registration Number.
- (c) Type of organization and year of incorporation.
- (d) Correspondence address with contact person name, telephone number, mobile number, fax number, email etc. (The company should have service facility at Thiruvananthapuram.
- (e) Financial statement of the company for the last three years (ending 31.03.2018).
- (f) Details of similar work executed by the company during the last three years in the format given below:

Sl. No.	Client Name & Address	Description of work done and its location	Work order No. & Date	Contact Number	Stipulated time of completion	Actual date of completion	Remarks

- (g) Quality certifications.
- (h) In the case of bidder who is not a manufacturer, a dealership certificate issued by the manufacturer company concerned should be enclosed with the technical bid.
- (i) The envelope must be super scribed **“Supply and installation of Modular Office Furniture : Technical Bid”**

**ii) Envelope ‘B’ Financial Bid containing:**

Quantity, size, unit price, amount of each and every item that needs to be installed as well as the make of materials to be used in the execution of the supply order. The Financial Bid should clearly depict the total price of the bid as well as the sub totals for the following segments of the work.

- (i) Modular Furniture (including partition work)
- (ii) Electrical Works
- (iii) Supply and Installation of LAN material.

(iv) Supply and Installation of Voice / Telephone wiring.

**5) Quoting of Rate :**

1. Agencies shall quote a lump sum rate for the whole work, floor wise, which includes taxes, transportation, loading/unloading charges, fitting, risk factors etc. The rates should specifically mention cost for each workstation, chair, compactor/optimizer (bay wise), cabling of telephone/networking/ electrical works.
2. The model and design of each item i.e. workstation, chair, should be clearly mentioned along with rates.
3. Only branded items with long durability shall be considered for purchase & installation.
4. The quotes shall be supported with clear specifications on each item i.e. details on height, thickness, laminated, powder coated, pre-laminated boards/glass, keyboard trays, sliding channels, utility pocket etc.
5. The rates quoted by the bidder shall remain firm without the price variation. The bidders shall not claim for any price variation / escalation after the bid is submitted.

**6) MINIMUM ELIGIBILITY CRITERIA:**

The bidder should have successfully completed at least three similar works in Govt/Semi Govt/ PSU's during last three years and the performance certificate from the concerned department shall be furnished. This office reserves the right to verify the proof of having experience and expertise of the bidder in executing similar works and the bidder has to produce the proof thereof.

The bidder should have a minimum annual turnover not less than two crore each year during past three financial years. A copy of turnover statement duly certified by the Chartered Accountant must be enclosed with the tender document along with copy of Income Tax returns for the last three Assessment Years.

The bidders are requested to go through the 'Scope of Work' and 'Terms and conditions' of the bid before submitting their offer/bid.

**7) SCOPE OF WORK**

The scope of work includes supply and erection of modular work stations including installation of electrical switches; networking switches; supply and fixing of networking terminals including integration with existing LAN and associated electrical and networking works. Though every effort has been taken to cover every detail of the work, any other work found essential for the completion of the work shall be considered included in this scope of work. The contractor should be well versed with all the activities and should have specialized team of workers for the same.

**(A) Minimum specification for Modular Workstations :**

**For AOs**

25mm table top having size 1500 x 750 mm  
with side table of size 1060mm x 460mm

**For AAOs**

25mm table top having size 1350 x 750 mm  
with side table top having size 750mm x 450mm  
52 -75mm modular partition having height 1100mm

**For Accountants/Clerks/DEO/MTS**

25mm table top having size 1200mm x 600 mm  
52 - 75mm modular partition having height 1100mm

Each workstation has to be provided with Mobile Pedestal with 3 drawers, Key board trays and CPU trolleys. For the workstations of Auditors/Clerks/DEO/MTS, suitable dividers should be provided.

**(B) Minimum specification for Chairs :**

**For AOs** - Executive revolving chair made up of fabric finishing of fine quality. Foam thickness 70mm High density foam. PU handle, centre tilt with locking facility. Base made of chrome plated steel. Back rest thickness of 60mm. (Dimension - D680mm x W680mm x H 1200mm).

**For AAOs** – Executive revolving chair made up of fabric finishing of fine quality. Foam thickness 70mm High density foam. PU handle, centre tilt with locking facility. Base made of chrome plated steel. Back rest thickness of 60mm. (Dimension - D680mm x W680mm x H1200mm).

**Acctt/CT/DEO/MTS** - Executive revolving chair made up of fabric finishing of fine quality. Foam thickness 70mm High density foam. PU handle, centre tilt with locking facility. Base made of chrome plated steel. Back rest thickness of 60mm ( Dimension – D680mm x W 680mm x H950mm)

**Visitor** - Executive chair made up of fabric finishing. Foam thickness 80mm high density foam. Fixed back. (Dimension - D460mm x W490mm x H900mm)

- 8) **LAYOUT:** A proposed draft layout is made available alongwith this short notice inviting quotations. The bidders should prepare the final layout, based on the draft layout, after measuring the proposed area. It should be ensured that such layout

meets atleast the desired quality & required number of workstations, compactors, storage cabinets, chairs etc., as specified by this office.

While scrutinizing & evaluating the quotation, this office shall take into consideration the following aspects:

- a) The best quality specified in terms of standard, durability and price.
- b) Best facilities provided within the specified number of items.
- c) Best layout and utilization of space at each Section
- d) After sale service provided by the bidding agency
- e) Adherence to guarantee conditions

i) **Details of quantity/No. of each specific item:**

**1. Supply and installation of modular work stations**

Floor	Category of staff	Number of workstations
Ground Floor	AOs	1
	AAO	1
Third Floor	AAO	2
	Auditor/DEO/MTS	2
Fourth Floor	AOs	2
	AAOs	5
	Accountant/DEO/MTS	37
Fifth Floor	AOs	6
	AAOs	11
	Accountant/DEO/MTS	78
Sixth Floor	AOs	5
	AAOs	9
	Accountant/DEO/MTS	54
<b>Total</b>		<b>213</b>

**2. Supply of Chairs**

Floor	Category of staff	No. of chairs
For all floors	AOs	14
	AAOs	28
	Auditor/Clerks/MTS	172
	Visitors	84
<b>Total</b>		<b>298</b>

**9. Supply and installation of Electrical/Networking/telephone sockets, accessories including wiring and cabling.**

**10 Terms & Conditions :**

1. The bid submitted, without the prescribed EMD and/or the bid submitted without the terms and conditions duly accepted, shall be summarily rejected.
2. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions of this bidding document. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or imposes any additional conditions, the aforesaid EMD shall be forfeited.
3. No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
4. In the case of bidders whose quotations are not considered for selection, the Bid Security (EMD) **shall be returned on finalization of the tendering process.**
5. The EMD of the successful bidder shall be released after the date of submission of the performance guarantee.
6. The bidders shall physically inspect the work premises during working hours of this office and ensure the quantity and scope of the work before bidding. They should carefully examine the site of the work to familiarize themselves with the site conditions that exist, materials to be matched, precautions required, working space available and other conditions necessary for making an intelligent bid. They may also discuss/take into consideration the proposal put up by the office regarding layout and other provisions.
7. The rate quoted by the bidder should be inclusive of all the taxes applicable, transit, loading/unloading charges, insurance and freight and any other statutory levies. No extra payment shall be made for transportation, cost of labourers, insurance etc., as the rate quoted shall be all inclusive.
8. This office reserves the right to accept or reject any or all bids in part or in total without assigning any reason whatsoever.
9. The contractor to whom the work is awarded shall co-ordinate with the Officer in charge of this office and carry out the execution of work with minimum disturbance to the staff and functioning of the offices and preferably carry out such work after office hours or on holidays.
10. The goods supplied under this contract shall conform to the authoritative standard appropriate to the goods and meet the minimum specifications mentioned in the scope of work.
11. The Supplier warrants that the goods supplied under this contract are new, unused, of the most recent or current models and that they incorporate all recent improvements

in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the Purchaser's Specifications) or from any act or omission of the supplier.

12. No variation or modification of the terms of the contract shall be made except by written amendment signed by the parties.
13. Suppliers shall be entirely responsible for payment of all taxes, duties, license fees, road permits, etc. as well as any costs associated with the supply and installation of the modular furniture.

**11. Execution of work:**

The successful bidder shall execute and complete the work as per specification/scope of work to the satisfaction of the competent authority assigned for the work, **within a period of 60 days from the date of award of work.**

The successful bidder to whom the work is awarded shall have to execute the work as per the work order and the terms & conditions of this tender document.

The office shall not be responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded to replace the damaged item.

**12 Variation in quantity / scope of work:**

(i) The quantity mentioned in the scope of work is approximate. The office reserves the right at the time of award and execution of the contract, to vary the quantity of the items or extend/reduce the area of installation specified in the scope of work. In such cases, the work has to be executed as per the unit rate quoted.

(ii) The work shall be awarded fully as described in scope of work or in part as per the discretion of the authorities of this office.

**13 Quality assurance:**

The successful bidder should ensure the quality of material as per the requirement / discretion of the office.

**14 Guarantee Period**

Guarantee/Warranty should be provided for a period of 24 months from the date of completion of the works for any material defect and against poor workmanship, poor performance of the supplied item. In case of deficiencies found during the guarantee period, the same shall be replaced/rectified free of cost by the successful bidder at his own risk and cost.

**15 After Sales Service & Support:**

The successful bidder shall be responsible for providing Services & Support for the newly installed items for a period of at least 12 years, after the guarantee/warranty period, under AMC/CSMC plans as agreed by both parties on separate terms & conditions.

**16 Completion Certificate**

Bills shall only be passed for payment after a completion certificate is issued by the competent authority of this office, assigned for the work.

**17 Performance / Security Deposit:**

The successful bidder shall execute and agreement in Kerala Stamp paper and also furnish Performance Security in the form of an Account payee Demand Draft or Bank Guarantee from a Commercial bank, which shall be equal to 5% of the total contract value. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same shall be released by the office only after the expiry of such period.

The Bank Guarantee can be forfeited by an order of the Competent Authority of this Office in the event of any breach or negligence or non-observance of any terms/condition of the tender document / contract.

In case, the successful bidder is called upon to deposit the Performance Guarantee and if the successful bidder fails to furnish the same within the prescribed period, such failure shall constitute a breach of the conditions and the office shall be entitled to forfeit the EMD without prejudice to any other right or damage that the successful bidder may incur in the matter.

**18 Liquidated damages**

For delay in completion of work, the liquidated damage @ 1% of the value of work order per week or part thereof subject to the maximum of 5% of the value of work order shall be deducted.

**19 Safety Regulations**

The successful bidder shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The office shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the successful bidder to carry out the work.

**20 PAYMENT TERMS & OTHER CONDITIONS**

No advance payment shall be made to the successful bidder. Payment shall be made stage wise i.e. on completion of work floor-wise, only on obtaining a duly certified bills stating – “The work has been completed to satisfaction as per the laid down installation plan at the ..... floor and within the specified time”.

Any damage to the office building, property, etc. during the execution of work shall be compensated by the successful bidder, from the bills thus submitted.



TDS at applicable rate shall be deducted while making payment to the successful bidder.

**21 BREACH OF CONTRACT:**

In case of breach of any of terms and conditions of the contract, this office shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by the Office of the Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed and further the office of the Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram shall be at liberty to place the work order to next lower bidder / alternate bidder, as may be deemed fit.

While quoting the rate for installation of modular furniture, the rate for shifting of the existing furniture to designated place within the office premises and placing back the skeleton almirahs at the places indicated by this office should be separately shown.

S/d-

**AUDIT OFFICER/GENERAL**