

**OFFICE OF THE ACCOUNTANT GENERAL (E&RSA), KERALA**  
**THIRUVANANTHAPURAM – 695 001**

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PAG (ERSA)/General/Modular/2019-20/

Date: 08.05.2019

M/s.....

**SHORT NOTICE INVITING QUOTATIONS**

Applications are invited from competent & interested Registered Companies / Firms / Organizations / Contractors for Supply and installation of Modular Furniture with Workstations, Compactors, and Storage cabinets.

SI No	Item	Particulars
1	Name of work	Supply and installation of Modular Furniture with Workstations, Compactors, Storage cabinets with sliding doors, chairs including electrical switches and electrical wiring, telephone sockets and its cabling, Network switches and networking terminals with cabling including integration with existing LAN on 3 <sup>rd</sup> and 4 <sup>th</sup> floor of O/o The Accountant General (E&RSA), Branch Office at Thrissur
2	Details of Office Premises	Draft layout placed along with tender notice as Annexure
3	Duration of work	45 days
4	Amount of E.M.D	Earnest Money Deposit (EMD) at 5 % of bid amount in the form of Demand Draft from any nationalized bank must be deposited by bidders along with their duly filled up bidding documents. The Demand Draft shall be in favour of <b>Pay and Accounts Officer, Office of the Accountant General (A&amp;E), Kerala, Thiruvananthapuram and should be valid for a minimum of 45 days beyond the final bid validity period.</b> Bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) are exempted from furnishing EMD.
5	Dates of office visit by contractors	<b>22/05/2019 to 24/05/2019</b>
6	Last date for receipt of completely filled tender applications	<b>28/05/2019</b>
7	Date and timing of opening Tender (Technical Bid)	<b>30/05/2019 at 11.00 AM</b>
8	Date and timing of opening Tender (Financial Bid)	<b>31/05/2019 at 11.00 AM</b>

**Note:** In case the said date/s, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time.

Selection of the agency will be at the sole discretion of the competent authority who reserves its right to accept or reject any or all the proposals without assigning any reasons.

### **General Conditions of Contract (GCC)**

1. The persons deployed by the contractor should have requisite technical qualification, experience and skills for carrying out the assigned task using the appropriate materials and tools/equipments.
2. 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. The contractor should at his own cost mobilize his labor to move the records from the existing sections and replace the same after completion of the job. Shifting of electrical / network connections from the current location to the new location in working condition is the sole responsibility of the contractor. No sub letting of contract is permitted.
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. 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.
5. 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.
6. No variation or modification of the terms of the contract shall be made except by written amendment signed by the parties.
7. 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.

## ELIGIBILITY CRITERIA

1. The Contractor should have a minimum of three years experience in successfully executing works of similar nature. **Contractor should submit satisfactory completion certificates from the Clients/Employers in support of successful completion of contract/s or continuation of the contract failing which the bid liable to be rejected.**
2. No recovery out standing in respect of any government dues like contribution to ESIC, contributions to EPFO, Service tax, Income tax etc.
3. The contractor shall also enclose the audited financial statements for the last three financial years, along with auditor's reports and all schedules and proof of VAT, ESI-PF registration if any.
4. Contractor should furnish the credentials in support of the work experience claimed in having executed contracts and other eligibility criteria along with their application.
5. The contractor should have executed at least one contract of at least 50% of the value quoted, within the last two financial years. Copies of the following documents should be submitted along with the Technical Bid.
  - (i) Complete audited Financial Statements (including income & expenditure, P&L, balance sheet, audit reports, all schedules) for the last three years i.e. 2013-14, 2014-15 & 2015-16.
  - (ii) Service Tax Registration Certificate.
  - (iii) Shops & Establishment License.
  - (iv) Registration certificate with RoF or RoC, etc., as the case may be.
  - (v) PAN No.
  - (vi) Details of existing contract.
6. The Contractor should have a Registered / Branch Office in Thiruvananthapuram.
7. 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.

## INSTRUCTIONS TO TENDERERS

1. “The Contractors are required to submit two separate Bids i.e. Technical and Financial. The two bids should be submitted in two separately sealed envelopes superscribed **“Technical Bid for Supply and installation of Modular Furniture with Workstations, Compactors, Storage cabinets“** and **“Financial Bid for Supply and installation of Modular Furniture with Workstations, Compactors, Storage cabinets”**”.

2. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD). The instrument shall be valid for a period of 6 months from the last date for submission of tender. In the absence of EMD, the tender shall be summarily rejected. The earnest money shall be refunded to all the unsuccessful Contractors, without any interest after finalization of the contract. EMD shall be refunded to the successful Contractor on receipt of performance security deposit. No interest is payable on the EMD to either the successful Contractor or the unsuccessful Contractor. Exemption from payment of EMD is applicable as per the existing law if accompanied by the relevant orders/instructions issued by the appropriate authorities.

3. The technical bid shall be opened at a date & time as specified elsewhere in this tender document in presence of the authorized representatives of the Contractor, who wish to be present at that time. All the technical bids will be scrutinized and relevant documents checked for their authenticity. The Financial bids of only those Contractors who qualify in technical bid evaluation by the concerned committee shall be opened.

4. The financial bids of all those Contractors who have failed to qualify in the technical bid will not be opened under any circumstances. The Contractor whose technical tenders are accepted will participate in the financial bids on date & time as stipulated elsewhere in this tender document.

5. The financial bid should contain the entire details viz. 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.

6. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
7. The bid shall be valid for 180 days from the date of opening.
8. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
9. No Contractor will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the Contractor would stand forfeited.
10. In case the successful Contractor declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
11. The Contractor shall enter into a formal contract with the office within 10 days from the date of receipt of intimation of their selection.
12. The successful Contractor will have to deposit a performance security deposit of 10% of total value of contract by way of Bank Guarantee in favour of "Pay and Accounts Officer, O/o the Accountant General (A&E), Kerala, Trivandrum".
13. The successful Contractor will have to deposit the performance security deposit and commence the work within 10 days of acceptance of tender. Otherwise the contract will be cancelled and EMD will be forfeited.
14. The competent authority reserves it's right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.
15. For finalization of contract, the Contractor who qualifies in Technical bid and such technically qualified Contractor whose rates in the financial bid, are the lowest in comparison to other technically qualified Contractors will only be considered as the lowest Contractor.

**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.

## **Minimum specification for Modular Workstations:**

### **For AOs**

L shaped workstation 1800 mm x 1200 mm with key board tray, CPU trolley and mobile pedestal.

### **For AAOs**

Workstation 1500 mm x 1350 mm with keyboard tray, CPU trolley and mobile pedestal.

### **For Auditors/Clerks/DEO/MTS**

Workstation 1200 mm x 600 mm with keyboard tray, CPU trolley and mobile pedestal.

### **Additional Table**

Modular Top 1200 x 750 x 600 mm with mobile pedestal.

### **Conference Table**

Modular top 10 seater 3600 x 1200 x 750 mm.

## **Minimum specification for Chairs :**

**For AOs** - Executive chair with adjustable head rest

**For AAOs** – Executive chair.

**Adrs/CT/DEO/MTS** - Revolving chair.

**Visitors Chair** – Ergonomically designed chair.

### **Conference Table Chairs -**

### **Wooden Partitions**

3<sup>rd</sup> Floor - Partly glazed wooden partition with glass door.

4<sup>th</sup> floor - Partly glazed wooden partition with glass / flush door.

### **Compactors**

3<sup>rd</sup> & 4<sup>th</sup> floor – Mobile storage metal compactor, 5 shelves, height 2000mm with locking arrangement.

## **Electrical/Networking/Telephone and Accessories**

3<sup>rd</sup> & 4<sup>th</sup> floors all work stations and conference hall.

## **Shifting of old furniture**

From 3<sup>rd</sup> & 4<sup>th</sup> floor.

**Minimum Specifications for Storage Compactors:** Main body to be made out of thick CRCA steel with 1.0 mm thickness. All parts of body are powder coated with a thickness within 60-80 microns. Each unit to have 5 loading levels formed by 4 adjustable shelves. The body size should be H 1980 X D 457 X W 915. The body including shelves have to be given antirust surface treatment and to be powder coated. Shelves are to be 0.8 mm thick CRCA steel. Load bearing capacity per shelf – minimum 70 Kg. Centralized locking arrangements have to be provided. The track & trolley system should be provided with anti-topple arrangement, to ensure that each individual body moves without any chance of toppling or dislocation. Rubber studs are to be provided to minimize noise emission and prevent scratches during movement of individual bays.

**Time schedule for execution of work:** Time is the essence of the contract. The SUPPLY/INSTALLATION shall be executed and completed as per the requirements specified in the tender document **within 45 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. **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.** The decision of the competent authority of this office in this regard shall be final and binding. 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.

**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.

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

**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.

**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.

**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.

**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 Accountant General (E&RSA), 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 Accountant General (E&RSA), Kerala, Thiruvananthapuram shall be at liberty to place the work order to next lower bidder / alternate bidder, as may be deemed fit.

### **PRE-BID VISIT TO THE OFFICE PREMISES**

The Contractors will be permitted to have a pre-bid visit to the office (only on the specified days as contained elsewhere in this notification) to enable them to have a realistic idea of the type & extent of the facilities which they are required to provide. PLEASE NOTE THAT EXCEPT ON THE DESIGNATED DAYS, VISIT TO THE OFFICE PREMISES WILL NOT BE ALLOWED TO ANY PERSON UNDER ANY CIRCUMSTANCES.

Yours faithfully,

**Sd/-  
Sr. Audit Officer/General**

**Enclosures: Annexure I to VI**



**Annexure -I**

**TECHNICAL BID FOR SUPPLY AND INSTALLATION OF MODULAR  
FURNITURE WITH WORKSTATIONS, COMPACTORS, STORAGE CABINETS**

**(To be put in a separate cover)**

**Brief description of the firm**

<b>SI No.</b>		
1	Name of the firm	
2	Name of owner / Partners/ Directors	
3	Full particulars of the office	
	(a) Address	
	(b) Telephone No.	
	(c) Fax No.	
	(d) Email address	
4	Full particulars of the bankers of the firm	
	Name of Bank	
	Account Type	
	Account No.	
5	Registration Details: (self attested copies of all certificates/ licences/ permits/ registrations etc should be enclosed failing which the application is liable to be rejected outright)	
	(a) PAN / GIR No.	
	(b) Service tax registration No.	
6	Details of Earnest Money Deposit	
	(a) Amount	
	(b) DD / BC No and date	
	(c) Drawn on bank	
	(d) Valid upto	

**DETAILS OF EXISTING CONTRACT**

Sl.No	Name and Address of the organization, Name, Designation and contact, telephone / fax no. of the authorised contact person in charge	Details regarding the contract	Value of contract (Rs)	Duration of the contract	
				From dd/mm/yy	To dd/mm/yy
A					
B					
C					
	Additional information, if any				

Signature of authorized person

Date:

Full Name:

Place:

Company's seal:

**DECLARATION**

1. I.....Son/Daughter of  
Shri.....

Proprietor/Partner/Director/Authorized Signatory of  
..... am competent to sign this declaration and  
execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person.

Date:

Full Name:

Place:

Company's seal:

N.B. The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed with Technical tender.

**FINANCIAL BID FOR SUPPLY AND INSTALLATION OF MODULAR FURNITURE WITH WORKSTATIONS, COMPACTORS, STORAGE CABINETS**

(To be put in a separate cover)

Name of the work: **SUPPLY AND INSTALLATION OF MODULAR FURNITURE WITH WORKSTATIONS, COMPACTORS, STORAGE CABINETS** at the O/o THE ACCOUNTANT GENERAL (E&RSA) BRANCH OFFICE AT THRISSUR.

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

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

Floor	Category of staff	Number of workstations	Rate quoted
3 <sup>rd</sup> & 4 <sup>th</sup> floor	AOs	4	
	AAOs	9	
	Auditor/Clerks/MTS	50	
	Extra Table	1	
	Conference Table	1	
	<b>Total</b>	<b>65</b>	

**2. Supply of Chairs**

Floor	Category of staff	No. of chairs	Rate quoted
3 <sup>rd</sup> & 4 <sup>th</sup> floor	AOs	4	
	AAOs	9	
	Auditor/Clerks/MTS	50	
	Visitors Chair	30	
	Conference Table Chair	12	
		<b>Total</b>	<b>105</b>

**3. Supply of Wooden Partitions**

		Number of sets of Partitions	Rate quoted
3rd Floor	Partly glazed wooden partition with glass door.	1	
4th Floor	Partly glazed wooden partition with glass / flush door.	1	
	<b>Total</b>	<b>2</b>	

#### 4. Supply of Compactors

		Number of units of compactors	Rate quoted
3 <sup>rd</sup> & 4 <sup>th</sup> floor	Mobile storage metal compactor, 5 shelves, height 2000mm with locking arrangement.	7	
<b>Total</b>		<b>7</b>	

#### 5. Electrical/Networking/Telephone and Accessories

			Rate quoted
3 <sup>rd</sup> & 4 <sup>th</sup> floor	All work stations and conference table.		

#### 6. Shifting of Old Furniture

			Rate quoted
3 <sup>rd</sup> & 4 <sup>th</sup> floor	From 3 <sup>rd</sup> & 4 <sup>th</sup> floor.		

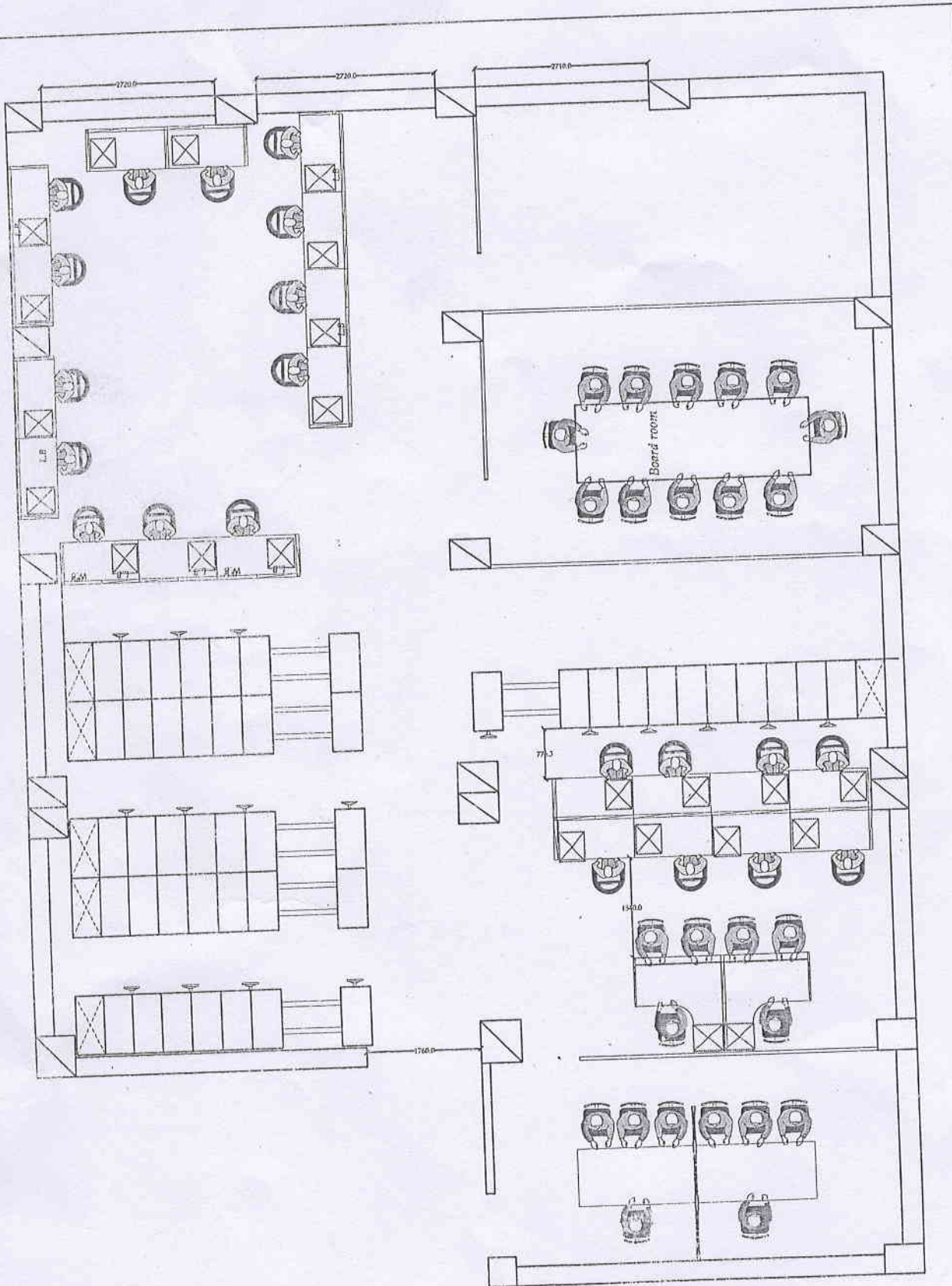
**Important points in Quoting of Rate:**

- (i) 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. In the case of work stations, rate for 'tile based' work stations and 'hybrid' work stations should be clearly stated in the quote separately.
- (ii) The model and design of each item i.e. workstation, chair and compactor/optimizer, should be clearly mentioned along with rates duly approved by this office.
- (iii) Only branded items with long durability shall be considered for purchase & installation.
- (iv) 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.
- (v) 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.

**Checklist of documents submitted**

<b>SI No.</b>	<b>Document</b>	<b>Submitted (Yes / No)</b>
1	Brief description of the firm	
2	Details of Existing Contract	
3	Documents in support of work experience declared by the firm	
4	Documents in support of undertaking one asimilar work of value quoted by the firm within the last three years.	
5	Complete Financial statements for the last 3 years	
6	Service Tax Registration Certificate	
7	Shops & Establishment Licence	
8	PAN Card (Photo copy)	
9	Certificate of Office Registration	
10	ISO 9001 certificate, desirable	
11	Satisfactory completion certificate from clients / employers	
12	Contract Labour licence	
13	Technical Bid	
14	Financial Bid	

Proposed layout of 4<sup>th</sup> floor.





Proposed layout of 3<sup>rd</sup> floor.

