

## **Tender document for fabrication & installation of Reception Table & Lockers**

SURVEY OF INDIA

(Department of Science & Technology)

O/o. Director, East U.P.G.D.C, Survey of India

B-2, II<sup>nd</sup> Floor, Picup Bhawan, Vibhuti Khand,

Gomti Nagar, Lucknow. 226010

### **TENDER NOTICE**

The Director, East UPGDC, Survey of India invites sealed tender upto 28-02-2014 (13:00 Hrs.) to be opened on 28-02-2014 (14:00 Hrs.) for the fabrication & installation of Reception Table & Lockers.

Tender document for the fabrication & installation of Reception Table & Lockers in office building of East U.P.G.D.C., Survey of India can be obtained after Publication of the Advertisement from the office of East UPGDC, Survey of India, Lucknow on any working day (Monday to Friday) up to **27-02-2014 (16:00 Hrs.)** or may downloaded from the website **[www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)**.

**SURVEY OF INDIA**  
**Department of Science & Technology**

**TENDER DOCUMENT**  
**FOR**  
**FABRICATION & INSTALLATION OF RECEPTION TABLE & LOCKERS**

Advertisement No. 979 /11-C dated 13/02/2014

**ADDRESS FOR CORRESPONDENCE**

O/o. Director, East U.P.G.D.C, Survey of India  
B-2, II<sup>nd</sup> Floor, Picup Bhawan, Vibhuti Khand,  
Gomti Nagar, Lucknow. 226010

TO BE SUBMITTED ON	-	28-02-2014, 13:00 hrs
BIDS TO BE OPENED ON	-	28-02-2014, 14:00 hrs

**SURVEY OF INDIA**  
**(Department of Science & Technology)**

**TENDER DOCUMENT FOR SUPPLY & INSTALLATION OF BLINDS**

**1. PARTICULARS OF TENDER :**

(a) **Item (i)** One No. of Reception Table is to be fabricated & installed at ground floor of Survey of India building at Lucknow. Reception table should have sufficient space for two receptionist.

(ii) Lockers is to be fabricated & installed at 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> floor at suitable place of Survey of India office building at Lucknow. The approximate (clear) size of the locker should be 400 × 400 × 450 mm (H × W × D). No. of locker required (floor wise) is 80 No. (in 4 units of 20 – 20 Nos.), 48 No. (in 3 units of 16 – 16 Nos.) & 15 No. (one unit) on 3<sup>rd</sup>, 2<sup>nd</sup> & 1<sup>st</sup> floor respectively as shown in Annexure –A.

- |  |   |
|--|---|
| (b) Designation and address of the Officer to whom the tenders are to be submitted : | Director,<br>East UPGDC,<br>Survey of India,<br>B-2, II <sup>nd</sup> floor, Picup Bhawan<br>Vibhuti Khand, Gomti Nagar,<br>Lucknow.            |
| (c) Tender No. :   | 979/11-C  |
| (d) Last date of receiving the tender :  | 28-02-2014 (13:00 Hrs.)   |
| (e) Place of sale & receiving the tender :   | Office of Director,<br>East UPGDC,<br>Survey of India,<br>B-2, II <sup>nd</sup> floor, Picup Bhawan,<br>Vibhuti Khand, Gomti Nagar,<br>Lucknow. |
| (f) Date & time of opening Technical bids :  | 28-02-2014 (14:00 Hrs.)   |
| (g) Venue of opening the tender :  | Office of Director,<br>East UPGDC,<br>Survey of India,<br>B-2, II <sup>nd</sup> floor, Picup Bhawan,<br>Vibhuti Khand, Gomti Nagar,<br>Lucknow. |
| (j) Total No. of pages in the tender :<br>including cover page                       | <b>15</b>   |

### 1. SCOPE OF WORK :

- (a) Reception table & lockers are to be fabricated & installed at suitable space on ground floor and 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> floor of office building of Survey of India office at Lucknow. Details are as follows :-
- (i) One No. of Reception table is to be fabricated & installed at a suitable place on ground floor of office building. Reception Table should be sufficient for two receptionist. Photograph/picture alongwith description of material should be submitted by the bidders.
- (ii) The approximate dimension of each locker should be 400 × 400 × 450 mm (H × W × D) excluding the thickness of the board used for fabrication. The floor wise requirement of Locker is as follows :

S. No.	Floor	Size of each locker (H × W × D) in mm.	No. of locker required	Remarks
1	1 <sup>st</sup>	400 × 400 × 450	15	All locker in one unit
2	2 <sup>nd</sup>	400 × 400 × 450	48	Each unit should have 16 No. of lockers as shown in Annexure-A. Total unit is 3.
3	3 <sup>rd</sup>	400 × 400 × 450	80	Each unit should have 20 No. of lockers as shown in Annexure-A. Total unit is 4.
<b>TOTAL</b>			<b>143</b>	

Drawing shown the approximate size of the locker is enclosed as Annexure 'A'.

- (b) Site address is given in para – 2. **Tendering firms are suggested to visit site before submission of tender.**

### 2. WORKING SITE :

The working site i.e. office building of East UPGDC, Survey of India is situated at plot No. 5 & in between offices of Commercial Tax Officers, Training centre & Ware Housing at Vibhuti Khand, Gomti Nagar, Lucknow. For site visit, Firms/tenderers may contact ASO/SK, East UPGDC, Lucknow. His contact No. is 0522 – 2720638 (Extn. 39)/09454284613.

### 3. TECHNICAL SPECIFICATION OF INTENDED ITEMS ARE :

#### (a) Reception Table :

- (i) The board used for fabrication of recreation table must be water proof pre-laminated MDF type.
- (ii) The minimum thickness of the board used for top should be 25 mm & at rest position should be 18 mm.
- (iii) If glass used in table top or anywhere, it should be flint type of minimum thickness 12 mm.
- (iv) Locks used in drawer should be of reputed company like Heetich, godrej etc. Handle should also be of good quality.
- (v) All the material used in fabrication should have an ISI mark.

**(b) Locker :**

- (i) The board used for fabrication of Lockers must be water proof laminated MDF type of thickness 18 mm.
- (ii) Each Locker should have opening door, lock & handle. The lock used should be of reputed company like Heetich, godrej etc. Handle should also be of good quality.
- (iii) All the items used in fabrication like MDF board, locks etc. should have an ISI mark.

**4. TERMS AND CONDITIONS :**

**4.1 Bid :** The Tenders / Bids are to be submitted in two parts i.e. Technical & Price Bid :-

- (a) **Technical Bid :** titled as TECHNICAL BID shall contain the complete Technical specifications with design of Locker & reception table with colour photograph/picture as per requirement. The firm should also stated any variation in item from technical specification of tender and terms & conditions of supply etc. (except Price Schedule). Specimen Sample of quoted items (with suitable ref. No. or mark for identification) should also be submitted to ASO, East UPGDC, SOI, Lko. Write clearly in bold letters over the envelope as '**TECHNICAL BID**'.
- (b) **Price Bid :** titled as PRICE BID shall contain the Price Schedule duly filled in the prescribed proforma as given in enclosed Annexure 'B'. No commercial conditions shall be written under the Price Bid. Write clearly in bold letters over the envelope as '**PRICE BID**'.

**4.2 Eligibility Criteria :** The firm should have satisfactorily fabricated & installed similar type of work in (at least one of them in central Government/central autonomous body/central PSU/central undertaking body/state Govt. Dept./Educational Institutes) each costing minimum Rs. 1 Lakhs. (List should be enclosed in technical bid).

**4.3** The **TECHNICAL BID** and **PRICE BID** shall be placed in separate envelopes. Each of these two sealed Envelopes containing the respective Bids shall carry on the face of it the Tender date, Name and Address of the Bidder / Tenderer. These two sealed envelopes / covers shall be put into an OUTER COVER and sealed. The OUTER COVER shall only indicate the tender No. and dates of closing / opening PROMINENTLY along with the Address of Purchaser i.e. O/o.

Unpriced Bid/Technical Bid will contain details of specifications of each parts / items used for making & installation of blinds.

**4.4** The **PRICE BID** will consist of price with detailed break-up of price including all type of taxes. Any other information which will have impact on price quoted must be included in the tender for Price Bid.

- 4.5** Each clause of the tender document should be thoroughly studied and tender submitted with Earnest Money and complete information / documents etc. to avoid unwanted correspondence after opening the tenders.
- 4.6** The items should fulfill the technical requirements mentioned in **Para – 3**.
- 4.7** In case the Supplier is registered with **DGS&D, New Delhi or small scale industries**, a copy of latest valid certificate issued by DGS&D or Director, small Scale Industries is to be enclosed along with **TECHNICAL BID**.
- 4.8** The tendering firm is advised to visit the site of work at his own cost and examine it and its surrounding to himself, collect all information that he considers necessary for proper assessment of the prospective assignment.
- 4.9** The sample of minor items which were not approved during tendering process due to various reasons, will be fitted during installation only after sample approved from Director, East UPGDC, Survey of India, Lucknow.
- 4.10** The bidder may furnish any additional information which they think necessary to establish his capabilities to successfully complete the envisaged work. they are, however, advised not to furnish superfluous information.
- 4.11** If any information furnished by the bidder/tenderer find incorrect immediately or later date, would render him liable to be debarred from tendering/taking up of the work in East UPGDC, Survey of India, Lucknow.
- 4.12** The application should be type-written; the applicant should sign each page of the application.
- 4.13** Overwriting should be avoided, correction, if any, should be neatly by crossing out, signed and re-writing. Use of fluid (whitener) is not allowed and such tender will be rejected. Paper of the tender document are numbered. Additional sheet if added by the bidder, should also be numbered by him.
- 4.14** Tenderers must note that tender once submitted will not be altered for whatsoever reasons and should not have any scope of ambiguity, cutting or overwriting.
- 5.0 METHOD OF APPLICATION:**
- 5.1** If the applicant is an individual, the application shall be signed by him above his full type-written name and current address.
- 5.2** If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full type written name and the full name of his firm with its current address.
- 5.3** If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full type written names and current addresses or

alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of the partnership deed and current addresses of all the partners of the firm should accompany the application.

**5.4** If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

**6.0 VALIDITY OF TENDER:**

The tender should remain valid up to **9 months** from the date of issue of Tender Notice.

**7.0 OPENING OF TENDER :**

The authorized representatives with proper authority letter from the Manufacturers will only attend the opening of the tenders for **TECHNICAL BIDS** on 28-02-2014 (14:00 Hrs.). **PRICE BIDS** shall be opened on a later date, only in respect to qualified technical bidders, recommended by the procurement board.

**8.0 EARNEST MONEY:**

Earnest Money of Rs. 5,000 in the shape of Fixed Deposit Receipt/Bank Draft or Cash Deposit/Bank Guarantee of any Nationalized Bank in favour of CP&AO, Dehradun must be enclosed only with **TECHNICAL BID** except those who are registered with the DGS&D, New Delhi, National Small Scale industries Corporation (NSIC) or the Ministry of Science & Technology of Survey of India. Tender without earnest money or with short fall in amount of Earnest Money will be rejected.

**9.0 RETURN OF EARNEST MONEY :**

The EMD of unsuccessful tenderers will be returned within **30 days** of the award of the contract.

**9.1 SECURITY DEPOSIT:**

Earnest money deposit submitted by the selected / qualified tenderers shall be treated as security deposit, which will be returned after the completion of work . An agreement as per **Annexure 'C'** of the Tender Document is also to be signed by the successful Tenderer at their cost on proper stamp paper. Proforma for Bank Guarantee is enclosed as **Annexure – 'D'**.

**10.0** Samples submitted after opening the tenders for **TECHNICAL BID** will be treated as late samples and will not be accepted under any circumstances.

**11.0 DELIVERY:**

The installation of all the items should be completed at Consignee's site within 30 days from the date of issue of supply order.

**12.0 INSURANCE:**

The supplier shall provide the transit insurance coverage if applicable for all risks till the supply is received by the ultimate consignee.

**13.0 RATES & TAXES:**

**13.1** The firm shall quote their rates in rupee for each & every item used for supply of tendered items which include all taxes, transportation, labour charges, installations and nothing extra shall be paid on any account. Service tax, VAT, if any should be mentioned clearly in rupees. (see para 4.4)

**13.2** The rates must be quoted in both word and figure.

**14.0 INSPECTION:**

The final inspection of items installed will be carried out at the ultimate consignee's site only.

**15.0 WARRANTY:**

The material used for supply of tendered items should have functional warranty for 1 year from the date of completion of work. The supplier will replace the defective material free of cost, if noticed within the warranty period.

**16.0** The O/o Director, East UPGDC, Survey of India, Lucknow will not be responsible for non-receipt of any tender due to **postal delay**. Late tender will not be accepted in any case.

**17.0** Quantity quoted in tender notice is approximate.

**18.0** **The survey of India reserves the right to reject / cancel all or any tender without assigning any reason thereof.**

**19.0** The firm should have their office at Lucknow.

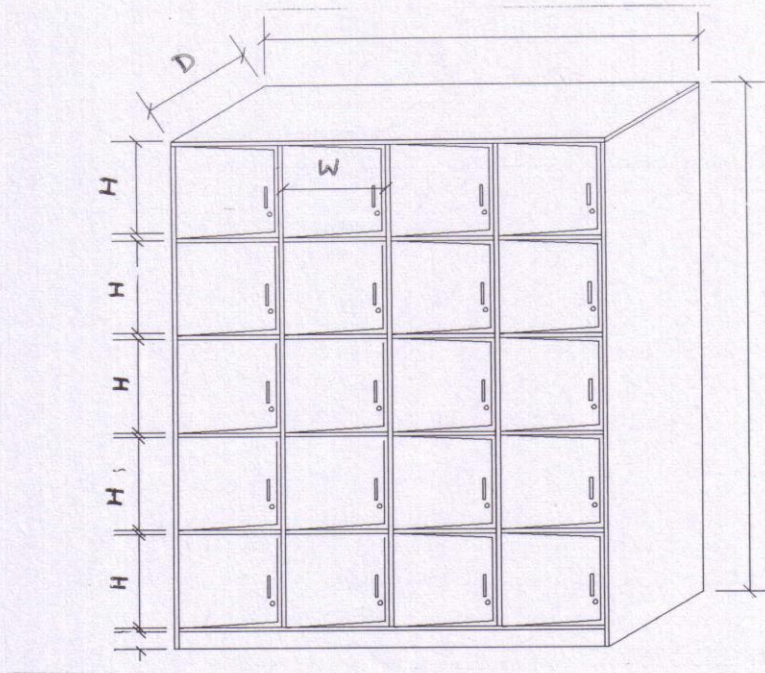


## **CHECK LIST FOR TECHNICAL BID**

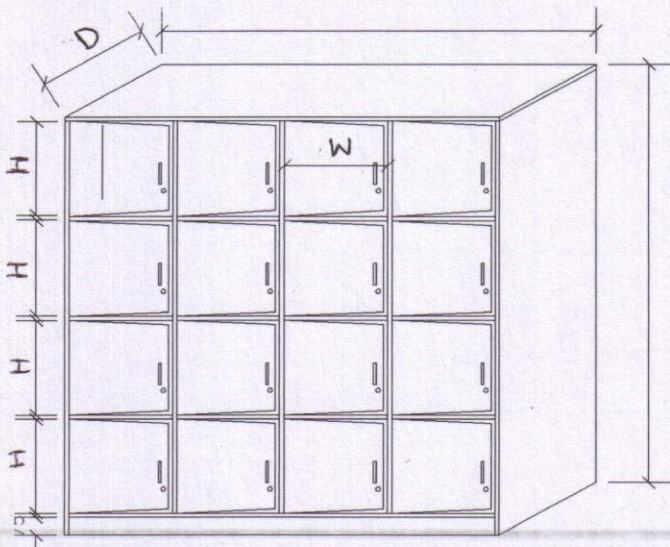
1. Complete technical specifications along with brochure / photograph / coloured picture.
2. Terms & conditions (including warranty and after sales service) of supply (except price schedule).
3. Specimen samples of item quoted (to be submitted to ASO, East UPGDC).
4. Proof in support of para 4.7 of Tender Notice.
5. FDR / Demand Draft of Rs. 5,000 in favour of CP&AO, Dehradun as EMD.
6. Analytical Report in support of technical specifications mentioned in Para - 3. Any specifications not confirming to Para – 3 should be clearly spelt out. Similarly additional features should also be emphasized.
7. Any other condition, which firm may like to furnish.

Design of Lockers

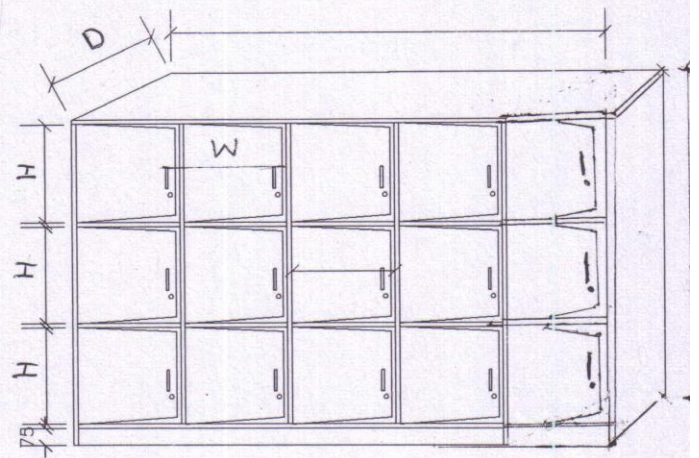
ANNEXEURE 'A'



Locker  
(Unit of 20)



Locker  
(Unit of 16)



Locker  
(Unit of 15)

**BREAK-UP DETAILS OF PRICE FOR REQUIRED ITEMS**

<b>S. No.</b>	<b>Description</b>	<b>Rate Per Piece</b>
1	Basic Sale Price	₹
2	Central Sales Tax @ %	₹
3	VAT @ %	₹
4	Any other tax @ %	₹
5	Insurance charges	₹
6	Packing charges, if any	₹
7	Transportation	₹
8	Any other charge	
<b>Total Price</b>		₹

**Name & Seal of Manufacturer/Supplier/Tendering Firm**

AGREEMENT

An agreement made this .....day

.....

BETWEEN.....

.....

(hereinafter called the contractor which expression shall include his legal representatives) of the one part and the President of India ( hereinafter called the Government) of the other part and WHEREBY the contractor agrees to supply and install to the..... Survey of India (hereinafter called ..... ) the under mentioned articles at cost mentioned against them :-

Name of Articles	Rate	Total Cost

and on the terms and conditions hereinafter mentioned :-

- a) That all stores shall be delivered free at..... by.....
- b) that all stores supplied shall be new and of good quality and in exact accordance with the sample submitted.
- c) that the inspection of the stores shall be carried out by the ..... himself or by a Gazetted Officer deputed by him at the place mentioned in para (a) above and that the stores rejected must be removed by the contractor within a week from the date of rejection. All stores not accepted shall lie at the risk of the contractor. It not removed within the period specified above the ..... shall have the right to dispose of such stores as he thinks fit at the risk of the contractor and on his account or if he prefers to charge him rent for the space occupied by same.
- d) that the time of delivery stated above shall be of the essence of the contract and should the contractor fail to deliver the whole/ any part of the stores within the period specified in clause (a) and as per the sample the ..... shall have the right to forfeit the deposit mentioned in clause (f) and to purchase the stores elsewhere which the contractor has failed to deliver as aforesaid at the expenses of the contractor and the contractor will be liable to pay such further sum as

will be sufficient to meet the difference of cost between the rates tendered and those at which the purchases are actually made should they be higher. This is without prejudice to action being taken under clause h) thereof.

- e) that the ..... shall have full power to reject the whole or any part of the stores which to the true intent and meaning is not in exact accordance with the approved sample and that his decision shall be final.
- f) that the contractor will deposit a sum of ..... as security for compliance with the terms and condition of this contract.
- g) that the contractor will be entirely responsible for the execution of this contractor in all respect in accordance with the conditions of this contract and shall not assign or sublet the same.
- h) If the contractor becomes insolvent or he or his Agent offers any bribe in connection with the contract or the contractor fails to observe or perform any condition of this contract, then notwithstanding any previous waiver of such default or action being taken under any other clause hereof the ..... may on behalf of the Government terminate the contract and forfeit the said deposit and recover from the contractor any loss suffered by the Government on account of the contract being terminated.
- i) If any dispute or difference shall arise including this contract the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Survey of General of India and if he is unable or unwilling to act as arbitrator to the arbitration, of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.

In Witness whereof the parties have hereunto set their hands the day and year first above written.

Signed by the said  
contractor.....

In the presence of :-

1<sup>st</sup> Witness

Address

2<sup>nd</sup> Witness

Address

Signed by the said for and on behalf of the

President of India

In the Presence of :-

1<sup>st</sup> Witness

Address

2<sup>nd</sup> Witness

Address

**BANK GUARANTEE BOND**

In consideration of the President of India (hereinafter called “the Government”) having agreed to exempt..... (hereinafter called “the said contractor(s)” from the demand, under the terms and conditions of an Agreement dated .....made ..... between ..... and .....for fabrication of **computer table, lockers, low height almirah, sitting bench & map examination table** (hereinafter called “the said Agreement”). of security deposit for the due fulfillment by the said contractors) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for ..... (Rupees.....only). We ,(candidate the name of the bank) ..... (hereinafter referred to as “the Bank”) at the request of .....Contractor(s) do hereby undertake to pay to the Government an amount not exceeding ..... against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said contractors) of any of the terms or conditions contained in the said Agreement .

2. We (indicate the name of the Bank) ..... do hereby to pay the amount due and payable under this Guarantee without any demur, merely on a demand form the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of breach by the said Contractor’s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability, under this Guarantee shall be restricted to an amount not exceeding.....

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) supplier(s) in any suit or proceeding pending before any court or Tribunal relating thereto: our liability under this Guarantee being absolute and unequivocal.

The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment there under and the contractors) shall have no claim against us for making such payment.

4. We,(indicate the name of the Bank)..... further, agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till ..... Officer/ Department / Ministry of..... certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the ..... we shall be discharged from all liability under this Guarantee thereafter.

5. We, (indicate the name of the Bank) ..... further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for anytime or from time to time any of the powers exercisable by the Government against the said contractors ) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability be reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or commission on the part of the Government or any indulgency by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/ Supplier(s) .

7. We, (indicate the name of the Bank) ..... lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Government in writing .

Dated ..... day of ..... for  
.....  
(indicate the name of the Bank) .