

**Tender document for fabrication & installation of computer tables with partition, low height chambers & low height almirah**

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 up to 02-12-2013 (13:00 Hrs.) to be opened on 02-12-2013 (14:00 Hrs.) for the fabrication & installation of computer tables with partition, low height chambers & low height almirah.

Tender document for the fabrication & installation of the items 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 **29-11-2013 (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  
INVITING TENDERS FOR FABRICATION & INSTALLATION OF  
COMPUTER TABLES WITH PARTITION, LOW HEIGHT CHAMBERS &  
LOW HEIGHT ALMIRAH

Advertisement No. : 5322/11 – C, dated 01 /11/2013

**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

PRE BID CONFERENCE	-	20-11-2013, 14:00 hrs
TO BE SUBMITTED ON	-	02-12-2013, 13:00 hrs
TECHNICAL BIDS TO BE OPENED ON	-	02-12-2013, 14:00 hrs
PRICE BIDS TO BE OPENED ON	-	04-12-2013, 14:00 hrs

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

**TENDER DOCUMENT FOR FABRICATION & INSTALLATION OF COMPUTER  
TABLES WITH PARTITION, LOW HEIGHT CHAMBERS & LOW HEIGHT ALMIRAH**

**1. PARTICULARS OF TENDER :**

- (a) Item (i)** Computer tables with partition (with keyboard attachment, three drawers & CPU Platform), low height chambers & low height almirah is to be fabricated & installed in Digital Section – I & II alongwith sockets, switches with wiring (only for computer tables in central/middle portion of Digital Section – I & II) and in other rooms & chambers in Digital Section of Survey of India office at Lucknow.
- (ii)** Total quantity (approximately)
- a)** Computer table with partition - 62 Nos.
  - b)** Low height chambers – 04 Nos.
  - c)** Low height almirah – 10 Nos.
- (b)** Designation and address of the Officer to whom the tenders are to be submitted : Director,  
East UPGDC,  
Survey of India,  
B-2, II<sup>nd</sup> floor, Picup Bhawan  
Vibhuti Khand, Gomti Nagar,  
Lucknow.
- (c)** Tender No. : 5322 / 11 – C
- (d)** Pre Bid conference 20-11-2013 (14:00 Hrs.)
- (e)** Last date of sale of tender document : 29-11-2013 (16:00 Hrs.)
- (f)** Last date of receiving the tender : 02-12-2013 (13:00 Hrs.)
- (g)** Place of sale & receiving the tender : Office of Director,  
East UPGDC,  
Survey of India,  
B-2, II<sup>nd</sup> floor, Picup Bhawan  
Vibhuti Khand, Gomti Nagar,  
Lucknow.
- (g)** Date & time of Technical bids only : 02-12-2013 (14:00 Hrs.)
- (h)** Venue of Pre Bid conference : Office of Director,  
& opening the tender East UPGDC,  
Survey of India,  
B-2, II<sup>nd</sup> floor, Picup Bhawan  
Vibhuti Khand, Gomti Nagar,  
Lucknow.
- (i)** Detailed description of stores : Please see Annexures  
'A', 'B', 'C' and Para 1 & 3
- (j)** Total No. of page in the tender : 18

**1. Scope of work :** The salient feature of the work for which tenders are invited are as under :

**(i) Fabrication & installation of Computer Tables with partition:**

- (a)** Approximately 62 Nos. of computer tables with partition is to be fabricated and installed in Digital Section – I & II in the office building of East UPGDC, SOI, Lucknow (please refer para – 2 for site address). The approximate layout/schematic diagram of the computer tables in digital section – I & II is enclosed as Annexure ‘A’. Top view of layout of digital section – I & II is enclosed as Annexure ‘B’ for reference.
- (b)** The size / dimension of the computer table with partition will be approximately as shown in Annexures ‘A’ & ‘C’. Sizes may vary depending upon the site restrictions or due to feasibility of source material and less than 10% in dimensions, subject to its acceptability by SOI.
- (c)** The computer table with partition should have sliding platform to place key board, drawer with three partition & lock (channel based) and attachment to keep CPU (under table) at suitable place.
- (d)** Tuffened glass should be used for side by side partition between the computer table except for corner which will have wooden partition. The height of the partition should be approximately 450 mm
- (e)** 4 Nos. of 6 pin socket with switches should be fitted at suitable place in centrally placed computer tables with wiring. The pair of socket & switches should be flushed with board. The wiring should be done through the channel in the space between the two table (along length) as shown in the Annexure ‘A’. One extra channel should be provided for other cables of LAN, internet, EPBAX etc. No need of wiring for computer tables along the wall.
- (f)** The centrally/middle placed computer table in two halls will have approximately 450 mm height (wooden) front partition & 450 mm sidewise partition of tuffened glass except for the first & last table in the row.
- (g)** The top partition between two tables along length should be placed (refer para ‘f’) in such a way that during repairing of any fault in electrical/other items, it could be easily removed.

**(ii) Fabrication & installation of low height chambers & low height almirah :**

- (a) Low Height Chamber :** 04 Nos. of low height chambers is to be fabricated & installed in digital section – I & II for S.O. III & IV as shown in the layout of digital section I & II, refer Annexure ‘A’. The height of chambers should be approximately 1200 mm.
- (b) Low Height Almirah :**
  - (i)** 10 Nos. of low height almirah (about 750 mm (H) from floor) is to be fabricated in the chambers of S.O. – I, II, III & IV and in two room of SS (Tech) (refer Annexure ‘A’) in digital section – I & II.
  - (ii)** The almirah will have one partition along the length at height 375 mm from floor and vertical partition at every 900 mm (approximately) run length of almirah.
  - (iii)** Each partition will have door with handle & lock.
  - (iv)** The depth of Almirah should be 450 mm.

2. **Working Site :**

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

3. Technical specification of material used in fabrication of items are :-

- (a) The wooden material used for fabrication of computer table & low height almirah should be wooden/ply board laminated with sanmieca (both side), particle board (pre laminated both side) may be used for fabrication of low height chambers. It should be of supreme quality with I.S.I. mark.
- (b) The minimum thickness for top of computer table should be 18 mm & for all other work 12 mm board may be used except for key board & drawer which will be of 9 mm thickness.
- (c) the wooden material should be termite resistant.
- (d) If aluminium section used, it should be 3 mm thick & powder coated having paint finish.
- (e) Tuffened glass used for partition should be approximately 9 mm thick.
- (f) The electric socket, switches & wires provided in tables should be of reputed company & have ISI mark. The electric socket should be of 5/15 amp. (6 pin) & locked type. Wire should be capable to withstand 2 K watt power consumption. Total number of 4 sockets with separate switches are required.
- (g) Electrical connections should be connected by the firm to the available AC mains in the Hall.

2. **TERMS AND CONDITIONS :**

**2.1 Pre Bid Conference**

- (a) In Pre Bid Conference interested bidder/tendering firm representative will come with colour design/layout of digital section – I/II & computer tables prepared at their end and samples of wooden materials used for fabrication of all the items, aluminium sections & tufted glass. However there is no limitation in using particular material. Firms ideas shall be considered.
- (b) Tendering firm may get clarify their doubts (if any) during the Pre Bid Conference.
- (c) After Pre Bid Conference design/layout of digital section I/II, specification of material used for fabrication & some terms & conditions may be altered or modified. The firm will submit their Technical & Financial Bid after Pre Bid Conference with detailed layout and coloured design.

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

- (a) **Technical Bid :** titled as TECHNICAL BIDS shall contain the complete Technical qualifications (detailed layout, variation in size from Tender document etc.) and commercial Bid Package with 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.
- (b) **Price Bid :** titled as Priced Bid shall contain the Price Schedule duly filled in the prescribed proforma as given in enclosed Annexure 'D'. No commercial conditions shall be written under the Price Bid. Part – (a) shall be marked on it in bold letters the words “**TECHNICAL BID**”, while Part – (b) shall be marked on it in bold letters the words “**PRICE BID**”.

**2.3 Eligibility Criteria**

The firm should have satisfactorily completed civil works (atleast one of them in central Government/central autonomous body/central PSU/central undertaking body/state Govt. Dept./Educational Institutes) each costing minimum Rs. 10 Lakhs. (List should be enclosed in technical bid).

**2.4** The **TECHNICAL BID** and **PRICED 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 alongwith the Address of Purchaser i.e. O/o.

Unpriced Bid/Technical Bid will contain details of specifications of each parts / items used for fabrication of computer tables with partition, low height chambers, low height almirah and electrical items.

- 2.5** 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.
- 2.6** 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.
- 2.7** The items should fulfill the technical requirements shown in **Para – 3** which may be modified after Pre Bid Conference.
- 2.8** 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 alongwith **TECHNICAL BID**.
- 2.9** Layout, top view & front view of the items clearly indicating the proposed installation must be enclosed with Technical Bid.
- 2.10** 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.
- 2.11** The sample of minor items which were not approved during tendering process due to various reasons, will be fitted during fabrication only after sample approved from Director, East UPGDC, Survey of India, Lucknow.
- 2.12** 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.
- 2.13** If any information furnished by the bidder/tenderer found 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.
- 2.14** The application should be type-written; the applicant should sign each page of the application.
- 2.15** 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.
- 2.16** 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.
- 3.0 METHOD OF APPLICATION :**
- 3.1** If the applicant is an individual, the application shall be signed by him above his full type-written name and current address.
- 3.2** 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.

- 3.3** 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.
- 3.4** 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.
- 4.0 VALIDITY OF TENDER :**  
The tender should remain valid upto **9 months** from the date of issue of Tender Notice.
- 5.0 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 02-12-2013 (14:00 Hrs.). **PRICE BIDS** shall be opened tentatively on 04-12-2013 (14:00 Hrs.) in the presence of firms qualified in Technical Bid process, intimated separately by Fax/e-mail. Those Firms whose technical bids were accepted or declared qualified by the designated board, only their price bids shall be opened.
- 6.0 EARNEST MONEY :**  
Earnest Money of Rs. 50,000 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.
- 7.0 RETURN OF EARNEST MONEY :**  
The EMD of unsuccessful tenderers will be returned with in **30 days** of the award of the contract.
- 7.1 SECURITY DEPOSIT :**  
Earnest money deposited 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 'E'** 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 – 'F'**.



- 8.0** Samples submitted after opening the tenders for **TECHNICAL BID** will be treated as late samples and will not be accepted under any circumstances.
- 9.0 DELIVERY :**  
The installation of all the items should be completed at Consignee's site within 45 days from the date of issue of supply order.
- 10.0 INSURANCE :**  
The supplier shall provide the transit insurance coverage if applicable for all risks till the supply is received by the ultimate consignee.
- 11.0 RATES & TAXES**
- 11.1** The firm shall quote their rates in rupee for each & every item used for fabrication 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 2.5)
- 11.2** The rates must be quoted in both word and figure.
- 12.0 INSPECTION :**  
The final inspection of items fabricated will be carried out at the ultimate consignee's site only.
- 13.0 GUARANTEE :**  
The material used for fabrication of tendered items should have functional guarantee at least for 1 year from the date of completion of work.
- 14.0 WARRANTY :**  
The supplier will replace the defective material free of cost, if noticed within the warranty period. The warranty period should be mentioned in the technical bid.
- 15.0** 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.
- 16.0** Quantity quoted in tender notice is approximate.
- 17.0** **The survey of India reserves the right to reject / cancel all or any tender without assigning any reason thereof.**
- 18.0** The firm should have their office at Lucknow.

### **CHECK LIST FOR TECHNICAL BID**

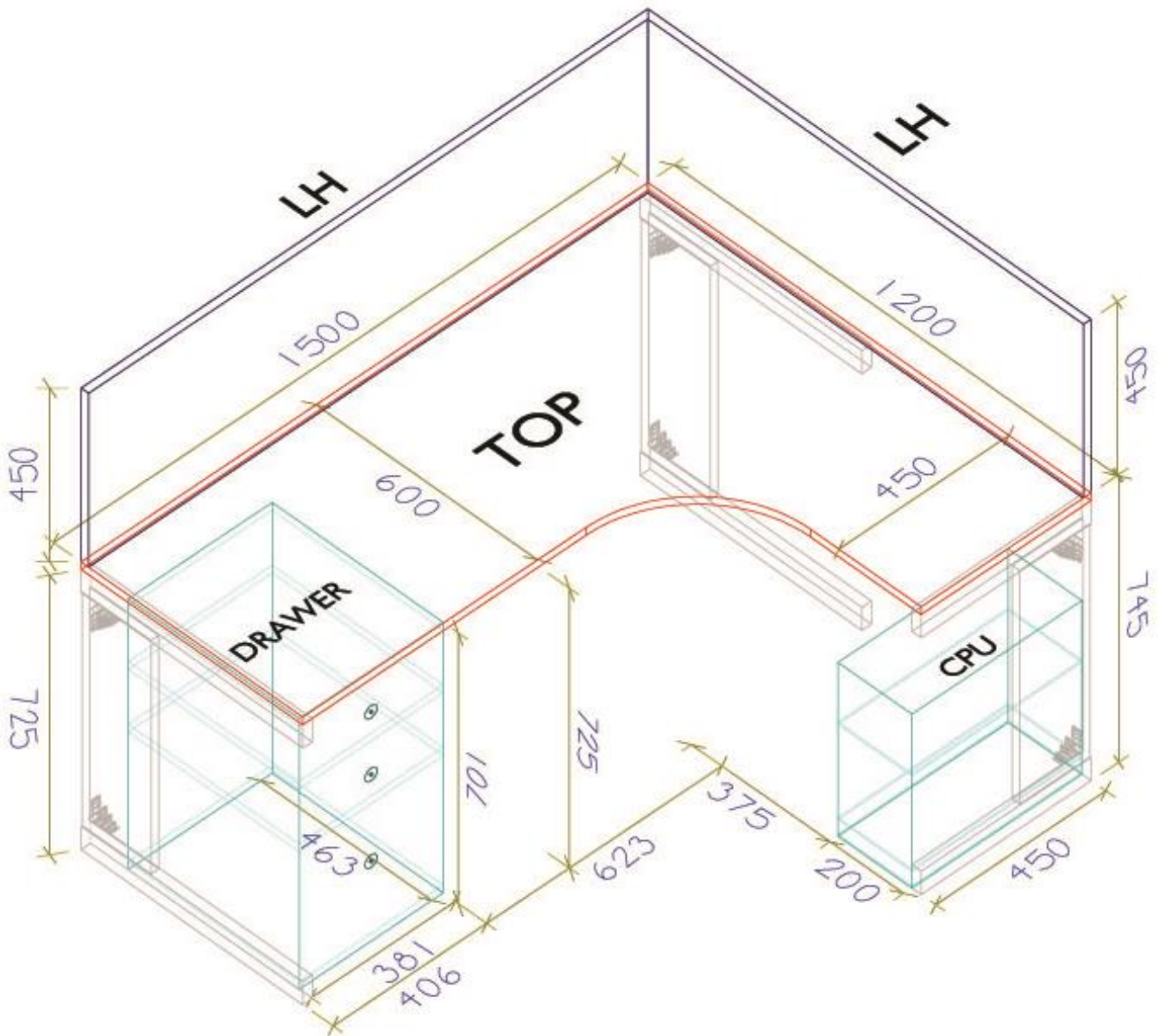
1. Design of tendered items (layout, top view, front view side view etc.) clearly shows dimensions. Any variation in size from the dimensions quoted in Tender Notice, must be specifically spell out.
2. Complete technical specifications alongwith brochure / photograph/ coloured picture.
3. Terms & conditions (including warranty and after sales service) of supply (except price schedule)
4. Specimen samples of item quoted (to be submitted to ASO, East UPGDC).
5. Proof in support of para 2.1 of Tender Notice.
6. FDR / Demand Draft in favour of CP&AO, Dehradun (2% of Earnest Money against cost of material)
7. 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.
8. Any other condition, which firm may like to furnish.



THIRD FLOOR



**ANNEXURE - 'C'**



**Annexure – 'D'**

**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	₹
<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. If 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) .