# Tender document for fabrication of computer table, lockers, low height almirah, sitting bench & map examination table

#### **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 29-07-2013 (13:00 Hrs.) to be opened on 29-07-2013 (14:00 Hrs.) for the fabrication of computer table, lockers, low height almirah, sitting bench & map examination table.

Tender document for the fabrication 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 **26-07-2013** (**16:00 Hrs.**) or may downloaded from the website **www.surveyofindia.gov.in.** 

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

## TENDER DOCUMENT FOR

# INVITING TENDERS FOR FABRICATION OF COMPUTER TABLE, LOCKERS, LOW HEIGHT ALMIRAH, SITTING BENCH AND MAP EXAMINATION TABLE

Advertisement No.: 3246/11 – C, dated 02/07/2013

#### 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

TO BE SUBMITTED ON - 29-07-2013, 13:00 hrs

TECHNICAL BIDS TO BE OPENED ON - 29-07-2013, 14:00 hrs

PRICE BIDS TO BE OPENED ON - TO BE INTIMATED LATER ON

#### SURVEY OF INDIA

#### (Department of Science & Technology)

TENDER DOCUMENT FOR FABRICATION OF COMPUTER TABLE, LOCKERS, LOW HEIGHT ALMIRAH. SITTING BENCH & MAP EXAMINATION TABLE

#### 1. PARTICULARS OF TENDER:

- (a) Item (i) Computer table (with keyboard attachment, three drawers & CPU Plateform), lockers, low height almirah, sitting bench & map examination table is to be fabricated 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 70 Nos.
    - b) Locker 70 Nos.
    - c) Low height almirah 6 Nos.
    - d) Sitting bench 4 Nos
    - e) Map examination table -2 Nos.
- (b) Designation and address of the Officer Director, to whom the tenders are to be submitted: East UPGDC.

Survey of India,

B-2, II<sup>nd</sup> floor, Picup Bhawan Vibhuti Khand, Gomti Nagar,

Lucknow.

(c) Tender No.: 3246 / 11 - C

(d) Last date of sale of tender document: 26-07-2013 (16:00 Hrs.)
(e) Last date of receiving the tender: 29-07-2013 (13:00 Hrs.)

(f) 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: 29-07-2013 (14:00 Hrs.)

(h) Venue of opening the tender: Office of Director,

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' and Section I & II

(j) Total No. of page in the tender:

#### SECTION – I

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

#### (i) <u>Fabrication of Computer Tables :</u>

- (a) Computer tables is to be fabricated in Digital Section I & II (Approximate dimension 16100 X 9740 mm, Map is enclosed as annexure 'A') in office building of East UPGDC, SOI, Lucknow (please refer para 2 for site address).
- (b) The size / dimension of the computer table should be approximately 1200 (L) X 750 (W) X 750 (H).
- (c) Approximately 35 Nos. of computer table is to be fabricated along the walls of hall & central/middle portion of hall leaving suitable space for the movement of staff.
- (d) The computer table should have attachment to place key board, one drawer with three partition & lock, should have smooth sliding (channel based) and plateform to keep CPU under the table. The width of drawer should be 350 mm. Plateform to keep CPU should be provided opposite side of the drawer.
- (e) Computer tables along the wall will have tuffened glass (with eaching) partition of 450 mm height except for the corner tables which will have board partition.
- **(f)** Aluminium Sections used for fabrication of computer table should be smooth, rust free & powder coated paint finish.
- (g) The centrally/middle placed computer table in two halls will have 450 mm height (board) front partition & 450 mm sidewise partition of tuffened glass (with eaching) except for the first & last table in the row.
- (h) 4 No. of socket with switch should be fitted centrally placed in each computer table in two hall 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). One extra channel should be provided for other cables of LAN, internet, EPBAX etc. The switches could be placed under the table or in front partition between two table (top). No need of wiring for computer tables along the wall.
- (i) The top partition between two table along length should be placed (refer para 'g') in such a way that during repairing of any fault in electrical/other items, it could be easily removed.

#### (ii) Fabrication of Lockers:

- (a) Approximately 35 Nos. of lockers is to be fabricated with dimension 500 (L) X 400 (H) X 600 mm (D) along the wall in digital section I & II at suitable location.
- **(b)** The lockers should be fabricated upto door level height i.e. approximately upto 2000 mm.
- (c) each locker should have door with handle & lock.

#### (iii) Fabrication of Low Height Almirah:

(a) Low height almirah (upto window sill or 750 mm (H) from floor) is to be fabricated in the chambers of S.O. – I, II, III & IV (refer Annexure 'A') along the wall opposite to the entry door. Similarly low height almirah will also be fabricated in two room of SS (Tech) (refer Annexure 'A') along the wall of dimensions 3855 mm opposite to the entry door.

- **(b)** 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.
- (c) Each partition will have door with handle & lock.
- (d) The depth of Almirah should be 450 mm.

#### (iv) Sitting Bench:

- (a) Sitting bench of size 1200 (L) X 450 (H) X 350 (D) mm is to be fabricated out side the hall of Digital Section I & II.
- **(b)** The bench will have vertical partition at every 300 mm run length & one horizontal partition in middle is at 175 mm from bottom.
- (c) It will have cushion at top.
- (d) The Bench should be covered from all sides. The front cover should sliding type.

#### (v) <u>Map Examination Table :</u>

- (a) It is to be fabricated along the wall in Digital Section I & II.
- (b) It should be folding type similar to the table in railway coach.
- (c) The size of table should be 800 (W) X 1800 (L) X 750 (H) mm.

#### 2. Working Site:

The work site i.e. office building of East UPGDC, Survey of India is situated in between office of Urdu Academy & Welfare Housing at Vibhuti Khand, Gomti Nagar, Lucknow. Firms/Tenderer for site visit shall be contact ASO, East UPGDC, Lucknow. His contact No. is 0522 – 2720638 (Extn. 39)

#### **SECTION - II:-**

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

- i) The board used for fabrication of computer table should be pre-laminated (both side) particle board with decorated paper (BSL) It should be of superior quality with ISI mark.
- ii) The minimum thickness of board used for keeping of computer should be 18 mm & for all other work thickness should be 12 mm.
- iii) The board should be termite resistent.
- iv) Aluminium section used for fabrication of computer table should be 3 mm thick. It should be powder coated having paint finish of desired colour (min. thickness of 50 micron).
- v) Where ever beeding used, It should be of aluminium section.
- vi) The thickness of board used for keyboard & drawer should be 9 mm, other specification will remain same.
- vii) Tuffened glass with eaching used for partitions should be 12 mm thick.
- viii) The socket, switches & wires provided in tables should be of reputed company & have ISI mark. The socket should be of 5/15 amp. & locked type.

#### 2. TERMS AND CONDITIONS:

**2.1** The Tenders/Bids are to be submitted in two parts i.e. Part-1 & Part-II.

**Part** – I titled as TECHNICAL BIDS shall contain the complete Technical qualifications 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.

**Part – II** 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 – I shall be marked on it in bold letters the words **"TECHNICAL BID"**, while Part – II shall be marked on it in bold letters the words **"PRICE BID"**.

#### 2.1 (A) 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 Rs. 10 Lakhs. (List should be enclosed in technical bid).

2.2 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 table, rack, low height almirah, sitting bench, map examination table and electrical items including analytical report as against to our required specification mention in Secton - II.

- 2.3 The Earnest Money Deposit (EMD) of 2% of the quoted cost of the items should be enclosed with TECHNICAL BID and not with PRICED BID except those who are registered with the DGS&D, New Delhi, National Small Scale Industries Corporation (NSIC) or the Ministry of Science & Technology or Survey of India.(See para 5.0).
- 2.4 The **PRICED 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, e.g.
  - (a) Items rates per kg (including labour cost)
  - (b) Items rates in running length (including labour cost)
  - (c) Items rates per sq. feet or sq. mt (including labour cost)
  - (d) Designing cost, Electrical points, fitting parts (including labour cost)

- (e) Any other item, not covered under (a), (b), (c) & (d) (including labour cost)
- **(f)** Any other charges, not covered in (a), (b), (c), (d) & (e).
- **2.5** 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.
- 2.6 The items should fulfill the technical requirements shown in Section II.
- 2.7 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 alongwith TECHNICAL BID.
- 2.8 Lay-out, top view & front view of the items to be fabricated must be enclosed with Technical Bid. Please refer Map/Lay-out of halls/rooms enclosed as Annexure 'A'.
- 2.9 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.
- 2.10 The bidder (manufacturer in case of authorised dealer) should have all necessary machinery and should avail to exhibits in house capability of PU foam moulding (if requires), Robotic welding, Panel cutting & sizing, Anti-rust treatment facility, Automated Powder coating facility, cutter machine, edge binder machine and hot press powder required for time, execution of work. The bidder has to submit the list of machines/equipments used in fabrication process. The East UPGDC, Survey of India reserve the right to visit the manufacturing/fabrication facilities to ascertain the same.
- **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 must submit the samples as per the specification specified in the tender document in section- II.
- **2.13** 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 superfurus information.
- **2.14** 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.
- **2.15** The application should be type-written; the applicant should sign each page of the application.
- **2.16** 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.

**2.17** 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 6 months.

#### 5.0 OPENING OF TENDER:

The authorized respresentatives with proper authority letter from the Manufacturers will only attend the opening of the tenders for **TECHNICAL BIDS** on 29-07-2013 (14:00 Hrs.). The date of opening of tender for **PRICE BIDS** shall be 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. 2% of the quoted cost of the materials used for fabrication of items in the shape of Fixed Deposit Receipt/Bank Draft or Cashl Deposit/Bank Guarantee of any Nationalized Bank in favour of CP&AO, Dehradun must be enclosed with **TECHNICAL BID.** 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. The EMD of successful tenderer shall be refunded only after the **Security Deposit** is submitted.

#### 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 'B'** 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 – 'C'**.

- **8.0** One sample of each item used for fabrication of each unit should be submitted before opening of **TECHNICAL BID** to ASO, East UPGDC, Lucknow.
- **8.1** 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 fabrication of all the items should be completed at Consignee's site within 60 days from the date of issue of firm 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 2.4)
- **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 laeast for 1 year from the date of completion of work.

#### 14.0 WARRANTY:

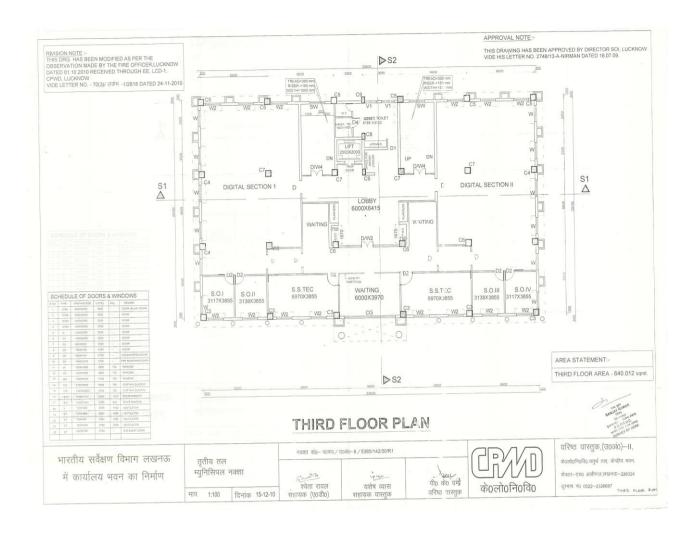
The supplier will replace the defective material free of cost, if noticed within the warranty period. The warranty period should be mentioned in the technical bid.

- **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.

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

- 1. Design of furnishing (lay out, top view, front view & side view).
- 2. Complete technical specifications alongwith brouchure / photograph.
- **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 section II. Any specifications not confirming to section II should be clearly spelt out. Similarly additional features should also be emphasized.
- **8.** Any other condition, which firm may like to furnish.

#### Annexure 'A'



### **AGREEMENT**

BETWEEN	=	t made thisday		
( 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				
Name of Articles		Rate	Total Cost	
a) b) c)	That all stores shat that all stores sup with the sample so that the inspension of the contractor accepted shall lie specified above the shall have the rigin contractor and of occupied by same that the time of contractor should the contractor period specified in shall have the rigin shall stores and so that the time of contractor specified in the shall have the rigin shall stores and so that the time of contractor specified in the shall shall shall stores supplies that the sample so the sample so the sample so that the sample so that the sample so th	ection of the stores shall behimself or by a Gazetted Of in para (a) above and that the stores or within a week from the date of at the risk of the contractor. It not ne	lity and in exact accordance e carried out by the fficer deputed by him at the s rejected must be removed of rejection. All stores not removed within the period thinks fit at the risk of the arge him rent for the space essence of the contract and part of the stores within the ne	
	further sum as wi	the contractor and the contractor II be sufficient to meet the difference ose at which the purchases are act hout prejudice to action being taken	e of cost between the rates ually made should they be	

- 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.
- 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.
- 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.

Sig	ned by the said	
contractor		
In t	the presence of :-	
1 <sup>st</sup>	Witness	
Ad	dress	
2 <sup>nd</sup>	Witness	
Ad	dress	
Sig	ned by the said for and on behalf of the	
Pre	esident of India	
In t	the Presence of :-	
1 <sup>st</sup>	Witness	
Ad	dress	
2 <sup>nd</sup>	Witness	
Ad	dress	

#### **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 datedmade between
andfor 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
only). We ,(candidate the name of the
bank) (hereinafter referred to as "the Bank") at the
request ofContractor(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
5. We, (indicate the name of the Bank)
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) .