

Request for proposal (RFP):

Invitation of quotations for “**Procurement and Installation of Office Furniture**” for use in the Office of the Principal Controller of Accounts at 10-A S. K. Bose Road Kolkata – 700001.

File No. 561/AN-C/Furniture. Dtd: 24.07.2018

1. Instruction to Bidders:

Quotations/bids in sealed cover is invited for “**Procurement and Installation of Office Furniture**” for use in the Office of the Principal Controller of Accounts at 10-A, S. K. Bose Road, Kolkata – 700001 as per the quantity of requirement mentioned in enclosed “Schedule of Requirements” (SOR).

2. The address and contact number for sending bids/seeking clarification regarding this RFP are given below:

1. Quotations/Bids to be addressed to:

- i) Postal address: O/o The PC of A (Fys), 10-A, S. K. Bose Road, Kolkata-700001
- ii) Name designation of the contact personnel: C.C.Chatterjee, SAO (Admin-C)
- iii) Tel No. of the contact Personnel: 033-2248 5077 - 5080, Extn. 328, 332
- iv) E Mail ID: anvimainoffice.dad@hub.nic.in
- v) FAX No. 033-2248 0991

3. Tender reference No: 561/AN-C/Furniture Dtd: 24.07.2018

4. This RFP is divided into 3 parts as follows:

- a) General Information
- b) Schedule of Requirements (SOR) – Enclosure II
- c) Standard Conditions of Contract (SCOC) – Enclosure III

5. Quotation shall remain valid up to 90 days from the date of opening of Bid.

Note: Bid validity period may be increased /decreased with the approval of CFA

This RFP is being issued with no financial commitment:

Part-I General Information

SUBMISSION/OPENING OF TENDERS:

1. **Last date and time for receipt of tenders: 14.08.2018 at 12.00 pm**
2. Procedure of depositing the Bids: Sealed Bids should be either dropped in the Tender Box marked as quotation for "**Procurement and Installation of Office Furniture**" for use in the Office of the Principal Controller of Accounts at 10-A, S. K. Bose Road, Kolkata – 700001 or sent by Registered Post Addressed to P C of A (Fys) at 10-A, S. K. Bose Road, Kolkata – 700001 so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/non receipt of Bids documents. Bids send by fax or e-mail will not be considered.
3. **Time and date for opening of tenders: 16.08.2018 at 1.00 pm**
4. Location of Tender Box: 6th floor at AN-Central section of P C of A (Fys), Main Office, Kolkata at 10-A, S. K. Bose Road, Kolkata – 700001
5. Place of opening of Tenders: AN-Central Section, O/o P C of A (Fys) at 10-A, S. K. Bose Road, Kolkata – 700001
6. 2 bids system – N/A
7. Forwarding of Bids - Bids should be forwarded by Bidders under their original memo/letter pad inter alia furnishing details like GSTIN, Bank address with SBI CMP account, etc and complete postal and e-mail address of their Office.
8. Clarification regarding contents of the RFP: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought prior to the date of opening of the Bid. Copy of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. Modification and withdrawal of Bid: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by FAX but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than that the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of bid during this period will result in Bidder's forfeiture of bid security.
10. Clarification regarding contents of the Bid: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices of substance of the bid will be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.

11. Rejection of Bids: Conditional tenders will be rejected.
12. Unwillingness to quote: Bidders unwilling to quote should ensure that intimation to this effect reaches within the due date and time of opening of the Bid, failing which the defaulting Bidder may be de-listed for the given range of items as mentioned in this RFP.
13. Firm shall be required to accept the SCOC. A Contract will be signed between the Vendor (Supplier) and Office of the PC of A (Fys) Kolkata incorporating the SCOC at Enclosure III of this RFP, which will form an integral part of the contract.
14. The SOR (Enclosure II) and SCOC (Enclosure III) should be carefully considered while preparing the bids. Any other additional requirement to be quoted may be given in additional annexure.
15. Validity of Bid: The Bid should remain valid till for 90 days from the last date of submission of the Bids.

Thanking you



Sr. Accounts Officer (AN-C)

Enclosure II of RFP

SCHEDULE OF REQUIREMENT (SOR):

Copy Attached in Annexure-A (Specification mentioned)

DATE:

SIGNATURE

SEAL

Enclosure III of RFP

STANDARD CONDITIONS OF CONTRACT (SCOC):

1. TERMS AND CONDITION AND GENERAL SPECIFICATION:

i) Any damage of furniture caused by the vendor's Personnel during delivery shall be borne by the Vendor.

ii) All the supply of furniture should be strictly as per specification given by the user, if any differences occurred therein, the whole supply shall be replaced/rectified by the vendor.

2. FEE AND TERMS OF PAYMENT:

Payment will be made in favour of the Company/Firm through **SBI CMP** mode at Kolkata only after satisfactory delivery of furniture and after getting the certificate of satisfactory delivery of all the furniture mentioned in Schedule of Requirement from Officer in Charge AN-Central Section. The firm has to complete and submit the **SBI CMP** format.

3. DAMAGES AND LOSSES:

Any theft or damage of items caused by the vendor's Personnel during the supply of furniture shall be borne by the Vendor.

4. MISBEHAVIOUR OF EMPLOYEES:

The employees of the Vendor supplying the furniture shall maintain strict discipline and not use any of violent, obscene or offensive language while inside the premises. In case of the misbehaviour, P C of A (Fys) has right to terminate the contract by serving a due notice as required.

1. EMD and Security Deposit:

The bidders are to furnish EMD of **Rs. 26,000/-** with a validity of 45 days beyond the bid validity period in the form of fixed deposit receipt of banker's cheque or bank guarantee from any of the public sector bank in the name of C of A (Fys) Kolkata. S.D. @10% of contract amount may be submitted within 30 days from the date of conclusion of contract.

6. LIQUIDATED DAMAGES:

In the event of the Seller's failure to submit the Documents, supply the furniture as specified in the RFP, the Buyer may at his discretion withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, Liquidated Damages to the sum of 0.5 % of the contract price of the delayed/undelivered Printed Forms mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

7. DELIVERY:

Delivery of all the Furniture as per specification mentioned in 'Schedule of Requirement' ante must be made within one weeks from the date of issue of supply order by the Buyer to the premises of this Office at 10-A, S. K. Bose Road, Kolkata - 700001 at AN-Central Section in 6th floor. After verifying all the Furniture mentioned in 'Schedule of Requirement' received satisfactorily a certificate shall be issued by the 'Officer in charge (Admin-Central Section)'.

8. TOLERANCE CLAUSE:

To take care of any change in the requirement during the period starting from issue of RFP till placement of the supply order, Buyer reserves the right to 10% plus/minus increase or decrease in the quantity of the required Printed Forms up to that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.

9. Buyer reserves the right of Option clause/Repeat Order clause on required basis.

DATE:

SIGNATURE

Annexure-A

<u>SL. NO.</u>		<u>DESCRIPTION</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
1	Office Table	<p>Modular executive table Recta worksurface of size (2200W x 1190D x 750H) mm Pedestal (1200 W x 480D x 700H) mm</p> <p>Work Surface with 2 layers of 18mm thick MFC with 3mm PVC edging. Understructure, Side Panels, Legs MFC covered with 45mm MDF profile at vertical edges, connected to the top panel by minifix and wooden dowels. Adjustable Stud.</p> <p>Storage: 2 drawers (1 personal + 1 filing drawer with central lock). Top Drwer is pencil tray 280 x 280mm. 18mm thick MFC & 25mm thick top panel. Metallic handles. 450mm L runner. Plastic adjustable glide. Connected to top with metallic support tube of size 60mm H x 75mm diameter.</p>	20		
2	Almirah	<p>Modular Wooden Almirah of size H 1524mm x W 900mm x D 450mm</p> <p>Polished Wood Surface, 18mm thick wooden covering at all sides including door. Metallic handle. Central lock.</p>	20		
3	Visitors Chair	Fixed steel chair with handle covered with leatherette cushion	60		