Eligibility Criteria

1.1 As proof of experience the bidder should submit along with the technical bid a statement showing similar nature of work as given in this tender notice carried out within last five financial years. They should submit order copies of two works (at least one of them for any Government/Semi Government Organisation/ Corporation/ Board each costing ₹ 40 lacs or one work costing ₹ 80 lacs with the above mentioned organisation. In case the bidder is authorized dealer the order copy of the principal shall be acceptable.

1.2. The manufacturer should have in house design and development capabilities to take care of any modification required in their product to suit the specification of this office in case their specifications slightly differ from specification prescribed in the schedule of quantity.

1.3. The manufacturer should be having the in house capabilities for manufacturing parts/components critical to furniture equipment. The manufacturer should be able to exhibit in house capability in terms of PU Foam Moulding, Robotic Welding, Panel Cutting and Sizing, Antirust treatment facility. They should also have fully automated powder coating booth, router machine, edge binder machine and hot press powder coating.

1.4. In case the bidder is not the manufacturer the bidder should produce a letter of authorization from the manufacturer/ principal stating that the bidder is capable of implementing the new technology solutions based on their equipment.

1.5 The bidder should have capability to provide after sale service in the area of supply. Proof should be attached with technical bid.

1.6 The bidder shall have to make an arrangement for a site visit, if required, to the manufacturing unit for inspection of their product at his/ her own cost. This must be indicated in technical bid.

1.7 In case of need, samples of the product may be called. The sample should conform to the technical specification quoted for the product.

1.8 Bidder must be a registered firm wit Sales Tax, Income Tax and Service Tax Departments. A true copy of such registration and Tax clearance certificate should be submitted along with the bid.

1.9. All duties, taxes other levies payable by the vendor shall be included in the total price. The quoted prices should be in Indian rupees only. Price Financial bids should be signed by the vendor or his/ her authorized representative.

1.10 Packing, forwarding, Insurance etc. will be borne by the vendors.

1.11 All essentials accessories cost must be included in the price quoted. The offer shall be for the full quantity as given in the tender.

1.12 The Security Deposit will be refunded to the unsuccessful Tenderers after the completion of the tender Process and no interest will be paid thereon.

1.13 The Security Deposit of the Successful tenderer will be retained till the period of the Agreement is over and no interest will be paid thereon.
1.14 The successful bidder who is awarded the contract has to give security deposit for an amount of 10% of the value of the contract within 07 days of placing of supply order.

1.15 Security deposit may be furnished in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/Bank Guarantee from a nationalized bank. The security deposit should remain valid for a period of 2 years beyond the date of completion of contractual obligation and it would not carry any interest.

1.16 All Quantities wherever mentioned are given in approximate unites/lengths and the quantities to be ordered may increase or decrease, and payments will be restricted to actuals.

1.17 Payment will be made within reasonable time after the furniture is installed and fixtures and fittings are made functional to the satisfaction of the Competent Authority of this office.

1.18 No advance payment will be made to the successful bidder.

1.19 The successful bidder shall supply and install all the order quantities/items within a period of 2 (two) months from the date of issue of supply order. Liquidated damages @ half percent of value of the contract per week or part thereof shall be levied on the supplier in case of delays in supply and satisfactory performance of installed items. In this regard the decision of Competent Authority (i.e. Accountant General (Audit) Meghalaya, Shillong shall be final.

1.20 The Competent Authority reserves the right to accept or reject the lowest tender or any tender in part or in full without assigning any reason whatsoever.

1.21 This office will not be responsible for expenses which might have been incurred or losses to person(s) or property by the successful tenderer during the execution of the supply order. Rates quoted shall be valid till the completion of the Supply Order.

1.22 In case of any dispute the decision of the Competent Authority of this office shall be final and binding on all parties.

1.23 All disputes arising out of or in any way connected with this tender/supply order deemed to have arisen/supply order deemed to have arisen in Shillong and only the Courts in Shillong shall have jurisdiction to determine the same.

1.24 Sub contract is not allowed in any form.

1.25 Validity period of the rate quoted should be 18 (eighteen) months from the date of submission of tender.

1.26 Delivery and Work Schedule will be allotted in a phased manner. The work allotted for each phase should be completed within 45 days from the issue of work order.
2. Warranty/ Support.

The items covered by the schedule of requirement shall carry minimum two years of comprehensive warranty from the date of acceptance of the items by this office. Warranty shall include free maintenance of the whole assembly supplied including free replacement of parts. The defects, if any, shall be attended to on immediate basis but in no case any defect should remain unattended for more than 48 hours. The comprehensive warranty includes on-site warranty with fitting and fixtures. The defects, if any, during the guarantee/ warranty period are to be rectified free of charge by arranging the replacement wherever necessary. This includes cost, insurance, freight, custom duty, octroi, local taxes if any, should be borne by the bidder. A clear confirmation should be given for this item.

R. Sarkar

Dy. Accountant General (Admn)
Annexure II

Process of Tender Submission

The prescribed tender documents should be submitted in one sealed envelope duly superscribed with “Supply and Installation of Modular/Office Furniture. This sealed envelope should contain two sealed envelopes marked A, & B prescribed as under:

Envelope A: Technical Bid containing:

1. Financial Statement for the last three years depicting annual turnover and profit and loss Statement.
2. Tax clearance Certificate
3. Organizational set up of the bidder
4. Capability statements highlighting relevant experience
5. Type of planning and design services to be provided by the agency
6. Quality Certifications
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.
8. Manufacturing capability statement along with machinery, manpower and equipments details.
9. The envelope must be superscribed “Supply and Installation of Modular/Office Furniture along with site preparation against tender no. 01/2013 Technical Bid”.

Envelope B: Financial Bid:

It should contain quantity, size, unit price, amount of each and every item 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 following segments of supply order separately.

(a) Modular Furniture (including partition work)
(b) Electrical Works.
(c) Supply and Installation of LAN material.
(d) Supply and Installation of Voice/Telephone wiring.

Any financial bid not comprising the quoted price for each segment will be summarily rejected. Incomplete financial bids shall not be entertained.
Process of opening of application

1. Envelope A containing Technical Bid shall be opened first to check the technical criteria mentioned in Annexure I.

2. Envelope B containing Financial Bid shall be opened for only those bidders who fulfill the criteria given in 1 above.

3. Tenders will be opened at 3.00 p.m. on 10-02-2014 by the Tender Committee in the Conference Hall. All bidders/ their Authorized representatives should be present at the time of opening of tender.

4. The Competent Authority reserves the right to reject/ cancel any of the tender of the bidder and place the order to any/ none of the bidder(s).

5. The decision of the Competent Authority shall be final and binding.

6. Conditional Tenders will not be entertained.

7. Full Technical Specification and pamphlets/ image of the product should be sent along with the tender. Offers without proper Technical Specifications shall be rejected.

Dy Accountant General (Admn)
Annexure III

**Specification for Visitor Chairs**

1. **SEAT/BACK ASSEMBLY:** The seat and back are made up of 1.2 cm thick hot pressed, upholstered with fabric and moulded Polyurethane foam with PVC lipping all around. The back foam is designated with contoured lumbar support for extra comfort. Back Size 49.0 cm. (W) x 47.0 cm. (H).

2. **POLYURETHANE FOAM:** The Polyurethane foam is moulded with density = 45+/-2 kg/m and Hardness = 20+/-2 on Hampden machine at 25 % compression.

3. **ARMRESTS:** The armrest tops are injection moulded from black polypropylene. They are fitted to tubular armrest supports made of Dia. 2.54 cm. (1") x 14 BG M.S.E.R.W. tube and black powder coated. The tubular armrest supports hold together the seat and back.

4. **TUBULAR FRAME:** Tubular frame is cantilever type & made of Dia. 2.54. (1") x 14 BG M.S.E.R.W. tube and black powder coated.

**Specification for Staff Chairs**

1. **SEAT/BACK ASSEMBLY:** The seat and back are made up of 1.2 cm. thick hot-pressed plywood, upholstered with fabric upholstery covers and moulded Polyurethane foam. The back foam is designed with contoured lumbar support for extra comfort. The seat has extra thick foam on front edge to give comfort to popliteal area.
   
   BACK SIZE: 47.5 cm. (W) x 58.0 cm. (H)
   
   SEAT SIZE: 47.0 cm. (W) x 48.0 cm. (D).

2. **POLYURETHANE FOAM:** The Polyurethane foam is moulded with density = 45+/-2 kg/m and Hardness = 20+/-2 on Hampden machine at 25 % compression. The one-piece armrests are injection moulded from black Co-polymer Polypropylene.

3. **CENTER TILT SYNCHRO MECHANISM:** The mechanism is designated with the features:
   
   - 360 degree revolving type
   - Upright position locking
   - Tilt tension adjustment
   - Seat/ back tilting ration of 1:2 (60 seat tilt/180 back tilt).

4. **PNEUMATIC HEIGHT ADJUSTMENT:** The pneumatic height adjustment has an adjustment stroke of 12.0 cm.

5. **TELESCOPE BELLOW ASSEMBLY:** The bellow is 3 piece telescope type and injection moulded in black Polypropylene.

6. **PEDESTAL ASSEMBLY:** The pedestal is injection moulded in black 30 % glass- filled Nylon and fitted with 5 nos. Twin wheel castors. The pedestal pitch-center dia. is 68.0 cm without castors.

7. **TWIN WHEEL CASTORS:** The twin wheel castors are injection moulded in 30 % Glass Filled black Nylon.
SPECIFICATION FOR TILE BASED MODULAR PARTITION SYSTEM

Modular Tile Based system with thickness of 50 mm, wherein the system takes care of the functional, ergonomical, aesthetical requirements.

Each Staff is to be provided a work surface of 4' Wide x 2.5' Depth. and each Section Officer is to be provided with one Peninsular Worktop of 5' Width & 2.5' Depth plus one additional side return top of 3' Width & 2' Depth. Also, one Modesty Panel is to be provided for the Section Officer. Height of the frame has to be minimum 1230 mm for the staff and 1383 mm for the section officers (including the Top Trim & Glide Screws).

MAIN FRAMES

The frame should comprise of 2 vertical uprights, a top horizontal tube and a bottom C channel as a welded structure.

Vertical upright to be made from 1.5 thick CRCA M.S. formed into “C” channel of 28.4x40. The top horizontal has to be of 1.2 mm thick M.S. tube of 25.4 x 25.4 mm (1x1 inch). The bottom horizontal is a 1.5 mm thick M.S. ‘C’ channel of size 38.1 mm (1 1/2 in x 1 in).

The frame has to be powder coated in standard black colour. The pitch for mounting the brackets on the upright is to be 25.4 mm. The rectangular slot for wires on the upright is 60 mm (H) x 18 mm (W), 1 no. at the bottom and 2 nos. at the intermediate level wherein each slot can allow 9 power cables of Dia. 10 or 32 data cables of Dia. 6. The bottom horizontal would also have 2 slots for carrying wires, which are of the size 100 mm (L) x 20 mm (W) for wire carrying.

TILES:

For Staff & Officers, plain Metal Tiles are to be provided at the bottom level (Below the Work surface) which are to be powder coated metal tiles in 0.6 mm thick M.S.

For Staff, Single Glass Tiles are to be provided above the work surface (in front of every user), wherein 5 mm thick glass is to be fitted onto the main frame using Spring Steel corners which are fitted on the vertical upright at the four edges of the glass. At the top, the glass is fitted using a combination of glass corner clips at the bottom edges of the glass and glass top clips which supports the glass at the top edge through the top horizontal of the frame. Powder coated 1.2 mm thick aluminum alloy horizontal and vertical extrusions are press fitted using corner joinery for glass to form frames which is hooked onto the main frame.

For Officers, Fabric magnetic tiles are to be provided, which are 0.6mm thick GI Sheets metal tiles and are fabric upholstered.

All frames to have a Metal Fascia which is powder coated, in 0.5 mm thick M.S. CRCA, which is mounted with a hook at bottom and Snap fit button on top.

FINS:

On the return side of a cluster for staffs (in between two staffs sitting by side) 25 mm Single skin partitions are to be offered. These are to be Rectangular in nature and in Fabric Finish. The fabric fin uses Prelaminated Particle Board as substrate and upholstered with fabric. All the edges of the fin will be with machine pressed 2mm thick PVC Edge band glued with hotmelt EVA glue. The fins are connected to the main frame structure though an Aluminum extrusion.

TRIMS

Frames are to be fitted with Flat Trims of 56.5 mm x 10.5 mm and average wall thickness of 1.0 mm. These trims are made from Powder coated aluminum alloy extrusions. The trims are fitted on the top horizontal using M6 x 35 L Nut-bolts and the open vertical ends of the upright using M6 x 25 L Bolt & Nut.
JOINERY TRIMS

The open vertical joineries for the year configurations of 2 way and 3 way 90 degree will be covered with 2 way 90 degree (square type) and 3 way 90 degree aluminum alloy. Vertical trims of 1.2 mm average wall thickness, which will be powder coated and press-fitted onto the universal connector made of 2.0 mm thick M.S. using the 0.5 mm thick spring steel snap fit clip.

JOINERY CAPS:

Diecast powder coated caps should be supplied as and where required.

SUPPORT BRACKETS:

The work surfaces are mounted on the new 13” inch work surface brackets of 2.0 mm thick M.S.. A corner brackets is used to support the work surface at the corner junction of the frames.

PENINSULAR LEG:

These are made of MS ERW tube of dia 89 and of 2 mm thicknessk, pretreated and powder coated with Powder Coating. These are provided with M S Level adjusters, for adjustability upto +/-20 mm.

WORKTOPS:

Worktop 25 mm thick prelaminated (with PVC lipping) – Work top shall be made of 25 mm thick Prelaminated particle board. All the edges of work surface shall be provided with machine pressed 2 mm thick PVC lipping glued with hotmelt EVA glue.

Work top shall be mounted onto the partition panels for work stations by means of cantilever brackets made from 2.0 mm thick CRCA steel duly pretreated and powder coated in black colour. The work surface shall be provided with circular cut out of Dia. 65 mm as per the requirement, for passing of wires. These cut outs shall be provided with ABS covers.

METALS KEY BOARD PULL OUT TRAY:

Metal Key Board Pull out Tray shall be of size 514 mm (W) x 307 mm (D) x 42 mm (H) and shall be made of 0.9 mm thick MS Sheet textured. It shall also have in built LH/RH Mouse Pad made of 0.9 mm thick MS Sheet with high impact polystyrene pad of 3 mm thick. It shall be mounted on single extension Ball Slides.

CPU TROLLEY:

CPU Trolley shall be made of MS Sheet adjustable in nature with two numbers lockable castor with length 225-330 mm (adjustable), width of 225 mm and height of 330 mm.

3-DRAWER PEDESTAL:

The 3 Drawer Pedestal Unit shall have the outer dimension of 646 mm (H) x 390 (W) x 585 mm (D). The drawer unit shall consist of 2 Box Drawer & One Filing Drawer. The Drawers shall be mounted on double extension telescopic ball slides. It should freely slide in horizontal direction. The construction shall be welded assembled and shall have 0.8 mm thick CRCA Body Shell, drawer front & tray, front side stiffener, Top & Bottom. It shall have 10 lever CAM Lock and shall have central locking. It shall be finished with epoxy polyester powder coating and shall be coated with minimum thickness of 50 microns (+-10).
# Infrastructure for Local Area Networking

## Copper Components (Cat-6-Data)

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of Material</th>
<th>Make</th>
<th>Quantity</th>
<th>UoM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cat-6 UTP cable (305 Meter)</td>
<td>AMP</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>2.</td>
<td>Cat-6</td>
<td>AMP</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>3.</td>
<td>Face Plate-Dual (British Style)</td>
<td>AMP</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>4.</td>
<td>Cat-6 24-port patch panel</td>
<td>AMP</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>5.</td>
<td>Cat-6 4ft patch cord</td>
<td>AMP</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>6.</td>
<td>Cat-6 7ft patch cord</td>
<td>AMP</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>7.</td>
<td>Surface Mounting Box x3” x3”</td>
<td>AMP</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>8.</td>
<td>Rack 12 U with 2 No. cable manager</td>
<td>HCL</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>9.</td>
<td>Fan tray with two fans</td>
<td>HCL</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>10.</td>
<td>Power strip</td>
<td>HCL</td>
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</table>

## Copper Components (Cat-5e-Voice)

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of Material</th>
<th>Make</th>
<th>Quantity</th>
<th>UoM</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Cat-5e UTP cable (305 Meter)</td>
<td>AMP</td>
<td>As per actual</td>
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<tr>
<td>12.</td>
<td>Cat-5e Information Outlet</td>
<td>AMP</td>
<td>As per actual</td>
<td>No</td>
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<tr>
<td>13.</td>
<td>Cat-5e 24-port patch panel</td>
<td>AMP</td>
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<td>No</td>
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</tbody>
</table>

## Components to be billed on actual basis

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of Material</th>
<th>Make</th>
<th>Quantity</th>
<th>UoM</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>PVC conduit 1” (3 meter length) Make: Poly plast/Diplast</td>
<td>As per actual</td>
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<td>15.</td>
<td>PVC conduit 1.5” (3 meter length) Make: Poly plast/Di-plast</td>
<td>As per actual</td>
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<tr>
<td>16.</td>
<td>Flexible conduit 2” (Roll)</td>
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## Services

<table>
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<tr>
<th>Sl.No.</th>
<th>Description of Service</th>
<th>Quantity</th>
<th>UoM</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Floor cutting/ Chiseling/ Repair</td>
<td>As per actual</td>
<td>Feet</td>
</tr>
<tr>
<td>18.</td>
<td>Laying of conduits with clamp</td>
<td>As per actual</td>
<td>Meter</td>
</tr>
<tr>
<td>19.</td>
<td>Laying of UTP cables and feruling</td>
<td>As per actual</td>
<td>Meter</td>
</tr>
<tr>
<td>20.</td>
<td><strong>Punching and fixing of Information Outlets &amp; face plates</strong></td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>21.</td>
<td>Punching of patch panel</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>22.</td>
<td>Dressing of Rack and labeling</td>
<td>As per actual</td>
<td>No</td>
</tr>
</tbody>
</table>
## Infrastructure for local Area Networking

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of Material</th>
<th>Make</th>
<th>Quantity</th>
<th>UoM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Switch: L-2, 8 10/100/1000 BaseT ports + 4 10/100/1000 BaseT or SFP ports (WS-C500G-12TC)</td>
<td>Cisco</td>
<td>As per actual</td>
<td>No</td>
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<tr>
<td>2.</td>
<td>Switch: L-2,24 10/100 BaseT ports + 2 10/100/1000 BaseT (WS-C500G-24TT)</td>
<td>Cisco</td>
<td>As per actual</td>
<td>No</td>
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<tr>
<td>3</td>
<td>SMBS 8X5XNBD 8 10/100/1000BT and 410/100/1KBT (CON-SMBS-CE5G12TC)</td>
<td>Cisco</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>SMBS 8X5XNBD 24 10/100 and 10/100/1KBT GUI SW (CON-SMBS-CE524TT)</td>
<td>Cisco</td>
<td>As per actual</td>
<td>No</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Location</td>
<td>No. of Sections Officers</td>
<td>No. of Staffs</td>
<td>Staff Chairs</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------</td>
<td>--------------------------</td>
<td>---------------</td>
<td>--------------</td>
</tr>
<tr>
<td>1.</td>
<td>First Floor South Block</td>
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<td>8</td>
<td>10</td>
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<tr>
<td>2.</td>
<td>First Floor North Block</td>
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<tr>
<td>3.</td>
<td>Second Floor South Block</td>
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<td>4.</td>
<td>Second Floor North Block</td>
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<tr>
<td>5.</td>
<td>Third Floor North Block</td>
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<td>11</td>
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<tr>
<td>6.</td>
<td>Fourth Floor North Block</td>
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<td>12</td>
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<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td><strong>13</strong></td>
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<td><strong>122</strong></td>
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