

Tender No. \_\_\_\_\_ -Store

# **LIMITED TENDER DOCUMENT FOR PROVIDING AND FIXING OF MODULAR WORKSTATIONS**

Date of availability of Tender Document on Website

Date of Publication **05-12-2016 (1400 hrs.)**

Closing date & Time of receipt of Tender:

**19-12-2016(1500 hrs.)**

Opening of Tender

**19-12-2016(1530 hrs.)**

***FOREST SURVEY OF INDIA  
MINISTRY OF ENVIRONMENT & FORESTS  
KAULAGARH ROAD, DEHRADUN.***

No. 8-19/2013-Store  
Government of India  
Forest Survey of India  
Kaulagarh Road, O.P.-IPE  
Dehradun-248195  
FAX:0135-2759104

## **LIMITED TENDER FOR PROVIDING AND FIXING OF MODULAR WORKSTATIONS**

Tender is invited for providing and fixing of modular workstations in the computer lab of this office as per the attached specifications. Interested firms can inspect the site on any working day from 0900 hrs to 1700 hrs.

The specifications of proposed modular workstations are enclosed in ANNEXURE-I

The details terms and conditions governing the tender are given in ANNEXURE-II

Tender have to be submitted on prescribed tender form in original, issued from this office

The price must be quoted inclusive of all taxes and duties (except VAT, for rate as applicable which should be quoted)

The quoted prices should be F.O.R. FSI. The supply and fixing of workstation will have to be made at the FSI, Kaulagarh road, Dehradun.

Sr. Dy. Director (P&A)  
Forest Survey of India

**Forwarding Letter**  
(To be filled in by tendering party)

To,

The Director General,  
Forest Survey of India  
Kaulagarh Road, P.O.IPE  
Dehradun - 248 195. (UK.)

Sub : Providing and fixing of Modular Workstations approximately 30 nos.

Ref : Your Tender notice dated .....

Sir,

We are submitting herewith our tender for Providing and fixing of Modular Workstations as specified in the tender documents.

We have read and understood all the terms and conditions governing the tender. We agree to abide by these terms and conditions.

I/We enclosing herewith our Earnest Money Deposit in the form of Bank Guarantee/Bank Draft  
No. \_\_\_\_\_

dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (in words) Rupees

\_\_\_\_\_ drawn in favour of Assistant Director (Accounts), Forest Survey of  
India, Dehradun for above mentioned supplies.

We are enclosing as annexures the following documents in fulfillment of the conditions laid down in the tender document.

(Write "Yes " or " No" in boxes)

## Annexure

1. Specific authorization of original manufacturers for submission of tender
2. Sales Tax Registration Certificate;
3. Income Tax Clearance Certificate;
4. Excise Duty Registration Certificate;
5. Customs Clearance/Custom Gate Pass;
6. Certificate of the original manufactures regarding authorized distributorship and service provider and having a registered after sales service set up at Dehradun to handle Guarantee & Warranty obligations and after sales services (with officials/residential address and phone nos.)
7. Complete product Brochures detailing specification etc.in original regarding items tendered for.
8. List of furniture supplied in Central Govt. Institutions at Dehradun and other prestigious institutes in the country by our company;
9. Company profile;
10. Audited Annual Report

All pages of the Tender Document along with the Copy of "Terms & Conditions and additional pages (specify number) contained herewith have been duly signed.

Yours faithfully

Stamp & Signatures of the Authorized Signatory  
Name \_\_\_\_\_  
Complete Address \_\_\_\_\_

Telephone and FAX Nos.  
(H.Q.s / Dehradun) : \_\_\_\_\_

## **ANNEXURE-I**

### **Technical Specifications for Modular Workstations**

Providing and placing panel & tile based modular workstation, with partition thickness as 52.4 mm thick and height 900 mm including powder coated aluminum trims. Intermediate blocks on main spine are given in DL+DL finish. Wire Management through main Spine-Wires shall be taken into the system through cable ducts from the junction boxes and it is carried upto the panels through concealed conduits inside the blocks. Legs-metal powder coated legs at the end and shared condition. System shall also have 120 mm high powder coated standalone panel legs to give the system and elevated look. Work surface-out of 25 mm thick prelam particle board with flat pvc lipping edge banding of size 1050 mm (W) X 600 mm(D).Including one single metal drawer having size of 250 (W)\*350(D) mm with sides mounting bracket metal facia in Black color

Innofit Keyboard pullout tray with Soft PAD with Mouse Tray and one CPU Trolley Floor mounted.

Note: All partitions and side panels have leveling screws for adjustment in case of Uneven floor to take care of +/- 10 mm of uneven flooring.

## ANNEXURE-II

### **Detailed Terms & Conditions Governing the Limited Tender for providing and fixing modular workstations**

1. Please do not tear off any leaf of this tender Booklet.
  2. Please read these terms & conditions carefully. Failure to do so, and mistakes in filling in the tender form may lead to disqualification of the tender partly.
  3. Please sign all the pages of these terms & conditions, so also all other pages of the Tender Document.
  4. Cost of preparation of tender shall have to be borne by the Tendering Party.
  5. The tender document should be superscripted with "Tender No. and due date of submission"
  6. In case any information furnished in the contract is found to be false, the EMD deposited is liable to be forfeited.
  7. The EMD of the party getting contract will be treated as Security deposit, which will be refunded after the completion of the work. The EMD of the remaining parties will be returned once the supply order finalized.
  8. Delay or default in making the supply as per the supply order may result in forfeiture of the Security Deposit.
  9. Tax should be deducted at source as per prevailing laws/acts/rules.
  10. Rates must be quoted in figure and words. In case of any disputes, rates in words will be considered final and decision of tender opening authority will be final in this regard.
  11. Conditional tender will not be accepted.
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### **Qualifications for Tender**

#### **(1) Earnest Money Deposit;**

The tenders have to be accompanied by an Earnest Money Deposit of Rs. 20,000/- in the form of a Bank Draft or Bank Guarantee payable to the "Assistant Director (Accounts), Forest Survey of India, Dehradun" at any scheduled Bank located in Dehradun.

#### **EMD in any other Form/Instrument shall not be acceptable.**

- i. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit, unless exempted by Govt. of India. In such cases, proof of exemption will have to be furnished.
- ii. Tenders submitted without EMD or without proof of exemption shall be summarily rejected.
- iii. EMD in respect of parties which are not shortlisted for supplies shall be returned within one month, provided their representative with appropriate authority presents himself in our office.
- iv. In case of parties short listed for supply, the EMD shall stand converted into a Security Deposit after their short listing. No tendering party is exempted from the Security Deposit.

#### **2. Submission of tenders:**

- i. Complete tenders containing

- Duly filled in Tender Booklet
- Earnest Money Deposit as given in (B) above.
- ii. All these should be secured fully and put into sufficiently large envelop. The envelope should be Sealed and superscripted with “**TENDER FOR Providing & Fixing of Modular Workstations.**”
- iii. The envelope containing the completed tender should be addressed to The Director General, Forest Survey of India, Kaulagarh Road, Dehradun
- iv. The complete tenders should reach the office of the Director General, Forest Survey of India, Kaulagarh Road, P.O.- IPE, Dehradun - 248 195, within the due time & date prescribed. We shall not be responsible for any postal or courier delays.

**TENDERS RECEIVED AFTER THE DUE TIME & DATE SHALL NOT BE ENTERTAINED**  
**BECAUSE THE TENDER BOX SHALL BE CLOSED & SEALED IMMEDIATELY AFTER DUE**  
**TIME ON THE DUE DATE.**

### **3. Tender Schedule;**

- |     |  |  |
|-----|--|--|
| i   | Availability of Tender Document :<br>on website        | From date of publication to <b>05-12-2016(1400 hrs.)</b> |
| ii. | Last date & time for receipt of completed :<br>tenders | <b>19-12-2016 (1500 hrs.)</b>                            |
| iii | Opening of Tender                                      | <b>19-12-2016 (1530 hrs.)</b>                            |

### **4. Validity of offers:**

- i. Any unsolicited correspondence after the last date and time for receipt of tenders is liable to render the tender / offer as invalid. Tendering parties are, therefore, advised in their own interest, to desist from filling any uninvited correspondence after the notified time.
- ii. All offers have to be made clearly in English. There should be no cuttings. If a striking out is resorted to, it should be signed.
- iii. No alteration or amendments shall be allowed after opening of the tenders.
- iv. Offers submitted by telex, telegram or fax shall not be considered
- v. For a tender to be valid the individuals signing the tender document must specify,
  - whether they are signing as the sole proprietor / manufactures / partners or attorneys (with proof provided);
  - or as Authorized Dealers / Distributors and service provider (with proof provided)

Offers not accompanied with letters of authority, in cases required, are liable to be rejected.
- vii. The tender shall be valid for acceptance for the period as indicated in the bid and shall not be withdrawn on or after the opening of tenders till the expiration of the validity period or any extension thereof.

### **5. Opening of tenders;**

- i Tender shall be opened in the office of the Director General, Forest Survey of India, Kaulagarh Road, Dehradun.

- ii. Tenders shall be opened in presence of representatives of the tendering parties, who wish to remain present.
- iii. Tenders shall be read out one by one. Polite queries can be reread on request. Parties are however requested to desist from making unwanted comments.

## **6. The short list;**

- i. A short list of tenders is expected to be ready by a week after the tenders are opened.
- ii. The acceptance of an offer in whole or in part shall be communicated to the successful tenderer in due course and in writing.
- iii. EMD of other tenderers shall be returned once the tender is finalized.
- iv. Short listing of a tenderer does not confer any rights on any tenderer, it only means that the offer made is under consideration.

## **7. Supply by the successful Tenderer/s:**

- i. On receipt of orders for supply of the whole or part of the order a supplier shall have to effect supply of the entire order in the time and conditions stipulated in the supply order.
- ii. The Director General reserves the right to place the order on any Tenderer in whole or in part, so also split the order between one or more than one tenderer.

## **8. General conditions:**

- i. The Director General, Forest Survey of India, Dehradun reserves the right **without assigning any reason, thereof to**
  - Accept or reject a whole or any part of an offer,
  - Reject any or all offers partly or wholly
  - Cancel or withdraw the tender notice
  - Reject or accept any tender or part thereof
  - Accept or reject any deviations from these conditions
- ii. Due weightage will be given for the purchase from one tenderer.
- iii. The payment will be made to the contractor on completion of the supply and submission of bill duly stamped pre-receipted in triplicate to the entire satisfaction of FSI.

**NB. The Director General, Forest Survey of India, Dehradun is not bound to accept the lowest tender or lowest part of any tender.**

## **9. Disputes:**

- i. All queries and disputes arising of this contract shall be referred to the Sole Arbitrator appointed by the Director General, Forest Survey of India whose decision shall be final and binding under the contract and no objection shall be taken by the contractor on the ground that Director General, FSI and the Arbitrator are an employee of the Govt. The Arbitrator shall be in accordance with the Indian Arbitration Act 1940 and the Arbitrator shall be at liberty to extend the time of arbitration with the consent of the Govt. and the contractor.
- ii. The Courts at Dehradun shall have jurisdiction to try all suits and proceedings related to this contract.

**10. Acceptance:**

Signing of the tender form and the Detailed Terms & Conditions shall be deemed as the final acceptance of these terms and conditions.

**Sr. DY. DIRECTOR(P&A)  
FOREST SURVEY OF INDIA,**

**DEHRADUN**

## CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITIONS

I/We have read and fully understood the Terms & Conditions as laid down above in respect of tender for Office Furniture. I/We agree to abide by the same.

I/We have signed all the pages of the Tender Document Booklet as laid down.

Signatures of the Authorised Signatory

Name.....

Complete Address .....

.....

**Date :**

**Telephone no.s (H.Q.s/Dehradun)**