



सं/ No.: D-14013/04/2017-ISTM

भारतसरकार / GOVERNMENT OF INDIA

सचिवालयप्रशिक्षणतथाप्रबन्धसंस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिकएवंप्रशिक्षणविभाग/ DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिकब्लॉक ,ज.ने.वि .परिसर(पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफपाल्मेमार्ग ,नईदिल्ली - 110067/ OLOF PALME MARG, NEW DELHI – 110067

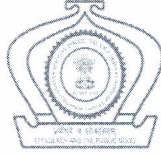
दूरभाष / TELEPHONE – 011-26104038; टेलीफैक्स / FAX – 011-26104183

**NIT No. D-14013/04/2017-ISTM**

## **TENDER DOCUMENT**

**FOR**

**PROCUREMENT OF FURNITURE FOR  
CONFERENCE ROOM IN ADMINISTRATIVE BLOCK  
OF INSTITUTE OF SECRETARIAT TRAINING AND  
MANAGEMENT JNU (OLD) CAMPUS NEW DELHI**



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Dated: 7 May, 2018

### TENDER NOTICE

**Subject: Procurement of Furniture for Conference Room in Administrative Block of Institute of Secretariat Training and Management JNU (Old) Campus New Delhi.**

Institute of Secretariat Training and Management (ISTM) is an attached Office under the Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions, Government of India and is headed by a Director, who is an officer of the level of Joint Secretary of Government of India. The Institute is located at JNU(Old) Campus, Olof Palme Marg, New Delhi-110067 and its office timing are from 9.00 A.M. to 5.30 P.M.

2. The Institute of Secretariat Training and Management invites sealed limited tenders from the manufacturers/ authorised Agency holders or dealers of Godrej for Procurement of Furniture for Conference Room in Administrative Block ISTM. The terms and conditions, Technical Bid and Financial Bid are given in Annexure I, II & III respectively.

3. The Sealed covered tenders in Annexure I, II and III each duly filled, signed with Seal of the company should be dropped in the Tender Box available in Administration Section, Ground Floor, Administrative Block of ISTM, New Delhi latest by 3.30 PM on 22.05.2018, which shall be opened by tender opening committee in the presence of the tenderers or their representatives having authorization letter from the Firm concerned. The tenders received after scheduled date and time due to any

reason including postal delay will not be considered. All tenders should be addressed to Deputy Director (Admin), Institute of Secretariat Training and Management Room No. 103 Administrative Block, Old JNU Campus, Olof Palme Marge, New Delhi-110067.

4. No conditional Tenders will be accepted and such Tenders are liable to be summarily rejected. The Institute reserves the right to reject or accept any tender without assigning any reason thereto. The decision of the Director of ISTM shall be final and binding on the Tenderers.

  
(U.S. Chattopadhyay)  
Deputy Director (Admn)

**General Terms and Conditions**

1. The bidder should produce the proof of Authorized Dealership of Godrej furniture in Delhi alongwith complete address of the office/ showroom etc.
2. The bidder should have good track record of supplying such items to Government Departments and have past experience of dealing in these items.
3. The bidder should be registered with GST and any other Central/State authorities as prescribed by law. Copy of the same should be enclosed with the tender documents.
4. The warranty / guarantee conditions shall be clearly mentioned in the tender documents by the bidder.
5. This office reserves the right to increase or decrease the actual quantity required. The Successful Bidder shall have to supply the items or execute the work within 15 days after issue of award letter.
6. The interested bidders can visit the office to understand the scope of work, site of work etc. during office hours on any working day from the date of issue of tender to the date of submission of tender.
7. The rates quoted in financial Bid should be inclusive of all charges such as cartage, loading, unloading etc. but excluding GST and other taxes if any. The price/rate should be valid for 90 days from the date of opening of the tender.
8. Each Bidder of Godrej will be required to submit the Computerised layout of the sitting arrangement showing the chairs and table colour combination. Out of 40 chairs each lot of 10 Nos. chairs should be of one colour and this layout should be submitted alongwith Technical Bid.
9. No advance payment will be made. The Agency is required to submit a Bill for payment after completion of supply of goods and execution of work.
10. The rates should be quoted in figures and words. In case of mismatch between two, the rates quoted in words will be considered.
11. The rates should be quoted excluding taxes. The taxes as applicable from time to time will be paid extra. The lowest tenderer will be decided on the basis of rates (excluding taxes) mentioned in Financial Bid.



12. The technical Bid, Financial Bid alongwith duly accepted terms and conditions should be submitted in prescribed Performa without addition, alteration and corrections. All cuttings and overwritings should be duly attested under signature and seal of the company. No conditional tenders will be accepted.
13. The modular table should be prepared as per direction and prior approval of layout plan of table and chairs by the committee constituted for procurement of furniture of committee Room. The colour combination of table and chairs may also be provided for prior approval of committee.

  
(U.S. Chattopadhyay)  
Deputy Director (Admn)

## **TECHNICAL BID**

### **Procurement of Furniture for Conference Room in Administrative Block at ISTM**

1. Name of the Firm (Tel. / Mob. Nos.)	
2. Office Address (Tel./ Mob. Nos.)	
3. Contact Person(s) (Tel./ Mob. Nos.)	
4. Authorisation letter for Godrej partnership/ dealership from Godrej Manufacturer (Authorisation letter to be attached)	
5.Registration Certificate (i) GST Registration (Photocopy should be attached)	
(ii) PAN No. (Photocopy should be attached)	
6. Income tax return of last three years i.e. F.Y. 2014-15, 2015-16 and 2016-17. (Self attested copies to be attached)	
7. Past performance Certificate issued during last three years (2014-15 to 2016-17) by Ministries/ Departments of Central Govt./ State Govt./ PSUs/ Private Institutions etc. (Self attested copies to be attached)	
8. Whether Layout Plan for sitting arrangement of chairs and tables attached  Yes/ No	
9. Whether Terms & Conditions	

10. Bank Account Details (i) Name of Account Holder (ii) Bank Account No. (iii) Name of Bank (iv) Bank Address (v) IFSC Code	
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Date .....

Place .....

(Signature of Manufacturers/ Authorised Dealers/  
Authorised Representative of Godrej Furniture in Delhi)

**Financial Bid**

Procurement of Furniture for Conference Room in Administrative Block at Institute of Secretariat Training and Management JNU (Old) Campus New Delhi – 110067.

Name of the Firm \_\_\_\_\_

Address of the Firm \_\_\_\_\_

Telephone No. \_\_\_\_\_

Sl. No.	Specification	Qty.	Rate per item	Amount in figures and words
1.	<b>Conference Table Talk modular of “Godrej”</b> Supplying, assembling & placing Conference Table “Talk Modular” of Godrej 22 seater (as required at site).The top of talk Membrane of Godrej make shall be 25 mm thick base material MDF board plus 0.4 mm PVC membrane foil using wrap around technology . The Squeeze Leg Assembly shall be nickel chrome plated made from Dia 50.8 x 1.6 mm thick MS ERW tube. Leg Assembled together with a plastic glide at bottom and a powder coated leg connector made from aluminium alloy at top. Cross Member and connectors shall be powder coated, cross member made from 1.5 mm thick aluminium extrusion, fixed with work surface by plastic moulded table support connector. Powder coated connectors made from Aluminium alloy fixed at both ends of cross members. Work surface and Modesty are assembled together with powder coated Modesty bracket made from 2 mm thick MS sheet. Metal Perforated Modesty shall be 18 mm thick Powder coated metal with stiffener made from 0.8 mm thick MS sheet. The Access Flap and Switch Mounting Tray shall be made from	1No		



	Matt silver anodized aluminium extrusion and plastic moulded components to facilitate access of electrical/ data/voice sockets etc. access from top. Switches to be mounted on tray. 2 seater size:1200X600MM, 1 seater size: 600X600MM			
2.	<b>Chair PULSE mid back of Godrej:</b> Providing and fixing Net back chair PULSE mid back Godrej make: 1) Seat/Back assembly: The seat is made up of 1.2 +/- 0.1cm thick. Hot pressed plywood measured as per QA method described in OCP-QLTA-PL14-18. The back is made up of injection moulded glass filled nylon & upholstering using net fabric with high tenacity yarn. Seat size: 47.0CM (W) X49.5CM (D). Back size: 45.0 CM (W) X65.3CM (H).2) High resilience polyurethane foam: The HR polyurethane foam is moulded with density =55+/-2 kg/m <sup>3</sup> and hardness 16 +/-2 kgf as per IS: 7888 for 25% compression. 3) Lumbar support assembly: The lumbar support consists of polypropylene pad with moulded polyurethane foam & covered with polyester fabric. The height of lumbar pad can be adjusted through two projection knobs provided on the rear side of the pad. Lumbar pad has an adjustment of 8.0+/- 0.5 cm in height.	40 Nos		
	Total Amount in Rs. (Sl. No. 1+2)			
	GST			
	Grand Total			

**We undertake to abide by the terms and conditions of the contract.**

**Place:**

**Date:**

**Signature & seal of the Bidder**