



F. No. 04-01/GA/2016-FSSAI

FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
3RD FLOOR, FDA BHAWAN, KOTLA ROAD,
NEW DELHI-110002.

Dated, the 20th October, 2016

LIMITED TENDER NOTICE

TENDER FOR SUPPLY OF FURNITURE ITEMS AND OTHER MISCWORK, ATFDA
BHAWAN, KOTLA ROAD, NEW DELHI-110002

Food Safety and Standards Authority of India invites sealed Limited Tenders from the **selected agencies** only as per list attached for carrying out the work for supply, installation of various furniture items and other miscellaneous work at GF, 3rd& 4th Floor, FDA Bhawan, Kotla Road, New Delhi-110002 as specified in work description in compliance of terms and conditions stipulated in the tender document.

02. The tender documents of the contract is available on the FSSAI website. The duly filled in Tender Document with relevant supporting documents may be submitted on or before **28th October, 2016 by 1300 hrs** in the office of Assistant Director (GA), FSSAI, FDA Bhawan, Kotla Road, New Delhi 110002 along with separate Demand Draft / Pay Order for Rs. 60,000/- (Rupees Sixty Thousand only) (Non-bearing interest basis) as Earnest Money. Demand Draft / Pay order should be in favour of Senior Accounts Officer, FSSAI payable at New Delhi.

Tender document (non-transferable) containing detailed specifications, terms & conditions can be obtained from GA Division on payment of cost of tender Rs. 100/- (non-refundable) in the form of Cash/Demand Draft/Pay order drawn on any Commercial Bank in favour of *Senior Accounts Officer, FSSAI*, New Delhi or alternatively, the same can be downloaded from FSSAI website **www.fssai.gov.in**. However, the tender may be submitted along with the payment towards cost of the tender in the form of Draft/Bankers' Cheque as mentioned above in addition to the requisite EMD.

Address of communication: AD(GA), Food Safety and Standards Authority of India 3rd Floor, FDA Bhawan, Kotla Road, New Delhi. -110002

ASSTT DIRECTOR (GA)
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA

F. 04-01/GA/2015-FSSAI
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
3RD FLOOR, FDA BHAWAN, KOTLA ROAD, NEW DELHI-110002.

Dated, the 20th October, 2016

LIMITED TENDER NOTICE

**TENDER FOR SUPPLY OF FURNITURE ITEMS AND OTHER MISC WORK,AT FDA
BHAWAN, KOTLA ROAD, NEW DELHI-110002**

1.0 SUBMISSION OF BID:

1.1 a) Submission, acceptance and rejection: - A tender in sealed cover super scribing "Tender work for supply, fixation/installation of various furniture items and other miscellaneous work," at GF, 3rd & 4th Floors of FDA Bhawan, Kotla Road, New Delhi" should reach in the office of AD (GA), Food Safety and Standards Authority of India, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi -110002 on or before 1300 hrs by 28thOctober, 2016.

b) The tender will be in two parts as under: -

(i) Technical Bid – Technical Bid consisting of all technical details e.g. experience, certificate of incorporation/office, EMD amount and tender fee/cost etc. along with commercial terms and conditions, and

(ii) Financial Bid – Financial Bid indicating item-wise price for the items mentioned in the tender document and total aggregate amount.

Note: The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed (as 'Technical Bid' or 'Financial Bid' as the case may be) and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed (as Tender Documents in response to Tender Notice dated 20th Oct, 2016 for Supply of Furniture Items and Misc Work.

c) Tenders which are not complete in all respects are liable to be rejected.

d) While submitting the tender, the tenderers will be deemed to have read, understood and accept all the terms and conditions stated in the tender documents. Any doubts or clarifications with regard to the interpretation of the terms and conditions stipulated in the Tender Enquiry, may be got clarified from FSSAI HQrs. mentioned above at least 03 days before tender closing date.

2.0 Non-transferability: This tender is non-transferable.

3.0 Bidder's Eligibility Criteria (BEC)

3.1 **Experience:** Bidders are required to submit documentary proof of work order of single contract at least 02 nos of job value of Rs.25 lakhs each for the similar nature of job in Govt./Semi Govt/Public Sector organizations during the last three years. Date is to be reckoned from the date of issue of this tender. Execution certificates issued by the user organizations in support of their credentials are to be enclosed.

3.2 **Financial Criteria:**

3.2.1 Annual Turn Over: Balance sheet / profit & loss Account in support of having turnover of the firm should not be less than Rs.30lakhs p.a. during the past 03 financial years viz (a) 2013-14, (b) 2014-15, (c) 2015-16. Financial data/copy of Balance Sheet/P & L A/c etc; in support duly certified by the bidding agency for the said financial years may be furnished in the Annexure-3.

3.2.2 The agencies shall have to submit the documentary proof in support of above requirement. The bids not meeting the above requirements of BEC/Tender documents entirely and/or not accompanied by necessary documents shall be summarily rejected & shall not be considered for detailed evaluation.

3.2.3 A check list for submission of the relevant documents is enclosed as Annexure -7. Bidders are requested to ensure the compliance as per check list while submitting the offer.

4.0 **Scope/Description of Work**

4.1 This organization intend to replace the old furniture items viz Conference Table, Chairs, Office Table, Reception Table & supportive items, Sofas, Chairs for visitors. All these items would be supplied as per specification/size given and will be custom made. The office table and other items are to be supplied under buy back of old furniture items. The new wooden and glass doors of one room are also need to be replaced with floor door closing machine. The wall paneling, supply and fixation of new window blinds (motorized for one room and remaining with manual operation). In addition, small civil/electrical & sanitary works and items are also required to be carried out. The drawings/layout plan are attached as Appendix – A to M for reference.

4.2 The details of items, works and services to be carried out are given below: -

S.No.	Item Description	Unit	Qty
1	<p>Supplying and installation of reception table in curved shape for 4-person sitting as per design. A variation of + -150mm either side shall be tolerable as per availability of product. The worktop shall be made up of A class particle board (of different thicknesses as per design) finished in machine pressed laminate color and texture as approved. The side and rear, 1250mm high partition panel of 50mm width, made up of a framework of modular aluminum sections (all anodized) with outer finished paneling of laminate and tack able fabric as per the drawing provided. This table member shall have in it separate raceways for Data and power cables, + space for recessed switch plate as per drawing provided. The tackable fabric shall have aluminum anodized channels for slide in tray etc. including a set of trays with it. The color and texture of laminate, fabric etc. shall be as decided by EIC. The unit shall have a cabinet and drawer unit as per drawing provided. The drawers shall be supported on telescopic runners of hitch or equivalent make. The lower portion shall have hinged shutter doors as per drawing, with hinges of hettich or equivalent make. All the drawers, cabinets shall have 5 tumbler locking mechanism classic furniture pad lock with steel/nickel finish, of godrej or equivalent make. All the handles shall be S.S brushed finish and to be as per approval by NIB. The flat edges shall be sealed with 2mm thick PVC beading. The unit shall be complete in all respect including of laying of specified wires (power, data and voice) in provided raceways and fixing of switch plates, switches, sockets, glass etc. and subsequent testing and providing in running condition. The complete unit shall be having nylon levelling shoes, wire managers etc. all complete.</p>	Nos	01
2	<p>Providing and installation of backdrop of a reception area as per the design in seasoned she- sham / kail-wood/Pine wood as per the availability of wood & available sizes given in the drawing. It also includes the overhead canopy as shown in drawing. PU polish in approved colour and shade shall be done on the wooden part. The unit shall be complete in all respect including of fixing, polishing etc. complete.</p>	Sqm	30

3	Providing and fixing in position teak veneer ply paneling made out of frame work of 47 x 47mm M.S. tubes of 18 G thickness or 50mm x 75mm wooden sections fixed to floor / wall placed at 450/600mm (max.) c/c vertical and horizontal supported from existing wall/ floor with appropriate and necessary dash fasteners to ensure stability. The paneling consists of 18mm waterproof ply with 4mm th. teak veneer, all teak wood section / teak veneer to be melamine polished and all frame of M.S. work to be properly welded/ screwed including one coat of primer and one coat of synthetic enamel paint complete in all respects as directed.	Sqm	12
4	Providing and fixing in position teak veneer ply paneling as shown in drawing. The paneling consists of 18mm commercial ply with 4mm th. teak veneer, all teak wood section / teak veneer to be melamine polished and The flat edges shall be sealed with 2mm thick PVC beading. Complete in all respects as per detailed drawings.	Sqm	15
5	Providing in position Sofa made with fully Upholstered seat and back in profile and shape. Sofa shall be made out of Burma teak wood 70mm x 70mm curved for legs with intermediate support shall be 30mm x 25mm, 50mm x 50 mm curved for arm rest with intermediate support shall be 30mm x 25mm & 70mm x30mm frame for seat & back. The sofa consists flat springs for seat and back with sub framing of 35mm x 25mm 2nd class teak wood. The seat and back shall be grey cloth and cotton padding including 150mm Rubber foam with 10mm Polyurethane foam in seat, 75mm rubber foam with 10mm Polyurethane foam in back Upholstered in 'Markeen' finished with approved Fabric. All teak wood has polished with PU coating including staining, base preparation and primer complete in all respects as shown in the detailed drawing or and as directed by the Engineer-in-Charge. (Density of Polyurethane foam is 40kg/cum.)		
a	One Seater	Nos	6
b	Three Seater	Nos	6
7	Making & providing of side table as per the drawing with the teak wood frame and PU polish, glass top etc. complete.	Nos	12
8	Supply and installation of Conference Table suitable for 12 Seating as per design. The worktop shall be made up of 18MM thick waterproof double ply i.e. total 36mm as per design finished in machine pressed veneer and texture as approved in PU polish in desired colour / shade The base of table top shall be strong and sufficient to bear the load and also provide full support with leg space for all as per design.	No.	01

9	Supply and installation of CEO Office Table with Side Racks/Storage capacity as per design / pictures supplied by the architect in the size of 10ft length x 3.3” ft width x 2.6 ft height. The work top shall be made up of water proof ply in thickness & design as specified, completely clad with veneer from outer sides and completely laminated from inside, PU polished in colour/shade as per the design with Stainless steel spacers and 12mm thick glass as design element towards one side. <i>This will be under buy back of old existing table.</i>	No.	01
10	Supply of Chairs with high back in steel frame. The seat, back and handle bar would be of A class leather ate material filled with PU in fine stitching.	No.	02
11	Supply of Chairs with low back in steel frame. The seat, back and handle bar would be of A class leather ate material filled with PU in fine stitching.	No.	16
12	Supply & fixing of Double Side Wooden Book Shelf Rack cum curio cabinet with provision to keep decorative items on both sides with in-built lights and storage space on one side and bottom storage depth to accommodate a mini bar/ mini fridge unit, in the size of 6ftx6ftx2’-3” depth. The teak veneer/teak wood moldings will be used with machine pressed top board in natural color polish as per design and matching to the existing paneling in the concerned room.	No.	01
13	Teak Wooden Designer Signature Chairs in design as per picture supplied by the architect with foam and cloth and cotton padding including 150mm Rubber foam with 10mm Polyurethane foam in seat, 75mm rubber foam with 10mm Polyurethane foam in back Upholstered in`Markeen` finished with approved Fabric. All teak wood have polished with PU coating including staining, base preparation and primer complete in all respects as shown in drawing.	No.	02
14	One designer Teak Wooden round peg/coffee table with glass top in thickness of 12mm glass in the size of 24” circle and Height of 18”.	No.	01
15	Wall Paneling by fixing 4mm anti termite waterproof ply and laying of wall paper to match the wall finish	Sqm	65
16	Supply and Installation of Vanity unit including Wash Basin, stone / glass Counter with covered storage below and fittings complete with mirror & shelf unit	Set	01
17	Supply and installation of small window exhaust fan (size 9”) and one wall mounted small fan (size 18”) by covering window grill with ply (area around 2 sqft) and fixation of new aluminum window in black powder coating	L.S.	01

18	Providing and laying 60mm thick factory made cement concrete interlocking paver block of M -30 grade made by block making machine with strong vibratory compaction, of approved size, design & shape, laid in required colour and pattern over and including 50mm thick compacted bed of fine sand, filling the joints with fine sand etc. all complete.	Sqm	150
19	Providing & fixing wall paneling in strips on walls in pattern as per design / pictures supplied by the architect and around doors & window humps in sized & sections as specified using minimum 12mm thick MDF particle boards duly fixed with screws and PU polished in colour /shade as desired.	Sqm	20

5.0 **Technical Bid**

Technical Bid consists of all technical details along with commercial terms and conditions. This bid also covers minimum eligibility criteria and required documents as mentioned below. Documents should be on the letter head of the Bidder.

Note: - It is made clear that no part of financial bid should be reflected or disclosed in technical bid in any manner.

Eligibility Criteria for Technical Bid:

- 5.1 Tender fees: Cost of tender fee is Rs. 100/- (non-refundable) in the form of Cash/Demand Draft / Pay order / drawn on any Nationalized Bank in favour of Senior Accounts Officer, FSSAI, payable at New Delhi 110002.
- 5.2 **Earnest Money Deposit (EMD) / Bid Security:** Earnest Money Deposit is Rs. 60,000/- (Rupees Sixty Thousand only) (nonbearing any interest). The EMD shall be paid in the form of demand draft /banker's cheque/Bank Guarantee /Fixed Deposit Receipt issued by nationalized bank/Scheduled Commercial Bank in an acceptable form in favour of Sr. **Accounts Officer, FSSAI** payable at **New Delhi**.
- 5.3 Tender offers received without EMD shall be rejected straightway and will not be considered under any circumstance. EMD of tendering agency who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of FSSAI.
- 5.4 The EMD of the unsuccessful bidders will only be released after finalization of the case.
- 5.6 **Firm's Registration:** Bidder must be registered with any State / Central Government for sales tax/VAT and service tax /TIN / PAN purposes so as to

ensure that it meets all statutory tax obligations and there would be no evasion/loss of tax to the govt.

5.7 The person signing the tender document on behalf of the agency/firm other than the owner/director/Managing Director or authorized signatory, shall attach with the tender a proper power of Attorney, duly executed, stating that he has the authority to bind in all the matters pertaining into the contract, including the arbitration clause.

6.0 **Site visit:** The probable bidders, if they intend to visit the actual site of work to assess the proposed requirement / job of work, they may do so with the permission of the Asstt Dir (GA) before submission of the bid by due date but not later than 26th October, 2016 (up to 1500 hrs).

7.0 **Financial Bid**

7.1 Financial bid should **quote Unit rate of description of goods** (in quantity) in the format, Annexure – 5 enclosed, figures in Indian rupees (in words also). Incomplete bids will summarily be rejected.

7.2 Rates quoted shall be inclusive of **all statutory duties and taxes** (including excise and customs) VAT etc. Price quoted shall be firm and any variation in rates, prices or terms during the validity of the offer may lead to forfeiture of the EMD.

8. **Documents**

Bid documents may be submitted in the agency's letter head Covering letter containing the following documents: -

Annexure – 1	:	Tender Form
Annexure – 2	:	Bidder's profile
Annexure – 3	:	Financial Status
Annexure – 4	:	Letter of authority
Annexure – 5	:	Financial Bid
Annexure – 6	:	Performance Security (Bank Guarantee)
Annexure – 7	:	Check List for Bidders

9. **Bid Opening**

9.1 On the date and time mentioned in the tender notice, Technical bid will be opened on 28th Oct 2016 at 1430Hrs.

9.2 Authorized representative may attend the meeting, if they wish to. The authorized representative must be competent and empowered to settle all technical and commercial issues, if required.

10. **EVALUATION CRITERIA:**

Determination of responsiveness

- 10.1 Prior to the financial evaluation of bids, FSSAI will determine whether each bid is substantially responsive to the requirement of bidding documents.
- 10.2 For the purpose of the above clause, the bid which conforms to all the terms, conditions and specification of the bidding documents without material deviation. A material deviation is one which affects in any substantial way the scope, quality, or performance of works and which limits substantial way, in consistent with the bidding documents.
- 10.3 Eligibility of tenderer will be based on proof of past experience, financial capability, resource availability, which should form the technical offer. The technical offer of the firm would be evaluated by the Technical Evaluation Committee (TEC). The commercial offers will be opened only when the technical bids qualified technically.
- 10.4 No error, overwriting / correction shall be permissible unless attested under the signature of the bidder with date and seal.

11.0 TECHNICAL & FINANCIAL EVALUATION.

11.1 Selection Procedure & criteria:

The technical bid evaluation shall be done based on the following criteria:

i) The responsiveness of the bid, i.e; Annexures duly filled, signed and accepted bid documents in complete form, including Authorisation letter.

(ii) Receipt of valid EMD with requisite amount in acceptable format.

(iii) Documents in proof of meeting the minimum eligibility criteria.

(iv) Any other documents as required to support the responsiveness of the bidder as per tender.

- 11.2 A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial bids will be returned unopened.
- 11.3 The bidder who qualifies in the technical evaluation stage shall only be called for opening of financial bids. Client shall intimate the bidders, the time/ venue for the financial Bid opening in written communication.

12. Evaluation of bids:

- 12.1 The Authority may reject all bids if they are found to be unresponsive or unsuitable either because they represent major deficiencies in complying with the tender or they involve substantively higher cost.

- 12.2 In case two bidders score equal marks after final evaluation, the bidder offering lowest cost shall be declared successful
- 12.3 Validity of Tender: Tender shall be valid for acceptance for a period not less than 60 days after tender opening date.

13.0 Award of Contract:

- 13 FSSAI will award the contract to the tenderer whose tender has been determined to be substantially responsive.
- 13.2 By the process of evaluation of technical bids and financial bids, the Evaluation Committee prepared ranking list of bidders and awarded the contract to the L-1 bidder.
- 13.3 The successful bidder shall be required to furnish a Performance Security (an amount equivalent to 10% of the total value of the contract) in the form of Account Payee DD, / Fixed Deposit receipt from a scheduled commercial bank, or Bank Guarantee from a scheduled Commercial bank in an acceptable form (Annexure- 6).
- 13.4 The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations.
- 13.5 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

14. FORCE MAJEURE

- 14.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. It is clarified that in case, the Force Majeure event occurs due to negligence of agency, then the provisions of this clause shall not apply to the agency.
- 14.2 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 07 (Seven) days of the alleged beginning and ending thereof giving full particulars and satisfactory proof. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, FSSAI shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part.

15. APPLICABLE LAW AND JURISDICTION

All matters connected with this work shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

Tender Form

To,

The Assistant Director (GA)
Food Safety and Standard Authority of India
Ministry of Health & Family Welfare,
FDA Bhavan, Kotla Road,
New Delhi-110002

Ref. Your Tender No. _____
dated _____

We, the undersigned have examined the above Tender Document, No. _____, dated _____, in conformity with your above referred document.

If our Tender is accepted, we undertake to perform the services as mentioned above.

We agree to keep our tender valid for acceptance as required in the Tender document or for subsequently extended period, if any agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this Tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred Tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Central/State Government

Brief of court/legal cases pending, if any, are following:

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender documents, including amendment/ corrigendum if any.

(Signature with date)
(Name and designation) Duly authorised to sign Tender for and on behalf of
bidder with company seal

Annexure - 2

BIDDER'S PROFILE:

1.	Name of firm:	
2.	Bidder's name	
3.	Registered office address	
4.	Correspondence address	
5.	Telephone: Office - Residence Mobile No.	
6.	E-mail address & website	
7.	Tele-fax Number	
8.	VAT No.	
9.	PAN Number	
10.	<p style="text-align: center;">STRUCTURE AND ORGANIZATION The applicant is (a) an individual (b) a proprietary firm (c) a firm in partnership (d) a Limited Company or Corporation.</p> <p style="text-align: center;">(Pl attach attested copies of documents of registration / incorporation of your firm)</p>	

I / We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of Bidder / Authorized signatory
Name of the Bidder

(Seal of the Bidder)

Annexure - 3

FINANCIAL STATUS

Name of the Bidder _____

Description	Financial Years		
	2013-14	2014-15	2015-16
Annual Turnover			
Net Worth			
Current Assets			
Current Liabilities			
Total Revenues			
Profit Before Tax			
Profit After Tax			

1. Attach the copies of the audited balance sheets, including all related notes and income statement for the last three Financial Years as indicated above complying with the following conditions:
2. All such documents reflect the financial situation of the bidder and not sister or parent companies.

SIGNATURE OF THE BIDDER WITH SEAL AND DATE

LETTER OF AUTHORITY

PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING MEETING.

No.

Date:

Asstt Dir (GA), FSSAI,
FDA Bhawan, 3rd floor,
KotlaRaod,
New Delhi-110002

Dear Sir,

We _____ hereby authorize following representative(s) to attend Technical bid opening & Price bid opening and for any other correspondence and communication against above Bid Document:

- 1) Name & Designation _____ Signature
- 2) Name & Designation _____ Signature

We confirm that we shall be bound by all commitments made by aforementioned authorised representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder. Not more than two persons are permitted to attend Techno –commercial un-priced and Price bid opening.

Price-Bid**TENDER FOR SUPPLY OF FURNITURE ITEMS AND OTHER MISC WORK, AT FDA
BHAWAN, KOTLA ROAD, NEW DELHI-110002**

{Refer to Para-6.1 of Tender Notice and quote unit rate of description of Items (in quantity) as mentioned in Para-4 (Scope of Work) of tender Notice}.

S.No.	Item Description	Unit	Qty	Unit Rate (in Rs.)	Amount (in Rs.)
1	Supplying and installation of reception table in curved shape for 4-person sitting as per design. A variation of + -150mm either side shall be tolerable as per availability of product. The worktop shall be made up of A class particle board (of different thicknesses as per design) finished in machine pressed laminate color and texture as approved. The side and rear, 1250 mm high partition panel of 50 mm width, made up of a framework of modular aluminum sections (all anodized) with outer finished paneling of laminate and tack able fabric as per the drawing provided. This table member shall have in it separate raceways for Data and power cables, + space for recessed switch plate as per drawing provided. The tackable fabric shall have aluminum anodized channels for slide in tray etc. including a set of trays with it. The color and texture of laminate, fabric etc. shall be as decided by EIC. The unit shall have a cabinet and drawer unit as per drawing provided. The drawers shall be supported on telescopic runners of hitch or equivalent make. The lower portion shall have hinged shutter doors as per drawing, with hinges of hettich or equivalent make. All the drawers, cabinets shall have 5 tumbler locking mechanism classic furniture pad lock with steel/ nickel finish, of godrej or equivalent make. All the handles shall be S.S brushed finish and to be as per approval by NIB. The flat edges shall be sealed with 2mm thick PVC beading. The unit shall be complete in all respect including of laying of specified wires (power, data and voice) in provided raceways and fixing of switch plates, switches, sockets, glass etc. and subsequent testing and providing in running condition. The complete unit shall be having nylon levelling shoes, wire managers etc. all complete.	Nos	01		

2	Providing and installation of backdrop of a reception area as per the design in seasoned she-sham / kail-wood / Pine wood as per the availability of wood & available sizes given in the drawing. It also includes the overhead canopy as shown in drawing. PU polish in approved colour and shade shall be done on the wooden part. The unit shall be complete in all respect including of fixing, polishing etc. complete.	Sqm	30		
3	Providing and fixing in position teak veneer ply paneling made out of frame work of 47 x 47mm M.S. tubes of 18 G thickness or 50mm x 75mm wooden sections fixed to floor / wall placed at 450/600mm (max.) c/c vertical and horizontal supported from existing wall/ floor with appropriate and necessary dash fasteners to ensure stability. The paneling consists of 18mm waterproof ply with 4mm th. teak veneer, all teak wood section / teak veneer to be melamine polished and all frame of M.S. work to be properly welded/ screwed including one coat of primer and one coat of synthetic enamel paint complete in all respects as per detailed drawings.	Sqm	12		
4	Providing and fixing in position teak veneer ply paneling as shown in drawing. The paneling consists of 18mm commercial ply with 4mm th. teak veneer, all teak wood section / teak veneer to be melamine polished and The flat edges shall be sealed with 2mm thick PVC beading. Complete in all respects as per detailed drawings.	Sqm	15		
5	Providing in position Sofa made with fully Upholstered seat and back in profile and shape. Sofa shall be made out of Burma teak wood 70mm x 70mm curved for legs with intermediate support shall be 30mm x 25mm, 50mm x 50 mm curved for arm rest with intermediate support shall be 30mm x 25mm & 70mm x30mm frame for seat & back. The sofa consists flat springs for seat and back with sub framing of 35mm x 25mm 2nd class teak wood. The seat and back shall be grey cloth and cotton padding including 150mm Rubber foam with 10mm Polyurethane foam in seat, 75mm rubber foam with 10mm Polyurethane foam in back Upholstered in`Markeen' finished with approved Fabric. All teak wood have polished with PU coating including staining, base preparation and primer complete in all respects as shown in the detailed drawing and as approved. (Density of Polyurethane foam is 40kg/cum.)				

a	One Seater	Nos	6		
b	Three Seater	Nos	6		
7	Making & providing of side table as per the drawing with the teak wood frame and PU polish, glass top etc. complete.	Nos	12		
8	Supply and installation of Conference Table suitable for 12 Seating as per design. The worktop shall be made up of 18MM thick waterproof double ply i.e. total 36mm as per design finished in machine pressed veneer and texture as approved in PU polish in desired colour / shade The base of table top shall be strong and sufficient to bear the load and also provide full support with leg space for all as per design.	No.	01		
9	Supply and installation of CEO Office Table with Side Racks/Storage capacity as per design / pictures supplied by the architect in the size of 10ft length x 3.3” ft width x 2.6 ft height. The work top shall be made up of water proof ply in thickness & design as specified by the Engineer In charge, completely clad with veneer from outer sides and completely laminated from inside, PU polished in colour / shade as per the design with Stainless steel spacers and 12mm thick glass as design element towards one side.	No.	01		
10	Supply of Chairs with high back in steel frame. The seat, back and handle bar would be of A class leather ate material filled with PU in fine stitching.	No.	02		
11	Supply of Chairs with low back in steel frame. The seat, back and handle bar would be of A class leather ate material filled with PU in fine stitching.	No.	16		
12	Supply & fixing of Double Side Wooden Book Shelf Rack cum curio cabinet with provision to keep decorative items on both sides with in-built lights and storage space on one side and bottom storage depth to accommodate a mini bar/ mini fridge unit, in the size of 6ftx6ftx2’-3” depth. The teak veneer / teak wood moldings will be used with machine pressed top board in natural color polish as per design and matching to the existing paneling in the concerned room.	No.	01		
13	Teak Wooden Designer Signature Chairs in design as per picture supplied by the architect with foam and cloth and cotton padding including 150mm Rubber foam with 10mm Polyurethane foam in seat, 75mm rubber foam with 10mm Polyurethane foam in back Upholstered in `Markeen` finished with approved Fabric. All	No.	02		

	teak wood have polished with PU coating including staining, base preparation and primer complete in all respects as shown in the detailed drawing				
14	One designer Teak Wooden round peg/coffee table with glass top in thickness of 12mm glass in the size of 24" circle and Height of 18".	No.	01		
15	Wall Paneling by fixing 4mm anti termite waterproof ply and laying of wall paper to match the wall finish	Sqm	65		
16	Supply and Installation of Vanity unit including Wash Basin, stone / glass Counter with covered storage below and fittings complete with mirror & shelf unit	Set	01		
17	Supply and installation of small window exhaust fan (size 9") and one wall mounted small fan (size 18") by covering window grill with ply (area around 2 sqft) and fixation of new aluminum window in black powder coating	L.S.	01		
18	Providing and laying 60mm thick factory made cement concrete interlocking paver block of M - 30 grade made by block making machine with strong vibratory compaction, of approved size, design & shape, laid in required colour and pattern over and including 50mm thick compacted bed of fine sand, filling the joints with fine sand etc. all complete.	Sqm	150		
19	Providing & fixing wall paneling in strips on walls in pattern as per design / pictures supplied by the architect and around doors & window humps in sized & sections as specified using minimum 12mm thick MDF particle boards duly fixed with screws and PU polished in colour / shade as desired.	Sqm	20		
20	Providing & Fixing of LED panel light of standard make (Philips/Syska or equivalent) 11-12w as per the drawing.	Nos	40		
21	Total Amount (Without Taxes)				
22	Less : Amount of buy back of old furniture item (office table)				
23	Add: Applicable Taxes (Please define %age of taxes separately)				
24	Add : Swatch Bharat Cess @0.5%				
25	Add : KishanVikas Cess @0.5%				
26	Grand Total Amount (in Rupees)				

SIGNATURE OF BIDDER WITH SEAL AND DATE

Performance Security

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (here in after called the "Bank") of the one part and _____ (Name of the Department) (hereinafter called the "Department") of the other part.
2. WHEREAS _____ (Name of the Department) has awarded the contract for supply and installation of various Furniture Items and other misc. jobs of contract for Rs. _____ (Rupees in figures and words) (hereinafter called the "contract") to M/s _____ (Name of the contractor (hereinafter called the "contractor")).
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Department a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the Department, the Bank is engaged to pay the Department, any amount up to and inclusive of the aforementioned full amount upon written order from the Department to indemnify the Department for any liability of damage resulting from any defects of shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The bank will deliver the money required by the Department immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice of or judicial or administrative procedures and without it being necessary to prove to the Bank the liability of damages resulting from any defects of shortcomings or debts of the Contractor. The bank shall pay to the Department any money so demanded notwithstanding any dispute /disputes raised by the Contractor in any suit of proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Department agree to grant a time of extension to the contractor or if the contractor fails to complete the required work and services within the time of completion as stated in the contract, or fails to discharge himself of the liability or damage or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Department and at the cost of the contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank of the contractor.
9. The Neglect of forbearance of the Department in enforcement of payment of any moneys, the payment where of is intended to be hereby secured or the given of time by the Department for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. The expressions "the Department", "the Bank" and "the Contractor" herein before used shall include their respective successor and assigns.

IN WITNESS whereof I/We of; the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (Year) being herewith duly authorized.

For and on behalf of
the _____ Bank.

Signature of authorized Bank official

Name _____

Designation _____

I.D. No. _____

Stamp/ Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of :

Witness- 1

Signature _____

Name _____

Address _____

Witness- 2

Signature _____

Name _____

Address _____

CHECKLIST - FOR BIDDERS

S No.	Details	Yes / No	Remarks
01.	Enclose DD for Rs. 100/- in favour of Sr. Accounts Officer, FSSAI towards the cost of Tender Documents in case downloaded from website		
02.	Draft/Banker's Cheque for Rs. 60,000/- (Rupees Sixty Thousand only) in favour of Sr. Accounts Officer, FSSAI towards EMD.		
03.	Tender Form : Annexure - 1		
04.	Tender document duly signed and stamped on each page.		
05.	Bidder Profile : Annexure - 2		
06.	Financial Status : Annexure - 3		
07.	Letter of Authority : Annexure - 4		
08.	Price-Bid Format : Annexure - 5		
09.	Power of attorney in favour of representative Signatory, if deployed		
10.	Enclosed Xerox copy of PAN Card		
11.	Enclosed Xerox copy of VAT / ST/CST Registration Certificate		
12.	Enclosed Xerox copy of Service Tax registration certificate		
13.	Attached the copies of the balance sheets, including all related notes and income statements (Trading/P&L A/c etc.) for the last three Financial years i.e. 2013-14, 2014-15 and 2015 - 16.		
14.	Enclosed copy of work orders of single contract at least 02 nos of job value of Rs.25 lakhs each for similar/identical nature of job in Govt./Public Sector Organisation.		
15.	Enclosed copies of Execution certificates issued by user Govt. Organisations.		

Note: Please note that in case if any of the documents mentioned in above is/are not enclosed, bid will be rejected summarily.

SIGNATURE OF BIDDER WITH SEAL AND DATE