

**TENDER DOCUMENT FOR SUPPLY OF OFFICE FURNITURE FOR THE
OFFICE OF GENERAL MANAGER, TELECOMMUNICATION CIRCLE,
OPTCL, MERAMUNDALI.**

General Manager, Telecommunication Circle, OPTCL, AT- 400/220/132kV Grid Sub-Station, Meramundali, invites offers from the authorized dealers/ reputed companies for supply of office furniture of Godrej make or any equivalent reputed brands for circle Office at Meramundali, on need based basis. Tender papers with all specifications, terms and conditions will be available for sale in the office of The General Manager Telecommunication Circle, OPTCL, Meramundali. The same can be purchased by the interested bidders on payment of **Rs 630/- (Rs 600/- + VAT @ 5%)** only by DD of any nationalized Bank drawn in favour of Telecommunication Circle, Bhubaneswar in any working days between 10.00AM to 04.00PM. The last day of sale of tender paper is 08.07.2015.

Sealed tenders accompanied by refundable noninterest bearing earnest money deposit of Rs.2,000/-(Rupees Two thousand only) in the form of DD of any nationalized Bank drawn in favour of Telecommunication Circle, Bhubaneswar with name of the work and name of the vendor written on the envelopes will be received at the office of General Manager, Telecommunication Circle, Meramundali on or before 09-07-2015 (Thursday) up to 4.00 P.M. The demand draft for EMD is to be attached with **technical bid**. Tenders not accompanied with EMD will not be considered. The tenders will be opened at the Office on 10-07-2015 (Friday) at 3.00 P.M.

IMPORTANT DATES:

Last date for sell of tender papers:	4.00PM of 08.07.2015
Last date for submission of tender papers	4.00PM of 09.07.2015
Opening of tender Papers	3.00PM of 10.07.2015

NO.TCM /.....DT.//.....

ISSUED TO,

M/S.....

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General Terms & Conditions

1. The requirement of office furniture is in respect of our office at Meramundali and these are to be delivered at site only. The rates to be quoted only for Godrej or any equivalent brands conforming to technical specifications, inclusive of all charges and Taxes.
2. The tender comprises two parts i.e. 1. Technical bid and 2. Financial Bid. The first part is technical bid where the vendor is required to give the details of the firm and the confirmation on technical specification. If there is non compliance in respect of any item, all details thereof must be provided. The second part is financial bid where the vendor is required to quote the rates only. No other information/condition is to be mentioned in the financial bid. Conditions if any, are to be given in the technical bid.
3. The vendor shall be deemed to have full knowledge of the site, ie. Meramundali whether the site is inspected by him or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
4. Submission of tender by a vendor implies that they are aware of the scope and specifications of the work to be done, site conditions, and local conditions and other factors bearing on the execution of the work.
5. The vendor shall quote the rates in figures as well as in words. The amount of each item shall be worked out and requisite total to be given.
6. Each tender document is required to be signed by the authorized person or persons submitting the tenders in token of his/her having acquainted himself/themselves with the General conditions of contract, special conditions, specifications and schedule of quantities etc. as laid down. Any tender with any of the tender documents not so signed are liable to be rejected.
7. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by partner who has the necessary authority on behalf of the firm to enter into the proposed contract, otherwise the tender is liable to be rejected.
8. Tender should be filled with neat legible and correct entries. Indistinct figures should be avoided. Any erasures and alterations made while filling the tender or figure/figures are not permitted. Failure to comply with either of these conditions will render the tender void. No advice of any change in rate or conditions after opening of the will be entertained.
9. The undersigned does not bind himself to accept the lowest or any tender and reserve to itself the right of accepting the whole or any part of the tender and the vendor shall be bound to perform the same at the rate quoted.
10. Taxes shall be payable extra. However, components of taxes must be mentioned in the price bid with all relevant bifurcation/information. All transportation charges shall be payable by the vendor and GM Telecom, Meramundali will not entertain any claim whatsoever in this respect.
11. No escalation in price shall be allowed after the award of tenders. It is clarified that change in taxes shall not be treated as price variation.
12. The tender for work/supply shall remain open for acceptance for a period of 90(Ninety) days from the date of opening of tenders.

13. Vendor shall not sub let the work entrusted to him without the prior written permission of the authority.

14. Only first make of material has to be used.

15. The EMD amount of the successful bidder will be kept as retention money and will be released only after expiry of warranty period of the office furniture. However, the EMD amount of other bidders will be returned back after the tendering process is completed.

16. GM Telecom, Meramundali reserves the right to accept/reject any/all offers without assigning any reason whatsoever.

17. Only the vendors agreeing upon the above technical terms and conditions should submit their quotations in sealed covers. Technical bid shall include documentary proof in respect of each of the above points of Technical Terms & Conditions. Financial bids of firms, who fail to fulfil any of the above conditions, will not be considered.

18. The Technical bid shall contain, *inter alia*, the following essential documents specified as under:-

1	Sales Tax, VAT Registration Number along with documentary proof
2	PAN with documentary proof;
3	Documentary proof of Authorised Distributor/Dealer/Supplier, as the case may be.
4	Service Tax Registration, wherever applicable.
5	Details of satisfactory supply certificates/Pos, if any regarding supplies of similar nature made to Government Departments as mentioned in the Technical Terms and Conditions.

19. Liquidated Damages: In case of failure to execute the order in full within the specified period, liquidated damages shall be charged at the rate of ½% per week or part thereof but not exceeding 8% of the order value.

20. The authority reserves the right to cancel/reduce quotation if delivery has not made within the time limit advised by OPTCL. In case the contractor fails to deliver the materials as per the delivery schedule indicated in the purchase order, the material may be procured from open market to meet the immediate demand/ requirement at the risk and cost of supplier/contractor.

GENERAL MANAGER
TELECOMMUNICATION CIRCLE, MERAMUNDALI

TECHNICAL SPECIFICATIONS FOR FURNITURE

SI No	Name of the furniture	Specification	Quantity
01	Table	Godrej make Mayfair with ERU and Pedestal or equivalent	01 (One)
		Godrej make Enterprisers 1500 or equivalent	01 (One)
		Godrej make T08 or equivalent	01 (One)
02	Chair	Godrej make Revolving Chair- High back, PCH-7001 or equivalent.	01 (One)
		Godrej make Revolving Chair- Bravo Mid back, PCH-9U01R or equivalent.	01 (One)
		Godrej make Revolving Chair- Bravo Mid back, PCH-9U02R or equivalent.	01 (One)
03	Computer Table	Godrej make Target-105 or equivalent	01(One)
04	Computer Chair	Godrej make PCH-5002T or equivalent	01(One)
05	Visitor Chair	Godrej make PCH 7112R or equivalent	09(Nine)
06	Almirah	Godrej make storewell or equivalent	03(Three)
07	Rack	Easy rack-36" H X 36" W X 15" D	2(Two)

To,
The General Manager,
Telecommunication Circle, OPTCL
Meramundali.

Sub: Supply office furniture at Branches/offices

Dear Sir,

I/We the undersigned have carefully gone through and clearly understood the plans, specifications, quantities with **general conditions mentioned in the tender document for the above mentioned work** and having visited and examined the site of the proposed work, do hereby tender to execute and complete the entire work in accordance with the priced bill of quantified and/or as given in the special specification of the works.

It is understood that the lowest or any tender will not necessarily be accepted and that you are not bound to assign any reason thereof for the same.

I/We agree to keep our offer open for 90 days from the date of opening of tender.
Having examined the schedule of quantities relating to the proposed tender for supply of office furniture having visited and examined the site of the proposed works and having acquired the tenders invited by you, we the undersigned hereby offer to execute, complete and maintain the proposed work in strict accordance with the conditions and specifications described in the tender document at the item rates quoted by us in the tender.

We undertake to complete and deliver the total work within ten days from the date of issue of work order by the competent authority. We are aware that the delay in completion of work will attract penalty as specified as per clause 19 of General Terms and conditions.

Signature & Stamp of vendor
Name and address of the vendor

Place:
Date:

TECHNICAL BID

To be filled & signed by the authorized signatory of the firm & this is to be put in separate sealed cover superscribed with "Technical bid for office furniture".

1	Name of the firm	
2	Address	
3	Contact No	
4	Date of commencement of business	
5	PAN No (Attach a copy)	
6	VAT/CST Registration No (Attach a copy)	
7	Whether previous experience in the field (Attach proof)	
8	Warranty information.	Please attach list of items along with relevant warranty applicable
9	Product brochure/literature for each item	Attach copies of product brochure/literature for each item
10	Particulars of EMD attached	DD/Cheque No..... Date Amount Rs..... ISSUING Bank Name.....

Signature of Vender with seal

FINANCIAL BID.

To be filled & signed by the authorized signatory of the firm & this is to be put in separate sealed cover superscribed with “financial bid for office furniture”.

Sl No	Type of furniture	Specification	Quantity	Rate Rs.	Amount in figures and words
01	Table	Godrej make Mayfair-ERU Pedestal or equivalent	01 (One)		
		Godrej make Enterprisers 1500 or equivalent	01 (One)		
		Godrej make T08 or equivalent	01 (One)		
02	Chair	Godrej make Revolving Chair- High back, PCH-7001 or equivalent.	01 (One)		
		Godrej make Revolving Chair- Bravo Mid back, PCH-9U01R or equivalent.	01 (One)		
		Godrej make Revolving Chair- Bravo Mid back, PCH-9U02R or equivalent.	01 (One)		
03	Computer Table	Godrej make Target-105 or equivalent	01(One)		
04	Computer Chair	Godrej make PCH-5002T or equivalent	01(One)		
05	Visitor Chair	Godrej make PCH 7112R or equivalent	08(Eight)		
06	Almirah	Godrej make storewell or equivalent	03(Three)		
07	Rack	Easy rack-36" HX 36" W X 15" D	2(Two)		
08		Taxes (specify detailed nature of Taxes below)**			
09		Add cost of transportation			
10		TOTAL			
		In words..... (Rupees.....)			

** Taxes applicable as under.

1. Sales tax/VAT : ____%.
2. Octroi.LBT : ____%.
3. Any other : ____%.

(Please specify)

Signature & stamp of the Vender.