

**DETAILED OF TERMS AND CONDITIONS FOR OFFICE FURNITURE
UNDER MISSION SHAKTI TO ALL ICDS PROJECT & DISTRICT.**

1. Sealed tenders in the prescribed formats are invited from the intending Supplier/ Manufacturer for supply of "OFFICE FURNITURE UNDER MISSION SHAKTI" to all the ICDS Projects & District.
2. The tender shall be received by the DSWO, Subarnapur till 5.00PM of **dt.29/10/ 2018** and will be opened on **Dt. 30/ 10 /2018** at **3.00PM**. The Tenderer or his/her authorized representative may attend during the time of opening of Tender.
3. The item wise photographs should be attached with the tender paper.
4. The approximate requirement of items is in "Annexure-A" will be vary as per the requirement.
5. The details of quotation papers along with the terms and conditions, earnest money deposit etc. can be downloaded from web site <http://www.subarnapur.nic.in>.
6. The quotation completed in all respect may be sent in sealed cover super scribing "**Quotation for Officer Furniture under Mission Shakti**" to all ICDS Project & District to the address of DSWO, Collectorate, Subarnapur – 767 017. by **Registered/Speed Post only** so as to reach the office before the date & time fixed. The Quotation received beyond the date and time mentioned above shall not be taken into consideration under any circumstances.
7. Tenderer(s), awarded with the tender must deliver the stock at delivery point.
8. The item wise rate & order will be issued to the L1 tenderer.
9. The details of the specification of items required for printing are as follows in Annexure-A.
10. The other terms & conditions associated with the assignment are as follows.

Sl. No.	Other Terms & conditions	Documents to be submitted
1.	The Supplier/Manufacturer should have valid GST registration Certificate.	Attested Xerox copy of registration certificate
2.	The tenderer has to submit the June, 2018 Month/quarter GST Return copy.	Attested Xerox copy of document
3.	The tenderer has to submit the Income Tax Return copy of Financial Year 2017-18 (AY-2018-19)	Attested Xerox copy of document
4.	Rates should be quoted excluding of charges of GST & other taxes and transporting charges as applicable. The Tax & Transportation should be mentioned separately.	Mentioned in the Tender Application Form
5.	Demand Draft of Rs.500/- payable at Union Bank of India, Sonapur in favour of "District Social Welfare Officer, Subarnapur" must be enclosed with the tender papers, the cost of which is not refundable	Demand Draft of Rs.500/- in original must be enclosed
6.	Tenderer must submit EMD of Rs.5,000/- (Rupees Five Thousand) only in shape of NSC/FDR pledged in favour of DSWO, Subarnapur. EMD of unsuccessfully tenderers will be returned without interest on finalization of bid EMD of successful tenderers shall turned into security deposit.	NSC/FDR in original must be enclosed

The undersigned reserves the right to cancel by modify fully or partially the invitation for bid or to reject one or more of the bids or cancel the entire quotation process without assigning any reason thereof.

Specification of Furniture under Mission Shakti.

- I. **Office Table (2 Nos) for district** : Size 4.5ft X 3ft wooden water proof with iron leg & two side drawer (best quality in local made).
- II. **Executive Chair (2 Nos) for district** : Godrej Interio BRAVO (Mid back) Colour carbon Black.
- III. **Visitor Chair (4 Nos) for district** : Godrej Interio BRAVO Colour carbon Black.
- IV. **Computer-cum-Working Table (13 Nos) one for district & 2 for each projects** : Size 4ft X 2ft wooden water proof with iron leg & one side drawer (Standard quality in local made).
- V. **REVOLVING CHAIR (13 Nos) one for district & 2 for each projects** : Revolving Chair with arm & adjustment of Height. Chair Height minimum 30”, Seat Height Minimum of 15” & Seat Width minimum of 18” (Standard quality in local made).
- VI. **Visitors chair (26Nos) two for district & 2 for each projects**: Front Sitting chair with arm matching with the revolving chair in Sl No-VI (Standard quality in local made).
- VII. **Steel Almirah (8Nos) two for district & one for each projects** : Steel almirah size 6ft (H) x 3.5 ft (W) x 2ft (D) manufactured from 22 gauge for body and 20 gauge for doors. The Almirah should have four shelves making five compartments of standard size. The doors of almirah provided with stiffeners made of MS sheet spot welded to the doors. The almirah equipped with a special three way bolting device with tongue-in groove inter locking mechanism with six lever lock. The handle made from a non ferrous metal alloy, chrome plated. The complete almirah duly painted with synthetic enamel paint of approved shade in and outside. The Almirah contains one self-locker with six lever lock system (Standard quality in local made).
- VIII. **Plastic Chair (20Nos) for district** : Nilkamal with arm.
- IX. **Plastic Stool (10Nos) for district** : Nilkamal Square-5 & Round-5.

Tender Application Format (Part-1)

For Office Furniture under Mission Shakti to all ICDS Project & District.

1. Name of the Tenderer :

2. Postal Address:

At :

PO :

Dist. :

Pin :

3. Telephone/ Mobile No. :

4. e-Mail id if available :

Sl. No.	Particulars	Attached in Sl. No.____ of Tender Papers	Remarks
1.	Tender paper & documents		
2.	Attested copy of valid GST Registration Certificate		
3.	Attested copy of June, 2018 Quarter Return		
4.	Attested copy of the Income Tax Return for Financial Year 2017-18 (AY-2018-19)		
5.	Attested copy of PAN Card		
6.	EMD of Rs.5,000/- in shape of NSC or FDR pledged in favour of DSWO, Subarnapur		
7.	Demand Draft of Rs.500/- payable at Union Bank of India, Sonapur in favour of "District Social Welfare Officer, Subarnapur		
8.	Attested copy of AADHAR Card of the Proprietor or authorized person.		

N.B.:- The documents must be enclosed in sequence & serially numbered with sketch pen on the right top corner of the documents except in case of NSC & FDR.

Place

(Signature and seal of the authorized signatory)

Date

Tender Application Format (Part-2)

For Office Furniture under Mission Shakti to all ICDS Project & District.

Name of the Tenderer :

Sl No	Name of Items	Rate for Quantity (in INR)	GST	Remarks
I	Office Table			
II	Executive Chair			
III	Visitor Chair for Sl No-II			
IV	Computer-cum-Working Table			
V	Revolving Chair			
VI	Visitors Chair for Sl No-V			
VII	Steel Almirah			
VIII	Plastic Chair			
IX	Plastic Stool			

N.B. : Any other Taxes, Charges & Transportation Cost should be mentioned separately.

Place

(Signature and seal of the authorized signatory)

Date