

**Subject: Inviting Quotations for Furniture items.**

Sealed quotations are hereby invited in two parts i.e. **Technical Bid and Financial Bid** in separate sealed covers. The two sealed cover should be contained in **bigger** sealed cover. The technical bid would contain **EMD deposit and filled Specifications Performa** (enclosed herewith) **duly signed** by the firm / tenderer with stamp/seal. **The rates would be mentioned only in the financial bid not in the technical bid.** The financial bids of those firms, who qualify on the basis of technical bid, would only be opened. The NIQ (Notice Invited Quotation) must specify the procedure for sending the bid in two parts and for the following items as per specifications mentioned against each item:-

Sr. No.	Items	Qty	Specifications
1	<b>Work station</b>	<b>07</b>	<p><b>Partition:</b> Partition thickness as 52.4 mm thick and height - 1200 mm including powder coated aluminium trims.</p> <p><b>Tiles:</b> Top tiles are fabric tack able, white board on the user side and non-tack able fabric. Bottom tiles - Plain metal.</p> <p><b>Wire Management:</b> Wires shall be taken into the system through cable ducts from the junction boxes and it is carried up to the panels through concealed conduits inside the blocks.</p> <p><b>Modesty Panel with Assembly Leg:</b> 25 mm thick PLB modesty has been given on the front of the main worktop which is attached to the partition on one end with gable end bkts and on the other end with metal powder coated frontier leg.</p> <p><b>Side Panels or Legs:</b> Made out of 25 mm thick pre-laminated particle board with flat pvc lipping edge banding considered only on the open end conditions or 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 an elevated look.</p> <p><b>Work surface:</b> Main table recta made out of 25 mm thk pre-laminated particleboard with flat PVC lipping edge banding of size 1500 mm w x 750 mm d and ERU table recta of size 900 mm w x 450 mm d.</p> <p><b>Pedestal:</b> Pedestal flat metal front, full ht free standing central locking of size 390 mm w x 435 mm d x 646 mm ht with 3drawers (2box+1file)</p> <p><i>Note: All partitions and side panels have levelling screws for adjustment in case of Uneven floor to take care of +/- 40 mm of uneven flooring.</i></p> <p><b>CPU Trolley:</b> CPU Trolley is with castors</p> <p><b>Key-board Tray:</b> Meta l/ Plastic</p> <p><b>Drawing as per Annexure -1</b></p>

**CONDITIONS:**

- Sealed Quotation should be in two parts; Technical Bid and Financial Bids. These two sealed cover should be contained in bigger sealed cover. The technical bid will contain only Earnest Money Deposit (EMD) and complete specification duly signed by the firm. The rates will be mentioned in the Financial Bid only. The Financial Bid of those firms, who qualify on the basis of technical Bids, will only be opened. The bigger envelop to be superscribed as **"Quotation for supply of Furniture"**. Unsealed envelop will not be entertained and rejected out rightly.
- The quotations should be accompanied with Earnest Money Deposit (EMD) of Rs.10,000/- (Rs. Ten thousand only) in the shape of bank draft / bank guarantee from any scheduled bank in favour of the Director, State Council of Educational Research and Training (SCERT) Sector 32, Chandigarh. The EMD of unsuccessful firms will be refunded immediately after finalization of quotations. No interest will be payable on EMD. The EMD will be forfeited, if the firm quotation withdraws his/her bid after submission of quotation.
- The quotation must reach this Institute by 4.00 p.m. on or before the 13.07.2016.** Quotation will be opened in Central Purchase Committee Meeting. The information regarding the date, time and venue of opening the quotation will be displayed on Institute Notice Board and also on website.
- It may be delivered either by post or by hand. The quotation must be addressed to the Director, State Council of Educational Research and Training, (SCERT), Sector 32 Chandigarh.
- The delivery of the item should be F.O.R. SCERT, Sec-32, Chandigarh.
- Sale Tax/VAT as applicable of Govt. Institutions.
- In case there is any warranty/guarantee period and service after sale, it should be mentioned clearly. The period of validity of rate must be minimum for six month from the date of issue of either quotation letter.
- Any quotation can be rejected by the undersigned/Purchase committee without assigning any reason.
- The undersigned/committee reserves the right to verify the particulars furnished by the applicant. If any information found incorrect the quotation liable to be cancelled.
- Conditional quotation shall not be entertained.
- Quantity of item can be increased or decreased.
- In-case of date of receiving of quotation/opening of quotation has declares/happened to be public holiday quotation shall be opened on next working day.
- If there is any special concession to the Institutions it must be mentioned clearly in the quotation.
- If any, dispute is not settled amicably, the same shall be referred to the sole Arbitrator i.e. the Director Higher Education Chandigarh Administration. The award given by the Arbitrator shall be final and binding upon both the parties. The court of Chandigarh alone shall have the Jurisdiction to try any matter.
- The material must be delivered within **60 days** from the date of issue of supply order; otherwise penalty @0.1% of the cost of the item/s per day for the period delayed over shall be deducted out of actual bill at the time of release of the payment.
- The price of all the articles are inclusive of the delivery charges, fixing charges etc. and no separate payment will be made.
- The material found defective or damaged in transit will have to be replaced by you/your firm at your own cost.
- Payment will, only be released to you subject to the satisfaction of the undersigned/or the committee constituted by the undersigned after verifying the quality, specification and quantity of the material.
- For further detail please contact office of the undersigned during the working hours.

Director  
SCERT  
Sector 32 C,  
UT Chandigarh PIN 160031  
Ph.: 0172-2676011

## TECHNICAL BID

### SPECIFICATION PERFORMA

1. Name of Firm: \_\_\_\_\_

2. Address of Firm: \_\_\_\_\_

3. EMD details: \_\_\_\_\_

4. Telephone & Email: \_\_\_\_\_

The Firm will supply the following items with their specifications, terms & conditions mentioned below.

Sr no	Items	Specifications
1	Work station	<p><b>Partition:</b> Partition thickness as 52.4 mm thick and height - 1200 mm including powder coated aluminium trims.</p> <p><b>Tiles:</b> Top tiles are fabric tack able, white board on the user side and non-tack able fabric. Bottom tiles - Plain metal.</p> <p><b>Wire Management:</b> Wires shall be taken into the system through cable ducts from the junction boxes and it is carried up to the panels through concealed conduits inside the blocks.</p> <p><b>Modesty Panel with Assembly Leg:</b> 25 MM THK PLB modesty has been given on the front of the main worktop which is attached to the partition on one end with gable end bkts and on the other end with metal powder coated frontier leg.</p> <p><b>Side Panels or Legs:</b> Made out of 25 mm thick pre-laminated particle board with flat pvc lipping edge banding considered only on the open end conditions or 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 an elevated look.</p> <p><b>Work surface:</b> Main table recta made out of 25 mm thk pre-laminated particleboard with flat PVC lipping edge banding of size 1500 mm w x 750 mm d and ERU table recta of size 900 mm w x 450 mm d.</p> <p><b>Pedestal:</b> Pedestal flat metal front, full ht free standing central locking of size 390 mm w x 435 mm d x 646 mm h with 3drawers (2box+1file)</p> <p><i>Note: All partitions and side panels have levelling screws for adjustment in case of Uneven floor to take care of +/- 40 mm of uneven flooring.</i></p> <p><b>CPU Trolley:</b> CPU Trolley is with castors</p> <p><b>Key-board Tray:</b> Meta l/ Plastic</p> <p><b>Drawing as per Annexure -1</b></p>

### CONDITIONS:

1. The bidder Quotation must be sealed. The envelopes containing quotation must be superscribed with the item name on the top of envelope. The name of the firm must be mentioned on the envelopes.
2. The specification performa must be countersigned with stamp by Firm/tenderer otherwise quotation will be rejected.
3. Quotation will be opened in Central Purchase Committee Meeting. The information regarding the date, time and venue of opening the quotation will be displayed on Institute Notice Board and also on website.
4. The delivery of the item should be F.O.R. SCERT, Sec-32, Chandigarh.
5. Sale Tax/VAT as applicable of Govt. Institutions.
6. In case there is any warranty/guarantee period and service after sale, it should be mentioned clearly. The period of validity of rate must be minimum for six month from the date of issue of either quotation letter.
7. Any quotation can be rejected by the undersigned/Purchase committee without assigning any reason.
8. The undersigned/committee reserves the right to verify the particulars furnished by the applicant. If any information found incorrect the quotation liable to be cancelled.
09. Conditional quotation shall not be entertained.
10. Quantity of item can be increased or decreased.
11. In-case of date of receiving of quotation/opening of quotation has declares/happened to be public holiday quotation shall be opened on next working day.
12. If any, dispute is not settled amicably, the same shall be referred to the sole Arbitrator i.e. Director Higher Education Chandigarh Administration. The award given by the Arbitrator shall be final and binding upon both the parties. The court of Chandigarh alone shall have the Jurisdiction to try any matter.
13. The material must be delivered within **60 days** from the date of issue of supply order; otherwise penalty @0.1% of the cost of the item/s per day for the period delayed over shall be deducted out of actual bill at the time of release of the payment.
14. The price of all the articles are inclusive of the delivery charges, fixing charges etc. and no separate payment will be made.
15. The material found defective or damaged in transit will have to be replaced by you/your firm at your own cost.

Signature :  
Name :  
Seal of firm :

**FINANCIAL BID 'B'**

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
SECTOR 32, UT CHANDIGARH**

1. Name :
2. Father's Name :
3. Residence Address :
4. Telephone No. :  
Mobile No. :
5. Rates quoted for the following items

<b>Sr no</b>	<b>Items</b>	<b>Qty</b>	<b>Specifications</b>	<b>Rate one unit (work Station)</b>
1	<b>Work station</b>	<b>07</b>	<p><b>Partition:</b> Partition thickness as 52.4 mm thick and height - 1200 mm including powder coated aluminium trims.</p> <p><b>Tiles:</b> Top tiles are fabric tack able, white board on the user side and non-tack able fabric. Bottom tiles - Plain metal.</p> <p><b>Wire Management:</b> Wires shall be taken into the system through cable ducts from the junction boxes and it is carried up to the panels through concealed conduits inside the blocks.</p> <p><b>Modesty Panel with Assembly Leg:</b> 25 mm thick PLB modesty has been given on the front of the main worktop which is attached to the partition on one end with gable end bkts and on the other end with metal powder coated frontier leg.</p> <p><b>Side Panels or Legs:</b> Made out of 25 mm thick pre-laminated particle board with flat pvc lipping edge banding considered only on the open end conditions or 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 an elevated look.</p> <p><b>Work surface:</b> Main table recta made out of 25 mm thk pre-laminated particleboard with flat PVC lipping edge banding of size 1500 mm w x 750 mm d and ERU table recta of size 900 mm w x 450 mm d.</p> <p><b>Pedestal:</b> Pedestal flat metal front, full ht free standing central locking of size 390 mm w x 435 mm d x 646 mm htwith 3drawers (2box+1file)</p> <p><i>Note: All partitions and side panels have levelling screws for adjustment in case of Uneven floor to take care of +/- 40 mm of uneven flooring.</i></p> <p><b>CPU Trolley:</b> CPU Trolley is with castors</p> <p><b>Key-board Tray:</b> Meta l/ Plastic</p> <p><b>Drawing as per Annexure -1</b></p>	<b>Rs.</b>

Quote the rate as per above specification/Terms & Conditions.

Dated

(SIGNATURE)  
Seal

Note: This form duly filled should be put in an envelope marked 'B' and name of the contractor.

