



**INDIAN AUDIT & ACCOUNTS DEPARTMENT**  
**Office of The Director General of Audit (Central), Kolkata**  
**8, Kiran Sankar Roy Road, Kolkata-700 001**



**PREVIEW OF TENDER**

**TENDER REFERENCE No :** Record-I/C/Purchase/Furniture / 2020-21 dated 28.12.2020

**DATE OF ISSUE OF TENDER DOCUMENT :** 28.12.2020

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT :** 04.01.2021 at 01.00 pm.

**TIME AND DATE OF OPENING OF THE TENDERS:** 04.01.2021 at 02.00 pm.

**PLACE OF OPENING OF THE TENDERS:** O/o the Director General of Audit (Central), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing), Kolkata: 700-001

**NOTICE INVITING TENDER**

Office of the Director General of Audit (Central), Kolkata, invites sealed quotations for supply and installation of following items on buy-back; as per the specification given below:-

ITEM/MODEL	Qty.*	Make	Technical Specification
Sliding Door Storage (Credenza)	50	Any Reputed Company	Stated in Annexure-II

The above items are required to be supplied at the **Office of the Director General of Audit, Central, Kolkata** and as per the detailed terms and conditions (Annexure-I) and technical specifications in Annexure-II. Bidders should furnish the duly filled tender certificate (Annexure-III), failing which tender will be cancelled.

Sealed quotations, super scribed as "**QUOTATIONS FOR SUPPLY OF SLIDING DOOR STORAGE (ON BUY BACK) FOR THE OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA**", and addressed to the **Dy. Director (Administration), Office of the Director General of Audit (Central), Kolkata-700001**, are invited from prospective bidders and the same must reach latest by **1.00 pm on 04.01.2021** by hand/by post in Record-I section/in the tender box located on 1<sup>st</sup> floor of this office.

The Bids shall be opened by the purchase committee in the chamber of Dy. Director (Administration), O/o the Director General of Audit, Central, Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001 on **04.01.2021** at **02.00 pm** and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

**Senior Audit Officer/Record**

## ANNEXURE-I

### Eligibility Criteria and Terms and Conditions:

1. The Bidder should be registered with the Income Tax, Goods & Service Tax Department. Supporting documents viz. Copies of Income tax Registration (PAN) and Goods & Service Tax registration shall be required to be submitted with the bid.
2. The Bidder or its OEM (Original Equipment Manufacturer) shall be having One credential of similar nature of work of the minimum of ₹ 15 (One) Crore executed in Govt. departments for similar items (Documentary evidence required. i.e., Purchase order & Completion Certificate if any) within last three years.
3. Income Tax Acknowledgement receipt for last 3 Assessment years may be presented.
4. Balance Sheet for last 3 Assessment years may be presented.
5. Brochure of all the products quoted with technical specifications is mandatory.
6. Bidder/OEM should submit technical specification of their own products.
7. Bidders are requested to provide valid email IDs, contact numbers and other information. The same should be clearly written/ typed without any error. Failure of any communication due to invalid email ID/ phone not the responsibility of the Institute.
8. Bidders shall have tender specific OEM authorization and authorized Dealership Certificate should be enclosed.
9. Registration Certificate under Company Act. (If any).
10. The partnership firm shall furnish the registered partnership deed or COMPANY (Public /Private/partnership) Firm will furnish Article of Association & Memorandum.
11. An affidavit on Non-Judicial Stamp paper stating the correctness of all documents submitted in the instant Bid duly signed are correct and complete and true to best of our knowledge and the Bidder/OEM is not blacklisted by any State Government or Central Government or PSU and there is no inquiry pending against us.
12. The company/vendor should have Green Guard certificate issued by UL LLC(Underwriters Laboratories).
13. The OEM/ Authorized Dealers should mandatorily provide the following certificates: ISO 9001-2015, ISO 14001-2015, ISO 50001-2011, OHSAS 18001. All the ISO certificate should be obtained from NABCB (Central Govt.) accredited organization otherwise certificate will not be accepted.
14. Bidder should offer all products from the same OEM / Brand.
15. The OEM should have International Member Certificate of BIFMA for last 15 years along with products certifications like: BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA.
16. An undertaking from the Original Furniture Manufacturer stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty and after sale service should be submitted
17. The Bidder should submit the Valid Factory License of its OEM.

18. The supply should be completed within **four weeks** of receiving the purchase order.
19. Bid price should be inclusive of all including all taxes, levies, installation charges etc. No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items.
20. Each paper of bidding document should be signed and stamped by the bidder or by his authorised signatory. The envelope containing the tenders (quotations) should be sealed and super scribed as **QUOTATIONS FOR SUPPLY OF SLIDING DOOR STORAGE (ON BUY BACK) FOR THE OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA**".
21. Conditional Quotations will not be accepted and bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
22. L1 bidder must show the sample article/item or its prototype or its catalogue conforming the specification specified in Annexure-II as and when it will be declared by the office.
23. The period of validity of the quoted rate should be for a minimum period of **90 days** from the date of closing of quotation.
24. Goods if found defective at the time of actual use, must be replaced at once .Hence, all the goods must be covered under a free replacement condition till their actual use. Onsite warranty of at least one year for the furniture must be provided.
25. The competent authority of O/o the Director General of Audit, Central, Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the **LOWEST** or any specific bids.
26. **Location of Supply:** All the items will have to be supplied at the **Office of the Director General of Audit, Central, Kolkata**.
27. **Terms of Payment:** 100% after delivery and verification of items at specified locations thereon and for this E-payment mandate form will be issued by this office. If any vendor claims 100% payment in advance and selected as L1 bidder, a Bank Guarantee (Advance payment guarantee) equals to the purchase order value must be furnished to this office in the name of "**O/o the Director General of Audit, Central, Kolkata**" as beneficiary. This office will hold the said guarantee for a period of maximum six months from the date of purchase order or successful installation of the aforesaid furniture, whichever is later.

All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.



**Senior Audit Officer/Record**