



## महाभदेशक लेखापरत (कअड) का कायालय, कोलकाता

8, ककरण शंकर रॉय रोड, जी. आई. पी. ब्रडिंग, पुवु भाग, कोलकाता-700001

OFFICE OF THE DIRECTOR GENERAL OF AUDIT, CENTRAL, KOLKATA  
8, KiranSankar Roy Road, G.I.P. Building, East, Kolkata-700001

### PREVIEW OF TENDER

**TENDER REFERENCE NO:**Record-I/C/FP & R/2015-16 dated 29.01.2016

**DATE OF ISSUE OF TENDER DOCUMENT:**29<sup>nd</sup> January 2016

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT:**10<sup>th</sup> February 2016 at 2.00 pm

**TIME AND DATE OF OPENING OF THE TENDERS:**10<sup>th</sup> February at 3:00 pm

**PLACE OF OPENING OF THE TENDERS:**O/o the D.G.A(C),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 of Chairs as per the specification given below:-

Sl.No.	ITEM	Qty.	Make	Specification
1.	High back chair	3	Reputed company	As stated in Annexure-II
2.	Mid back chair	17	Reputed company	As stated in Annexure-II

Chairs will have to be supplied in the premises of Office of the Director General of Audit (Central), Govt. Of India Press Building, 8, Kiran Shankar Ray Road,Kolkata-700001,as per details terms and conditions(**Annexure-I**) and specifications in **Annexure-II**.

Bidders should furnish the duly filled tender certificate (**Annexure-III**), failing which tender will subject to be cancelled.

Sealed quotations, super scribed as “**QUOTATIONS FOR SUPPLY OF CHAIRS ON BUY BACK**”, are invited and addressed to the **Deputy Director (Administration),Office of the Director General of Audit(Central), Kolkata-700001**,must reach latest by **2.00 pm** on **10.02.2016 by hand/by post in Record-I section/in the tender box located on 1<sup>st</sup> floor to this office**. The Bids shall be opened by the purchase committee in chamber of **Deputy Director (Administration), the Director General of Audit (Central), Govt. Of India Press Building,8,Kiran Shankar Ray Road, Kolkata-700001 on 10.02.2016 at 3:00 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.

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## ANNEXURE-I

### TERMS & CONDITIONS:-

1. Bidders should be Original Equipment Manufacturers (OEM) or Authorized Dealer/Distributor OEM/any other dealer/proprietorship firm (who may fulfil other terms & conditions mentioned below.
2. The Bidder should be registered with the Income Tax, Service Tax Department. Supporting documents viz. Copies of VAT Registration, Income tax Registration (PAN) and service tax registration shall be required to be submitted with the bid.
3. Tenderer should quote rate on **Buy-back offer** for the existing old 03 no.s of High Back Chairs and 17 no.s of Mid Back chairs. Bid price should be **inclusive of all taxes, levies, delivery 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. Bidders are requested to visit the office to see the old chairs which are to be replaced on Buy back.
4. 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 CHAIRS".
5. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
6. L1 bidder must show the sample chair conforming the specification specified in Annexure-II as and when it will be declared by the office.
7. The period of validity of the quoted rate should be for a minimum period of **60 days** from the date of closing of quotation.
8. 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.
9. **Location of Supply:** All the items will have to be supplied in the premises of the Office of the Director General of Audit (Central),Govt. Of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001, as per the terms and conditions given herein.
10. **Terms of Payment:** 100% after delivery and verification of items at specified locations thereon. In this regard an ECS mandate form will be issued by this office. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.

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## ANNEXURE-II

### TECHNICAL SPECIFICATION:-

- 1. SEAT/BACK ASSEMBLY:** The seat/back being made up of 1.2 cm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam together with moulded seat and back covers. The back foam is designed with contoured lumbar support for extra comfort. The size of chairs are given below.  
(HIGH BACK) SIZE: 50.0cm.(W) X 72.0 cm (H)  
(MID BACK) SIZE: 50.0 cm.(W) X 49.0 cm (H)  
SEAT SIZE: 50.0 cm.(W) X 46.0 cm (D)
- 2. POLYURETHANE FOAM:** The chairs must have Polyurethane foam is moulded with density at least 45+/-2kg/m<sup>3</sup> and Hardness of at least 20+/-2 with at least 25% compression.
- 3. SEAT/BACK COVERS:** It must be Injection moulded in back with co-polymer polypropylene and back cover will be vacuum formed from ABS sheets.
- 4. ARMRESTS:** It must be black integral polyurethane skin with a range of 50-70 Shore Hardness. The armrests will be scratch and weather resistant.
- 5. CENTRE PIVOT MECHANISM:** The centre pivot mechanism will be designed with the following features:  
360° revolving type  
17° maximum tilt on pivot at center  
Tilt tension adjustment  
Upright locking
- 6. PNEUMATIC HEIGHT ADJUSTMENT:** The pneumatic height adjustment will have an adjustment stroke of at least 10.0cm.
- 7. TELESCOPIC BELLOW ASSEMBLY:** The bellow will be 3 piece telescopic type and injection moulded with Polypropylene.
- 8. PEDESTAL ASSEMBLY:** The pedestal will be made up of HR steel and fitted with 5 nos. twin wheel castors (castor wheel dia. 5.0cm). The pedestal must be covered with a P.P. moulded cladding for modern and aesthetic looks.
- 9. TWIN WHEEL CASTORS:** The twin wheel castors will be injection moulded with 30% Glass Filled black Nylon.

### OTHER SPECIFICATIONS:

Preference will be given to those companies which have following credentials:

- 10.** ISO certificate: Preferably ISO18001
- 11.** Certificate obtained from Indian Orthopaedic Association.
- 12.** Certificate obtained from All India Occupational Therapists' Association
- 13.** Green guard certificate
- 14.** Any other certificate/s.

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**Annexure-III**  
**Tender Certificate**

To  
The Dy. Director (Admn.)  
O/o the D.G.A (C), Kolkata  
Govt. Of India Press Building (East Wing),  
8, Kiran Sankar Roy Road  
Kolkata-700001

Madam,

With reference to your tender Notice No. \_\_\_\_\_  
dated \_\_\_\_\_ I am to submit my tender for supply of 3 no. of High back  
chairs and 17 no. of mid back chairs on Buy back offer.

I further affirm that I have read and fully understood the tender notice and agree to abide  
by all the terms and conditions and laid therein, which are being signed in token of my acceptance. In  
case, I fail to abide by the terms and conditions (Annexure-I) or failed to fulfil any technical  
specifications (Annexure-II) to carry on the contract satisfactorily, I will be liable to be terminated from  
contract/supply

Enclosure:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Copy of PAN Card
5. Copy of VAT Registration certificate.

Signature\_\_\_\_\_

Name of Tenderer\_\_\_\_\_

M/s\_\_\_\_\_

Dated: