



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/ Office Furniture /2017-18 dated 07.09.2017

DATE OF ISSUE OF TENDER DOCUMENT : 07.09.2017

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 14.09.2017 at 02.00 pm.

TIME AND DATE OF OPENING OF THE TENDERS: 14.09.2017 at 04.00 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 **01 Leather Sofa Set (3+1+1) on buy back, 01 no. Coffee table, 01 no. Executive Leather make high back chair and 30 no.s of Mid back chair (buy back of 30 chairs)** for office staffs as per the specification given below:-

ITEM/MODEL	Offer (if any)	Qty.	Make	Technical Specification
Leather Sofa Set for DGA(C)'s Room (3+1+1)	On Buy Back of 01 set old, existing sofa set (3+1+1)	01	Any Reputed Company	Stated in Annexure-II
Coffee Table	Nil	01	Any Reputed Company	Stated in Annexure-III
Executive leather Chair (High Back)	Nil	01	Any Reputed Company	Stated in Annexure-IV
Mid back chair	On Buy Back of 30 no.s old, existing chairs	30	Any Reputed Company	Stated in Annexure-V

The aforementioned furniture are required 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** and as per the detailed terms and conditions(Annexure-I) and technical specifications in (Annexure-II to Annexure-V).

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

Sealed quotations, super scribed as "**QUOTATIONS FOR SUPPLY OF OFFICE FURNITURE**", and addressed to the **Director (Administration), Office of the Director General of Audit(Central), Kolkata-700001**, are invited from prospective bidders and the same must reach latest by 2.00 pm on 14.09.2017 by hand/by post in Record-I section/in the tender box located on 1st floor of this office.

The Bids shall be opened by the purchase committee in the chamber of Director (Administration),O/o the Director General of Audit, Central, Govt. Of India Press Building,8,Kiran Shankar Ray Road, Kolkata-700001 on 14.09.2017 at 04.00 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

TERMS & CONDITIONS:-

1. The Bidder should be registered with the Income Tax, GST, Supporting documents viz. Copies of GST Registration, Income tax Registration (PAN) and service tax registration (additional) shall be required to be submitted with the bid.
2. 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. Buy back price is to be separately quoted in bidding document.
3. 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 OFFICE FURNITURE"**
4. 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.
5. L1 bidder must show the sample officer's chair or its prototype or its catalogue conforming the specification specified in Annexure-II to Annexure-V as and when it will be declared by the office.
6. The period of validity of the quoted rate should be for a minimum period of 60 days from the date of closing of quotation.
7. 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.
8. Manufacturer should have Green Guard certification and should also have International Member Certificate of BIFMA for last 10 years along with products certifications like; BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA.
9. Other certificates viz. ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007 is preferable.
10. Manufacturer should have Green Guard Certification for few of its products. All the ISO certificates should be obtained from NABCB (Central Govt.) accredited organization otherwise certificates will not be accepted.
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 and its Resident Audit Offices 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 E-payment 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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