

**Tender Notice No. D-44/DPD(HQ)/Admn.IV/2015-16 (Chairs, Sofa, Tables etc)**

Government of India  
Ministry of Statistics and Programme Implementation  
National Sample Survey office  
Data Processing Division (HQs.)

Mahalanobis Bhavan  
164, G.L.T. Road  
Kolkata-700 108

Dated: 29/2/2016

**Tender Notice**

The Additional Director General (ADG), National Sample Survey Organization, Data Processing Division (HQ), Kolkata-700 108, on behalf of President of India, invites sealed quotations in two-bid system from reputed suppliers for **purchasing of Furniture items – Sofa Set, Visitor's Chair, Executive Chair and Secretariat table** at NSSO, DPD(HQ) at Mahalanobis Bhavan, 164 G. L. T. Road, Kolkata - 700 108.

The sealed tender should contain two separate bids namely **"Technical Bid"** and **"Financial Bid"**, filled in the specified proforma. A third sealed envelope super-scribed **"Tender for Purchasing of Furniture items – Sofa Set, Visitor Chair, Executive Chair and Secretariat table"** containing both the sealed technical and financial bids should reach the undersigned latest by 11:00 PM 8<sup>th</sup> March 2016.

For being Eligible the tenderer has to have the following

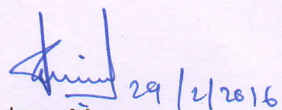
1. Original Equipment Manufacturer (OEM)
2. Having BIS (Bureau of Indian Standards) Certification for its goods
3. Has been assessed for performance tests and found to conform to the standards developed by BIFMA International or similar certification

The various crucial dates relating to the mentioned tender above  
Date & Time of opening of

- i. Technical Bid: 12:30 PM, 9<sup>th</sup> March 2016
- ii. Financial Bid: 12:30 PM, 10<sup>th</sup> March 2016

The ADG, reserves the right to accept/reject any or all quotations without assigning any region and will not be responsible for postal delay.

All other terms and conditions in tender form will be binding on the Quotationers/ Bidders.

  
(Arindam Modak)  
Director & Head of office

Copy to computer center to put up in the website.

Date: 29.02.2016

Place: Kolkata



Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
Data Processing Division (HQs.)

PHONE: (033)-25789063

Tender No. D-44/DPD(HQ)/Admn.IV/2015-16(Chairs, Sofa, Tables etc)

Dated: 29.02.2016

**TENDER DOCUMENT**

**Tender for Purchasing of Furniture Items (Sofa Set, Visitor Chair, Executive  
Chair and Secretariat table)**

**AT**

**National Sample Survey Office  
Data Processing Division (HQs.)  
Mahalanobis Bhavan  
164, G.L.T. Road, Kolkata-700 108**

**Last date for submission: Date: 09.03.2016 Up to 11:00 A.M.**

**Opening of Technical Bid: Date: 09.03.2016 at 12:30 P.M.**

**Opening of Financial Bid: Date: 10.03.2016 at 12:30 P.M.**

**BID ACCEPTANCE FORM**

Tender No. D-44/DPD(HQ)/Admn.IV/2015-16(Chairs, Sofa, Tables etc)dated 29.02.16

To  
The Director & Head of Office,  
Data Processing Division(HQ),  
National Sample Survey Organisation,  
164, Gopal Lal Thakur, Road,  
Kolkata – 700 108.

Dear Sir,

Having examined the conditions of tender & specification including all other related documents the receipt of which is here by duly acknowledge, we the undersigned, offer to execute the SUPPLY OF FURNITURE in the office of Addl. Director General, Data Processing Division(HQ), National Sample Survey Office (NSSO), 164 G. L. T. Road, Kolkata – 700 108. in conformity with condition of contract & specification.

We undertake, if our bid is accepted, to execute the work in accordance with specifications, time limits, terms & conditions stipulated in the tender document.

Bid submitted by us is properly sealed & prepared so as to prevent any subsequent alternation & replacement.

Dated this.....day of.....2016

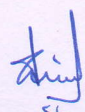
Signature of Authorized signatory.....

In the Capacity of .....

Duly authorized to sign the Bid for and on behalf of

Witness.....

Address.....



## Proforma for Technical Bid

1. Name of the bidder/firm(In block letters): .....
2. Name of the person submitting the quotation  
Shri/Smt.....
3. Address of the bidder : .....
4. Tel. No. (with STD code) (Off).....(Fax).....(Res.).....
5. PAN/TIN NO. (Permanent Income TAX No.).....  
(Photo copy of original is to be enclosed).
6. Trade licence No. (Photo copy of original is to be enclosed).
7. Photo copy of certificates for ensuring the eligibility criteria

1. I, ..... Son/Daughter/Wife of  
Shri..... Proprietor/Director/authorized signatory of the Agency mentioned  
above, is competent to sign this declaration and execute this tender document;

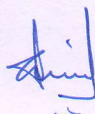
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;

3. The information/documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that  
furnishing of any false information / fabricated document would lead to rejection of my tender at  
any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person  
Full Name:

Place:  
Date:

Seal:



## Proforma for Financial Bid

### Specification of the Furniture

(The Rate should to be quoted inclusive of the transportation and all other delivery and installation charges per item)

| Srl. No. | Name of articles with specification   | Brand name | Model | Require no. | Rate (Rs.) | Taxes (Rs.) | Amount (Rs.) |
|----------|---|------------|-------|-------------|------------|-------------|--------------|
| (1)      | (2)   | (3)        |       | (4)         | (5)        | (6)         |              |
| 1.       | Sofa set (3+1+1) : Standard size, Steel, fabric upholstery : cotton with matching Centre table  |            |       | 3           |            |             |              |
| 2.       | Sofa set (3+1+1) : Standard size, wooden, fabric upholstery : cotton with matching Centre table   |            |       | 3           |            |             |              |
| 3.       | Visitor Chairs (Premium Quality) Z type SS/MS structure with high quality leatherite and with high density foam   |            |       | 30          |            |             |              |
| 4.       | Visitor Chairs (Good Quality) Z type SS structure with good quality fabric and with high density foam   |            |       | 20          |            |             |              |
| 5.       | Computer Chair: Medium Back push, Revolving and auto hydraulic, 5 no. Castrol fitted wheel, PVC Base, PVC arm Rest, Cloth finish with High density foam.  |            |       | 30          |            |             |              |
| 6.       | Executive Chair (Premium Quality) (High back) High push Back, Revolving and auto hydraulic, 5 no. Castrol fitted wheel, MS Base, Premium arm rest, Leatherite finish with High density foam.  |            |       | 8           |            |             |              |
| 7.       | Executive Chair (Good Quality) (Medium back) Medium push Back, Revolving and auto hydraulic, 5 no. Castrol fitted wheel, MS Base, PVC arm rest, cloth finish with High density foam.  |            |       | 8           |            |             |              |
| 8.       | Secretariat table (Steel): More or less 72"x36"x30", no. of drawers 3 (R.HS), 1 (LHS) with Cupboard, Table Top-(3/4)" with mica finish, Top four side molding with wooden/PVC Bit, Metal structure with 24 Ghz, good quality locking system. Plus matching side unit. [or nearer specification] |            |       | 3           |            |             |              |
| 9.       | Computer Table Good Quality : More or less 800 x 430 x 750 mm-Made of best quality plywood (Water Proof) with 8 mm Laminated Sunmica top.   |            |       | 20          |            |             |              |

|     |   |  |  |   |  |  |  |  |
|-----|---|--|--|---|--|--|--|--|
|     | with CPU space and sliding tray for keyboard.   |  |  |   |  |  |  |  |
| 10. | Lounge Chrome Chair (3 in one) :<br>800x1800x600mm (FB/Perforated) Powder<br>Coated perforated steel Seat and Back. Chrome<br>Plated Steel. |  |  | 5 |  |  |  |  |

N.B.: 1) Literature/leaflet/Brochure indicating the price, picture, specification, model, brand etc. need invariably to be enclosed along with the price bid.

2) The quantity mentioned above are tentative and may be increased or decreased by the office, based on requirement.

## Terms & Conditions

1. The Office of ADG(DPD) proposes to procure Furniture, required to be supplied at 164, Gopal Lal Thakur Road, Kolkata -108. The Office is looking for vendors who have experience in supplying of this type of articles and are Original Equipment Manufacturer (OEM). Besides also the tender should have been assessed for performance tests and found to conform to the standards developed by BIFMA International or similar certification.
2. Sealed offer **along with full address of the bidder including telephone number** should be submitted to Director & Head of Office, Data Processing Division (DPD), National Sample Survey Office (NSSO), 164, G. L. T. Road, Kolkata – 108 not later than the date and time laid down, at his address given in the schedule for invitation to Tender.
3. Tenderer should indicate whether the prices quoted are exclusive or inclusive of Sales Tax/Vat. They should indicate in rate(s) of Local Sales Tax as well as Central Sales Tax. In case, they are exempted from payment of Sales Tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.
4. Terms of delivery are free delivery at site (i.e. consignees place). The delivery of the articles should be within 7 (seven) days after receipt of work order for delivery.
5. Full payment will be by online payment and will be made, after successful installation of the machine and items at this office.
6. Durability/Warranty of the supplied machines should be at least of one year.
7. Only branded items of standard (ISI, BSI Standardized) material need to be quoted
8. The tenders will be opened on the date and time indicated in the presence of bidder, if any, present on the occasion. If the date of opening is declared to be a holiday the bids will be opened on the next working day.
9. The Tender must be submitted along with the copies of :
  - (a) Copy of current Trade License.
  - (b) Latest Income Tax Clearance Certificate
10. Last date and time for collection & submission of Tender :09.03.2016 at 11.00 hrs.