
 सत्यमेव जयते	GOVERNMENT OF INDIA OFFICE OF THE COMMISSIONER OF CENTRAL TAX (APPEALS) CGST , CENTRAL EXCISE & CUSTOMS 5 th FLOOR, CUSTOM HOUSE, NILMANI PHUKAN PATH, CHRISTIAN BASTI, GUWAHATI-781005 Phone / Fax No.0361-2343775 e-mail: cex-appeals-ghy@nic.in	
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TENDER NO. 04/2019

NOTICE INVITING QUOTATIONS FOR SUPPLY OF REPUTED BRAND FURNITURE

ITEMS

Tenders (in prescribed format) are invited from the interested reputed vendors for reputed/branded furniture manufacturer/authorized dealers/suppliers for supply of reputed brand Furniture items as per the requirements mentioned below in the **Schedule-I** for the Office of THE COMMISSIONER OF CENTRAL TAX (APPEALS), CGST, CENTRAL EXCISE & CUSTOMS, GST BHAWAN(Near A.T. Road Flyover), KEDAR ROAD, MACHKHOWA, GUWAHATI-781001.

SCHEDULE –I

Sl.No	Description of the Furniture/item required	Dimension are in mm and for indicative purpose only	Quantity in No's
1	2	3	4
1	Executive Office Desk with Mobile Pedestal / drawers and side cabinet.	Main Table 2400 W X 900 D X 750 H	1
2	Executive Office Desk with Mobile Pedestal / drawers and side cabinet –	2200 W X 1190 D X 750 H	3
3	Executive Office Desk - with 3 drawers and 1 cabinet-	1500 W X 900 D X 750 H	1
4	Centre Table – with Glass Top and Steel/chrome legs.	1665 W X 900D X 725 H	3
5	3+1+1 Sofa Set	3 seater 1750L x 870D x730H Seating Height 395 Single Seater 920L x 870D x 730H Seating Height 395	3
6	Executive Office Desk - with 3 drawers and 1 cabinet-	1365 W X 680 D X 735 H	8
7	Premium Executive Revolving Pedestal Chairs of Steel Base with Side Arm with Wooden or Steel cladding with High back and upholstery seat –back made of mesh. – with Push Back and Lumber Support.	761L X 761 D X 1140-1315H Seating Height 445 to 545	1
8	Premium Executive Revolving Pedestal Chairs of Steel Base with Side Arm with Wooden or Steel cladding with High back and upholstery seat –back made of mesh. – with Push Back and Lumber Support.	761L X 761 D X 1127-1320H Seating Height 431 to 531	3

9	Executive Revolving Pedestal Chairs of chrome plated Steel Base with Side Arm with Mid back and upholstery seat- back made of mesh-	763L X 763D X 855 to 975 H Seating Height 425 to 545	1
10	Executive Pedestal Chairs of chrome plated Steel Base with Side Arm with Mid back and upholstery seat- back made of mesh-	614L X 615D X 895H Seating Height 465	8
11	Computer Table	1230Wx610Dx770H	19
12	Revolving computer chair with back made of mesh	650Lx650Dx879-999 Seating Height 434-450	19
13	Visitors Chairs	665Lx580Dx885H Seating Height 434-450	4
14	Visitors Chairs	614Lx615Dx895H Seating Height 465	29

2. The complete tender document containing general terms & conditions, pre- Qualification requirements etc. are available on www.cbec.gov.in or www.cexcusner.gov.in and can be downloaded free of cost.

3. THE LAST DATE FOR SUBMISSION OF SEALED TENDER IS TILL 18-00 HRS ON 06.03.2019.

Bids received later than the stipulated date and time will not be considered under any circumstances. The Technical bid will be opened on 07.03.19 at 17.00 Hrs. by the Tender Evaluation Committee, whether the representative of the bidder(s) are present or not. The Financial bids of successful Technical Bids will be opened on 07.03.19 at 17.30 hours This office reserves the right to reject any tender, even the lowest one or all the Tenders, without assigning any reasons thereof.

4. Interested bidders/supply agencies/ reputed firms supplying such furniture on all India basis may submit their bids in the prescribed format with all the necessary documents on or before bid submission closing date & time.

5. Submission of Tender: -

(a) The tender shall be submitted in two parts viz., Technical Bid & Price Bid.

(b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents.

(c) The offers submitted by Fax/email will not be considered. No correspondence will be entertained in this matter.

8. For any queries regarding the bidding procedure, the following persons are to be contacted:

1. Shri Santanu Deb, Superintendent, Mobile No. 9435112893.

Encl: As above

Sd/-
(Sanjeet Kumar)
Assistant Commissioner

1. System Administrator, CBEC to upload in CBEC website.
2. The Joint Commissioner, O/o the Chief Commissioner, CGST, Central Excise & Customs, Shillong with a request to upload Tender notification on Dept. Web site.
3. Notice Board, O/o the Commissioner (Appeals), CGST & Customs, Guwahati.

Sd/-
(Sanjeet Kumar)
Assistant Commissioner

ANNEXURE-I

SCOPE OF WORK AND TERMS & CONDITIONS

Scope of Work : Supply of reputed brand furniture as mentioned in
SCHEDULE-I

Terms & Conditions

1. The Bidder must quote and supply only the furniture of reputed Brand and Bid for unbranded items will not be entertained.
2. The Bidder must submit the High-Resolution Colour Photos / Catalogue of each furniture mentioned in the **Schedule-I** and Sl. No. of the item in the Schedule I should be mentioned on the said photograph / catalogue.
3. Bids must comply with the specifications mentioned at **Schedule – I** and Bids have to be made for all items mentioned in **Schedule-I**. Bids for part items will be rejected. The bidders must supply and quote for only reputed brand furniture and Bidders may quote their rates inclusive of all charges. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during the validity period.
4. Department reserves the right to reject any item found to be non-confirming to required quality and specification at the time of supply from the successful bidder.
5. This office reserves the right to purchase part quantity of a particular furniture item listed in **Schedule-1** / reject a particular furniture item listed in **Schedule-1** based on the availability of funds.
6. The bidders may quote unit price exclusive of GST for each item. No payment over and above the prices quoted (except GST) in the Tender shall be made by the Department.
7. The price should include supply and installation at the said premises and warranty would commence from the date of commissioning. No delivery charges will be paid extra.
8. The method of selection will be **on the L-1 basis** viz., the bidder quoting lowest total amount which is inclusive of GST.
9. The supplier should be **registered with the GST**.

10. The furniture items etc., supplied by the bidders should be of best quality and a strict view will be taken if it is found defective at any stage during or after the delivery. This Office retains the right of taking any action including termination of the contract without assigning any reasons.
11. The Bids should be signed by the authorised person and his full name, designation, contact no. viz., Telephone/Mobile no. should be indicated below his/her signature and a proof of identity should be submitted along with the bid.
12. The Commissioner(Appeals), CGST, Central Excise & Customs, Guwahati reserves the right to accept or reject any of the tender/bid without assigning any reason to the supplier.
13. Payment against bill/invoice will be made only after supply/installation and observance of satisfactory quality of the item.
14. Under no circumstances the successful firm/bidder will appoint a sub – contractor or sub-lease the contract for the supply of furniture.
15. The successful bidder shall supply the Furniture to Office of THE COMMISSIONER OF CENTRAL TAX (APPEALS), CGST, CENTRAL EXCISE & CUSTOMS, GST BHAWAN(Near A.T. Road Flyover), KEDAR ROAD, MACHKHOWA, GUWAHATI-781001 and get it installed / assembled/ fixed at the said office by deploying proper technical person.
16. This office will not bear any travelling/lodging/boarding expenses of the persons deployed when he/she visits Guwahati.
17. The supply and installation of the furniture so approved by the Department should be completed within 15 days from the date of issue of work order, keeping in view of the urgency of requirement of the said items, failing which the order shall be liable to be cancelled and this office reserves the right to place the order to the next bidder.

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____

Annexure-II
Summary of Documents to be submitted

A. Technical Bid:-

The following documents are to be furnished by the Service Provider along with Technical Bid as per the tender document:

- i) Signed Copy of Technical data sheet (In format as per Annexure-A)
- ii) Signed Copy of Tender Acceptance Letter (As per Annexure-B).
- iii) Signed copy of Certificates like GST Registration, PAN No., Address proof of Shops & Establishments, P & L Accounts of last three years etc.
- iv) Signed Copy of Annexure-I (Terms & Conditions annexure).

B. Price Bid: -

- (a) Signed Copy of Price bid undertaking (As per Annexure-C).

ANNEXURE- III

ANNEXURE – ‘A’

TECHNICAL/QUALIFYING BID FORM FOR TENDER for Supplying

Furniture items to the office of the Commissioner of Central Tax (Appeals), CGST, Central Excise & Customs, GST Bhawan (near A.T. Road Flyover), Kedar Road, Machkhowa, Guwahati-781001

Sl.No.	Description	
1	Name, Address & Telephone of Organization /Firm.	
2	Proprietors/ Directors	
QUALIFYING CRITERIA FOR TECHNICAL BID:		
1	Model name of the Furniture proposed to be Supplied	
2	GST Registration (please upload copy of GST Registration)	
3	PAN No (please upload a copy)	
4	Annual Turnover in last three years. (Please upload balance sheets/P & L Account of last three years).	
5	Product Catalogue / brochure with legible pictures, model name and number and specifications in respect of dimensions, material, colour, warranty etc., is enclosed	Yes/No

Note: Please note that if any of the qualifying criteria and supporting documents are not enclosed the bid will be rejected.

SPECIFICATIONS

Sl.No	Description of the Furniture/item required	Dimension are in mm and for indicative purpose only	Brand of the furniture proposed to be supplied	Name and Model No. of the furniture proposed to be supplied
1	2	3	4	
1	Executive Office Desk with Mobile Pedestal / drawers and side cabinet – made of particle board.	Main Table 2400 W X 900 D X 750 H		
2	Executive Office Desk with Mobile Pedestal / drawers and side cabinet – made of particle board.	2200 W X 1190 D X 750 H		
3	Executive Office Desk - with 3 drawers and 1 cabinet-	1500 W X 900 D X 750 H		
4	Centre Table – with Glass Top and Steel/chrome legs.	1665 W X 900D X 725 H		
5	3+1+1 Sofa Set	3 seater 1750L x 870D x730H Seating Height 395 Single Seater 920L x 870D x 730H Seating Height 395		
6	Executive Office Desk - with 3 drawers and 1 cabinet-	1365 W X 680 D X 735 H		
7	Premium Executive Revolving Pedestal Chairs of Steel Base with Side Arm with Wooden or Steel cladding with High back and upholstery seat –back made of mesh. – with Push Back and Lumber Support.	761L X 761 D X 1140-1315H Seating Height 445 to 545		
8	Premium Executive Revolving Pedestal Chairs of Steel Base with Side Arm with Wooden or Steel cladding with High back and upholstery seat –back made of mesh. – with Push Back and Lumber Support.	761L X 761 D X 1127-1320H Seating Height 431 to 531		
9	Executive Revolving Pedestal Chairs of chrome plated Steel Base with Side Arm with Mid back and upholstery seat- back made of mesh-	763L X 763D X 855 to 975 H Seating Height 425 to 545		
10	Executive Pedestal Chairs of chrome plated Steel Base with Side Arm with Mid back and upholstery seat- back made of mesh-	614L X 615D X 895H Seating Height 465		
11	Computer Table	1230Wx610Dx770H		
12	Revolving computer chair with back made of mesh	650Lx650Dx879-999 Seating Height 434-450		
13	Visitors Chairs	665Lx580Dx885H Seating Height 434-450		
14	Visitors Chairs	614Lx615Dx895H Seating Height 465		

Note:Bidders should not quote price here.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.

(Signature)
Name of Representative:

ANNEXURE-B TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To
The Commissioner(Appeals),
CGST, Central Excise & Customs,
5th Floor, Custom House,
Nilamoni Phukhan Road,
Chrisyian Basti, Guwahati-781005

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - Supply of Office Furniture to Commissioner(Appeals).

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per
your advertisement, given in the above-mentioned website(s).

2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.

6. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-C

PRICE/ FINANCIAL BID DOCUMENT

(a) Price bid undertaking

(b) Schedule of price bid in the form (**sample given at next page**)

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ (please indicate only the Bid ID No) and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.

3. I offer to work at the rates, as indicated in the price Bid in BoQ format, which is inclusive of all applicable taxes/other charges except GST.

Yours faithfully

Signature of bidder with Office
Seal

Tender Inviting Authority: <COMMR(APPEALS),CGST, CENTRAL EXCISE & CUSTOMS,GUWAHATI>

Name of Work: <SUPPLY OF FURNITURE FOR COMMR(APPEALS) >

Contract No: <02/GHY(A)/2018-19>

Name of the Bidder/ Bidding Firm / Company :							
<u>PRICE SCHEDULE</u>							
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	7	8	10
1	Supply of furniture of COMMR(Appeals)	Item					
1	Executive Office Desk with Mobile Pedestal / drawers and side cabinet – made of particle board.	Item1	1	Nos			
2	Executive Office Desk with Mobile Pedestal / drawers and side cabinet – made of particle board.	Item2	3	Nos			
3	Executive Office Desk - with 3 drawers and 1 cabinet-	Item3	1	Nos			
4	Centre Table – with Glass Top and Steel/chrome legs.	Item4	3	Nos			
5	3+1+1 Sofa Set	Item5	3	Nos			
6	Executive Office Desk - with 3 drawers and 1 cabinet-	Item6	8	Nos			
7	Premium Executive Revolving Pedestal Chairs of Steel Base with Side Arm with Wooden or Steel cladding with High back and	Item7	1				

	upholstery seat –back made of mesh. – with Push Back and Lumber Support.						
8	Premium Executive Revolving Pedestal Chairs of Steel Base with Side Arm with Wooden or Steel cladding with High back and upholstery seat –back made of mesh. – with Push Back and Lumber Support.	Item8	3	Nos			
9	Executive Revolving Pedestal Chairs of chrome plated Steel Base with Side Arm with Mid back and upholstery seat- back made of mesh-	Item 9	1	Nos			
10	Executive Pedestal Chairs of chrome plated Steel Base with Side Arm with Mid back and upholstery seat- back made of mesh-	item10	8	Nos			
11	Computer Table	item11	19	Nos			
12	Revolving computer chair with back made of mesh	Item 12	19	Nos			
13	Visitors Chairs	Item 13	4	Nos			
14	<i>Visitors Chairs</i>	Item 14	29	Nos			
2	GST If any						
Total in Figures							
Quoted Rate in Words							