



No. D-30016/2/2008-ISTM (Lib)
GOVERNMENT OF INDIA
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)
OLOF PALME MARG, NEW DELHI-110067
TELEFAX: 26104183

Dated: 5 May 2010

To

M/s
As per list attached.

Sub: Calling Limited Tender Procurement of Library furniture items through Kendriya Bhandar Rate Contract for ISTM- under the Scheme for Capacity Building of Government officers for Poverty Alleviation Programmes.

Sir,

I am directed to enclose a copy of the description/specifications of the items, namely, Wooden Single Face Rack, Eclipse Library Counter, Wooden Book Trolley, CD-ROM Storage cabinet, Book Stoppers, Step stools, 20 pocket pigeon hole periodical display (Hing type) rack, 16 Pocket News paper floor rack, Revolving 360 degree four sided book display unit, Corridor Notice Board, Four Seater Swastika Carrols, Dispensers, etc. for the Library of ISTM. The expected numbers of items and specifications thereof have been indicated in the Annexure.

2. **Sealed tenders may be dropped in the Tender Box kept in Room No.106 Admn. Block latest by 3.00 P.M. on 20th May 2010 and will be opened on same day at 4.00 P.M. (Thursday) in Room No. 106, Admn. Block, JNU Campus (Old), New Delhi-110067**, in the presence of the tenders or their representatives who may like to be present on the same date. In any correspondence the number of this letter and its date should be indicated for reference. The envelope containing the tender should be super scribed "**Quotation for procurement of Library furniture for Library of ISTM, Old JNU Campus, New Delhi.**" The tender received after the date and time as indicated above shall be liable to be rejected. Tenders are invited on two bid system namely, Technical bid and Price bid.

TERMS AND CONDITIONS:

1. The Technical Bids should contain the following -

- I. Detailed profile of the company
 - II. Authenticated proof of similar work experience amount to Rs.5 lakhs or 10 lakhs for two similar works over a period of 3 (three) years in respect of various organizations.
 - III. The firms should be registered with kendriya Bhandar/ NCCF/other Government Department.
 - IV. The firm should quote their TIN No., PAN No., VAT registration in the application form.
2. The Financial Bids of only those firms shall be opened, who meet the Technical parameters. The financial bid should contain the rate of each Item as per annexure.
 3. The successful firm has to provide layout of the proposed work free of cost to the ISTM and awarded work/supply have to be completed within three weeks of placement of orders.
 4. The successful firm will/have to deposit a bank draft of sum of 10% of the assigned work order amount based on accepted rates as performance security in favour of Director, ISTM. No interest shall be paid on the deposit by the ISTM.
 5. The performance security money shall be forfeited if the contractor who is declared successful subsequently fails to supply the stores or does not accept the assigned work for any reason, whatsoever. If at any stage it is found that the contract has been obtained on the basis of any false information or misrepresentation of facts, the contract shall be summarily terminated.
 6. The acceptance of the stores and payment therefore shall be subject to satisfaction of the ISTM in respect of quality. The decision of the ISTM in this regard shall be final and binding on the successful bidder.
 7. Director, ISTM or his representative or a duly constituted Committee of Officers of this Institute will inspect the works during the progress of work
 8. ISTM reserves the right to verify the Tenderer's credentials/eligibility and also to reject any or all the quotations without assigning any reasons. The conditional bid will not be accepted under any circumstances and shall be summarily rejected.
 9. The final payment will be made after inspection is carried out and the furniture items are found to be of requisite quality and standard.

10. Director, ISTM reserves the right to change the specifications and may accept or reject any tender without assigning any reason. The disputes, if any, with reference to tender/resultant contract shall be subject to sole adjudication of Director, ISTM.

Yours faithfully,

(Chandan Mukerjee)
Deputy Director (Admn)
Tel. No. 26102597

Technical Specification for the Products

Sl. No.	Description	<u>Qty.</u>
1	Wooden single face close type 5 segment book rack size 36" L×76" H×12" D made of 18mm solid backs and are made from durable H/D double sided melamine C/B board with Beech laminated finish, Fixed Position Shelves front Covered with 4mm thick modi float Flass sliding glass door for each segment with rubber biding all the four sides.	30
2	Eclipse Library Counter System Dual Height, Issue Desk W/chair, Corner Desk & Working Desk/Chair Size 72" L×38" H ×32"W. Made of 18mm melamine faced high density chipboard bare portion Beech laminated finish. Dual Linoleum tops with fire R-Properties in Beige, Dark Grey or Blue Colour Linoleum Covered Plinth to Floor level in Beige, Dark Grey or Blue Colour. Modules are both sifting height or standing height.	1
3	Wooden Book Trolley three tire with Tire with 'Z' Lock Front & 2 Free back castor wheel truck type for easy & smooth movement of book's. size 38" H ×32" W × 16" D & Castor 6". Shelves ten on-Jointed, glued and screwed into end panels for exceptional strength. Bottom shelves, are 1.5" double-thickness. Mounted on heavy duty 5" Plate Casters. 4 Slopping + 1 Flat botton shelf, Clearance-Middle Shelf 11" Clearance-Bottom Shelf 10" Double sided 3 tier, display true. Solid white oak, rubber or Beech Chip board of 18mm-thickness both side laminated. Rounded corners, smooth, radiouse Edn.	1
4	CD Storage Cabinet size 36" H ×28" D × 30" W. 16 Segment, 576 slots. Made of 20 and 22 SWG CRC Steel. Mounted and placed on 4 Rubber tire caster. Central Locking, Oven beak enamel paint. Three portion plate in each DR. Four segment and 144# CD-ROM can be store in each 'DR'.	1
5	Tongue type book stopper size 7"×7" ×7". Made of 20 SWG CRC Steel. Oven Beak enamel Paint	100
6	Step stool size 2 step 18" L ×18"H ×18" W. Made of 18mm Beech Wood CIP Board Melamine Faced. or Rubber Wood Chipboard (MFC).	6
7	Compartmental Display and storage system 20 Pocket Pigeon Hole periodical display rack with storage back up to one year issue. Size 48"L×87"H×16" D. Made of Slopping Display Shelves Size. 10" Wx 14" D x 11.5" H Compartment. White door overlay size-10" W x 12" H with 17mm deep lip. Constructed from durable MFC High density chipboard CPL GLUNG with Beech Finish. Both side laminated melamine finish 18mm board.	1
9	Four side Revolving 360 degree, 4 sided 5 Segments Book Display. Unit manual operated. Main unit size 25"L×25"W×54"H. Made of MFC CPL GLUNG Chip Board with Both Side Laminated Beech/Oak Finish. Floor Base Mounted on 76mm Rubber Castor. Top Part and Base Part Attached with the Help of 12" DIA Disc Bearing steel plate for smooth 360 degree Rotation. Base unit size 4" H × 25" W×25"	1

Annexure -B

1. M/s Rahul Steel Industries
C-12, New Rohtak Road,
Industrial Area
New Delhi
2. M/s. Bhatia Traders
61, Rani Jhansi Road
New Delhi – 110055
3. M/s Pashupati Enterprises
G-302 Arya Apartment, Sector-15
Plot No.8, Block-H,
Rohini, Delhi -110085
4. M/s. Ashoka Associates
58-A, Dena Bank Apartment
Sector -13, Rohini
Delhi-110085

