



No.D-14011/ 6 /2009-ISTM  
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: 9th September, 2009

**Subject: - Preparation of Semi-Circular Conference Tables, Executive Revolving, Vertical Blinds Conference Table in round/oval shape, Office/Class Room Tables etc. for Newly renovated four class rooms and one mini-conference room in Library Building.**

Sir,

I am directed to enclose a copy of the description/specifications of the items, namely, Semi-Circular Conference Tables, Executive Revolving, Vertical Blinds Conference Table in round/oval shape, Office/Class Room Tables etc. for Newly renovated four class rooms and one mini-conference room in Library Building. The expected number 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.209 Admn. Block latest by 3.00 P.M. on 23.09.2009 and will be opened on the same day at 4.00 P.M. (Monday) in the Committee Room, 1<sup>st</sup> floor, Admn. Block, JNU Campus (Old), New Delhi-110067, in the presence of the tenderers 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 class room furniture for Library Building in 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.**

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## **TERMS AND CONDITIONS:**

### **1. The technical bids should contain the following –**

- I. Detailed profile of the company
  - II. The firm should have annual turn over of Rs. 1.00 crore (Certificate duly attached) during last three years.
  - III. Authenticated proof of similar work experience amount to Rs.40 lakhs over a period of 3 (three) years in respect of various Govt. rganizations.
  - IV. The firms should be registered with NCCF/other Government Department.
  - V. The firm should quote their TIN No., PAN No., VAT registration in the application form.
  - VI. The firm should submit Rs.1,00,000/- as earnest money deposit in the form of Demand Draft in the name of Director, ISTM. The earnest money deposited will be refundable within a week of opening of tender document.
2. The Financial bids of only those firms shall be opened, who met the technical parameters. The financial bid should contains the rate of each item as per annexure.
  3. The successful firm has to be 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 be required to bring samples of revolving and office/class room table for inspection if demanded by the ISTM.
  5. 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.

6. The performance security money shall be forfeited if the contractor declared successful fails to supply the stores or does not accept the assigned the 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.
7. The acceptance of the stores and payment therefore shall be subject to satisfaction of the ISTM to the quality. The decision of the ISTM in this shall be final/binding on the successful bidder.
8. ISTM reserves the right to verify the applicants 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,

( S.C. SHARU)  
Under Secretary (Admn.)  
Tel. No. 2618 5312

**Specifications and number**

<b>S.No.</b>	<b>Items</b>	<b>Num-ber</b>	<b>Rate per unit</b>
1.	Preparation of conference tables in Semi circular shape made of commercial board 19 mm ISI mark duly fixed with 1 mm laminates ISI mark on all side of the table. And provision of 10" depth shelves for keeping books etc., and provision of mic hole, and having foot rest on bottom the exterior portion of the table make block design of Italian veneer with all side teak molding duly melamine polish and heavy teak wood gola 2" fixed on edge of the entire table and 4" skirting on all side of table duly melamine polish. (size. 32' x 78"x 30" each table)	02	@ Rs. / unit
2.	Medium back executive revolving chair with PU and chrome arms, hydrolic gas lift synchronize tilting, chrome base and nylon castors duly upholstered with fine quality approve cloth as per our choice.	90 Nos.	@ Rs. / each
3.	Preparation of conference table round shape/oval shape and design made of commercial board 19mm ISI Mark duly fixed with 1 mm laminates ISI mark on all side of the table and provision of 10" depth shelves for keeping books etc., and provision of mic hole on having foot rest on bottom the exterior portion of the table make block design of Italian veneer with all side teak molding duly melamine polish and heavy teak wood gola 2" fixed on edge of the entire table duly melamine polish. Size 12'x 6' x 30"		@Rs./- each
4.	Vertical blinds mac/vista brand of 100 mm polyster base fabric in number of shade and ranges which are coated on both side to take them dust resistant fixed on powder coated channel (including installation). The blind will be of pull-up type.	10 Mtrs.	@ Rs. Per Sq. metre
5.	Office/class room table made of commercial board 19 mm ISI mark duly fixed with 1 mm laminates ISI mark on all side of the table, and provision of three drawers on channel for keeping books etc., and provision having foot rest on bottom the exterior portion of the table make block design of Italian veneer with all side teak molding duly melamine polish and heavy teak wood gola 2" fixed on edge of the entire table duly melamine polish. Size 78" x 21 " X 30".	10	@Rs./- each