

ICAR-Indian Institute of Soil Science

Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)

Tel. No. (0755) 2747375/ 2730970 (Ext. No. 233 & 262) Fax. No. (0755) 2733310

SCHEDULE OF TENDER

TENDER FOR PURCHASE OF FURNITURE (SINGLE BID SYSTEM)

1	Tender No.	:	F.No.5-384/2014-15/P&S/IISS
2	Cost of tender	:	Rs 500/- -to be submitted in the form of DD drawn in favour of ICAR unit IISS Bhopal.
3	Date of sale of tender documents		From the date of publication on all working days up to 24.06.2016 11:00 Hrs.
4	Last date of receipt of complete tender	:	24.06.2016 upto 17.00 hrs Institute will not be responsible for any postal delay.
5	Date of opening of tender	:	25.06.2016 at 11.00 hrs in the Committee room, Administrative wing of IISS, Nabibagh Berasia Road, Bhopal.
6	Earnest Money Deposit (Bid Security) (Tender will not be considered without EMD deposit).	:	Rs. 7000/- (Rupees Seven Thousand) through Demand Draft drawn in favour of <u>"ICAR UNIT- IISS, BHOPAL"</u> .
7	Mode of submitting tenders	:	Tender should be sent in a sealed cover and the covering envelope should contain "Quotation for Furniture vide letter F.No.5-384/2015-16/P&S/IISS due on 24.06.2016. The sealed tender should be addressed to 'The Administrative Officer, Indian Institute of Soil Science, Nabi Bagh, Berasia Road, Bhopal – 462 038 (M.P).
8	Any change in the above schedule will be displayed on the Institute notice board/IISS website only.		

NOTE:- 1. The Tender document is also available at our web-site www.iiss.nic.in. The tenderers are advised to regularly check website for any further information/ change made in tender schedule etc.

2. Tender documents downloaded from website of the Institute should be accompanied with DD for Rs, 500/- drawn in favour of **"ICAR unit- IISS Bhopal"**, without which tenders will not be entertained.

I/c Administrative Officer



हर कदम, हर डगर
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भारतीय मृदा विज्ञान संस्थान (भा० कृ० अनु० प०)
नबीबाग, बैरसिया रोड, भोपाल – 462038
Indian Institute of Soil Science
Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)

Tel. No. (0755) 2747375 EPABX: 2730970/2734221 (Ext. No. 233 & 261) Fax. No. (0755) 2733310

F. No. 5-384/2014-15/P&S/IISS

Dated: 26.05.2016

To,

Sub:- Quotation for purchase of **Furniture** – reg.

Dear Sir(s),

Reputed firms/Authorized firms are invited for quoting their rates for the supply of following furniture as per enclosed **Annexure-I**;

Terms & conditions :-

01. The rates should be quoted F.O.R. IISS, Nabi Bagh, Bhopal basis along with brand name, its price, packing forwarding, freight, tax percentage and insurance etc. in clear terms.
02. Quantity of discount, if any, should be indicated clearly.
03. This institute is registered with the Department of Scientific & Industrial Research (DSIR), Govt. of India for purposes of availing custom duty exemption in terms of Government Notification No 51/96-Customs dated 23 July 1996 and central excise duty exemption in terms of Government Notification No. 10/97-Central Excise dated 1 March 1997.
04. Rates of Sales Tax and other taxes leviable should be indicated in clear terms.
05. Sales Tax Registration/ TIN Number both under State and Central Tax Act/Rules should be separately indicated.
07. Unless otherwise mentioned in the quotation, it will be presumed that the quoted rates are inclusive of all taxes/levies and free delivery/installation at our Institute.
08. The rates quoted should be valid for 90 days from the date of opening of quotation.
09. There should be no cutting/ overwriting. The cutting if any should be duly attested.
10. Quotation should be submitted along with printed literature/ catalogue of the quoted make/ model and authorization sales & service certificate of the manufacturer.
11. Unattested/amended/overwritten figures will not be considered.
12. In all matters of disputes, the decision of the Director of this Institute shall be final and binding.
13. Minimum period of delivery of the stores/materials should clearly be specified in the quotation.
14. TDS/ VAT will be deducted from the bill as per applicable tax rules of GOI/M.P. Govt.
15. PAYMENT TERMS: Payment will be made within reasonable time say within 30 days from the date of receipt of material in good condition without any damage and after installation of the equipment in accordance with the ordered specification at the end. **Since the mode of payment will be e-payment system, hence Bank Account Number, name of bank with location and IFSC Code Number of Bank may be furnished on the body of the bill.**

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16. Quotation should be sent in a sealed cover and the covering envelope should contain "Quotation for **Furniture** vide letter **F.No.5-384/2015-16/P&S/IISS due on 24.06.2016**. The quotation will be opened on 25.06.2016 at 11:00 Hrs. Quotation received in an unsealed cover or received after the due date and those, which are ambiguous, are liable to be rejected. **The last date of receipt of above quotation is 24.06.2016**. This institute will not be responsible for any postal/speed post/courier delays.
17. **Tender Fee:** An amount of Rs. 500/- (Rupees Five Hundred Only) as Tender Fee in the form of DD/Bank's cheque drawn in f/o ICAR Unit-IISS, Bhopal should be enclosed while submitting the quotation. In case tender form is downloaded from Institute's websites, Tender Fees of Rs. 500/- is to be enclosed as DD/ Bankers cheque.
18. **Bid Security (EMD) Rs 7000/-** must be submitted along with the quotation in the form of Demand Draft drawn in favour of "ICAR UNIT-IISS Bhopal". Otherwise the bid will not be taken into consideration.
19. **Performance Security:** Within 10 (Ten) days after the issue of a letter by this Institute, the supplier, shall furnish performance security @ 10 % of ordered value in the form of Demand Draft in favour of "ICAR UNIT-IISS Bhopal" including the warranty obligation.
20. The Institute reserves the right to reject any or all the quotation(s) received without assigning any reason thereof.

Yours faithfully,

I/c Administrative Officer

Copy to:-

1. I/c AKMU for uploading on IISS, website & CPP Portal.
2. Nodal Officer, CPP Portal, IISS, Bhopal for information and needful.

SL. NO.	NAME OF ITEM	SPECIFICATION	Make /Model	QTY.	Rate Rs.	Amount Rs.
01	Computer/ Printer Table	Should be durable and ergonomically designed structure. Ideally suitable for 19 inch monitor - fully sunken arrangement preferably. Keyboard, CPU shelf, Printer Shelf and drawer unit. Material: Compressed board quality.		02		
02	Office/ Executive Table	Round tubular frame. Should be equipped with footrest. PVC edge-banding & laminated work surfaces. Dimension: 4.5'X2.5' steel body with electrostatic painting, interlocked & welded joints to be with side drawers(3 storied) having locking facility.		10		
03	Visitor's chair	It should be Molded Foam, without revolving armed chair. Width -55 Cm, Depth -61.0 Cm, Height - 80.0 Cm, Seat Height - 43 Cm, preferably.		24		
04	Computer chair	Backrest height Adjustment, Pivoted backrest, Plastic Back Cover, Footrest Assembly, Moulded Foam, Pneumatic height adjustment, Twin wheel castors. Dimensions: Width - 70.0 Cm Depth- 70.0 Cm Height – 85-100 cm Seat Height - 45.0 - 55 cm preferably.		07		
05	Executive Chair	It should have center Tilt Mechanism, Moulded Foam, Pneumatic height adjustment, Twin wheel castors. Width:70-80 cm Depth 70-80 cm, Height - 106 -120 Cm Seat Height - 45 - 60 Cm preferably with back rest.		06		

Seal & Signature of the firm

I/c Administrative Officer

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SL. NO.	NAME OF ITEM	SPECIFICATION	Make/ Model	QTY	Rate	Amount
06	Almirah	Steel Almirah (Big): (a) Steel Almirah without drawers, Body & Shelves 22 gauge, door 20 gauge, conforming to ISI specification 3312/84, with amendment 1 & 2 of sizes (b) 1980x910x430 mm without locker with 4 shelves making 5 compartment		07		
07	Book Shelf	Made from prime quality CRCA steel with complete anti rust treatment. Right rigidity to the top hinged doors, which facilitate easy use. The equalizing mechanism should be provided for easy opening and closing of bookcase. 10 lever cam lock. 4 door book cases. (Single shelf inner size : 68Cm X 38Cm X 30cm preferably		07		
08	File Cabinet	With 4 Drawers and center locking facility, Height 132 cm or more, width 45 to 49 cm and depth 60-64 cm preferably.		05		
					Total Rs.	

Seal & Signature of the firm

I/c Administrative Officer