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ब्लॉक - ईए, सेक्टर - 1  
(विपरीत लाबोनी संपदा)  
साल्ट लेक सिटी,  
कोलकाता - 700 064

**व्यावहारिक प्रशिक्षण बोर्ड (पूर्वी क्षेत्र)**  
**BOARD OF PRACTICAL TRAINING (EASTERN REGION)**

मानव संसाधन विकास मंत्रालय, भारत सरकार  
उच्चतर शिक्षा विभाग के अधीन

UNDER MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA  
DEPARTMENT OF HIGHER EDUCATION

ई-मेल } bopter@gmail.com  
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Website }

Block-EA, Sector - I  
(Opposite Labony Estate)  
Salt Lake City,  
Kolkata - 700 064

Tender is invited for procurement of furniture at BOPT(ER) from reputed vendors. Bidders are required to submit their quotations in the format given below as tender form. Last date of submission of tender form is 22.01.2010 by 15:30 hrs.

EMD = Rs.8,000/-

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**Tender for Procurement of Office Furniture**  
**BOPT/Tender/F-01/2009-2010**  
**Tender Form**

**Tender Form for composite work of Provision of modular Furnitures and at BOPT(ER)**

1. Sl No. assigned to the tender form \_\_\_\_\_
2. Date of Issue \_\_\_\_\_
3. Name of Applicant to whom tender form issued \_\_\_\_\_
4. Full Address of the Applicant \_\_\_\_\_

- 
5. Sealed tender form will be received upto 15:00 Hrs on 22.01.2010 and will be opened on the same day at the Office of AAOs in presence of Bidder or their representatives.

Full Signature of Official issues tender Form

Office Seal

Name in Block Letter \_\_\_\_\_

Designation \_\_\_\_\_

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**Terms & Conditions:**

1. Tender Form is not transferable.
2. Each folio/ supporting documents to be signed by the tenders.
3. The interested bidders shall submit the bids in two parts, namely, 'Financial Bid' and 'Technical Bid'. The two-bids should be put in two separate sealed envelopes, indicating on the cover as to which one is the technical bid and which one is the financial bid. The two envelopes shall, thereafter, be placed inside a large sealed cover and the same may be submitted. The Technical Bid shall contain all details regarding the items offered by the bidder including Earnest Money, compliance of terms and conditions, submission of documents etc in other words, everything except the rate offered. The Financial Bid shall contain only the rate offered by the bidder. While processing the bids, the technical bids will be opened first and the eligible bidders meeting requirements will be short-listed. There after, Financial Bids of only short listed bidders will be opened for consideration.
4. Sealed tender form complete in all respect should be submitted in a sealed Box for this purpose at BOPT(ER) Office on or before 1500 Hrs. on 22 January 2010.
5. BOPT(ER) reserves the right to accept/reject any all bids without assigning any reason.
7. Sealed quotation (s) of Technical Bid will be opened on 15-30 Hrs of 22 January 2010.
8. Application fees paid are neither refundable nor transferable.

Sd/-  
(S.P.Ghosh)  
Admin-cum-Accounts Officer

## **GENERAL & SPECIAL TERMS 7 CONDITIONS GOVERNING PROCURMENT OF FURNITURES**

### **1. Introduction**

Board of Practical training, Eastern Region, Kolkata is a central Autonomous organization under Ministry of Human Resource Development, Govt. of India. BOPT(ER) is an implementing authority of Apprenticeship Act,1961 and engaged in placement of apprentices from passed out student from Engineering Colleges/Polytechnic Institutions/ Vocational Education Institutions. Various stakeholders are regularly visiting this Office with to Apprenticeship Scheme.

### **2. Bonafide Offer**

The tender should be manufacturer of Furnitures as per ISO 9001: 2000 standards.

The following self certified/self attested documents should be submitted along with the tender:-

- a) Up to date Tax Clearance certified (STC) which will include clearance of Sale tax, Professional Tax, Additional Sales Tax, Purchase tax & Central Sales Tax. Etc as may be applicable.
- b) Up to date valid trade licence of manufacturer/authorized distributor, as may be applicable.
- c) The tenderer, who is not manufacturer or who quoted rate for the product of a manufacturer shall furnish a letter of authority from the manufacturer of the produces authorizing the tenderer to quote the rate on their behalf. Such tenderer shall also furnish an undertaking that in the event of acceptance of the rate he will supply the product of the manufacturer, for which he quoted the rates.
- d) An under taking for carrying out after sales services after warranty period to be issued by the manufacturer shall be submitted by the tenderer.
- e) Users List.
- f) Certificate of ISO 9001:2000 or other certifications by an authority in support of credentials of manufacturer.

3. The rate should be typed both in figures and words clearly. The rate C.S.T. & VAT should be mentioned separately and clearly. Rates should be quoted in Indian currency only.
4. The supply order of any item of furniture must be executed within 30(thirty) days from the date of order. Relaxation will be entertained only in special circumstances.
5. Any enhancement of rate within the validity period of contact will not be considered except imposition of any levy or increase in existing levy by the Government. Such request will lead to cancellation of the order.

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6. Payment of successful tenderer shall be made on bill basis only after completion of supply of the items ordered. No advance payment shall be entertained. Supply shall include commissioning and demonstration, if any.
7. In case of Tenderers, whose re accepted the Terms and conditions of this Tender Notice, shall be deemed to duly executed and biding agreement between the tenderer and Director BOPT(ER) and the fact of submission of tender shall constitute tender's acceptance of these condition.
8. When Tenders are submitted by authorized distributor, the name of the manufacturer shall be mentioned against each item for which rate s quoted and in case of more than one manufacturer, rate should be quoted separately.
9. Price quoted should be meant for F.O.R. Door delivery to Board of Practical Training and shall be inclusive of excise duties, if any.
10. No insurance charge is admissible and successful tender will be responsible for any breakage, damage and loss in transit on way to destination.
11. Any default or breach of contract shall in addition lead to forfeiture of earnest money / security deposit of the successful Tenderer beside to such action as may be considered appropriate by The Director, Board of Practical Training , Kolkata including black listing / delisting the Tenderer for future purchase.
12. The Director, Board of Practical Training, Kolkata reserves the right to accept or reject any tender without assigning any reason therefore and tender may be accepted or rejected in part or in part or in whole.
13. In case of legal dispute the jurisdiction will be the Kolkata High Court.
14. BOPT(ER) Kolkata reserves the right of unilaterally terminate the or cancel the acceptance of the rate or supply order at any time without notice before expiry of the period for which rates are now invited.
15. Tenderer will have to arrange pre- inspection of the products at the ma nufacturing sites at their own cost, if so required.
16. The period of warranty should be at least of 1 years and there should be facilities for after sales services for 3(three) years. Tenderer should have after sales services facilities of its own or through authorized agent having at least three years experience in extending after sales services of its products at Kolkata.
17. The specified catalogue / diagram / picture or lay out of the furniture s quoted in the bidding documents must be enclosed alo ng with tender form.

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18. Buy back of existing old furniture after detailed valuation wherever possible may be taken up with the successful bidder while issuing supply order.
19. Rate should be inclusive of installation & fabrication/ commissioning expenses or any other charge at BOPT(ER) premises.
20. An amount of Rs. 8000/- is required to be deposited in Draft/Bank Guarantee towards for Earnest Money Deposit for the tender.

**21. Security Deposit**

- I. The successful tenderer must deposit an amount equivalent to 5% of the total value of Purchase Order as Security Deposit with BOPT(ER) in the form of Bank Guarantee as per bank guarantee (Appendix B) drawn in favour of Director, BOPT(ER) payable at Kolkata, within 2 weeks of award of the Purchase Order. In exceptional cases, depending on merits, BOPT(ER) would reserve the right to deduct the amount of Security Deposit from any outstanding invoice(s) of the vendor irrespective of the PO against which the Security Deposit may be due.
- II. The Security Deposit will not carry any interest. The cost of submission of Security Deposit or execution of BG would be borne by the successful bidder.
- III. The Security Deposit/Bank Guarantee shall be refunded / returned after the scheduled completion of all obligations under the Purchase Order/Contract, i.e. after adjusting the penalties, if any, that may be imposed under the terms of the Purchase Order.

**For & on behalf of Director, BOPT(ER)**

**Admin-cum-Accounts Officer  
Board of Practical Training**

## DETAILED SPECIFICATIONS FOR FURNITURES

Sl. No.	Specification of Furniture	Qty	Rate incl VAT etc.
1.	<p><b><u>TRAINING CHAIRS WITH HANDLE DESKS</u></b></p> <p>1. SEAT/BACK ASSEMBLY: The seat and back are made up of 1.2cm.thick hot-pressed plywood, upholstered with fabric and moulded Polyurethane foam, together with seat and back covers. The back foam is designed with contoured lumbar support for extra comfort.</p> <p>2. BACK SIZE: 44.0CM(W) X 47.0 CM.(H) SEAT SIZE: 48.0CM (W)X45.0CM.(D)</p> <p>3. POLYURETHANE FOAM: The polyurethane foam is moulded and compressed.</p> <p>4. SEAT/BACK COVERS: The back cover is injection moulded. The seat is covered on the underside with black Polypropylene non-woven fabric.</p> <p>5. SEAT/BACK CONNECTING ASSEMBLY: The seat and back are held together by a MS fabricated seat-base assy comprising of a base plate and s-shaped spine. The assembly is power –coated.</p> <p>6. UNDERSTRUCTURE ASSEMBLY: The assembly is a welded understructure made of M.S. oval tube and connecting supports made . The understructure has an armrest support made of M.S. oval tube. On the RH side with provision for mounting a folding desklet . The complete understructure is power coated.</p> <p>DESKLET: The L-shaped desklet is made of 1.8cm.thk.MDF and Membrane formed. It is fitted to a L-shaped Desklet tube fabricated and black power coated.</p>	30	
2.	<p><b>CONFERENCE CHAIRS</b></p> <p>1.SEAT/BACK ASSEMBLY: The seat/back are made up of hot pressed plyw ood, upholstered with fabric and moulded Polyurethane foam together with moulded seat and back covers. The back foam is designed with contoured lumbar support for extra comfort. The chair is available in four models.</p> <p>(HIGH BACK)SIZE: 50.0cm. (w)x72.0 cm (H)</p> <p>(MID BACK)SIZE: 50.0CM (W)X49.0CM(H)</p> <p>SEAT SIZE: 50.0CM.(W)X46.0CM.(D)</p> <p>2. POLYURETHANE FOAM: The Polyurethane foam is moulded compression.</p> <p>3. SEAT/BACK COVERS: the seat cover is injection moulded in black co-polymer polypropylene and back cover is vacuum formed from ABS sheets.</p> <p>4. ARMRESTS:The one- piece armrests made of black integral skin polyurethane. The armrests are scratch and weather resistant. The armrest are fitted to the seat with seat/armrest connecting strip assembly made of 0.5cm. thick HR steel.</p> <p>5A). CENTRE PIVOT MECHANISM: The center pivot mechanism is designed with the following features: 360o revolving type, 17o maximum tilt on pivot at center. Tilt tension adjustment. Upright locking.</p> <p>6. PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has as adjustment stroke of 10.0cm.</p> <p>7. TELESCOPIC BELLOW ASSEMBLE : The bellow is 3 piece telescopic type and injection mould in black Polypropylene.</p> <p>8. PEDESTAL ASSEMBLY: The pedestal is made of HR s teel and fitted with 5 nos. twin wheel castors .The pedestal is covered with a P.P. moulded cladding for modern and aesthetic looks.</p> <p>9. TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in 30% Glass Filled black Nylon.</p>	04	

**FORMAT OF PERFORMANCE BANK GUARANTEE**

To

The Director,  
Board of Practical Training (E.R.)  
Salt Lake City Kolkata 700064

Dear Sir,

WHEREAS ..... (Name of Firm) intends to be empanelled, in pursuance of Notice Inviting Tender, dated..... for supplying of computer systems, accessories & consumables to various Government Departments.

AND WHEREAS it has been stipulated in the said Tender that the Bidder shall furnish a Bank Guarantee ("the Guarantee") from a scheduled bank for a sum specified of therein as security for empanelment.

WHEREAS we..... ("the bank", which expression shall be deemed to include its successors and permitted assigns) have agree to give Department of Information Technology the Guarantee:

1. The Bank hereby irrevocably and unconditionally undertakes to pay the Client any sum or sums as specified by the Client, within the limit of Rs. 2, 00,000.00 (Rupees Two Lakhs Only) upon the Client's written demand signed by an authorized signatory of the Client stating that the empanelled firm, for the reasons solely attributable to it, has materially breached the terms and conditions of Empanelment of firm.
2. The Bank Guarantee shall be valid upto 31<sup>st</sup> March 2010.
3. This bank Guarantee shall be irrevocable and firms shall not be allowed to make any variation to this bank guarantee without the prior written permission of the Client.

Date this the .....day of .....2010

Witness

(Signature)  
(Name)

(Signature)  
Bank Rubber Stamp  
(Name)