

# CHHATTISGARH STATE ELECTRICITY REGULATORY COMMISSION

Vidyut Niyamak Bhawan  
IRRIGATION COLONY, SHANTI NAGAR, RAIPUR

## TENDER DOCUMENT

FOR

SUPPLY OF OFFICE FURNITURE

### Tender No. 03/2018

<b>Last date of submission of tender</b>	<b>:</b>	14/08/2018	15:00 hrs
<b>Date of opening of technical bids</b>	<b>:</b>	14/08/2018	15:30 hrs
<b>Date of opening of financial bids</b>	<b>:</b>	14/08/2018	15:30 hrs

**Secretary**  
CSERC, Raipur

**Cost of tender Rs. 100/-  
(Non-refundable)**

**CHHATTISGARH STATE ELECTRICITY REGULATORY COMMISSION  
RAIPUR**

**TENDER NO.T - 03/2018**

**DATE OF OPENING - 14/08/2018**

Tender for supply of office Furniture for CSERC, Raipur

**Issued to**

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On payment of \_\_\_\_\_

**SECRETARY  
CSERC, RAIPUR**

Place: Raipur

Date:

**SIGNATURE OF TENDERER**



**Chhattisgarh State Electricity Regulatory Commission**  
Irrigation Colony, Shanti Nagar, Raipur - 492 001 (C.G.)  
Ph.0771-4048788, Fax: 4073553  
[www.cserc.gov.in](http://www.cserc.gov.in), e-mail: [cserc.sec.cg@nic.in](mailto:cserc.sec.cg@nic.in)



No. 03/2018 /1230

Dated: 20/07/2018

### **SHORT TERM TENDER NOTICE**

The Chhattisgarh State Electricity Regulatory Commission (hereinafter called 'Commission') invites Sealed tenders in prescribed form for supply of office furniture (Executive office table, executive high back revolving chairs, visitor chairs and book shelf) from the reputed firms/manufactures/authorized dealers only who have executed the supply of similar items for an amount not less than Rs. 1/- lakhs in one order. The tenderers are required to submit Earnest Money for Rs. 7000/- (Rupees seven Thousand) only in the form prescribed in the tender document. The tender will be issued during office hours upto 13.08.2018 and is required to be submitted by 14.08.2018 upto 15:00 hours. The tenders will be opened at 15:30 hours on the same day in presence of the tenderers or their representative, if they wish. In case, the date of opening of tender is declared holiday, the same will be opened on next working day at the same time. Request for obtaining tender document can be made with an application along with crossed DD / Bankers cheque / Cash amounting to Rs. 100/- (Rupees one Hundred) only, drawn in favour of Chhattisgarh State Electricity Regulatory Commission, Raipur, towards cost of tender document. For obtaining tender through post or by courier, Rs.75/- will have to be paid extra. In case, the tender documents are downloaded from the Commission's website the tenderer have to pay Rs. 100/- towards tender fee separately in the form of DD / Bankers cheque. The cost of tender form is not refundable. Further, CSERC would not take any responsibility for delay or loss of tender documents in transit.

The Commission reserves the right to accept or reject any or all the tenders wholly or partly without assigning any reason whatsoever in the interest of the Commission.

**(P.N. Singh)**  
**Secretary**

## **SCHEDULE-I**

### **DETAILED NOTICE INVITING OFFER**

1. Sealed offers are invited from the reputed firms/manufactures/authorized dealers of Furniture (Executive office table, executive high back revolving chairs, visitor chairs and book shelf).
2. Offer must be submitted in sealed covers addressed to the Secretary CSERC, Raipur, with the name of work, due date of opening and the name of the tenderer super scribed on the cover.
3. Only one offer from one firm/person will be accepted. If more than one offer for the same item is found from the same firm/person, all such offers shall be rejected.
4. E-Mail/Fax tender offers will not be accepted.
5. Tenderers are required to furnish an Earnest Money amounting to Rs. 7000 (Rs. Seven Thousand) only in the form of Demand draft/Bankers cheque in favour of Chhattisgarh State Electricity Regulatory Commission, Raipur, drawn on any scheduled bank.
6. **Contents of Envelopes:**
  - i. Three sealed Envelopes are required to be sent by the Bidders to the Secretary, CSERC, Raipur, through post or hand to hand, after bid filing but not later than opening date.
  - ii. First envelope shall be marked as Envelope No. 1 "Tender No. 03/2018 Fee & EMD", which shall contain following enclosures;
    - (a) Enclosure -1 Demand Draft for Tender Fee (if downloaded from the website of the Commission)
    - (b) Enclosure -2 Demand Draft for Tender EMD (Rs. 7000/-)
  - iii. Second envelope shall be marked as Envelope No. 2 "Tender No. 03/2018 Technical Bid", which shall contain following documents.
    - (a) Annex-1 Acceptance of terms & conditions enclosed with the bid documents (Schedule-I & II).
    - (b) Annex-2 Latest income tax clearance certificate issued by competent authority
    - (c) Annex-3 Copy of PAN card and GST registration (self attested)
  - iv. Third Envelope shall contain the Price Bid, which shall be marked as "Tender No. 03/2018 Price Bid".

## **7. SUBMISSION OF BIDS:**

- i. The Bidders shall seal all the three envelopes in separate covers as mentioned above. All these three sealed covers shall be kept in an outer main cover; which shall also be sealed properly. Tender No. & details of the tender shall be super scribed on this outer cover also.
  - ii. The inner and outer envelopes shall be addressed to Secretary, Chhattisgarh State Electricity Regulatory Commission, Irrigation Colony, Shanti Nagar, Raipur (C.G.) and bear the words "invitation for Bids for office furniture" as title with a statement "Do not open before the time and date of opening the bids"
  - iii. All three inner envelopes shall indicate the name and address of the Bidder to be returned unopened in case it is received late'.
  - iv. If the outer envelope is not sealed and marked as required by the Commission, Commission will not be responsible for its misplacement or premature opening.
8. The tenders shall be submitted in the Commission's office on 14/08/2018. Tender offers received without Earnest Money will not be considered. First of all, envelopes of Earnest Money & Technical bid will be opened and verified. If this is found in order, then only price bid shall be opened. No interest shall be allowed on the Earnest Money.
9. The Price bid of those tenderers will be opened whose EMD and Technical bid are found in order.
10. The Earnest Money will be refunded to unsuccessful tenderers within a reasonable time. The Earnest Money deposited by the successful tenderer may be adjusted in the Security Deposit for the due fulfillment of the contract, but shall be forfeited, if the contractor fails to execute the contract after intimation of the acceptance of his tender. This forfeiture shall be without prejudice to the right of the Commission to recover further damages, if any, from the tenderer.
11. Immediately after the intimation given about the acceptance of the tender, the successful tenderer shall be required to deposit an amount equivalent to 10% of the contract value towards security deposit for the period of ONE YEAR, in the form as specified in Clause-5 above/Bank Guarantee. The furniture in good condition as per the picture enclosed shall be supplied within 30 days from the date of issue of the letter of acceptance. In case of delay in supply penalty @ 2% per week or part thereof subject to maximum of 10% will be imposed on the value of material supplied late. The materials supplied shall have the warranty for at least ONE YEAR from the date of supply, covering all the defects.
12. Tenderers must return the tender form (Schedule-I) along with schedule-II & III filled and signed at the places specified. The schedule-I & II shall be submitted in respective sealed envelope duly super scribed as EARNEST MONEY and TECHNICAL BID. The schedule-III shall be submitted in another sealed envelope duly super scribed as PRICE BID. Any tender not

bearing the signature in all the documents accompanying the tender is liable for rejection.

13. The tenderers shall furnish with the tender latest income tax clearance certificate from competent authority. Alternatively, the tenderers shall give valid reasons for his inability to furnish such certificate. The Commission reserves the right to reject any tender if the income tax clearance certificate or the reasons for the tenderers inability to furnish such certificate is not furnished.
14. Tender which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be rejected.
15. The submission of a tender by the tenderers implies that he is ready and accepted the instructions, the conditions of the contract etc. and has made himself aware of the scope of the work to be done and local conditions and other factors bearing on the execution of the work.
16. The Commission will not, after acceptance of the rate, pay any extra charges for any reasons whatsoever even in case the contractor later on claim to have misjudged the conditions of the contract.
17. **Rates shall be quoted both in words & figures in the price schedule enclosed.** Rate quoted shall remain firm throughout the contract period. In case of deviation of rates in figures and words, rates quoted in words shall prevail.
18. The tender document shall be returned legible and free from erasure, over writings or conversion of figures. Any correction made should be done in legal manner.
19. It shall not be obligatory for the Commission or its officer to accept the lowest tender. The authority for the acceptance of the tender will rest with the Commission which does not bind itself to assign any reason for declining to consider any particular tender or tenders.
20. The tender should be valid positively, for acceptance for a period of three months from the date of opening, otherwise they are liable for rejection.
21. Further information required if any can be had from the Dy. Secretary, CSERC, Raipur.
22. All matters arising out of or any way connected with this contract shall be deemed to have arisen in Raipur and only the Courts in Raipur shall be the jurisdiction to determine the same.
23. Any deviation from the enclosed terms and conditions should be specially mentioned in your offer, failing which it will be assumed that there is no deviation from our terms and conditions.
24. The tender received after the due date and time shall not be accepted/opened.

25. The rates quoted should be inclusive of all tax and duties as applicable up to the completion of job at the prevailing rates. However in case of any new increase or decrease in the taxes and imposition of any new tax by Govt. will be considered.
26. The Commission reserves the right to accept/reject any tender without assigning any reason thereof.
27. The quantity indicated in schedule III are indicative and the order placed for purchase of the material to be executed may vary to any extent but the quoted rate shall remain firm. The contractor shall not have any claim for the quantity ordered, in case the quantity order is reduced than the quantity indicated in the schedule III.
28. Conditional tenders shall be summarily rejected
29. The agency shall supply all the goods and services at their own cost
30. This notice of tender shall form part of the contract and any breach of the terms of this notice shall be deemed to be a breach of the contract.
31. Consignee: Account Officer, CSERC, Raipur
32. Place of supply: CSERC, Irrigation Colony, Shanti Nagar Raipur

**SIGNATURE OF TENDERER**

# SCHEDULE-II

## TECHNICAL SPECIFICATIONS

### 1. Uno Executive Table with ERU, Pedstal and Mobile Pedstal - 1 No.

**Make: Godrej**

**Model: Numero Uno Executive Table with ERU, Pedstal and Mobile Pedstal**

<b>GENERIC</b>	:	
Mode of supply	:	Knocked Down To Be Assembled At Consignee Site By The Seller
Frame type	:	Free standing
Understructure of table	:	Gable end and modesty panel
Storage provided	:	Both side
Keyboard tray	:	Provided
<b>MATERIAL</b>	:	
Table top Material	:	MDF board
Gable end and modesty panel material	:	Flat single layer prelaminated MDF board
<b>MISC</b>	:	
Table top long sides	:	To be post form half round profile
Table top plain sides	:	Edge to be banded with PVC tape of 2mm thick with the help of hot melt glue
Gable end and modesty panel plain side	:	Edge to be banded with PVC tape of 2mm thick with the help of hot melt glue
Number of buffers provided	:	4 Nos. at bottom
<b>DIMENSION</b>	:	
Thickness of table top $\pm 2$ mm	:	38 millimeter
Thickness of gable end and modesty panel $\pm 2$ mm	:	19 millimeter
Length of table top $\pm 10$ mm	:	2100 millimeter
Depth of table $\pm 10$ mm	:	750 millimeter
Height of table $\pm 10$ mm	:	750 millimeter
Dimension of leg(mmXmm) $\pm 5$ mm	:	No legs
<b>STORAGE UNIT</b>	:	
Number of Storage unit provided	:	Double storage
Width of storage unit $\pm 10$ mm	:	400mm
Depth of storage unit in mm ( $\pm 10$ mm)	:	600
<b>COLOUR &amp; FINISH</b>	:	
Table top finish	:	Laminate in colour with matt finish 0.6-0.8mm thickness, laminate of 0.5mm thick on other side
<b>Table top shade</b>	:	<b>As per enclosed picture</b>



**SIGNATURE OF TENDERER**



## 2. REVOLVING HIGH BACK CHAIR

**Make:** Godrej/Durian or equivalent

<b>GENERAL</b>	:	
Chair Type	:	central tilt
Tilt Tension Adjustment	:	yes
Height Adjustment $\pm 5$ (mm)	:	yes
Arm	:	With
Type of backrest support	:	backrest symmetrical lumber support
Arm Type	:	Fixed
Colour of Fabric for Seat and Backrest	:	black
Ergonomic Seat Design	:	yes
Back type	:	fixed
Backrest is made of two pcs injection moulded frame	:	Backrest is made of one piece injection moulded frame
Seat type	:	fixed
Seat is curved	:	yes
Locking mechanism	:	yes
Type of locking	:	upright locking
Lumber support	:	integrated
<b>MATERIAL</b>	:	
Pedestal Base	:	Chrome finish with 5 wheels
Arm Material	:	steel covered with polyurethane
seat material	:	PU Foam Covered With pure leatherite
Density of PU foam used in seat KG per Cu Meter (+/- 3)	:	35
Density of PU foam used in backrest in KG per Cu Meter (+/- 3)	:	35
Material of Fabric Back Cover	:	Leatherite
Material of Fabric of Seat Cover	:	leatherite
<b>DIMENSION</b>	:	
Overall Chair Height $\pm 15$ mm	:	1220
Backrest Height $\pm 15$ mm	:	600 millimeter
Backrest Width $\pm 10$ mm	:	550 millimeter
Seat Height $\pm 15$ mm	:	520
Seat Width $\pm 10$ mm	:	550
Seat Depth $\pm 10$ mm	:	500 millimeter
Thickness of M S Plate Joining the under structure with Seat	:	2 millimeter
Thickness of Plywood used in Seat $\pm 1$ (mm)	:	12 mm
Thickness of Plywood used in Backrest $\pm 1$ (mm)	:	12 mm
Padestal Size (Diameter in mm) +/- 10 mm	:	680
<b>Note</b>	:	<b>As per enclosed picture</b>



**SIGNATURE OF TENDERER**

### 3. Executive Visiting Chair

**Make:** Godrej/Durian or equivalent

<b>GENERIC</b>		
Chair Type	:	With Arms
Type of Seat and Backrest	:	Seat made of padded with polyurethane foam and Backrest made of Mesh with support of injection moulded polypropylene
Frame Type	:	Cantilever
Castors	:	Without
<b>MATERIAL</b>		
Type of Wood used in Polythene cane Chair	:	hot pressed board
Material of Fabric Back Cover	:	polyster
Thickness of Plywood used in Backrest IN MM ( $\pm 1$ mm)	:	15 mm
Frame Material	:	ERW pipe
Density of Polyurethane Foam Used in Seat $\pm 2$ (Kg/Cub M)	:	32 Kg/Cub.M
Material of Fabric of Seat Cover	:	fabric
Density of Polyurethane Foam Used in Backrest $\pm 2$ (Kg/Cub M)	:	32 Kg/Cub.M
Thickness of Plywood used in Seat $\pm 1$ (mm)	:	18 mm
GSM/Thickness of Fabric $\pm 5$ (Gram per Sq Meter)	:	80 Gram per Sq Meter
Arm Material	:	Polyurethane padded on Plastic
Thickness of Polyurethane Foam Used in Backrest IN MM (+/- 3 mm)	:	65 mm
Thickness of Polyurethane Foam Used in Seat IN MM (+/- 3 mm)	:	15 mm
Shoe Type	:	PVC
<b>DIMENSION</b>		
Size of Material (mm)	:	16 SWG 30 mm round pipe
Chair Height $\pm 15$ (mm)	:	890 mm
Seat Depth $\pm 10$ (mm)	:	430 mm
Seat Width $\pm 10$ (mm)	:	470 mm
Seat Height IN MM $\pm 5$ (mm)	:	430
Backrest Width $\pm 10$ (mm)	:	450 mm
Backrest Height $\pm 10$ (mm)	:	800 mm
Arm Length $\pm 5$ (mm)	:	200 mm
Arm Width $\pm 2$ (mm)	:	40 mm
<b>COLOUR &amp; FINISH</b>		
Colour of Fabric for Seat and Backrest	:	blue
Paint Type	:	polished
Colour of Paint	:	black
<b>Note</b>	:	<b>As per enclosed picture</b>



**SIGNATURE OF TENDERER**

#### 4. Book Case

Make: Godrej

<b>GENERIC</b>		
Type of lock	:	cam lever lock with common key
Number of Doors (NOS)	:	4
Mechanism	:	Scissor mechanism for receding inside the top of respective component
<b>MATERIAL</b>		
Thickness of MS Sheet used for Shutter in mm	:	0.8
Thickness of MS Sheet used for Shelf in mm	:	0.8
Thickness of MS Sheet used for Top, Bottom, Back and Sides in mm	:	0.8
Material of Handle	:	without handle (alternate lifting mechanism)
Thickness of Transparent glass in Shutters in mm	:	3.0
<b>DIMENSION</b>		
Height of Steel Bookcase in mm ( $\pm 10$ mm)	:	1742
Width of Steel Bookcase in mm ( $\pm 5$ mm)	:	914
Depth of Steel Bookcase in mm ( $\pm 3$ mm)	:	320 mm
<b>MISC</b>		
Paint	:	Powder Coated
Colour of Paint	:	gray
Note	:	As per enclosed picture



**SIGNATURE OF TENDERER**

Note: The drawing attached are just for reference.

## SCHEDULE-III

### PRICE BID (To be submitted in sealed envelope)

The tenderer shall indicate their prices for the following items. The prices shall be inclusive of all transportation, handling, taxes and duties etc.

SL. NO	ITEMS	QTY. IN NOS.	RATE OF EACH (IN FIGURES)	RATE OF EACH (IN WORDS)
1.	<b>Uno Executive Table with ERU, Pedstal and Mobile Pedstal</b> <b>Make:</b> Godrej <b>Model:</b> Numero Uno Executive Table with ERU, Pedstal and Mobile Pedstal As mentioned in the Schedule -II, "Technical specifications"	1 No.		
2.	<b>REVOLVING HIGH BACK CHAIR</b> <b>Make:</b> Godrej/Durian or equivalent As mentioned in the Schedule -II, "Technical specifications"	03 Nos.		
3.	<b>Executive Visiting Chair</b> <b>Make:</b> Godrej/Durian or equivalent As mentioned in the Schedule -II, "Technical specifications"	05 Nos.		
4.	<b>BOOK CASE</b> <b>Make:</b> Godrej As mentioned in the Schedule -II, "Technical specifications"	01 No.		

**SIGNATURE OF TENDERER**