

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OLD COURT BUILDING, PARLIAMENT STREET, NEW DELHI

F.No./08/RCS/CTB/14-15/ 407 - 408

Dated:- 17/2/15

1. Notice Board of the Department.
2. Web site of Registrar Cooperative Societies, Govt. Of NCT of Delhi, Old Court Building, Parliament Street, Near Parliament Street Thana, Delhi-110001.

Sub: - Purchase of furniture item.

Sealed quotations are hereby invited for Supply of furniture item. Specification is as follows:-

S.No.	Item	Specification (color will be specified by the Office) all the items are of high standard and only genuine & good quality products are used. Items will have a minimum warranty of one year.	Qty.
1.	Conference table	<ol style="list-style-type: none"> 1. Length 14 Ft. (approximate). 2. Width 06 Ft. (approximate). 3. Height 02 Ft. 7" (approximate). <ul style="list-style-type: none"> • Shape: Racetrack (round shape) • Dimensions: 168" W x 72" D x 30" H • Ships unassembled. 	01 No.
2.	Wooden Executive Officer Table with side unit.	(a) WOODEN EXECUTIVE OFFICER TABLE WITH SIDE UNIT: Supply of Exclusive designed wooden officer table made of 19 mm thick commercial board/ teak board/18 mm pre-laminated board with teak wood fancy beeding on visible edges and sleet molding on front panels, top with 1.00mm laminated/4mm teak ply with different shades natural teak, rose wood rust and white sidaar etc. as desired duly melamine/lacquer polish with inner coat of sealer including superior quality hardware fitting. The table will have a Glass top of 10mm thick on main desk/side unit. (Size : 60" X 36" X 30")	02 No.
3.	Executive Revolving Chair for Officer	EXECUTIVE REVOLVING CHAIR: Supply of Ex. Revolving Chair (High Back) as per sample app. Having tiling mechanism with locking arrangement and Gas lift, Hydraulic Cylinder and wheel with 5 casters Roller wheel upholstered in superior quality leather cum raxine foam having wooden Arms. The tabular armrest supports hold together the seat and back. The centre pivot mechanism is desired revolving. Maximum tilt on pivot at centre, tilt tension adjustment. The Chair will have a five pronged wheel base duly powder coated / chrome plated in desired colour & shade.	02 No.

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19/02/15

Quotation letter

The Terms and condition of the quotation as follows:-

1. Quotation should be dully signed by Prop/Partner/Director of the firm with rubber stamp and will be addressed to **Registrar Cooperative Societies, Govt. Of NCT of Delhi, Old Court Building, Parliament Street, Near Parliament Street Thana, Delhi-110001**. The time for submission of complete quotation is by 13.00 PM on **04.03.15** in a sealed cover having reference no. of this letter written on the envelope, along with the item for which the quotation is submitted. The quotation will be opened on the same day in the office of Dy. RCS, Deptt. O/o **Registrar Cooperative Societies, Govt. Of NCT of Delhi, Old Court Building, Parliament Street, Near Parliament Street Thana, Delhi-110001**.
2. Supplier should quote the rate inclusive of all taxes/duties for destination further regarding sample broacher should be submitted one day in advance i.e. 28.02.2015. So that the L-1 can be decided on the base of sample approved by the Purchase Committee.
3. Quotation should be clearly specified with specification.
4. The rates should be valid for One year from the date of opening the tender. The tenderer should fill up the price schedule in clear and legible terms, without any overwriting or use of white fluid. The price quoted should be written both in figures and words. Part bidding will not be accepted and such bids will be rejected.
5. The quoted prices should be inclusive of all taxes and overheads such as transport cost, labour charges, packaging charges etc. the consolidated price quoted shall be firm and final.
6. The tender/quotation form must accompany with the Earnest Money Deposit 4300/- (Rs. Four Thousand Three Hundred only) of the value of contract in favors of **Registrar Cooperative Societies, Govt. Of NCT of Delhi, Old Court Building, Parliament Street, Near Parliament Street Thana, Delhi-110001**. This will be treated as performance security in case of successful tenders. In case the bidder, claims exemption on earnest money, then he must submitted the appropriate exemption certificate dully attested by him further it should also be incorporated about validity of EMD it should be remain valid for a period of 45 days beyond the final tender validity period.
7. The supplier should indicate the delivery period in the quotation itself.
8. The payment would be made after receiving the goods in good condition at O/o **Registrar Cooperative Societies, Govt. Of NCT of Delhi, Old Court Building, Parliament Street, Near Parliament Street Thana, Delhi-110001**.
9. This office does not pledge itself to accept the lowest or any tender and resume the right of acceptance of the tender or any part thereof or portion of the quantity offered and supplied shall be made at the same rate as quoted.
10. Administration reserves the right to reject any or all tenders without assigning any reason for it.
11. If any dispute arises in the contract/agreement, the jurisdiction of the court will be at NCT of Delhi.
12. The Firm/Tenderer should attach the following documents with the tender/quotation otherwise the bid will be rejected out rightly:-
 - a. Proof/Photocopy of Registration with the Delhi Sales Tax/Delhi Value Added Tax/Tin No., He may be directed to produce the latest filed VAT return if required.
 - b. Proof/Photocopy of Pan No.

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Criterion for Evaluation of Tender:-

A committee constituted by the competent authority will evaluate the bids and sample. The evaluation of the tenders will be done on the basis of fulfillment of eligibility conditions, on the basis of information furnished and the quoted total consolidated price. Any inferences drawn by the tenderer or their representatives during the opening of the Bid will be their own view and O/of RCS will not be responsible and required to abide by the same.

Right of Acceptance:-

- (a) RCS reserve all rights to reject any tender including of those bidders who fails to comply with the instructions any stage without assigning reason whosoever and does not bind itself to accept the lowest or any specific tender. The decision of RCS in this regard shall be final and binding.
- (b) Successful bidder will be informed of the acceptance of his bid. The agreement shall be valid for a period of not less than one year.
- (c) In the event of discovery of any error or defect due to the fault of the firm/vendor at any time after the delivery of goods ordered, the firm/vendor shall be bound if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by RCS. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected RCS shall have the power to deduct from any payment due to the firm such sum as it may deem expedient.
- (d) If the tenderer failed to supply the items within 5 days time of dispatch of supply order, damage for sum equivalent to 0.5% of the contract value of order of each week of delay or part thereof upto a maximum of 10% will be deducted for the contract price and risk purchases will be made from the next lowest bidder at the cost of supplier without any notice. In the event of failure to supply the items within the delivery period, in addition to recovery already stated, different in amount will be charged from defaulter firm and to be deducted from the earnest money/bid security. However in case of non-supply, the earnest money/bid security will be forfeited. However RCS has the discretion to extend the delivery period without penalty if satisfied by the reason of delay.
- (e) In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by RCS in that event. The EMD of the tenderer will be forfeited.
- (f) The successful bidder (L-1) shall have to submit the sample of the each items given in the quotation letter along with various colour schemes. The work order to supply the items will only be issued if the samples provided by the successful bidder meet the specification given in quotation letter. Inspection of the items supplied will be carried out on the basis of approved samples. If the samples fail to meet the specification provided in the quotation the tender submitted by the bidder will be considered rejected and EMD of the bidder will be forfeited. In such condition offer will be given to the next lowest bidder.

Any violation of the terms and conditions or supply of inferior quality of material shall result in total rejection of the items apart from taking appropriate remedial action at the risk and cost of the bidder.

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- (g) The items shown in the quotation are an estimated requirement and there is no guarantee that the order for the same will be placed, it may change as per requirement of the RCS or can be totally cancelled after giving order by competent authority.
- (h) All items of furniture received shall be subject to inspection on receipt of the stores and the purchaser shall have full discretion to accept or reject either the entire supply or any part thereof and his decision in this regard shall be final binding on the supplier.
- (i) The bidder must give warranty of at least 12 months of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.

S. 82-17²/₁₅
(SATISH SHARMA)
ASSTT. REGISTRAR (CTB)