

O/o the PAG (Audit), Tripura

Agartala

NIT No. Rec.(Au)/Furniture/2024-25/01

Dated: 05.04.2024

Notice inviting Tender for Office Cupboard

Sealed tenders are invited on behalf of the Principal Accountant General (Audit), Tripura, Agartala under **Single Packet bid system** (Technical bid and Financial bid) from reputed Contractor/ Firms for **rate per square feet for the award of work for "Fitting & Fixing of Built-in Cupboards for Office including materials"** as per terms and conditions mentioned below:

Name of the Work.	Completion Period	Estimated volume of work	EMD	Last Date of Submission & Opening	Rate Per Square feet
Fitting and Fixing of Cupboard (with door, handle, and lock and key) including supply of materials (including GST)	30 Days	₹15,00,000	₹20,000	Last date of Submission: 11-04-2024 15:00 hrs. Date of Opening: 11-04-2024 16:00 hrs.	To be quoted by the bidder

Scope of work

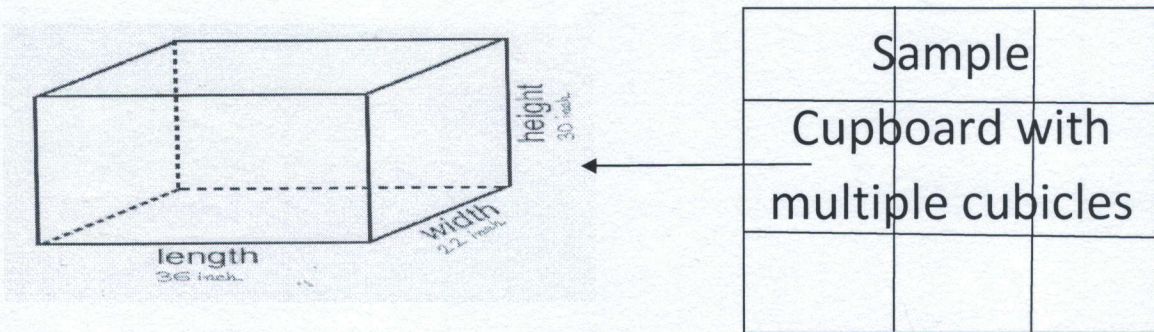
Construction of fitting & fixing of Cupboard should be fully built by Plywood (solid & Black board) 19.00 mm, Boiled water Proof (BWP): 6mm and Sunmica: 0.8 mm. All fitting and fixing hardware goods and other materials should be ISI Marked. All cupboard will have cubicles within it tentatively of specification mentioned hereinafter. Cupboard will be made with lid and lock system. All Cupboards should be fully attached with the wall and the dimensions will be as pictured below:

Length:- 30 inch

Width:- 22 inch

Height:- 36 inch

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)
Sr. Audit Officer (Admn.)



There are various sections where approximately 150 square feet area per room is to be covered with fixing cupboards.

SPECIFICATIONS

1. All materials should conform to the relevant codes of BIS/ ISI.
2. BIS/ ISI marked material shall be used wherever applicable.
3. Each board should also be marked with standard ISI/ BSI Marked.
4. The Anti Termite Treatment work must be executed to provide sturdy protection against termite attack.

Construction specifications of Built in Cupboard are shown below:

Sl. No.	Particulars.	Specifications
01.	Box Construction	Box construction should be measured as specified As follows: Length:- 30 inch Width:- 22 inch Height:- 36 inch Front face of cabinet edge banded with 1mm PVC in door matching colors with lock and key and handles.
02.	End Panel	End panel faced with polyurethane-coated material, matching the color of doors and drawer fronts. End Panels should be fixed to the surface with good quality adhesive. Exterior should match door and drawer front colour.
03.	Top/Bottom Panel	Exposed exterior panel faced with polyurethane coated material, matching the color of doors and drawer fronts.
04.	Back Panel	Back panel fully captured with glued and stapled to maintain squareness and structural rigidity, Interior surface faced with thermoplastic polymer top coat.
05.	Shelves	Shelves are adjustable in all wall and base cabinets.
06.	Door of Cupboard.	Door of Cupboard should be made in accordance with the above specification. With double Handles to open the Door. The magnetic lock must have at least two sets of keys.

Signature

- **Scope of Labour: Considering the volume of work, the successful tenderer has to provide adequate workforce i.e. at least three teams each having three carpenters to complete the work within stipulated timeframe, as decided by the O/o the PAG (Audit), Tripura.**
- **Materials specification is annexed below in Line Item Format.**
- **PRE-QUALIFICATION CRITERIA**
- The tenderer must be a Service Tax Registered firm / company. Sub-authorization is not accepted.
- The tenderer is required to produce and attach self declared solvency certificate.
- The tenderer should have completed at least one similar works in any other Govt. Department / private sector/ PWD/ CPWD/ MES/ PSU or Govt. Undertaking etc. in last three years).
- The firm should not have been blacklisted, debarred, declared non-performer or expelled from any work of Union Government/ State Governments/ PSUs etc. during the last 5 years. They should also submit a self- declaration on its letter head for the same. The firm should also provide information regarding litigation / arbitration cases for the last five years as per Annexure-VI
- **The tenderer will have an option to visit / examine the worksite and its surrounding to assess the accessibility and assess the scope of work before submitting their offer. All the bidders may come on 9th April at 11 a.m. (same for all vendor) for pre-bid interactions regarding scope of work.**
- **The complete tender document is available in Record Section, O/o the Principal Accountant General (Audit), Tripura, Agartala office on any working day from 05-04-2024 to 11-04-2024 up to 15:00 hrs on non-refundable payment of ₹100/- only.**
- **A copy of the tender is also available on the office website: <https://cag.gov.in/ag/tripura/en> . Bidders who will download the tender documents from website, may deposit ₹ 100/- during submission of bid.**

Submission of bid.

Under the Single Packet bid system, the bidders are required to submit their 'Technical bid' and 'Financial bid' in one envelope for total value wise evaluation. All the documents related to technical bid i.e. Eligibility criteria & Technical details) and financial bid should be put in one envelope duly marked as 'Single Packet Bid for Office Cupboard'. The envelope should be super subscribed clearly with the name of work and the NIT reference number addressed to Sr. AO /Admn., O/o the Principal Accountant General (Audit), Tripura, Agartala. The envelope shall contain the name and postal address of the tenderer with Phone/ Mobile/ Fax numbers and e-mail address, if any.

The '**Technical bid**' should consist of the following documents:

- a. Application form (Annexure-"B") along with documents relating to eligibility criterion.
- b. Bid Security (EMD).

- c. Complete Tender Document duly signed and stamped.
- d. Technical specification compliance sheet.

The “**Financial bid**” should contain the following document:

- a. Price bid as per the prescribed format (Annexure-"A").

The last date for submission of bids duly complete in all respect is 11-04-2024 up to 15.00 hours.

Opening of Single Packet Bid: The bid of all tenderers shall be opened on 11-04-2024 at 16.00 hours in the O/o the PAG (Audit), Tripura, Agartala in presence of representatives of tenderers/ firms upon production of valid ID proof.

Evaluation of bid and award of work: The work will be awarded to the tenderer whose bid is deemed fit and eligible and to be substantially responsive to the tender documents and who has offered the lowest total value-wise rates.

The office reserves the right to cancel the tender at any stage without assigning any reasons, whatsoever.

GENERAL CONDITIONS OF CONTRACT DOCUMENT

The terms 'Contract document' means the Notice Inviting Tender, Tender form, Instructions to bidders, Special Conditions, Force Majure, General Conditions of Contract, Specifications and Price Schedule.

Contractor shall strictly conform to the specification, price schedule, general and special terms and conditions, if any other matter contained in the tender documents issued by the office.

The estimated value under work, Bid Security (Earnest Money) and Performance Security are as follows:

- | | |
|--|-----------------------|
| A) Estimated cost | : ₹15.00 lakh |
| B) Bid Security (Earnest Money Deposit): | : ₹20,000/- |
| C) Performance Security | : 5% of Tender Amount |

BID SECURITY (EARNEST MONEY DEPOSIT)

Earnest money along with the tender will be accepted only in the form of demand draft drawn in favour of **The Pay and Accounts Officer, O/o the PAG (A&E), Tripura, payable at Agartala.**

The bid securities of unsuccessful tenderer will be returned as promptly as possible after the expiry of the period of bid validity prescribed by office.

PERFORMANCE SECURITY

The contractor will be required to deposit performance security as per prescribed format for an amount equal to 5% of the estimated value of the work in the form of DD/ Bank guarantee (of nationalized/ Scheduled Bank in a standard format) within one week from the date of signing/execution of a work agreement. The performance security should remain valid for a minimum period as decided by the office.

Failure of the successful contractor to lodge the required Bank Guarantee shall constitute sufficient grounds for the annulment of the Award and forfeiture of the Bid Security, in which event the office may make the Award to the next lowest evaluated tenderer or, if there are no other tenders, call for new bids.

DEFECT LIABILITY PERIOD

The successful bidder will have to submit an undertaking accepting liability of defect, if any arises within one year from the date of completion. The successful bidder will be liable for repair and replacement at his own cost of any defect, if arises within one year of completion of the work.

TIME FOR COMPLETION OF CONTRACT

Time for completion of total work shall be 30 days from the date of award of contract. Completion time for each work order shall be mutually decided between office and the Contractor depending upon the value and urgency of the work.

FORCE MAJURE

No special Force Majure clauses have been incorporated in the NIT document and the contractor is in a binding to complete the work within the time-limit.

COMPENSATION FOR DELAY/LIQUIDATED DAMAGE

Time is the essence of the contract. The time allowed for the work shall be strictly followed otherwise the Contractor shall be liable to pay compensation at the rate of 2% of the ordered value.

If the contractor after award of work fails to deliver any item / part of the work within the time period allowed, O/o the PAG (Audit), Tripura reserves the right to remove that particular component from the scope of main contractor and get it done through some alternative resources at the cost of main contractor.

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TECHNICAL SPECIFICATIONS AND STANDARDS

The materials & services to be provided by the tenderer under this contract shall conform to the technical specifications as laid down under this tender document and should be carried out to the complete satisfaction of the office.

All the raw materials are to be gathered as per requirements of work and get certified by the representatives of this office before using of work.

WORK OPEN TO INSPECTION

All work under or in course of execution or being executed in pursuance of the contract shall at all times be opened to inspection and supervision by the Committee Members and the Contractor shall at all times during the usual working hours, and at all other times at which reasonable notice of the intention of the committee to visit the works shall have been given to the contractor, either himself be present to receive order and instructions, or have a responsible agent duly accredited in writing, present for that purpose.

All works shall be executed subject to the approval in all respect of the office who shall be entitled to direct at what point or points and in what manner these are to be commenced and carried out from time to time.

INSPECTION, TESTING AND QUALITY CONTROL

Office has nominated representatives who will, inspect and/or test the work / material to confirm their conformity to the tender specification. The Inspection Authority to be designated by the Competent Authority shall specify what inspections and tests are required and where they are to be conducted. The committee will also verify the raw materials as mentioned in Annexure-E.

The Committee member shall inspect or test the items, which fail to conform to the specifications. The office may reject such items and the tenderer shall replace the rejected items, at no cost to the office, within a stipulated time period.

The office shall be the final authority to reject full or any part of the item which is not conforming to the specifications and other terms & conditions.

No payment shall be made for rejected items. Rejected items must be removed by the contractor immediately of the date of rejection at their own cost and replace immediately.

CLEARANCE OF SITE

The contractor shall have to remove all waste and other unwanted material from site of work after completion of work. The work shall not be treated as complete in all respects unless these requirements are fulfilled by him. In the event of contractor failing to do so, the office shall have right to get the site cleared at the cost of contractor.

OTHER CONDITIONS

The time for supply of items is very important factor to the office. Only those tenderers, who are confident and willing to supply the requested items to office within the prescribed time period after the receiving of confirm supply order from office are requested to participate in this Tender.

SPECIAL CONDITIONS OF CONTRACT

Tenderers price shall be deemed to include cost of all materials, tools and tackles, taxes, delivery charges etc.

PAYMENT AND DEDUCTIONS:

The payment will be made to the contractor/firm partially at the completion of Rooms on production of certificate by the Committee members (on submission of bills with measurements etc. complete in all respect).

A. Successful completion of the work against completion of Rooms on production of certificate by the Committee members, the contractor will have to submit bill to the office for verification and payment.

B. Measurements shall be in running feet (Square feet) system or as mentioned in schedule of work and respective bills as per the work order issued under work shall be prepared and submitted by the contractor for payment based on joint measurement.

C. IT-TDS and GST-TDS shall have to be borne by the tenderer and the same shall be deposited to Govt. A/c as per applicable terms and conditions on payment of each bills.

D: Measurement Book has to be maintained on daily basis and at the end of the day has to be signed in presence of committee members.

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ANNEXURE: "A"

PRICE BID

SL NO.	Description of items	Rate
1.	Built in Cupboard including supply of materials (including GST) and services (with door handle, lock and key and cover)	Per sq.ft.

Signature and seal

Authorized signatory of the bidder

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वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)
Sr. Audit Officer (Admn.)

प्रधान महालेखाकार का कार्यालय (लेखापरीक्षा)
O/o the Principal Accountant General (Audit)

Application From

[NOTE: On the letterhead of the applicant including full postal address, Email address, telephone no. and fax no.]

To

The Sr. AO/Admn.

O/o The PAG (Audit),

Tripura, Agartala

Sir,

1. Being duly authorized to represent and act on behalf of
(hereinafter referred to as "the applicant") and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies to be pre-qualified by yourselves as a tenderer for award of work(s) in O/o The PAG (Audit), Tripura.

2. Attached to this letter are copies or original documents defining:

(a) the principal place of business

(b) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)

3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in-connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative, or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your agency and its authorized representatives may contact the following persons for further information on-general, personnel, technical and financial enquiries.

Contact 1: Name,

Email and Phone no.

Contact 2: Name,

email and phone no.

5. This application is made with the full understanding that:

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(a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding.

(b) Your agency reserves the right to:

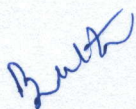
- amend the scope and value of the contract / bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
- reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and

© Your agency shall not be liable for any such actions and shall be under no obligation to inform the applicant.

6. The undersigned declares that statements made, and the information provided in the duly completed application are true and correct in every detail.

Signed and sealed, Name.....

For and on behalf



वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)
Sr. Audit Officer (Admn.)

प्रधान महालेखाकार का कार्यालय (लेखापरीक्षा)
O/o. the Principal Accountant General (Audit)

Annexure- "C"

GENERAL INFORMATION

<u>SL NO.</u>	<u>Particulars</u>	
1.	Name of the firm	
2.	Head office address	
3.	Telephone No.	
4.	Fax No.	
5.	Email Id.	
6.	Place of incorporation	
7.	Registration No.	
8.	Year of Incorporation.	
9	PAN No	
10	GSTIN No	

Signature and seal of the Authorized signatory of the bidder.

[Handwritten Signature]

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)
Sr. Audit Officer (Admn.)

प्रधान महालेखाकार का कार्यालय (लेखापरीक्षा)
O/o. the Principal Accountant General (Audit)

Solvency Certificate

This is to certify that to the best of our Knowledge and information M/s.....having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.

(Rupees.....
.....
.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Date of Issue: -

(Signature with Stamp)

For the Bank

Note : -

1. Banker's certificate should be on letter head of the Bank and should not be more than 6 months old from the date of publication of tender

In case of partnership firm, certificate should include names of all partners as recorded with Bank.

B. K. K.

Annexure-E**Specifications of Materials:**

SL No.	Item	Description
1.	Screws	Hammer, Nettlefold, GK W, Atul
2.	Locks	Link or Godrej
3.	Hinges, Tower Bolts	Classic or Alain or better
4.	Lamination	Any make
5.	Plywood	Archidply, Century, Greenply
6.	Wood	Seasoned teak
7.	Adhesives	Fevicol
8.	Wood Preservatives	Wood Guard
9.	Door Shutters (IS: 2202)	Greenply/ Century/ Jayna/ Duro Brand/ Archid Ply



वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)
Sr. Audit Officer (Admn.)

प्रधान महालेखाकार का कार्यालय (लेखापरीक्षा)
O/o. the Principal Accountant General (Audit)

बिहार, अगस्त 2024