

No. AG (Audit I)/GL/AR 2026-27/

Date: 14.08.2026

M/s

SHORT NOTICE INVITING QUOTATION

Sealed quotations are invited by the Office of the Accountant General (Audit-I), Kerala, Thiruvananthapuram, from eligible vendors for the "Supply and Installation of a Conference Table" in the Conference Hall. The scope of work includes providing 4-Module Hydraulic Pop-Up Boxes, electrical wiring, a networking switch, networking ports (I/O box), data cabling, and complete integration with the existing Local Area Network (LAN).

The quotations must be addressed to the Deputy Accountant General (Admn), Office of the Accountant General (Audit-I), Kerala, Thiruvananthapuram – 695 001, and must reach this office on or before 21.08.2026 by 11:00 hrs.

The Deputy Accountant General (Admn) reserves the right to reject any or all quotations without assigning any reason thereof.

Details of the work, along with the bid terms and conditions, are outlined below:

1. Name of work: - Supply and installation of Conference Table with 4-Module Hydraulic Pop-Up Boxes, electrical wiring, Networking switch and networking ports (I/O box), cabling and its integration with existing LAN.
2. Time schedule for execution of work: - The SUPPLY/INSTALLATION shall be executed and completed as per the requirements specified in the tender document within 30 days from the date of award of the supply order. The period of completion shall not be extended except for reasons beyond the control of the successful bidder. The decision of the competent authority of this office in this regard shall be final and binding.
3. Bidder shall be original equipment Manufacturer and should have its registered office and service facility in Kerala.
4. Bidders should conduct a site visit prior to submission of bid to assess actual conditions and constraints. No claims for extra charges will be entertained on account of ignorance of site conditions. Based on the site visit, the bidders should furnish a diagram, best suitable as per this office requirement.

5. Scope of Work : The technical specification of Conference Table is given below:

Conference Table	Dimension of Table Top: 11200mm (L) X 1600 mm (W) X 760 mm(H) with head section width of 2700 mm and shall have a monitor console incorporated in the well of the table. Table top shall be made of minimum 36mm Thick Plywood with pre-laminated on top & matt finish (walnut colour). Gap of 400 mm (approx.) in the center over the length to be provided and same should be covered with combination of walnut colour. The Table top shall be supported with 25mm thick pre-laminated plywood side and 25mm thick Modesty panel with matt polish. Edge banded with matching material for lipping. The product should be a knock-down construction / modular construction. The vendor shall supply and install at least 15 units of 4-Module Pop-Up Boxes for conference table. Each pop-up box must contain Two numbers of five pin plug Sockets with switch and one LAN (RJ45) port. Additional plug sockets (5 Nos) and LAN (RJ45) ports (2 Nos) should be provided below the table at different locations. A suitable cable management tray/channel must be installed under the conference table to organize and conceal wiring and for proper cable management of video conferencing system.
Spacing between participants	At least 780 mm
Seating capacity in the table	29 (Twenty Nine) seats (including one chairman seat)
Shape of table	Rectangle with slightly curved corners

6. The layouts for installations (colour 3 dimensional diagram) should be submitted along with the technical bid for acceptance. Any bid, devoid of layout will be rejected. Technical Bids which satisfy the minimum requirements (technical as well as seating capacity) and justifiable layout, only, shall be considered for financial evaluation.
7. Technical bid shall contain the information as per Annexure A to F as attached.
8. In the price bid, agencies shall quote a lump sum rate for the whole work of the installations which includes the price breakup for conference table, 4-Module Hydraulic Pop-Up Boxes with cabling of electrical/networking electrical switches, fixing charges, taxes, etc. The cost shall include transportation, loading/unloading charges, etc.
9. While scrutinizing & evaluating the quotation, this office shall take into consideration the following aspects:
- The best quality specified in terms of standard and durability and price.
 - Best facilities provided within the specified number of items

- (c) Best layout and utilization of space with special focus on free moving space
- (d) After sale service provided by the bidding agency
- (e) Adherence to warrantee conditions

10. Details of quantity/No. of each specific item:

- (i) **Conference Table : 1 (seating capacity for conference table : 29)**
- (ii) **4-Module Pop-Up Boxes - 15 nos (minimum)**
- (iii) **Plug socket – 35 Nos, Switch for plug – 20 Nos**
- (iv) **Network switch (Managed switch with 1 Gbps speed) and patch panel (24 port) with Rack – One**
- (v) **Network port with Keystone and Face Plate (I/O Box) – 17 Nos**
- (vi) **Cables and wiring (As per requirement)**

11. Terms & Conditions:

- (i) The bid submitted, without the prescribed EMD and/or the bid submitted without the terms and conditions duly accepted, shall be summarily rejected.
- (ii) Bidders shall not be permitted to withdraw their offer or modify the terms and conditions of this bidding document. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or imposes any additional conditions, the aforesaid EMD shall be forfeited.
- (iii) No claim shall lie against this office in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- (iv) In the case of bidders whose quotations are not considered for selection, the Bid Security (EMD) shall be returned on finalization of the tendering process.
- (v) The EMD of the successful bidder shall be released after the date of submission of the performance guarantee.
- (vi) The bidders shall physically inspect the work premises during working hours of this office and ensure the quantity and scope of the work before bidding. They should carefully examine the site of the work to familiarize themselves with the site conditions that exist, materials to be matched, precautions required, working space available and other conditions necessary for making an intelligent bid. They may also discuss/take into consideration the proposal put up by the office regarding layout and other provisions. **A certificate to this effect as per Annexure E, duly completed and signed, to be attached along with the technical bid.**
- (vii) The rate quoted by the bidder should be inclusive of all the taxes applicable, transit, loading/unloading charges, insurance and freight and any other statutory levies. No extra payment shall be made for transportation, the cost of labourers, insurance etc., as the rate quoted shall be all inclusive.
- (viii) The contractor to whom the work is awarded shall co-ordinate with the Officer in charge of this office and carry out the execution of work with minimum disturbance to the staff and functioning of the offices.
- (ix) The goods supplied under this contract shall conform to the authoritative standard appropriate to the goods and meet the minimum specifications mentioned in the scope of work.
- (x) The Supplier warrants that the goods supplied under this contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defects arising from design, materials or workmanship (except when the

design and/or material is required by the Purchaser's Specifications) or from any act or omission of the supplier.

(xi) **All goods/products/materials used should conform to ISO standards for Quality, Environment, Energy and Occupational Health Management system.**

(xii) No variation or modification of the terms of the contract shall be made except by written amendment signed by the parties.

(xiii) Suppliers shall be entirely responsible for payment of all taxes, duties, license fees, road permits, etc. as well as any costs associated with the supply and installation.

12. Execution of work:

The successful bidder shall execute and complete the work as per specification/scope of work to the satisfaction of the competent authority assigned for the work, within a period of 30 days from the date of award of work.

The successful bidder to whom the work is awarded shall have to execute the work as per the work order and the terms & conditions of this tender document.

The office shall not be responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded to replace the damaged item.

13. Variation in quantity / scope of work:

(i) The quantity mentioned in the scope of work is approximate. The office reserves the right at the time of the award and execution of the contract, to vary the quantity of the items or extend/reduce the area of installation specified in the scope of work. In such cases, the work has to be executed as per the unit rate quoted.

(ii) The work shall be awarded fully as described in scope of work or in part as per the discretion of the authorities of this office.

14. Quality assurance:

The successful bidder should ensure the quality of material as per the requirement / discretion of the office.

15. Guarantee Period

Guarantee/Warranty should be provided for a period of **at least 36 months** from the date of completion of the works for any material defect and against poor workmanship, poor performance of the supplied item. In case of deficiencies found during the guarantee period, the same shall be replaced/rectified free of cost by the successful bidder at his own risk and cost.

16. After Sales Service & Support:

The successful bidder shall be responsible for providing Services & Support for the newly installed items for a period of at least 12 years, after the guarantee/warranty period, under AMC/CSMC plans as agreed by both parties on separate terms & conditions.

17. Completion Certificate

Bills shall only be passed for payment after a completion certificate is issued by the competent authority of this office, assigned for the work.

18. Performance / Security Deposit:

The successful bidder has to furnish Performance Security in the form of an Account payee Demand Draft or Bank Guarantee from a Commercial bank, which shall be equal to 5% of the total contract value. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same shall be released by the office only after the expiry of such period.

The Bank Guarantee can be forfeited by an order of the Competent Authority of this Office in the event of any breach or negligence or non-observance of any terms/condition of the tender document / contract.

In case, the successful bidder is called upon to deposit the Performance Guarantee and if the successful bidder fails to furnish the same within the prescribed period, such failure shall constitute a

breach of the conditions, and the office shall be entitled to forfeit the EMD without prejudice to any other right or damage that the successful bidder may incur in the matter.

19. Liquidated damages

For delay in completion of work, the liquidated damage @ 0.5% of the value of work order per week or part thereof subject to the maximum of 10% of the value of contract shall be deducted.

20. Safety Regulations

The successful bidder shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The office shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the successful bidder to carry out the work.

21. PAYMENT TERMS & OTHER CONDITIONS

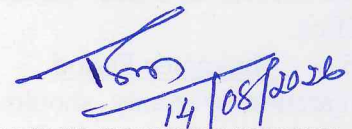
Payment will be released on completion of supply and installation of the items. However, first milestone payment equivalent to 80 percent of the contract value may be paid on supply of the all the items, if demanded by the supplier. The balance payment (Last milestone) 20 percent will be released after successful installation.

Any damage to the office building, property, etc. during the execution of work shall be compensated by the successful bidder, from the bills thus submitted.

TDS at applicable rate shall be deducted while making payment to the successful bidder.

22. BREACH OF CONTRACT:

In case of breach of any of terms and conditions of the contract, this office shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by the Office of the Accountant General (Audit I), Kerala, Thiruvananthapuram in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed and further the office of the Accountant General (Audit I), Kerala, Thiruvananthapuram shall be at liberty to place the work order to next lower bidder / alternate bidder, as may be deemed fit.



SENIOR AUDIT OFFICER/GENERAL

BRIEF DESCRIPTION OF THE FIRM

SI No	Particular	
01	Name of the firm/Company	
02	Name of the owners/Partners/Directors	
03	Full particulars of the office	
	(i) Address with Phone numbers and email id	
	(ii) Details of registered office and service facility in Kerala	
04	Full particulars of the bankers of the firm	
	(i) Name of Bank	
	(ii) Account Type	
	(iii) Account No.	
05	Registration details	
	(i) PAN No.	
	(ii) GST Registration No	
06	Details of EMD Deposit	
	(i) Amount	
	(ii) DD/BC No and date	
	(iii) Drawn on Bank	
	(iv) Valid up to	

Date:

Authorized Signatory

Place:

Stamp

TECHNICAL BID

Sl No	Description	Description, size and quality parameter	Qty (Number)	Attachments
1.	Conference Table (Please give full specification of the item as per the scope of work)			
2	Material used for covering the gap at the centre of the table top (specification of the material, thickness etc)			
2.	Wire management (4-module Pop-up box)			
3.	Electrical switches, sockets and cabling			
4.	Managed Network Switch, Patch panels, Rack, I/O Box with Keystone and Face Plate and CAT 6 cable (Please specify the model and speed of Managed switch)			

Remarks:

- The types of materials to be used for each kind of item are to be specified in the description column of the table above. Requisite model, photos and documents related to the product should be attached by the bidder. The attachments are to be mentioned here.

Date:

Authorized Signatory

Place:

Stamp

DECLARATION

1. I.....son /daughter of Shri
Proprietor/Partner/Director/Authorized Signatory of M/s.....
.....is competent to sign this declaration and execute this bid document.
2. I have carefully read and understood all the terms and conditions of the bid and hereby convey my acceptance of the same.
3. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information /fabricated documents would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.

Date:

Authorized Signatory

Place:

Stamp

CHECK LIST OF TECHNICAL BIDS

Sl No	Description	Response from Bidder	Documents required
1.	Whether the bidder is OEM or registered dealer of OEM ?		Copy of OEM/Letter of authorization from OEM
2.	Whether Micro Small or Medium Enterprises (MSME) ?		Copy of UDYAM registration certificate
3.	Annual Turnover for the last three Financial Years		Certified copies of Audit Balance Sheet and GST returns
4.	Whether the bidder has executed at least three similar types of modular conference table work at any government/semi government office costing more than 5 lakh in the last three financial years ?		Supporting documents to be attached
5.	Whether the firm has its registered office and service facility in Kerala ?		Proof of office location in Kerala
6.	Whether the items quoted conform to ISO standards for Quality, Environment, Energy and Occupational Health Management system?		Copy of ISO certifications
7.	Whether the bidder has furnished the layout for the installation ?		Detailed Layout
8.	Whether the bidder has furnished the site visit certificate as per Annexure E ?		Certificate as per Annexure E
9.	Whether the bidder has furnished the price break up in financial bid ?		As per Annexure F

Date:

Authorized Signatory

Place:

Stamp

Annexure E

CERTIFICATE OF PRE-BID SITE VISIT BY THE BIDDER

With respect to the bid No.....dated.....for the design, supply and installation of Conference Table in this office, it is certified that Shri/Smt..... (Name), (Designation), the authorized personnel of M/s..... has visited the site of installation in the office of the Accountant General (Audit I) Kerala, Thiruvananthapuram on This certificate is issued for the purpose of uploading in the GeM portal for participating in the bid.

Senior Audit Officer/GL
O/o the Accountant General (Audit I)
Kerala, Thiruvananthapuram

ITEM WISE PRICE BREAK UP
(TO BE UPLOADED ALONG WITH FINANCIAL BID ONLY)

Sl No	Description of Item	Qty	Unit Price	Total Price
1.	Modular Conference Table			
2.	Wire Management (4-module Pop-up box)			
3.	Electrical switches, sockets and cabling			
4.	Networking switch (1 Gbps speed), Patch panels, Rack, I/O Box with Keystone and Face Plate and CAT 6 cable.			
5.	Cost of installation, if any			
6.	Other Misc Expenses, if any			
	Total			
7.	GST			
	Grand Total			

Date:

Authorized Signatory

Place:

Stamp