

Office of the Principal Director of Audit (Central), Ahmedabad

Notice Inviting On-line Tender (e-Tender)

1. Office of the Principal Director of Audit (Central), Ahmedabad, is pleased to invite bids against this tender enquiry for '**Supply and Installation of Furniture**' at Office of Principal Director of Audit (Central), Ahmedabad as per Technical and Commercial details mentioned in the tender document.

2. Details about Tender:

Name of Work	Supply and Installation of Furniture
Item Description	As per design (Annexure-H) and BOQ (Annexure B)
Estimated Tender Value (INR)	Rs. 5 lakh approx.
Bidding Type	Open tender (Online Tendering)
Bid Call (Nos)	First Time
Tender Currency Type	Indian Rupee (INR)
Bid Security/EMD (Demand Draft)	Rs. 15,000/- (3% of the tender value)
Bid Security/EMD in Favour Of:	PAO/IAD payable at Ahmedabad

3. General Terms and Conditions

- a) Bidders can download the tender document without any charge.
 - b) Bidders have to submit Technical Bid as well as Financial Bid till the Last Date & time for submission as per the Annexure-I. The Technical Bid with enclosure should be submitted in hard copy in the tender Box placed with the P.A. of the Dy. Director/Admin at Room No. 415, 4th Floor of the Audit Bhawan, Navrangpura, Ahmedabad 380009 till the last date.
4. All bids **submitted online** should be digitally signed. Bidders who wish to participate in online tenders will have to procure/should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying authority of India or can contact (n)code solutions- a division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India. Bidders are requested to submit Technical and Financial Bid in the enclosed formats ONLY. Telegraphic or conditional tender shall not be accepted.
 5. The Bidders are expected to accept all Technical /Financial terms & conditions mentioned in the tender documents.
 6. **Earnest Money Deposit:** The Bidders are required to furnish Earnest Money Deposit (EMD) (other than those specifically exempted by NSIC certificate) along with their offer in the form of Demand Draft drawn on any Nationalized Bank favoring PAO/IAD payable at Ahmedabad for Rs. 15,000/- (Rs. Fifteen Thousand Only). The DD should be submitted with the Application form and Technical Bid.

The EMD of the bidder will be forfeited if the bidder misleads Principal Director of Audit (Central), Ahmedabad during the course of evaluation of the tender by providing false and misleading information. If the bidder is declared as L1 and the bidder is not willing to accept the offer/supplies sub-standard material, EMD will be

forfeited.

PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD/TECHNICAL DOCUMENTS AS STATED IN THE BID ARE LIABLE TO BE REJECTED.

The EMD of the unsuccessful Bidders shall be released by Principal Director of Audit (Central), Ahmedabad after receiving the "letter of acceptance" of the order from the Successful bidder.

- 7. It is the responsibility of bidder to read all terms & conditions of this tender carefully before filling the tender. Incomplete tender documents/or bids not responsive enough to the tender terms shall be rejected. Principal Director of Audit (Central), Ahmedabad reserves the right to split or reject any or all the tenders without assigning any reason thereof. Principal Director of Audit (Central), Ahmedabad shall not be responsible for any postal delays.*
- 8. Any vagueness/incomplete details in the offer shall make it liable to be rejected as such. Shortcomings in the offer shall be interpreted as incompetence and disinterest on the part of the bidder to meet tender requirements.*
- 9. Principal Director of Audit (Central), Ahmedabad is NOT bound to accept the tender quoting the lowest amount in the Financial Bid. Bids will be evaluated keeping in mind the quality and technical aspects of the materials being offered along with the price quoted. Principal Director of Audit (Central), Ahmedabad reserves the right to place order for a part of the quantity offered. The rates quoted by the bidder shall be valid for any such part order.*

*Dy. Director
O/o. The Pr. Director of Audit (Central)
Audit Bhavan, 4th Floor, Navrangpura
Ahmedabad – 380 009*

Detailed Tender Document for Supply & Installation of Furniture

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Tender Guidelines

1. Introduction:

This office was created vide CAG office letter Nos. 114-SMU/PP/Restructuring /5-2011 and 115-SMU/PP/Restructuring/5-2011 dated 27th March 2012 with effect from 02 April 2012 with Branch office at Jaipur. This office conducts audit of Central Receipts and Expenditure (including Autonomous Bodies) in the States of Gujarat and Rajasthan and Union Territory of Dadra and Nagar Haveli and Daman and Diu. This office is accommodated on the 4th floor of "AUDIT BHAVAN".

2. Notice Inviting Tender

Principal Director of Audit (Central), Ahmedabad invites sealed tenders under "**Two Bid System**" from reputed suppliers of good standard for selection of a vendor for the purpose of supply and installation of Furniture items in the office of Pr. Director of Audit (Central), Ahmedabad, Audit Bhawan, Navrangpura, Ahmedabad.

The details of the tender are as given below:

a. Description of Goods & Service: Selection of a supplier for the purpose of supply and installation of Furniture in the office of The Pr. Director of Audit (Central), Ahmedabad.

b. Closing date & time for submission of bids: 8 October 2021, 17:00 Hrs

c. Date & time of opening of Bid:

Technical Bid:	11 October 2021, 11.00 am (in presence of the tenderers or their authorized representatives)
Financial Bid :	After evaluation of Technical Bid
Bid validity:	Up to 90 days from the date of opening of the Financial Bid

d. Correspondence Address: Shri Abhishek Jain /Dy. Director, Office of The Principal Director of Audit (Central), Ahmedabad, Audit Bhawan, 4th floor, Navrangpura, Ahmedabad- 380 009

"**Two Bids System**" would be followed for this tender. The Technical Bid as well as the Financial Bid should be submitted on nProcure. This can be opened through following link www.nprocure.com

The enclosures of the duly filled proforma of the Technical Bid along with all the annexure listed in this tender document should be uploaded online on the nProcure portal and should be submitted in physical form in a single sealed cover. The cover should mention "Technical Bid-Name of the Bidder". **Financial Bid is to be submitted online only.** The requisite EMD should be attached with the Technical Bid. The Bid can be dropped in the tender box during office hours latest by 08 October 2021, 17:00 Hrs.

Bidder should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Technical Criteria prescribed in the tender document. O/o The PDA(C), Ahmedabad will not entertain any modifications subsequent to opening of the bids. Bids not conforming to the tender conditions shall be liable to be rejected. Bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions

and compliance to the Scope of Work requirement etc.

The tender document is not transferable to any other person. The tender document can be downloaded from the website [www. nprocure.com](http://www.nprocure.com). In case of any clarification required relating to this tender, the same can be sought from the following officer of the Office of the Principal Director of Audit (Central), Ahmedabad:

Sl	Name	Designation	Phone	Email
1	Shri Ravindra Sachan	SAO/GOM	9664935677	saogom.ahd.pdac@cag.gov.in and aaogom.ahd.pdac@cag.gov.in

3. Instructions to Bidders:

The bidders are requested to follow the below mentioned instructions:

1. Offers on original online tender document will only be considered. Offers submitted by fax or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.
2. The application is to be submitted in the prescribed format Annexure-A.
3. All required documentations are to be submitted in Hindi/English only.
4. Tender should be filled with neat legible and correct entries, in distinct figures, measures. Any alterations will not be permitted in the tender.
5. Failure to comply with the conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and counter sign.
6. Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.
7. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration/presentation etc. shall be borne by the bidder.
8. No bidder shall be allowed to withdraw the tender rates after opening of the tender. If any bidder withdraws the bid, the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the O/o PDA(C), Ahmedabad.
9. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful bidder does not accept the Work Order or unable to supply goods.
10. Rates should be offered unconditionally as well as inclusive of all taxes. If rates are submitted with any condition, the tender shall be rejected.
11. Furniture will be supplied with at least 2-year warranty/guarantee from the date of verification & acceptance by Principal Director of Audit (Central), Ahmedabad. However, for the Furniture made of Iron/Steel, the same should be of 5 years.

12. Performance Bank Guarantee:

Within 30 (thirty) days from the date of issuance of Work Order, the Contractor shall furnish the Bank Guarantee for **Furniture** for an amount equivalent to 10% (ten percent) of the Contract Price in prescribed format by way of Guarantee for a) the due and faithful performance of the Agreement, b) the due and faithful performance of the terms of Work Order along with the other terms and conditions agreed to in

the tender.

Bank Guarantee shall be returned in original on completion of the warranty period as stipulated in the tender conditions and/or agreement.

The Bank Guarantee would be encashed and credited to the Government account in the event of a breach of tender conditions by the bidder.

13. The defective Furniture shall be replaced by the agency without any additional charge during guarantee period of supplied Furniture. The replacement shall have to be carried out within 5 days of the intimation being received from the O/o PDA(C). Penalty is leviable for delay beyond 1 day @ Rs. 1000/- per day.

14. Bidder shall have to quote rates in the format of Financial Bid (Annexure D).

15. Principal Director of Audit (Central), Ahmedabad reserves the right to change the quantity/upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase order.

16. The rates quoted should be inclusive of the 1 % Welfare Cess. The supplier will have to submit a documentary evidence for payment of the same. Welfare Cess amount will be reimbursed after the same has been deposited with appropriate government authority.

17. Technical Bid (Annexure-C) shall be accompanied by the relevant documents including the following:

- a) A client list for the Furniture supplied by the bidder for the last 3 years.*
- b) Authorisation letter of the company, if bidder is bidding as authorised dealer of a manufacturer.*
- c) The catalogue/brochure and quality parameters for the material proposed to be used by the bidder.*
- d) The bidder should be registered for GST and Income Tax and should enclose copies of relevant certificates. Tenderer will have to produce all these original documents at any time if demanded by the department.*
- e) Furniture is to be provided as per the design. (Annexure-H).*
- f) Financial Bids will be opened in respect of technically qualified bidders only.*

4. Technical Qualifications:

- i. Bidder will be required to fulfill following conditions to be considered as successful in Technical Bid.*
- ii. Only manufacturer of Furniture and Authorised dealers of manufacturers of Furniture can participate in the bid. (Documents pertaining to manufacturing facility and authorization Certificate (required in case of authorized dealers) will be submitted along with the Technical bid).*
- iii. The product shall be from ISO 9001:2015, ISO 50001:2011, ISO 14001, OHSAS 180001, FSC, AIOTA, SEDEX, Green guard & BIFMA Certified company and complete as per the approved sample and as per the direction of Dy. Director.*
- iv. Registration of bidder as Micro Small or Medium Enterprise (MSME)- with government of India/Government of Gujarat.*
- v. Annual Turnover of more than Rs. 100 Lakh in any two years out of*

last three years (2017-18, 2018-19 and 2019-20).

- vi. (Audited Balance Sheet and GST Returns to be submitted along with the technical bid)
- vii. Successful execution of at least three similar type of Furniture work at any Govt. / Semi Govt. office costing more than Rs. 30 Lakh in each case in last three years.
- viii. (Supporting documents like Form-3A, Work order, Completion Certificate with complete details, BOQ, etc. should be furnished with technical bid.).
- ix. The committee of this office will visit the site of execution of work and inspect quality of work done and quality of material used. In case the quality of material and/or quality of material is found to be sub-standard, the firm will be technically disqualified.

5. **Quality Control:** Laminations, Particle board: MDF Board, Pre laminated Boards: Eccentric Locking, Hinges, Hot melt Glue, Adhesive: Miscellaneous Hardware, float Glass, Locks, Drawer Channel, Desk /Tables/Workstations/Storage etc., should be of standard quality. The quality parameter should be defined in the format of Technical Bid.

6. **Other Terms and Conditions:**

- a) **Validity of the Offer:** The bid submitted should be valid for three months from the **date of opening of Financial Bid**. It can be further extended for the period of three months.
- b) **Right of Acceptance:** Principal Director of Audit (Central), Ahmedabad does not bind itself to accept the lowest tender. Bids will be evaluated keeping in mind the quality and technical aspects of the materials being offered along with the price quoted. Even after qualifying in Technical Bid, the Financial Bid may not be accepted if found not in order. Principal Director of Audit (Central), Ahmedabad will have the sole discretion in any matter related with the tender.
- c) **Delivery:** The Furniture items should be delivered, placed, installed and commissioned at Principal Director of Audit (Central), Ahmedabad, Audit Bhawan, 4th Floor, within a period of eight weeks from date of issue of letter of award. If the tenderer fails to supply the ordered quantity within the stipulated time period/ supplies sub-standard item, liquidated damages equivalent to 1% (one percent) of contract/bill value shall be charged per week and deducted from the bills of the contractor subject to maximum of 10% of contract/bill value.
- d) **Responsibilities:** The furniture items supplied should be brand new furniture and should be installed/commissioned at the locations specified by Principal Director of Audit (Central), Ahmedabad at no extra cost. This office is not bound to provide any mode of transport in respect of men or material required for the contract.
- e) **Prices:** The vendors are required to quote the price as per “**Annexure D**” (**Financial Bid**). The Bidder shall quote the rates in figures as well as words. The figures should be clearly written and there should be no overwriting. The rates quoted shall include the cost of material, labour, T&P etc., as required for the completion of work. The quoted rates shall be inclusive of all taxes, duties, Goods and Service Tax (GST) etc. as applicable and no extra cost shall be payable on this account.
- f) **Payment Terms:** No payment shall be made in advance. Payment will be made as per details given below:

Milestone	Payment
<i>On Delivery, installation and commissioning.</i>	<i>80%</i>
<i>On satisfactory certification by concerned dept.</i>	<i>10%</i>
<i>After completion of one month of satisfactory certification by concerned Section</i>	<i>10%</i>

TDS as per rule shall be deducted from the bills of the contractor.

- g) *Jurisdiction:*** *All disputes shall be subject to Ahmedabad Jurisdiction only. In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Dy. Director, O/o. The Principal Director of Audit (Central), Ahmedabad will be binding on the supplier.*

Application Form

Annexure -A

Brief description of the firm

Sl No.	Particular	
1	Name of the firm/Company	
2	Name of owner / Partners/ Directors	
3	Full particulars of the office	
	(a) Address	
	(b) Telephone No.	
	(c) Fax No.	
	(d) Email address	
4	Full particulars of the bankers of the firm	
	Name of Bank	
	Account Type	
	Account No.	
5	Registration Details: (self-attested copies of all certificates/ licenses/ permits/ registrations etc. should be enclosed failing which the application is liable to be rejected outright)	
	(a) PAN / GIR No.	
	(b) GST registration No.	
6	Details of Earnest Money Deposit	
	(a) Amount	
	(b) DD / BC No and date	
	(c) Drawn on bank	
	(d) Valid upto	

Authorised Signatory

Date:

Place:

Stamp:

Technical Bid

No.	Description	Descriptions with quality parameter	Qty.	Attachments
1.	Conference Main Chair (High Back Chair)		1	
2.	Conference chairs (Mid Back chair)		27	
3.	Conference table		1	
4.	Storage		3	
5.	Others	Give specification of any other items required as per the drawings		

Remarks:

- The types of material to be used for each kind of item is to be specified in the description column of the table above. Requisite model, photos and documents related with the product should be attached by the bidder. The attachments are to be mentioned here.
- Sample of chairs in case of technically qualified bidder may be furnished when called for.

Authorised Signatory

Date:

Place:

Stamp:

Check List for Technical Bid

Sr. no.	Description	Response from tenderer		Documents required
1.	Whether tenderer is manufacturer or registered dealer of manufacturer. Tick mark appropriate box	Manufacturer <input type="checkbox"/>	Dealer <input type="checkbox"/>	Copy of registration as manufacturer/letter of authorization from manufacturer.
		Other <input type="checkbox"/>		
2.	Whether manufacturer/product is registered with ANSI (American National Standards Institute)/BIFMA (Business and Institutional Furniture Manufacturer's Association) ISO 9001:2015, ISO 50001:2011, ISO 14001, OHSAS 18001, FSC, AIOTA, SEDEX, Green guard	(Yes/No)		Copy of Registrations Certificate with ANSI/BIFMA/ ISO 9001:2015, ISO 50001:2011, ISO 14001, OHSAS 18001, FSC, AIOTA, SEDEX, Green guard etc.
3.	Whether Micro Small or Medium Enterprise (MSME)	(Yes/No)		Copy of Registration MSME certificate
4.	Annual Turnover in last three year	Year	Turnover in Lakhs	Certified copies of Audited Balance Sheet and GST Returns
		2017-18		
		2018-19		
		2019-20		
1.	Whether the tenderer has executed at least three similar type of furniture work at any government/semi government office costing more than 30 lakhs in each case in last three years?	Year	Cost of the work executed	Supporting documents like Form 3A, Work Order, Completion certificate with complete details /BOQ etc.
		2017-18		
		2018-19		
		2019-20		

Authorised Signatory

Date:

Place:

Stamp:

Financial Bid (to be submitted online)

Final Quote of the Bid

<i>Total Rs. in amount</i>	
<i>Write Rs. In words below</i>	

Price: - Total price should be inclusive of all taxes.*

Authorised Signatory

Date:

DECLARATION

1. I..... Son/Daughter of Shri.....
Proprietor/Partner/Director/Authorised Signatory of M/s/. _____, am
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender 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 document would lead to rejection
of my tender at any stage besides liabilities towards prosecution under appropriate
law.

Date:
Place:

Signature of authorized person.
Full Name:
Company's seal:

*N.B. The above declaration, duly signed and sealed by the authorized signatory of the
company should be enclosed with Technical tender.*

Details of Contracts Executed in Last 3 Years

The value of Each of the contracts should not be less than 10 lakhs.

<i>Sl. No</i>	<i>Organization, Name, Designation and contact, telephone / fax no. of the Authorised contact person in charge</i>	<i>Details regarding the contract</i>	<i>Value of contract (Rs)</i>	<i>Duration of the contract</i>	
				<i>From dt</i>	<i>To dt</i>
<i>1</i>					
<i>2</i>					
<i>3</i>					

Attach PO and invoices of each of the works

Authorised Signatory

Date:

Stamp:

Check List

Sl. No.	Particulars	Mention "Yes" or "No"
01	Whether "Technical" submitted separately in the respective envelopes super scribed as "Technical Bid" and "Name of Bidder".	
02	Whether Demand Draft of _____/- (Rupees _____ only) in favour of PAO/IAD is enclosed as EMD with the tender submitted.	
03	Whether certificate/ document in support of having 2 to 5 years' experience in supply of similar items along with a list of organizations (Govt., PSU, reputed MNCs/ organizations) where the Contractor is currently providing/ provided this kind of items.	
04	Whether Trade License for this kind of jobs enclosed	
05	Whether copy of PAN Card enclosed	
06	Whether copy of other statutory registration certificates like GST/Income Tax etc. enclosed [As applicable]	
07	Date of Establishment of organization/company/agency	
08	Whether agreed to abide by all the terms & conditions of this tender	
09	Any deficiency as per tender criteria	

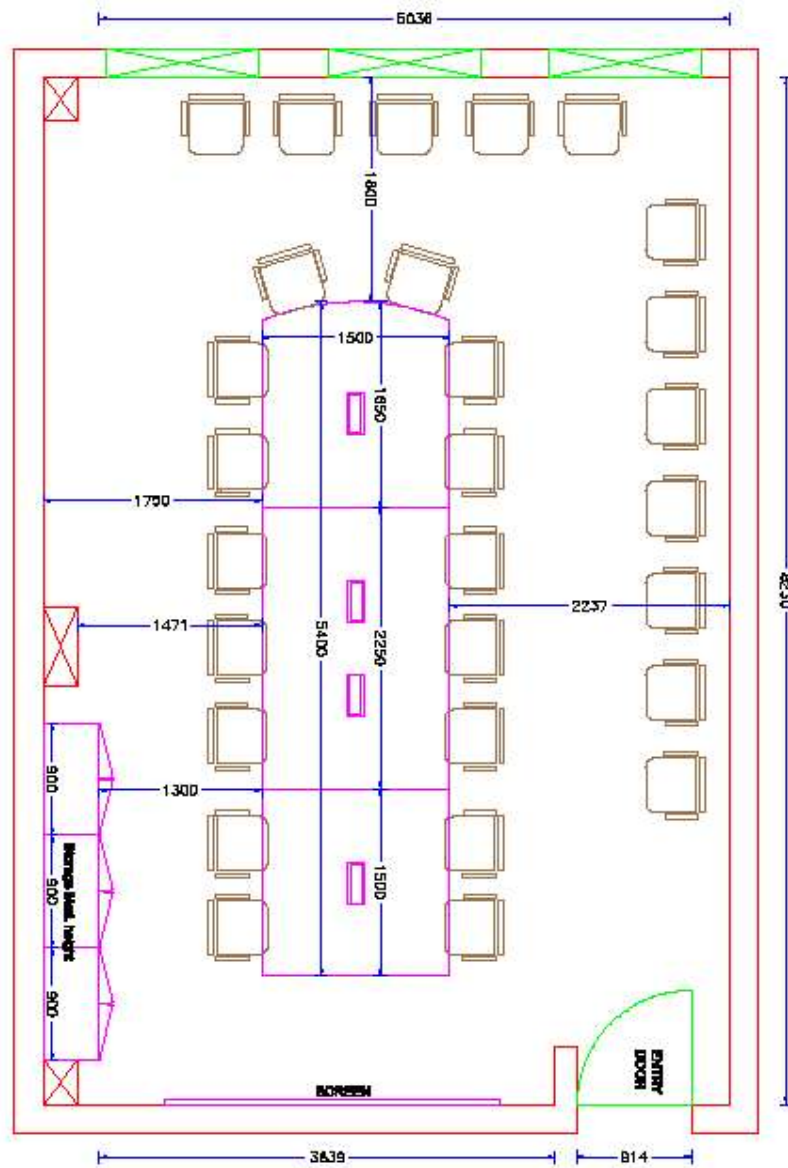
All above enclosures must be valid (wherever applicable)

Date

Authorised Signatory
(Name & Signature of the tenderer with seal)

Place:

Annexure-H
Attached herewith.



Annexure-I
Time schedule for the Tender process

<i>Date of publication of online e-Tender</i>	<i>24 September 2021</i>
<i>Last date for receipt/uploading of duly filled in tenders</i>	<i>8 October 2021 17:00 Hrs</i>
<i>Date and Time of the opening Technical Bids</i>	<i>11 October 2021, 11:00 Hrs</i>
<i>Date and Time of the opening Financial Bids</i>	<i>Will be notified to the technically qualified tenderers</i>
<i>Bid Document Downloading Start Date</i>	<i>From Dt. 24 September 2021 11:00hrs</i>
<i>Bid Document Downloading End Date</i>	<i>8 October 2021 Up to 17:00 hrs.</i>
<i>Pre Bid Meeting</i>	<i>Not Applicable</i>
<i>Last Date of receipt of documents for technical qualification, & EMD by hand/ RPAD</i>	<i>8 October 2021 Up to 17:00 hrs.</i>
<i>Bid Validity Period</i>	<i>90 Day from the date of opening of the Financial Bid.</i>

Scope of work and BOQ.**Annexure B**

S. No.	Description	Room No. 312 Quantity
1	Chairs for conference (High back chair) Supplying and placing in position of 360 degrees revolving high back chair. The breathable mesh back chair of minimum size of:- (W)620mm X (D)480mm X (H)1215mm coupled with a fabric upholstered seat cushion with a central back support that's adjustable. The fixed arms providing sturdy support coupled with synchro mechanism set on an elegant base and powered by nylon castors. The chair should have colour- Black, Maximum seating height 510mm, Minimum seat height 410mm, Function Revolving-Pneumatic Height Lift-Tilt Tension Control-Synchro, Base- Nylon Base, Locking Mechanism- Synchro, Finish-Matte, Style- Modern. The product shall be from BIFMA Certified company and complete as per the approved sample and as per the direction of Dy. Director. Certification from ISO 9001:2015, ISO 50001:2011, ISO 14001, OHSAS 18000, FSC, AIOTA, SEDEX & Greenguard would be compulsory.	1
2	Chairs for conference (Mid back chair) Supplying and placing in position of 360 degrees revolving Mid back chair. The breathable mesh back chair of minimum size: - (W)620mm X (D)480mm X (H)1015mm coupled with a fabric upholstered seat cushion with a central back support that's adjustable. The fixed arms provide sturdy support coupled with synchro mechanism set on an elegant base powered by nylon castors. The chair should have colour- Black, Maximum seating height 510mm, Minimum seat height 410mm, Function Revolving-Pneumatic Height Lift-Tilt Tension Control-Synchro, Base- Nylon Base, Locking Mechanism- Synchro, Finish-Matte, Style- Modern. The product shall be from BIFMA Certified company and complete as per the approved sample and as per the direction of Dy. Director. Certification from ISO 9001:2015, ISO 50001:2011, ISO 14001, OHSAS 18000, FSC, AIOTA, SEDEX & Greenguard would be compulsory.	27

3	<p>Medium Ht. Storage with Overhead <i>Supplying, and placing in position of storage @ L- 1200mm x D-450mm x H-750mm as per design. The complete storage unit shall be made up of 18mm thick prelaminated particle board finished with PVC edges. All working or non-working edges shall be provided with machine pressed 2mm thick PVC edging using special hot melt glue at hot temperature. The storage shall be provisioned with 2 nos. of shelves and 3 nos. compartments. The storage shall have openable shutters with handles and locking arrangements. The product shall be from ISO 9001:2015, ISO 50001:2011, ISO 14001, OHSAS 18000, FSC, AIOTA, SEDEX, Greenguard & BIFMA Certified company and complete as per the approved sample and as per the direction of Dy. Director.</i></p>	3
4	<p>Conference table with seating capacity of 16 persons <i>Conference Table with dimensions Length 4650mm x Breadth 2100mm x Depth 600mm x Height 750mm made up of Engineered wood with laminate of chosen shade Pasted on it. Table top will be of 25mm thick and bottom will be 18mm thick. Entire table will be made with engineered wood. For cables there will be an exclusive provision of metal or wooden raceway through entire length with a Pole. Modesty Panel will be provided of full length or partial length as decided by the indentor and will be made up of Engineered Wood on 18mm thickness. There will be 4 Popup Box provided which will facilitate easy connectivity with power and data cables. The product shall be from ISO 9001:2015, ISO 50001:2011, ISO 14001, OHSAS 18000, FSC, AIOTA, SEDEX, Greenguard & BIFMA Certified company and complete as per the approved sample and as per the direction of Dy. Director. Picture of conference table is also attached for a reference. (as below)</i></p> 	1

