



**ANDHRAPRADESH PUBLIC SERVICE COMMISSION :: VIJAYAWADA**  
**(APPSC)**

2<sup>nd</sup> floor, New Hod's Building, Near RTO Office, Opp. Indira Gandhi Municipal Stadium, M.G. Road,  
Vijayawada-520010

**TENDER DOCUMENT**

**FOR**

**Invites Bids for Supply and Installation of Work stations and other Furniture items for APPSC**

**Phone No: 0866 2527811**

**Mobile : 9014550834**

**: 9014550915**

**Website : [www psc.ap.gov.in](http://www.psc.ap.gov.in)**

**Last date of receiving Bids: 21 March-2019 until 3 PM**

**Opening Date of Bids: 22 March-2019 at 3.PM**

# APPSC

Andhra Pradesh Public Service Commission (APPSC), 2<sup>nd</sup> Floor, New HODs Building, Opp-Municipal Stadium, MG Road Vijayawada-520010, Krishna Dist. Andhra Pradesh (AP).

File Number: 174/ADMIN-1/2019/2

Dated:15/03/2019

## LIMITED TENDER NOTICE

1.	Sub: APPSC-ESTT- invites bids for Supply and installation of Work stations and other Furniture items for APPSC- as per the details given in the Annexure-I
<b>Last date and time for receipt of bids :21/03/2019 03:00 PM</b> <b>Date and Time for opening of quotations:22/03/2019</b>	
2.	Bids received after the due date and time for any reason whatsoever shall not be considered for opening.
3.	Bid submission place — Sealed bids and other documents (duly sign and stamp) may be dropped in the tender box placed in Room No.204, APPSC Office, 2 <sup>nd</sup> Floor, <b>NEW HOD's Buildings</b> , M.G Road, Vijayawada.
4.	Bidder has to submit <b>two separate sealed covers</b> . One cover containing technical details ( <b>Technical Bid</b> ) and <b>another cover containing financial details (Financial Bid)</b> . Use the same format for both. Technical bid should be submitted without any price details, EMD details should be enclosed with the technical bid only.
5.	Quotation should be valid at least for a period of 30 days from the date of opening.
6.	<b>The financial details shall be fill-up as per format given at Annexure-I</b>
7.	The bidder is required to pay <b>EMD</b> an amount of <b>Rs.30, 000/- in the form of Demand Draft</b> in favor of " <b>The Secretary, APPSC, Vijayawada</b> " along with the quotations. The quotations received without earnest money will not be considered as valid and shall not be accepted.  EMD will be returned to the unsuccessful bidders after finalization of the tender.
8.	Conditional bids are not acceptable
9.	Bidder has to quote for all items mentioned in the tender Schedule. L-1 will be arrived for evaluation of overall the items mentioned in the tender. The bid will be rejected if the bidder has not quoted for all the items.
10.	Any deviations in format may make the quotation liable for rejection.
11.	The Secretary, APPSC reserves the right to accept or reject any or all the quotations without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any notice.
12.	The Secretary APPSC reserves the right to modify the technical specifications including quantity at any time during the process of finalization of tender
13.	<b>Payment terms:</b> 100% payment on delivery & successful installation of items/systems and certification by User Department officials
14.	<b>NOTE:-</b> A signed undertaking from the bidder certifying that all the Components / Parts / assembly used in the supplied items should be original new components / parts / assembly and no refurbished / duplicate / second hand components / parts / assembly / has to be enclosed to the bid.
<b>Special Conditions:-</b>	
15.	Manufacturer Authorization from OEM to be submitted for the items specific to this tender (as per MAF format given)

16.	Quantity will be varied depending upon the requirement if any comes during Bid validity period and order will be placed for the required items only.
17.	The bidder shall have office in any of the District of Andhra Pradesh and billing should be done from Andhra Pradesh only.
18.	<b>Delivery: 07 days from the date of work order. Late delivery would not be accepted.</b>
19.	Invoice should be raised in the name of User Department or as mentioned in the Purchase / work order.
20.	<p><b>Checklist of the mandatory documents along with the Technical Bid.</b></p> <ol style="list-style-type: none"> <li>1. <b>EMD</b> as per tender document.</li> <li>2. Technical specifications compliance proof document for <b>the quoted</b> item &amp; Certifications if any as per tender document should be submitted along with the Technical Bid itself.</li> <li>3. Any other documents if required as per the tender document.</li> <li>4. Bidder has to submit the MAF from OEM authorization letter with Tender Reference Number in the APPSC Prescribed format along with the Technical Bid Itself.</li> <li>5. Bidder shall have ISO 9000:2008 or latest valid certificate</li> <li>6. The bidder has to submit the proof documents i.e. office in any of the District of Andhra Pradesh, doing business in the last three years as on bid calling date and also the bidder should have A.P GST registration in the jurisdiction of 13 districts of AP</li> <li>7. The bidder shall submit the proof documents i.e. past supplies of quoted items.</li> </ol>

Sd/-  
**ADDITIONAL SECRETARY**

## **General terms & conditions**

- The bidder should visit the site (i.e. APPSC office) and
- The bidder should submit detailed work station plan and should give detailed drawing of the work stations. Keeping in view the power points, telephone and internet points located in the rooms.(APPSC office)
- Bidder has to quote for all items mentioned in the tender will be arrived for evaluation of overall the items mentioned in the tender. The bid will be rejected if the bidder has not quoted for all the items.
- Any deviations in format may make the quotation liable for rejection.
- Reserves the right to accept or reject any or all the quotations without assigning any reason thereof and to add, modify or delete any of the terms and conditions without any notice.
- The Commission reserves the right to modify the technical specifications including quantity at any time during the process of finalization of tender.
- A signed undertaking from the bidder certifying that all the Components / Parts / assembly used in the supplied items should be original new components / parts / assembly and that no refurbished / duplicate / second hand components / parts / assembly / Software's are used are or shall be used, has to be enclosed to the bid. Sample format is enclosed.
- Manufacturer Authorization from OEM to be submitted for the items specific to this tender (as per MAF format given).
- Quantity will be varied depending upon the requirement if any comes Bid validity period and order will be placed for the required items only.
- The bidder shall have office in any of the District of Andhra Pradesh and billing should be done from Andhra Pradesh only.
- Delivery: 4 weeks from the date of work order.
- Technical specifications compliance proof document for the quoted item & Certifications if any as per tender document should be submitted / uploaded along with the Technical Bid itself.
- Any other documents if required as per the tender document.
- Bidder shall have ISO 9000:2008 or latest valid certificate.
- The bidder has to show the proof documents i.e. office in any of the District of Andhra Pradesh, doing business in the last three years as on bid calling date and also the bidder should have AP GST registration in the jurisdiction of 13 district of AP.
- The bidder should submit the particulars invariably in the format specified in the tender schedule along with necessary certificates, failing which his tender shall be treated as incomplete and summarily rejected.

- Availability of the following key technical personal with adequate experience One Graduate Engineer and One Diploma holder.
- The tenderer is subjected to be black listed and the EMD forfeited if he is found to have misled or furnished false information in the forms/statements/certificates submitted in proof of qualification requirements or record of performance such as abandoning of work not properly completed in earlier contracts, inordinate delays in completion of the works, litigation history and / or financial failures and /or participated in the previous tendering for the same work and had quoted unreasonable high bid prices.
- Even while execution of the work, if found that the contractor had produced false/fake certificates of experience he will be black listed and the contract will be terminated.
- The tenderer shall submit the copies of documents of (i) **Copy of valid manufacturing license/ Authenticated dealership certificate issued by the Manufacturing company along with the company's authorized manufacturing license copy. Supporting Documents regarding ENLISTMENT / REGISTRATION required as per NIT**, (ii) GST Registration with TIN number with Commercial Tax Dept, (iv) PAN card and copy of latest Income Tax returns submitted along with proof.
- Each Tenderer shall submit only one Tender for the work. A Tenderer who submits more than one Tender will cause disqualification of all the Tenders submitted by the Tenderer.
- If the tender is made by an individual, it shall be signed with his full name and his address shall be given. If it is made by a firm, it shall be signed with the co-partnership name by a member of the firm, who shall also sign his own name, and the name and address of each member of the firm shall be given, if the tender is made by a corporation it shall be signed by a duly authorized officer who shall produce with his tender satisfactory evidence of his authorization. Such tendering corporation may be required before the contract is executed, to furnish evidence of its corporate existence. Tenders signed on behalf of G.P.A. holder will be rejected.
- No alteration which is made by the tenderer in the contract form, the conditions of the contract, the drawings, specifications or statements / formats or quantities accompanying the same will be recognized; and, if any such alterations are made the tender will be void.
- The tender opening authority may call upon any tenderer for clarification on the statements, documentary proof relating to the technical bid. The request for clarification and response thereto shall be in writing and it shall be only on the qualification information furnished by the tenderer. The clarification called for from the tenderers shall be furnished within the stipulated time, which shall not be more than a week.
- If any alteration is made by the tenderer in the tender documents, the conditions of the contract, the drawings, specifications or statements / formats or quantities the tender will be rejected.

- Before recommending / accepting the tender, the tender recommending/accepting authority shall verify the correctness of certificates submitted to meet the eligibility criteria and specifically experience. The authenticated agreements of previous works executed by the lowest tenderer shall be called for.
- The successful tenderer has to sign an agreement within a period of 15 days from the date of receipt of communication of acceptance of his tender. On failure to do so his tender will be cancelled duly forfeiting the E.M.D., paid by him without issuing any further notice.
- Communications between parties, which are referred to in the conditions, are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act).
- All risks of loss of or damage to physical property and of personnel injury and death, which arise during and in consequence of the performance of the Contract are the responsibility of the Contractor.
- The Contractor shall construct and commission the Work in accordance with the specifications and Drawings.
- The Contractor shall be responsible for the safety of all activities on the Site.

### **Manufacturer Authorization Format (MAF)**

The authorization should be tender specific may be in the nature of a letter, memorandum or certificate regularly granted by the manufacturer to its channel partners, authorized solution providers, system integrators, distributors, etc. or a specific letter issued for purposes of this bid. Such communication should include statements / undertakings from the said manufacturer to the following effect.

- Guarantee and warranty coverage in respect of the goods and services manufactured by the said manufacturer shall be honored by that manufacturer, their channel partners, distributors, authorized service centers as the case may be.
- The manufacturer updates the bidder and their technical personnel with relevant technical literature, training and skill transfer workshops etc. on a regular basis.
- The manufacturers provide back to back technical support to the said bidder on a continuing basis. The said bidder is authorized to provide service and solutions using hardware, firmware and / or software as the case may be. Note: The letter of authority should be signed by a person competent and having the power of attorney to bind the manufacturer.

**Date**

**Signature of Bidder & Stamp**

**Ref. No. 174/ADC/2017.**

**Sub: Undertaking of authenticity for work station materials, items Supplies**

This has reference to Tables / Chairs / Sofa/Furniture items being supplied / quoted vide our quotation no/invoice no....., dated:.....

We hereby undertake that all the components/parts/assembly/ Tables / Chairs / Sofa/Furniture etc., shall be original new components/parts/assembly from respective OEMs of the products and that no refurbished/duplicate/second hand components/parts assembly/software are being used or shall be used.

Should you require, we shall produce certificate from our OEM supplier in support of above undertaking at the time of delivery. It will be our responsibility to produce such letters from our OEM supplier's within a reasonable time.

In case we are found not complying with above at the time of delivery or during installation Tables / Chairs / Sofa/Furniture etc., already billed, we agree to take back the Tables / Chairs / Sofa/Furniture etc., if already supplied and return the money if any paid to us by you in this regard.

Authorized Signatory

Name

Designation.

**Technical Deviation Statement**

<b>S.No.</b>	<b>Item</b>	<b>Specification Required</b>	<b>Specification of proposed item</b>	<b>Specification Higher/Lower</b>

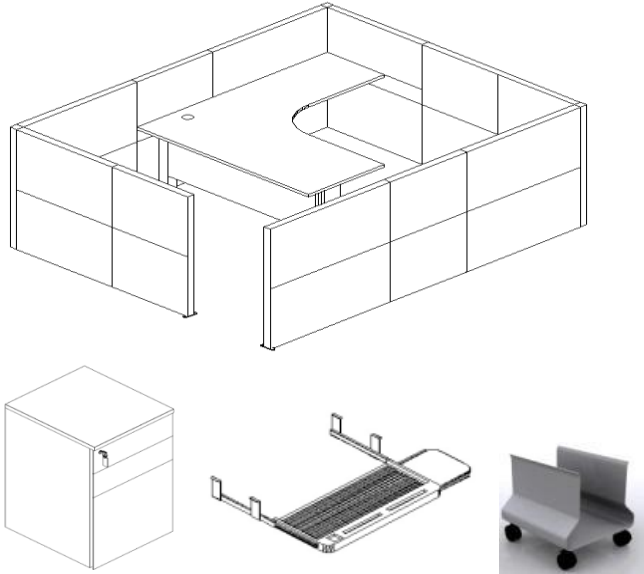
**Date**

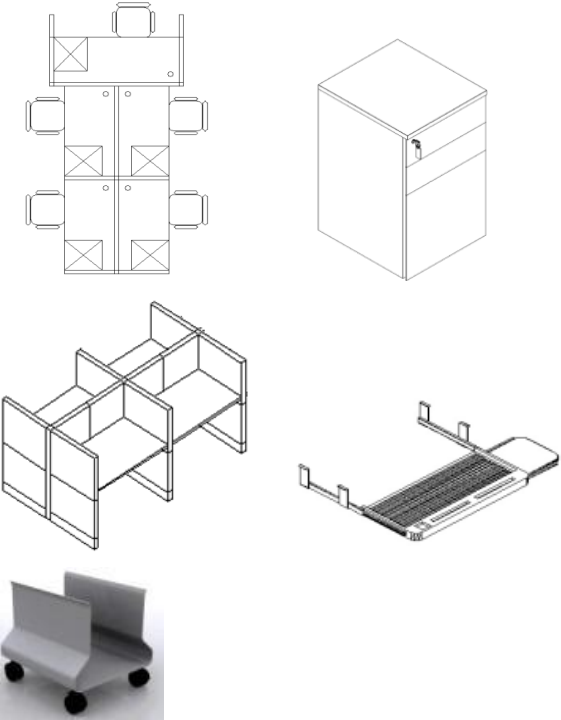
**Signature of Bidder & Stamp**



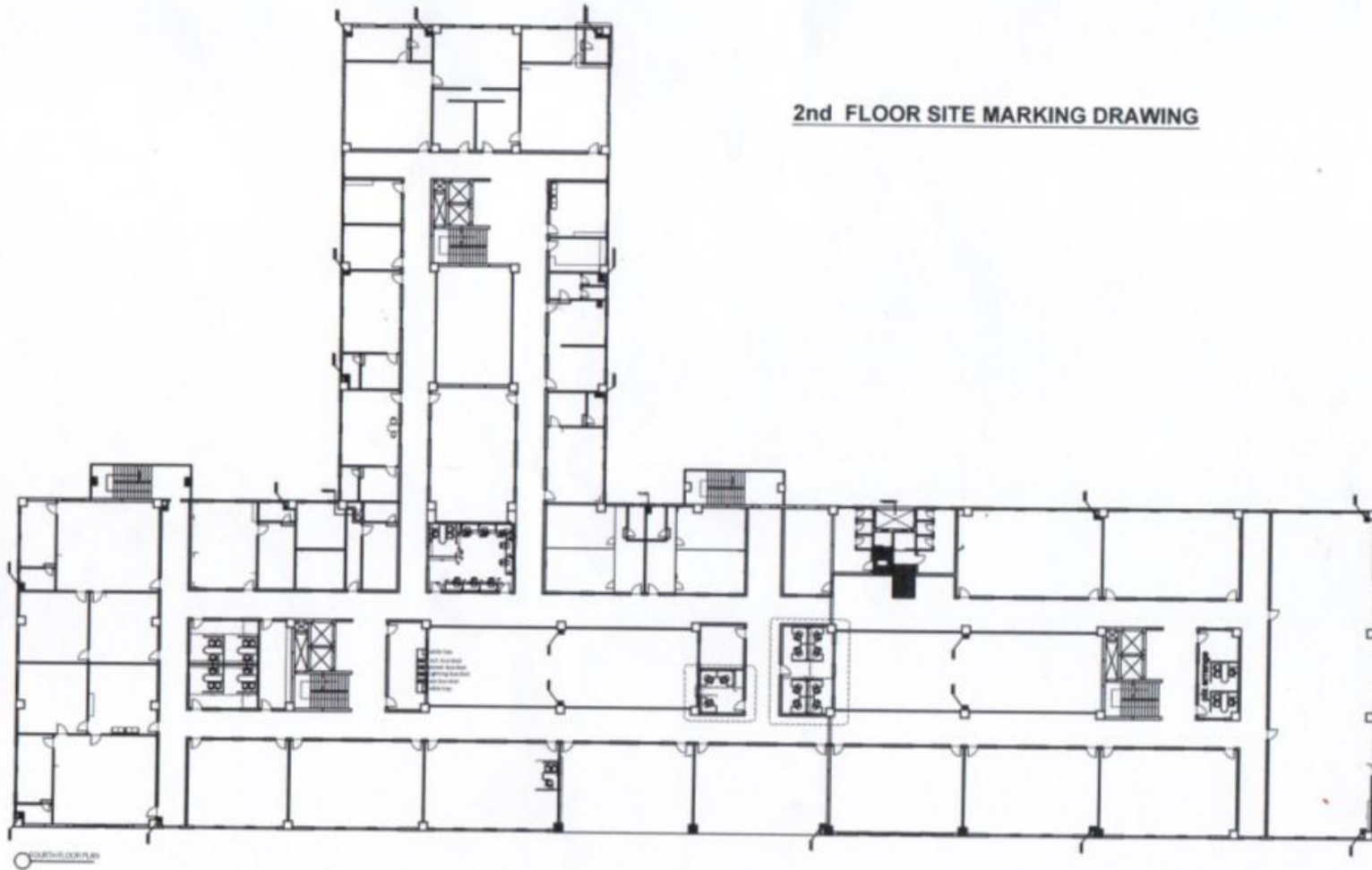
## Annexure - I

### Item wise detailed Technical specifications required as follows:

S.no	Item name	Item specifications required	IMAGE / DRAWINGS FOR REFERENCE	Qty
1	<p><b>ASST. SECRETARY – CUBICLE</b></p> <p>SIZE 2550L X 2250W X 1050HT</p> <p><b>MAIN TABLE</b> SIZE: 1500W X 750D X 750HT</p> <p style="text-align: center;">AND</p> <p><b>SIDE TABLE</b> SIZE 900W X 450D X 750HT</p>	<p><b>Specification:</b></p> <p>System - 50mm Slide on system.</p> <p>Main &amp; Return Partition - 50mm thick Slide on tile based Partition finished with Fabric Magnetic Tile above table top &amp; Fabric Tile below table top with approved shades</p> <p>Special Tile - One Glass Marker Tile &amp; Rest tile from outside is fabric tile above table top considered</p> <p>Table top - 25mm thick pre laminated particle board ,all the exposed edges finished with 2mm edge lipping</p> <p>Support - 18mm thick PLT Gable End and 18mm thick PLT Modesty Panel of 450mm height</p> <p>Wire Management - One Level MS Raceway on Main Spine for wire Management</p> <p>65mm Dia Gromet cut-out with ABS Cap is provided.</p> <p>Accessories -</p> <p>Accessories: PLB Mobile Pedestal -(2D+1F), size 400w x 450d x 640ht.</p> <p>ABS Keyboard tray with mouse pad and CPU Trolley</p>		20

<p>2</p>	<p><b>SECTION OFFICER &amp; STAFF</b></p> <p><b>CUSTER OF 5 SEATER LINEAR WORK STATION</b></p> <p>WORKSTATION - SIZE 1500L X 600D X 1050HT</p> <p>STAFF WORKSTATION - SIZE 1200L X 600D X 1050HT</p> <p>SYSTEM - NEO-50</p>	<p><b>Specification:</b></p> <p>System - 50mm Slide on system. Main Partition - Neo 50mm thick slide on tile based Partition finshed with Fabric above table top &amp; Laminate below table top. Return Partition: Neo 50mm thick slide on tile based partition finished with fabric above table top and laminate below the table top. Table top - 25mm thick prelaminated particle board ,all the exposed edges finished with 2mm edge lipping. Special Tiles - One Fabric Magnetic Board and One Glass Marker Tile. Wire Management - 2 Level MS Raceways is considered on Main Spine for wire management. Accessories: PLB Mobile Pedestal -(2D+1F), size 400w x 450d x 640ht. ABS Keyboard tray with mousepad and CPU Trolley AS PER STANDARD BIFMA INTERNATIONAL CERTIFICATE AND ISO 9001; ISO 14001;ISO 18001 CERTIFICATES</p>		<p>55</p>
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2nd FLOOR SITE MARKING DRAWING



Annexure-II

Ref. No: APPSC. 174/ADC/2019/2

Financial Bid Format

Item no	Item description	Unit Price without taxes (Rs.)	Taxes/Duties etc on unit price (Rs.)	Total Unit price with taxes and duties etc. (Rs.)	Qty (Nos.)	Total price with taxes and duties etc. (Rs.)
A	B	C	D	E=C+D	F	G=F X E
1	CUBICLE FOR ASST. SECRETARY MAIN & SIDE TABLES				20	
2	CUSTER OF 5 SEATER LINEAR WORK STATION FOR SECTION OFFICER & STAFF				55	

\*\*\***Quantity will be** varied depending upon the requirement of the Department requirement if any comes during Bid validity period and order will be placed for the required items and payment accordingly.

Sd/-  
ADDITIONAL SECRETARY