



ANDHRA PRADESH PUBLIC SERVICE COMMISSION ::
VIJAYAWADA
(APPSC)

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

SHORT TENDER DOCUMENT

FOR

**Bids for Procurement of Furniture items for
APPSC**

Phone No: 0866 2527811

Mobile : 9014550973

: 9014550915

Website : <https://psc.ap.gov.in>

Last date of receiving Bids: 18th -July -2021 until 4 PM
Opening Date of Bids: 19th -July -2021 at 3.PM

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

File Number: 200/Admn-1/2021

Dated: 07-07-2021

LIMITED TENDER NOTICE	
	Sub: APPSC-ESTT- invites bids for Procurement of Furniture items for APPSC- as per the details given in the Abstract, Annexure and Annexure-I
Last date and time for receipt of quotations: 18 /07/2021 04:00 PM	
Date and Time for opening of quotations : 19 /07/2021 03:00 PM	
	Bids received after the due date and time for any reason whatsoever shall not be considered for opening.
	Bid submission place:- On demand — Hard copy of documents (duly sign and stamp) to be submitted to APPSC Office, Vijayawada, 2 nd Floor, NEW HOD's Building, Opp-Indira Gandhi Municipal Stadium, MG Road, Vijayawada — 520010
1.	On Demand the bidder has to submit two separate sealed covers should be submitted at above address. One cover containing technical details (Technical Bid) and another cover containing financial details (Financial Bid) . 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.
2.	Quotation should be valid at least for a period of 90 days from the date of opening.
3.	The financial details shall be fill-up as per format given at Annexure-I
4.	i) The bidder should submit EMD an amount of Rs.15,000/- through Offline mode / Demand Draft (or) In case Bank Guarantee(BG)it should be valid for six months original should be submitted in APPSC Office. ii) EMD will be returned to the unsuccessful bidders after finalization of the tender. iii) EMD exempted against NSIC certificate holders.
5.	EMD should be taken in the name "The Secretary, APPSC, Vijayawada".
6.	Conditional bids are not acceptable.
7.	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.
8.	Any deviations in format may make the quotation liable for rejection.
9.	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.
10.	The Secretary APPSC reserves the right to modify the technical specifications including quantity at any time during the process of finalization of tender.
11.	Payment terms:
11a.	1)100% payment on delivery & successful installation of items/systems and certification by User Department Officials.
12.	For any delays in delivery beyond delivery period mentioned in the purchase order, the bidder will be liable for penalties as mentioned in Clause 13.

13.	<p>Penalty for late Delivery: For any delay in delivery of the items, the Bidder will be liable for penalties (on total order value) as follows: OM of the late delivered goods (on total value of order) for One week or part thereof; 1.5%, for Two weeks or part thereof; 2% for Three weeks or part thereof and so on if it is less than Eight weeks, if it is more than Eight weeks the penalty will be limiting to 10% on Total order value. ii) If any delay is for more than 30 days, The Secretary, APPSC will reserve the right to cancel the order without giving any notice and EMD will be liable for forfeiture.</p>
	<p>NOTE:-A signed undertaking from the bidder certifying that all the Components I 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.</p>
Special Conditions:-	
14.	Manufacturer Authorization from OEM to be submitted for the items specific to this tender (as per MAF format given).
15	The successful bidder has to submit 10% PBG on total order value valid for one year from the date of issue.
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	Delivery: 10 days from the date of work order. Late delivery would not be accepted.
19	Invoice should be raised in the name of User Department or as mentioned in the Purchase / work order.
20.	<p>Checklist of the mandatory documents along with the Technical Bid.</p> <ol style="list-style-type: none"> 1. EMD as per tender document Demand Draft/Online /Bank guarantee. 2. 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. 3. Any other documents if required as per the tender document. 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. 5. Bidder shall have ISO 9000:2008 or latest valid certificate. 6. The bidder has to upload 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 districts of AP. 7. The bidder shall upload the proof documents i.e. past supplies of quoted items in AR.

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
& Stamp**

Signature of Bidder

Abstract – BOM for Furniture items

S.No	Item	Qty
1	Main desk Table	1
2	Back Unit	1
3	Mid back Chair	1
4	Visitor's Chairs	6
5	Premium Sofa Set (3+1+1)	1
6	Coffee Table (Centre table)	1
7	4 Seater Glass Dining Table	1
8	Steel Alamirah	1
9	Dining Chairs	4
10	Rocking Recliner	1

Required Certificates:

- 1) Should be ISO: 9001:2015, ISO 14001, OHSAS 18001,
- 2) ISO 50001:2011, SEFA: 2015-1,
- 3) Green Guard Certificate,
- 4) BIFMA LEVEL 2 Certificate,
- 5) Business Excellence Certificate.
- 6) Green Assurance Card.

Annexure

Item wise detailed Technical specifications required as follows:

S.No	Item Name	Item specifications required	UoM	Qty
1	Main Desk Table	Specifications below or nearest equivalent would be accepted (Table:W:2350xD:2350xH:750) Primary Work Surface : Made of 25mm thick MDF-one side Pre-Laminated board confirming to IS14587:1998 with 0.4mm PVC membrane pressed on to top.Soft closing access flap with in-built power box are provided on work surface for wire management. Secondary Work Surface : Made of 25mm thick MDF-one side Pre-Laminated board confirming to IS14587:1998 with 0.4mm PVC membrane pressed on to top. Modesty Panel : Made of 25mm thick MDF-one side Pre-Laminated board confirming to IS14587:1998 with 0.4mm PVC membrane pressed on to top. Under Structure : Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990,Edge banded with matching 2mm thick PVC Lipping. Pedestal: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990,Edge banded with matching 2mm thick PVC Lipping. Drawer fronts made of 25mm thick MDF-one side Pre-Laminated board confirming to IS14587:1998 with 0.4mm PVC membrane pressed on to top. Pedestal construction is BOX-BOX-FILE type which uses powder coated 400MM long metal Panel Drawer Slides. Drawer Extension is 325MM. Drawers have a soft closing & anti slam mechanisam. Handles are provided for ease of Opening. Pedestal are provided with lock for security.	Nos.	1

2	Back Unit	Specifications below or nearest equivalent would be accepted	Nos.	1
		(W:2350xD:500xH:1800) Top Panel : Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990,Edge banded with matching 2mm thick PVC lipping. Slide Door Unit : Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990,Edge banded with matching 2mm thick PVC lipping for body panels like side,bottom,back and shelves.Shutters are made of 25mm thick MDF-one side prelaminated board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top.Shutters have a soft closing and anti slam mechanisam. Handles are provided for ease of opening.Storage is provided with lock for security. Display/Storage Unit: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990,Edge banded with matching 2mm thick PVC lipping for body panels like side,bottom,back and shelves.Doors are made of 25mm thick MDF-one side prelaminated board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top. Top panel of display unit made of 25mm thick MDF-one side pre-laminate board confirming to IS14587:1998 with 0.4mm PVC membrane on to top.		
3	Mid Back Chair	Specifications below or nearest equivalent would be accepted	Nos.	1
		Detail specifications : Seat Assembly: The cushioned seat is made up of injection molded Plastic outer and inner. Plastic inner is upholstered with pure leather and moulded High Resilience(HR) Polyurethane foam of density 45±2 kg/m, and hardness load 16±2 kgf as per IS:7888 for 25% compression. Seat size:47.6cm(W)x49.2cm(D) Back Assembly: The cushioned back is made up of PU foam with insitu molded MS ERW round table of size1.9±0.03cmx0.16±0.0128cm.It upholstered with pure leather Highback size:47.5cm(W)x77cm(D).Armrest: The armrest top is moulded from polyurethane(PU), upholstered is pure leather and moulded on to a drop lift adjustable type tubular armrest support made of 3.81±0.03cm x 0.2±0.01 cm thk MSERW tube having chrome plated finish. The armrest height adjustable up to 6.5±0.5cm in 5 steps.Active Bio-synchro Mechanism: The adjustable tilting mechanism is designed with the following features:360 revolving type.Front pivot for tilt with feet resting on ground and continuous lumber support ensuring more comfort.Seat depth adjustment is integrated in the seat through a sliding mechanism. Seat depth adjustment range is 6.0±0.5cm. Adjustable back support: Back frame is connected to the Up/Dn mechanism housed in plastic T spine. It can be adjusted in the range of 7.42±0.5cm for the comfortable back support to suit individual need.The pneumatic height adjustment has an adjustment stroke of 10.0±0.03.Pedestal Assembly : The pedestal is High pressure Die cast polished Aluminium and fitted with 5 nos of twin wheel castors. The pedestal is 65.0±0.5cm, pitch- center dia(75.0±1.0cm with castors).		
4	Visitor Chairs for Cabin	Specifications below or nearest equivalent would be accepted	Nos.	6

		<p>Detail specifications : Seat Assembly: The cushioned seat is made up of injection molded Plastic outer and inner. Plastic inner is upholstered with pure leather and moulded High Resilience(HR) Polyurethane foam of density 45 ± 2 kg/m, and hardness load 16 ± 2 kgf as per IS:7888 for 25% compression. Seat size:$47.6\text{cm(W)}\times 49.2\text{cm(D)}$ Back Assembly: The cushioned back is made up of PU foam with insitu molded MS ERW round table of size$1.9\pm 0.03\text{cm}\times 0.16\pm 0.0128\text{cm}$.It upholstered with pure leather Highback size:$47.5\text{cm(W)}\times 77\text{cm(D)}$.Armrest: The armrest top is moulded from polyurethane(PU), upholstered is pure leather and moulded on to a drop lift adjustable type tubular armrest support made of $3.81\pm 0.03\text{cm} \times 0.2\pm 0.01$ cm thk MSERW tube having chrome plated finish. The armrest height adjustable up to $6.5\pm 0.5\text{cm}$ in 5 steps. Active Bio-synchro Mechanism: The adjustable tilting mechanism is designed with the following features:360 revolving type.Front pivot for tilt with feet resting on ground and continuous lumber support ensuring more comfort.Seat depth adjustment is integrated in the seat through a sliding mechanism. Seat depth adjustment range is $6.0\pm 0.5\text{cm}$.Adjustable back support: Back frame is connected to the Up/Dn mechanism housed in plastic T spine. It can be adjusted in the range of $7.42\pm 0.5\text{cm}$ for the comfortable back support to suit individual need. The pneumatic height adjustment has an adjustment stroke of 10.0 ± 0.03.</p>		
5.	Premium Leather Sofa Set (3+1+1)	Specifications below or nearest equivalent would be accepted	Nos.	1
		<p>Detail specifications : (3str : W:2004xD:990xH:980 1Str : W:1000xD:990xH:980) Material: PU Leather, Thickness-1 mm Frame Material: TROPICAL WOOD, PINE WOOD and RUBBER WOOD Density: 40 Density Hard. Seat Foam : Thickness-30mm Spring Details : S type Spring – 3.5mm.</p>		
6.	Coffee Table (Centre table)	Specifications below or nearest equivalent would be accepted	Nos.	1
		(W:1200xD:570xH:420) Godrej Alice Coffee Table Finish Color-Black Table Top Material-Tempered Glass Table Bottom Material : Plastic.		
7.	4 Seater Dining table	(W:1200xD:1200xH:750) Top Material - Clear Tempered Glass (12mm thickness) Leg Material - Metal – Chrome Plate	Nos.	1
8.	Dining Chairs	Specifications below or nearest equivalent would be accepted	Nos.	4
		<p>Detail specifications : BACK LEG MATERIALS & SIZE: Material:21*10*1.2 Size: 44.5*44.5*41.5cmColor :Powder coated. FRONT LEG MATERIALS & SIZE: Material: MS SEAT MATERIALS & SIZE:Seat Details</p>		

		:size:44.5*41.5*51.5Seat Foam Density :B30 Seat Foam Thickness :20+10 Back Foam Density (If applicable) :B30 Back Foam Thickness :10+10 Upholstery Details (PU / PVC / Fabric): PU FINISHING:AC/NC/PU/PVC (PLZ KEEP ONLY THE APPLICABLE ONE)		
9.	Steel Almirah	Specifications below or nearest equivalent would be accepted	Nos.	1
		(W:916xD:486xH:1980) Style:Contemporary & Modern, Door Type:Hinged Door, Finish Type:Powder Coating,Primary Material:Stainless Steel		
10.	Rocking Recliner	Specifications below or nearest equivalent would be accepted	Nos.	1
		Upholstery:PU/PVC Thickness of upholstery : 1 mm Mechanism : MS Recliner Mechanism Frame : Material - Tropical wood/Pine Wood/Rubber Wood Foam Density : Seat : 24 kg/ cubic meter Back : 24 kg/ cubic meter		

**Sd/-
Secretary**

Annexure-I
Ref. No:200/ADMN-1/2021
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*E
1	Main desk				1	
2	Back Unit				1	
3	Mid Back Chair				1	
4	Visitor Chairs for Cabin				6	
5	Premium Leather Sofa Set (3+1+1)				1	
6	Coffee Table (Centre table)				1	
7	4 Seater Glass Dining Table				1	
8	Dining Table Chair				4	
9	Steel Alamirah				1	
10	Rocking Recliner				1	
	Total (1 to 10)					

Date

Name & Signature of the vendor

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

