

# **DIRECTORATE GENERAL OF PERFORMANCE MANAGEMENT**

(CBIC, Ministry of Finance, Dept. of Revenue Govt. of India)

## **TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS, Floor TILES AT DGPM,H.Q**

5<sup>TH</sup> floor ,Drum shape building, I.P Bhawan ,I.P  
Estate , New Delhi-110002

1024/10/minor/2020-21/

dated 19.02.2021

<b>Time schedule for tender process:</b>	
Starting date of tender bid	<b>20.02.2021 (10.00 hours)</b>
Last date for Sale of tender document	<b>03.03.2021 (12.00 hours)</b>
Date and Time of the opening Technical Bids	<b>03.03.2021 (16.00 hours)</b>
Date and Time of the opening Financial Bids	Will be notified to the technically qualified tenderers

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**Web ID: DGPM.GOV.IN**

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## **1. NOTICE INVITING TENDER:**

Directorate General of Performance Management was set up by the Ministry of Finance Department of Revenue, Central Board of Indirect Tax and Customs, Government of India. The office set up at the 5<sup>th</sup> and 6<sup>th</sup> floor of drum shape building, I.P Bhawan, I.P. Estate, New Delhi.

DGPM invites limited tender from Govt approved/registered manufacturer/contractor/ supplier (CPWD/PWD registered firm) for SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS, PROVIDING AND FIXING FLOOR TILES, ZEBRA BLINDS according to the rate list of CPWD manual, DSR rate, which also include dismantling of old broken tiles / workstation at the 5<sup>th</sup> floor of Drum shape building in the Room No 501 having total corporate area of 22 x 27 feet. Work may be carried out on the basis of quantity and specification mentioned in price bid & the drawing shown in the attachment.

The interested and eligible firms can submit their tender and the bids along with copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed on the below address from **20.02.2021 to 03.03.2021** up to **12.00 hours**.

**Assistant Director (Admin)**  
**DGPM, 5<sup>TH</sup>& 6<sup>TH</sup> FLOOR,**  
**Drum Shape building, I.P.Bhawan,**  
**I.P.Estate, New Delhi-110002,**

Tender documents is also available for viewing on the “tenders” link of the DGPM website <http://www.dgpm.gov.in> and <http://www.cbic.gov.in> no other mode of application will be considered & application will not be accepted. The Firm should ensure that it complies with the requirements as per works before applying for tender. The sealed hard copy of the tender shall be submitted in one big envelope superscripting “SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS, FLOOR TILES AND OTHER WORKS, containing two separately sealed small envelopes, one for "Technical Bid " and another for "Financial Bid " superscripting as such and addressed to The Assistant Director (Admin),DGPM, 5<sup>TH</sup>& 6<sup>TH</sup> FLOOR, Drum Shape building, I.P.Bhawan, I.P.Estate, New Delhi-110002.

The technical bid envelope must contain the technical bid in prescribed Performa as per **Annexure – I** along with a demand draft for Earnest Money Deposit (refundable but non-interest bearing) of **Rs. 15,000/- (Fifteen thousand Only)** in favoring **Additional Director General, DGPM** and payable at New Delhi with all relevant documents in support of eligibility criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes, dismantling charges etc., to complete the work in all respect. DGPM will not accept any claim other than mentioned in financial bid.

The technical bid will be opened at DGPM, New Delhi office on **03.03.2021 at 16.00 hour**, in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

Bids received shall be evaluated as per the Criteria prescribed in the tender document. DGPM will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, 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.

**Correspondence Address:**

**Assistant Director (Admin)  
DGPM, 5<sup>TH</sup>& 6<sup>TH</sup> FLOOR,  
Drum Shape building, I.P.Bhawan,  
I.P.Estate, New Delhi-110002,**

In case of any clarification required relating to this tender, the same can be sought from the following officers of DGPM:-

a. Sh. Sharad Panwar, Tax Assistant , 011-23379198,email id:-dgpm-cbic@gov.in

**Earnest Money Deposit: Rs 15,000/-**

**Bid validity upto: 90 days from the date of opening of financial bid**

## **2. SUBMISSION OF BIDS:**

### **TECHNICAL BID**

The technical bid envelope must contain the technical bid in prescribed Performa alongwith:

1. Earnest Money Deposit (Demand Draft for Rs.15,000/-)
2. Original Tender Document (except Financial Bid) Duly signed & Stamped on all pages of tender documents as acceptance of tender conditions along with Technical Bid form with all relevant documents with self-attestation to be enclosed.
3. GST registration Certificate.
4. Technical Bid document **Annexure-I**
5. Checklist for submission of bid in the format attached as **Annexure-II**.
6. Enlistment certificate in any Govt organisation CPWD/PWD with any certificate of previous work executed through CPWD/PWD organisation.
7. PAN Number in Agency's letter head.
8. Copy of PF registration certificate and ESI registration certificate
9. Any other detail/ confirmation asked in specifications by Authority.
10. **Sealed envelope with superscription "SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS, FLOOR TILES AND OTHER WORKS IN DGPM, HQ- TECHNICAL BID"**

### **FINANCIAL BID**

The **ENVELOPE** must contain:

- i. Financial Bid should be submitted with prices quoted for all the items and the price mentioned in figures as well as word in the stipulated format in **Annexure -III** without any condition and as per rate list of CPWD manual DSR rate.
- ii. The financial bid shall include all the charges (with Break up) including all taxes etc., to complete the work in all respect. DGPM will not accept any claim other than mentioned in financial bid.
- iii. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.
- iv. Sealed envelope with superscription **"SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS, FLOOR TILES AND OTHER WORKS IN DGPM, HQ - FINANCIAL BID"**.
- v. Put **TECHNICAL BID ENVELOPE and FINANCIAL BID ENVELOPE** in separate sealed covers and put both the sealed cover in one cover addressed to **The Assistant Director (Admin), DGPM, 5TH & 6TH FLOOR, Drum Shape building, I.P.Bhawan, I.P.Estate, New Delhi-110002** with superscription on the cover as **"SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS, FLOOR TILES AND OTHER WORKS IN DGPM"** It should reach us on or before **12:00 hours on 3<sup>rd</sup> March, 2021** in the office of, DGPM, New Delhi.

### **3. INSTRUCTIONS TO TENDERERS:**

The tenderers are requested to follow the below mentioned instructions:

- i. The bids shall exactly be according to the prescribed formats. Modifications/ Rewording of formats shall not be acceptable.
- ii. All documentations are required to be in English
- iii. Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.
- iv. Failure to comply with these conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and countersign.
- v. Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.
- vi. No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
- vii. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful bidder does not accept the W.O. or unable to supply goods.
- viii. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
- ix. The warranty/ guarantee on the item supplied and fixed from the date of verification & acceptance by DGPM, will be at least 1 years on LL items fittings and other accessories. The warrant period the tenderer shall liable to repair and replace the defected part for whole.
- x. The defective items shall be replaced by the agency without any additional charge during guarantee period The replacement shall have to be carried out within 30 days of the intimation being received from the office.
- xi. Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
- xii. The tenderer must visit the site and make themselves conversant with site and site conditions, nature and requirement of the works, facilities of transport condition, effective labour and materials, access and storage for materials and removal of wastes
- xiii. DGPM 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.

#### **4. TECHNICAL QUALIFYING CRITERIA:**

- i. The tenderer should be a certified registered/enlisted in Govt origination CPWD, PWD Products from the unregistered companies are not acceptable.
- ii. The tenderer should have the PAN Number, GST registration etc. (Pls. enclose all the documents in technical bid also)
- iii. The bidder must have carried out any previous work executed through CPWD/PWD origination.
- iv. The bidder shall not be black listed by any Govt./ Semi Govt./ Private Institution. A self-certificate in this regard shall be enclosed.
- v. Bidder should be registered in Delhi/NCR. Prof of the same PAN/ GST / firm certificate will be submitted
- vi. Must have PF registration. and ESI registration
- vii. The bidder shall be free from the encumbrance and there shall not be any vigilance case/ CBI case/ Court Case pending against him. A self-certificate in this regard shall be enclosed.

**Note:** *Only CPWD/PWD/Govt. authorized dealers who accept and fulfill the above terms & conditions should participate in the tendering process.*

#### **5. TERMS AND CONDITIONS**

- a) **Validity of the Offer:** The offer should be valid for 90 days from the - **date of opening of Financial Bid;** it can be further extended for the period of three months.
- b) **Right of Acceptance: Right of Final acceptance of the tender is entirely vested with the DGPM, New Delhi who reserves the right to accept or reject any, or all the tenders in full or in parts without assigning any reason whatsoever. Also, there is no obligation on the part of DGPM to communicate with the rejected Bidders.**
- c) **Delivery:** The Modular furniture, Storage units, Floor tiles and other items should be delivered, placed, installed and commissioned at within a stipulated period of four weeks from date of issue of letter of award.
- d) **Responsibilities:** The specified fixture, Fittings and all other items supplied should be brand new furniture in accordance to the brand available in CPWD/PWD manual as approved by competent authority and rate will be in accordance with DSR, CPWD rate manual and should be installed/ commissioned at the locations specified by DGPM, New Delhi at no extra cost to DGPM. DGPM 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 as per “Annexure III” (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 and dismantling cost for all the material 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 shall be payable on this account.**

- f) **Payment Terms:** No payment shall be made in advance.
- g) TDS as per rule shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the company.
- h) In case of any ambiguity in the interpretation of any of the clauses in the tender Document, the Tendering Authority's interpretation of the clauses shall be final and binding all parties
- i) NIFT reserves the right for any reduction/ increase in the scope of work and the same shall be awarded to the vendor at the same Unit Rate mentioned in their bid.
- j) Bidder can visit the campus in working hours/days from Monday to Friday from 10.00 hours to 17.30 hours for any query.



**PERFORMA OF TECHNICAL BID**

**UNDERTAKING FROM THE BIDDER**

(In the original letter Head of the Firm)

To  
The Assistant Director (Admin.)  
DGPM, New Delhi,

Dear Sir

I/We hereby unconditionally accept all terms and condition mentioned in ‘Tender enquiry for **“SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS, FLOOR TILES AND OTHER WORKS IN DGPM, HQ”**’.

I /We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection and forfeiting of EMD, if the same is found to be false or the information is found to have been suppressed by me.

The warranty/ guarantee on the item supplied and fixed will be at least 1 year on all items fittings and other accessories. The warrant period shall liable to repair and replace the defected part for whole.

I/ We having our office at.....  
declare that I/ We have never been blacklisted by any state Government/ Central Government or any State/ Central PSU.

Regards,

(Authorized Signatory)

(Company Seal)

Date:

## **GENERAL INFORMATION**

(To be filled in by the bidder for the Technical Bid evaluation)

### **Brief Description of the Tenderer**

1. NAME OF TENDERING COMPANY/FIRM

2. Type of Organization Individual/Partnership/ Pvt.Ltd

3. NAME OF OWNER / PARTNERS /DIRECTORS

4. FULL PARTICULARS OF OFFICE

(a) ADDRESSES

(b) TELEPHONE NO

(c) MOBILE No.:

(d) E-MAIL ADDRESS

(e) Company website, If any

(f) Year of establishment

5. REGISTRATION DETAILS: (Details of supporting documents enclosed with self-attested)

S. No.	Registration Under	Registration /order No.	Valid up to	Proof enclosed in Page No:
1	Firm/Company Registration/Individual			
2	Proof for having enlisting in CPWD/PWD or any other Govt. organization.			
3	PAN Card No./ TAN			
4	GST Reg. No			
5	PF ,ESI registration			
6	Work executed through CPWD/PWD			

## 6. Details of payment

S.No.	Particulars	Bank Details	Amount with date	Valid up to
1	EMD deposit of Rs 15000/-			

Note: Details of supporting documents enclosed with self-attested (Self-attested copy as proof of the above must be attached to qualify, compulsorily, Original papers should be provided for verification purpose. All the above copies of documents to be sealed in the technical bid cover along with EMD)

## 7. Experience of the Tenderer

(Experience of relevant and similar work of annual Operation and Maintenance and repair works in the buildings or any other work executed through CPWD/PWD completed during last 5 years receding January, 2015 and on-going works. Separate sheet for each work may be used).Supporting documents like copies of work orders, completion certificates and performance certificates from the client in support of the above projects to be furnished.

**ANNEXURE II****TECHNICAL BID - CHECK LIST**

Sl. No.	Particulars	Mention "Yes" or "No"
01	Whether „Technical“ & „Price“ bids submitted separately and the respective envelopes superscribed properly	
02	Whether Demand Draft of Rs 15,000/- (Rupees fifteen thousand only) in favor of DGPM, New Delhi is enclosed EMD with the tender submitted.	
03	Experience of relevant and similar work of annual Operation and Maintenance and repair works in the buildings or any other work executed through CPWD/PWD completed during last 5 years receding January, 2015 and on-going works.	
04	Whether bidder has registration in CPWD/PWD or in any similar govt organization.	
05	Whether copy of Pan Card enclosed	
06	Whether copy of GST certificate enclosed	
07	Duly filled Financial bid place in separate cover(Annexure-IV)	
08	Date of Establishment of organization/ company/ agency	
09	Whether agreed to abide by all the terms & conditions of this tender	
10	Whether ESI and PF certificate enclosed	
11	(Any other detail Specify)	

All above enclosures must be valid (wherever applicable)

Date:

Name & Signature of the tenderer with seal

Place:

Note: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.

## ANNEXURE III

## FINANCIAL BID

Name of work: **SUPPLY AND INSTALLATION OF MODULAR WORKSTATION, STORAGE CUPBOARDS, FLOOR TILES AND OTHER WORKS IN DGPM, HQ.**

Sl.No.	Description	Qty	Unit	Quoted rates/unit	Total quoted amount (Rs.)
1.	<p><b>Type of workstations:</b> -Desk band system</p> <p><b>Type / Shape of cluster:</b> -Single Seater Rectangular L shape or as per required</p> <p><b>Construction of drawer unit:-</b> laminated partial board with high gloss mica</p> <p><b>Construction of pedestal:-</b> laminated board with high gloss mica</p> <p><b>Frame material for work station:-</b> laminated practical board 45mmAluminum Structured Bottom Frame With Aluminum Extrusion</p> <p><b>Material of table top:-</b>Pre-laminated particle board 25mm with high gloss mica</p> <p><b>Material of table for top:-</b> high pressure laminate</p> <p><b>Material of intermediate table :-</b>Pre laminated board</p> <p><b>Material of bottom :-</b> pre-laminated particle board tile</p> <p><b>Length of table top (main frame):-</b> ±10 mm(main frame)1500 mm</p> <p><b>Depth of table top:-</b> ± 10mm 600 mm</p> <p><b>Depth of table top:-</b> ± 10mm 750 mm</p> <p><b>Overall height of work station partition:-</b> (±10mm) 1200 mm</p> <p><b>Thickness of side partition/panel:-</b> (±2mm )50 mm</p> <p><b>Thickness of main frame:-</b> (±5 mm)50 mm</p>	As per Drawing 12 Nos	Rft Or Sq.ft/unit	(as per material cost of approved material of brand DSR rate CPWD/PWD rate including dismantling cost	

	<p><b>Size of drawer unit</b></p> <p>(Width x Depth x Height):- ( ±10mm) 400 X 450 X 680 (mm)</p> <p><b>Size of file box</b></p> <p>(Width x Depth x Height):- ( ±10mm) 25 mm pre laminated board total 3 units</p> <p>Including keyboard tray ,CPU and printer salves</p> <p>As per material and brand approved by authority</p>				
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2.	<p><b>File overhead/ Storage unit :-</b></p> <p><b>Material of Construction:-</b>ISI Marked, pre laminated board conforming as per IS 12823 to Grade SBG II of IS 3087/2015 laminated with 18 mm thick lamination and balancing lamination of 0.8 mm thick on the back side</p> <p><b>Number of Shelves (Nos):-</b>2 or as per requirement</p> <p><b>Number of Doors (Nos):-</b>2</p> <p><b>Height in mm (<math>\pm 10</math> mm):-</b>900mm including high gloss laminate and necessary locking arrangement</p> <p><b>Depth in mm (<math>\pm 5</math> mm):-</b> 420mm</p> <p><b>Width in mm (<math>\pm 10</math> mm):-</b> 1500mm</p> <p><b>Thickness of Top in mm (<math>\pm 2</math> mm):-</b> 18mm</p> <p><b>Thickness of Sides in mm (<math>\pm 1</math> mm):-</b> 18mm</p> <p><b>thickness of Back in mm (<math>\pm 1</math> mm):-</b> 18mm</p> <p><b>Thickness of Bottom in mm (<math>\pm 1</math> mm):-</b>18mm</p> <p><b>Thickness of shelf in mm (<math>\pm 1</math> mm):-</b> 18mm</p> <p><b>Thickness of Door in mm (<math>\pm 1</math> mm):-</b> 18mm</p> <p><b>Type of Doors:-</b>Hinged doors of equal width hung with auto closing hinges</p> <p>As per material and brand approved by authority</p>	12 Nos.	Each	(as per material cost of approved material of brand DSR rate CPWD/PWD rate	
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3.	<b>Floor tiles</b> :- 2x2 Sq.ft as approved by competent authority of approved brand and availability in CPWD/PWD manual including dismantling charges	23x28.5 Sf.ft	Unit/s q.ft	(as per material cost of approved material of brand DSR rate CPWD/PWD rate)	
4.	<b>Zebra Window Blinds:-</b> 6x6 sq.ft as approved by competent authority of approved brand and availability in CPWD/PWD manual including fixing charges	6x6 Sq.ft	2	(as per material cost of approved material of brand DSR rate CPWD/PWD rate)	
5.	<b>Emulsion plastic paint :-</b>	1421 sq ft		(as per material cost of approved material of brand DSR rate CPWD/PWD rate)	
	<b>Total</b>				

Total Rupees in words.....

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Price\*: - Items quoted must be as per the specifications given. Rates should include all cost, like conveyance of materials, loading and unloading charges, labour charge, hire charge of tools, arrangements of modular work station at places pointed out by the DGPM, new Delhi etc., complete. Total price should be inclusive of all taxes. GST should applicable should be shown clearly.

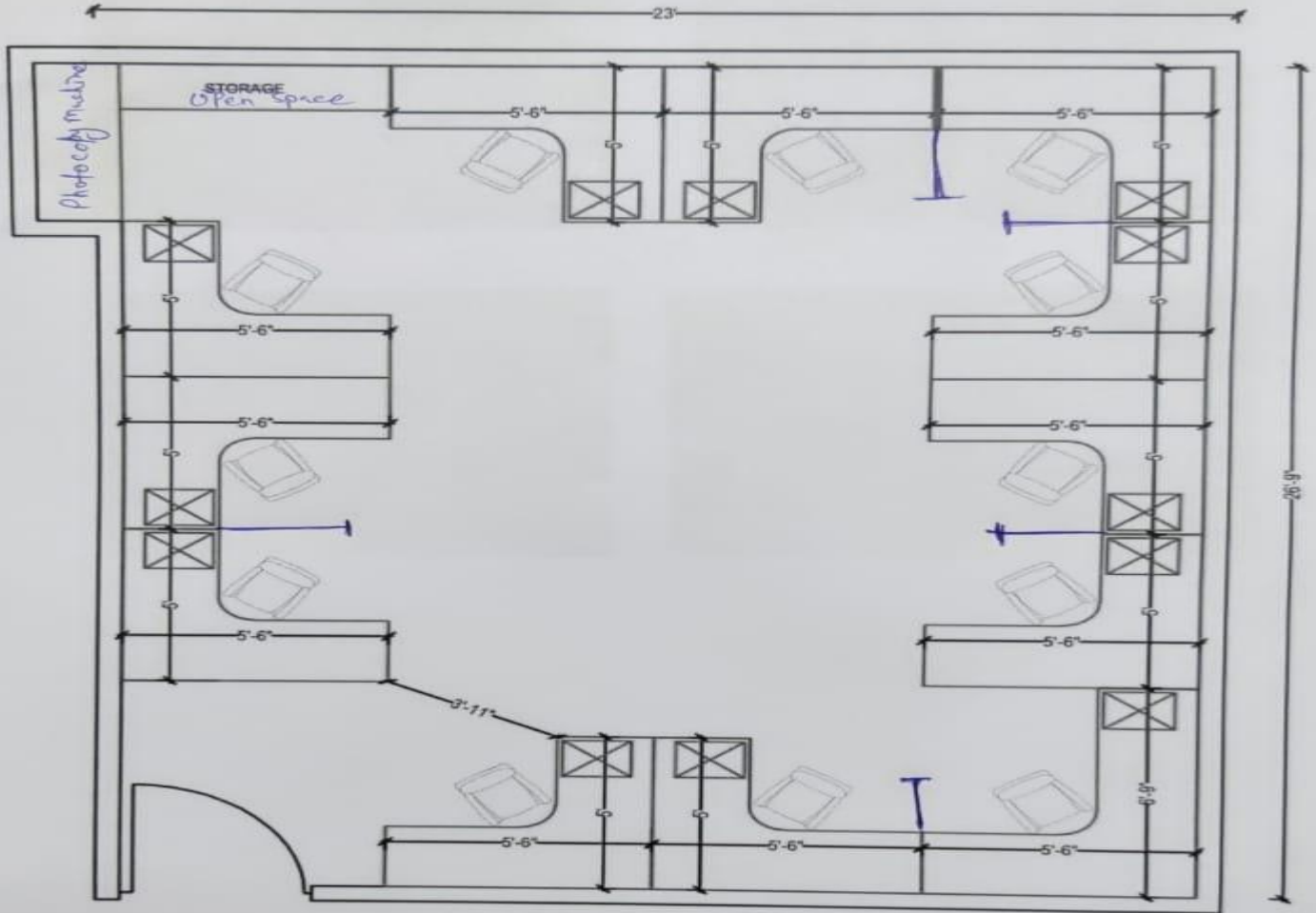
Signature of the Supplier

Date:



Annexure - IV

DRAWINGS



**ANNEXURE – V**

**ILLUSTRATIVE IMAGE OF CABIN**











