

**National Centre for Antarctic & Ocean Research**  
**(An Autonomous Society under the Ministry of Earth Sciences)**  
Headland Sada, Vasco-da-Gama, Goa-403804



**Tender Document**

**Tender No:-NCAOR/EST/CE/01/14-15**

**Name of the work: - “Supply and Installation of Modular Work Station”  
at NCAOR, Goa**

**National Centre for Antarctic & Ocean Research  
Headland, Sada, Vasco-da-Gama, Goa 403 804**

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**NOTICE INVITING TENDER**

**Tender No: NCAOR/EST/CE/01/14-15**

The Director, NCAOR, Goa invites sealed tenders in one cover system from the eligible contractors for the below mentioned work.

Description of work	Tender Cost (Rs.)	EMD (Rs.)
Supply and Installation of Modular Work Stations at NCAOR, Goa	1000/-	56500/-

The tender documents & other details may be obtained from the Estate Division, NCAOR on all working days between 10.00hrs to 16.00 hrs on or before **19.05.2014** by a written request along with tender cost by DD drawn on NCAOR, Vasco-da-Gama. Tender form can also be down loaded from NCAOR website [www.ncaor.gov.in](http://www.ncaor.gov.in) and submitted along with cost of the tender. Tenders duly completed in all respect should be dropped in the tender box kept in the office of Estate section on or before 20.05.2014, 11.00 hrs. Date of opening of tender is **20.05.2014** at 11.30 hrs in presence of the tenderers, if any.

Director, NCAOR

**Instructions to the Bidders**

1. The Director, NCAOR, Goa invites sealed tenders in one cover system, for the work of Supply and Installation of Modular Work Station at NCAOR, Goa from the eligible contractors. The eligibility criteria is as below.
2. **Eligibility Criteria**
  - a. The Bidder should be a manufacturer of modular furniture. **(factory license copy to be enclosed)**
  - b. The bidder should have gross annual financial turnover of **Rs. 1.00 crore or above** per annum during last three financial years (ending March 2014) in the field of office furniture. **(audited balance sheet to be enclosed)**
  - c. Bidder must have Satisfactory completed, at least three "Single order of modular furniture work" of value not less than Rs. 9.00 lacs during last three years (ending December 2013). The order of modular furniture mean office modular work stations similar to this tender and not only supply of tables and chairs. **(Work Orders and Order Completion certificates to be enclosed)**
  - d. **Bidder must possess**
    1. Factory License. **(Copy to be enclosed)**
    2. Excise registration certificate. **(Copy to be enclosed)**
    3. VAT registration certificate. **(Copy to be enclosed)**
    4. Service Tax registration certificate. **(Copy to be enclosed)**
    5. PAN/TAN number issued by Income Tax Department. **(Copy to be enclosed)**

The Tenderer should fulfill all above eligibility criteria to become eligible for participating this tender.

3. Time period for completion of work is 60 days from the date of work order.
4. Tenderer may download the tender document available in website: [www.ncaor.gov.in](http://www.ncaor.gov.in) [under Tender], for participation of the tender process. Firms who have downloaded the tender document should submit Demand Draft for Rs.1000/- (non-refundable) drawn in favour of **Director, NCAOR payable at Vasco-da-Gama, Goa** towards the cost of Tender along with the proposal. The proposal received without Tender Form Fee will be summarily rejected.
5. Tender document also be obtained from the office of Estate section, NCAOR during the office hours between 10.00 hrs to 16.00 hrs. on or before **19.05.2014**, by a written request, on payment of Rs. 1000/- by DD drawn in favour of NCAOR, payable at Vasco-da-Gama, Goa.. The proposal received without Tender Form Fee will be summarily rejected.

6. Entire tender document (signed and Stamped on all pages) should be submitted in a sealed cover, super scribed with the name of the work, date and time of opening. Tenders will be received upto 11.00 am on **20.05.2014** and will be opened at 11.30 am on the same day. Tenders should be dropped in the tender box kept in the Estate section before the closing date and time indicated. If the tender opening day happens to be a holiday then tenders will be opened on the next working day on the same time.
7. The Earnest Money Deposit Amount Rs.56,500/- (EMD) in the form of a demand draft from a scheduled bank, drawn in favour of Director, NCAOR, payable at Vasco-da-Gama only, should accompany the tender documents. Tender received without EMD will be rejected. EMD of the successful bidder will be converted to Security Deposit.
8. NCAOR does not bind to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
9. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. The extension of validity beyond 90 days from the date of opening shall be by mutual consent.
10. The tenderer shall quote RATES both in figures and words. He shall also workout the amount for each item of work and write in figures. On checking if there are differences between the rates quoted by the tenderer in words and figures or in the amount worked out by him, the following procedure shall be followed:
  - a) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.
  - b) When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figure or in words, the rate quoted by the tenderer in words shall be taken as correct.
  - c) When the rate quoted by the tenderer in figure and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
11. Before submission of tender, tenderer may inspect the site to acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting movement of labour etc. required for the satisfactory execution of work contract. No claim whatsoever on such account shall be entertained by NCAOR under any circumstance.
12. Tenders with conditional prices / discounts will be rejected.
13. Successful bidder should commence the work within one week from the date of work order. Failure of which the earnest money will be forfeited.
14. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the Price Schedule of tender.
15. Defects Liability Period (DLP) : For the entire work is **Six Month** from the date of completion of work as certified by NCAOR.

16. Security Deposit (SD): It is 10% of the total contract amount. The successful bidder should deposit 5% of the contract amount minus EMD amount in the form of DD in favour of NCAOR payable at Goa, within two weeks of award of contract. The balance 5% of SD will be deducted from the final bill amount. SD will be released only after successful completion of defect liability period.
17. In case of termination of contract, the security deposit shall be forfeited and amount necessary to make up this amount shall be recovered from the contractor under this contract, or any other contract with the Employer.
18. The Competent Authority does not bind himself to accept the lowest or any tender and reserves himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
19. The job must be completed within the stipulated time period. Otherwise 2% of the total bill value will be deducted from the final bill for a delay of each week, subject to a maximum of 10% of total work value. If work is not completed within 90 days the contract will be terminated without any liability.
20. The tenderer is subject to be disqualified, if bidder is found to have mislead or furnished false information in the forms / statements / certificates submitted in proof of qualification requirements or record of performance such as abandoning execution of the works, litigation history and or financial failures and or suppression of material facts and information .

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**Standard Terms and Conditions of the Contract**

**1. INTERPRETATION:**

- a. In construing these conditions the Specifications , the Schedule of Quantities, additional Conditions and Agreement, the following words shall have the meanings herein assigned to them except where the subject or context otherwise requires.
- b. This contract shall comprise of the Articles of Agreement, General Conditions of Contract, Additional Conditions, Scope of Work, the Schedule of Quantities , Specifications, drawings , letter of acceptance of tender and other documents mentioned in the contents sheet attached hereto and including those to which only reference is made herein.

**WORK OR WORKS:** shall mean all work or works defined in schedule of quantities. Specifications and such other work or works as the contractor may be entrusted with for carrying out under this contract.

**EMPLOYER:** shall mean the Director, NCAOR (National Centre for Antarctic & Ocean Research) or any Officer authorized by the Director for the purpose.

**ENGINEER:** shall mean the Engineer designated by the Employer to superintend and perform other duties as indicated in the contract.

**CONTRACTOR:** shall mean the individual or Firm or Company , whether incorporated or not, undertaking the work and shall include the legal personal representative or such individual or the persons composing such Firm or Company or the successors of such Firm or Company and the permitted assignees of such individual or Firm or Firms or Company.

**SITE:** shall mean the site of the contract works including any buildings and erections thereon and any other land adjoining thereto (inclusive) as aforesaid allotted by the Employer or the Engineer for the contractor's use.

**COMPENSATION:** shall mean all sums payable by way of compensation under any of the conditions shall be considered as reasonable compensation without reference to the actual loss or damage sustained and whether or not any damage sustained and whether or not any damage shall have sustained.

Words imputing persons include firms and corporations, words imputing the singular only also include the plural and vice versa where the context so required.

The headings are given to the clauses for convenience and they will not limit the meaning or scope of the clauses in any way.

**2. CONTRACTOR TO PROVIDE EVERYTHING NECESSARY**

- a. The contractor shall provide at his own cost all materials, (except such materials, if any as may in accordance with the contract, be supplied by the Employer). Plants , tools , appliances, implements, ladders, scaffolding, temporary works etc. requisite for the proper execution of the work whether original, altered or substituted and whether included in the specifications or other documents forming part of the contract or which may be necessary for the purpose of satisfying or complying to the requirements of Engineer, as to any manner as to which under these conditions he is entitled to be satisfied together with carriage therefore to and from the work. The contractor shall also supply without charge the requisite number of persons with means and materials necessary for the

purpose of setting out works and counting, weighing and assisting in the measurement or examination at any time and from time to time of the work or materials. Failing his so doing, the same may be provided by the Engineer at the expense of the contractor and the expenses may be deducted from any money due to the contractor under the contract and /or from his Security Deposit.

- b. The Contractor should personally supervise each work till completion or may appoint a qualified Supervisor, pre-approved by the Engineer till the completion of work. No separate supervision charges will be paid.
- c. NCAOR shall provide requisite quantity of water, electricity for carrying out the work free of cost, subject to availability in the NCAOR campus.
- d. The Employer on no account shall be responsible for the expenses incurred by the contractor for anything hired, which the contractor needs to complete the ordered work.

### **3. DUTIES & TAXES**

Rates quoted by the contractor shall include excise and all duties, octroi, toll tax, levies, royalties and all other taxes in respect of this contract. VAT & Service Tax as applicable to be stated specifically in the prescribed columns of the price bid. In absence of any such stipulation, it will be presumed that rates quoted are inclusive of VAT & Service Tax and the Employer shall not entertain any claim whatsoever in this respect.

### **4. MODE OF PAYMENT**

NCAOR will release the payment to the party within 30 days upon submission of bill in duplicate after satisfactory completion of the entire work as per the actual quantity executed on site, as certified by the engineer after deduction of statutory taxes. No part payment / advance will be made.

### **5. TESTING OF MATERIALS**

The contractor shall provide assistance, instruments, materials, labour and any other arrangement normally required for testing, checking of materials and workmanship as stipulated in the specifications and by statutory authority at his own cost. The Employer has the right to appoint the testing authorities. The contractor shall pay for the cost of test samples, its packing, transportation including testing fees. Failing his so doing the same shall be provided by the Engineer at the expense of the contractor and the expenses may be deducted from any money due to the contractor under the contract and/or from the Security Deposit or proceeds thereof or of a sufficient portion thereof.

### **6. CONTRACTOR'S ENGINEERS/FOREMAN & WORKMEN**

- a. The contractor shall give all necessary personal superintendence during the execution of the work and as long thereafter as the Engineer may consider necessary until the expiration of the Defects Liability Period. The contractor shall employ competent Site-Engineer/Foreman as per CPWD norms and as approved by the Engineer whose qualification must conform to the requirement specified by the Engineer who shall be constantly in attendance of the work while the men are at work. Any directions, explanations, instructions or notices given by the Engineer to such Site-Engineer or Foreman or any other authorized agent shall be held to be given to the contractor.
- b. The contractor shall on the request of the Engineer immediately dismiss from the works any person employed thereon who may in the opinion of the Engineer be unsuitable or incompetent or who may in the opinion of the Employer misconduct himself.



## **7. ACCESS**

- a. The Engineer and the Employer or its representative shall at all reasonable time have free access to the works and /or workshops, factories or other places the materials are being prepared or constructed for the contract and also to any place where the materials are lying or from which they are being obtained and the contractor shall give every facility to them for inspection. Except the representatives of statutory authorities and those mentioned above no other person shall be allowed on the works at any time without the permission of the Engineer.
- b. If any work is to be done at a place other than the site of works, contractor shall obtain written permission of the Engineer.

## **8. VALUATION & PRICE FOR VARIATION**

- a. The Engineer with the approval of the Employer shall have power to make any alterations/omissions/additions and /or substitutions from the original specifications, drawings, designs and written instructions and such alterations, omissions, additions, substitutions shall not invalidate the contract and any altered , additional , or substituted work which the contractor may be directed to do, in the manner specified above as part of the work shall be carried out by the contractor on the same conditions in all respects on which he agreed to do the main work. The rates for such altered additional or substituted work under this clause shall be worked out in accordance with the following provisions in their respective order.
- b. If the rates for the altered, additional, or substituted work are specified in the contract for the work the contractor is bound to carry out the altered additional, or substituted work at the same rates as are specified in the contract for the work.
- c. If the rates for the altered, additional or substituted work are not specifically provided in the contract for the work the rates will be derived from the rates for a similar class of work as are specified in the contract for the work.
- d. Under no circumstances the contractor shall suspend the work on the plea of non-settlement of rates of items falling under the clause.

## **9. FAULTY MATERIALS, WORKMANSHIP & DEFECTS AFTER COMPLETION**

- a. The Engineer shall have powers to require the removal from the site of all materials and work, which in his opinion are not in accordance with specifications and in case of default , the Engineer shall be at liberty to employ other persons to remove the same without being answerable or accountable for any loss or damage that may happen or arise to such materials to be substituted thereof and in case of default the Engineer may cause the same to be supplied and all costs which may attend such removal and/or substitution are to be borne by the contractor.
- b. If it shall appear to the Engineer or to the Estate In-charge that any work has been executed with unsound imperfect or unskillful workmanship or with materials of any inferior description or that any materials or articles provided by him for the execution of the work are unsound or of a quality inferior to that contracted for or otherwise not in accordance with the contract any defects , shrinkage or other faults which may appear within the defects liability period of Six months from the date of completion arising in the opinion of the Engineer, the contractor shall on demand in writing which shall be made within six months of the completion of the work from the Engineer specifying the work, materials , articles defects or other faults complained of notwithstanding that the same may have been passed, certified and paid for forthwith rectify or remove and

reconstruct the work so specified in whole or in part as the case may require or as the case may be removed the materials or articles so specified and provide other proper and Suitable materials or articles at his own cost. In case of any such failure, the Engineer may rectify or remove or re-execute the work or remove and replace with others, the material or articles complained of as the case may be at the risk and cost in all respects of the contractor.

- c. In lieu of rectifying the work not done in accordance with the contract, the Employer may, allow such work to remain, and in that case make allowance for the difference in value, together with such further reduction as in his opinion may be reasonable.
- d. Provided always that nothing in this clause shall relieve the contractor from his liability to execute the works in all respects in accordance with the terms and conditions of this contract, or from his liability to make good all defects.

#### **10. WORKS TO BE OPEN FOR INSPECTION**

- a. All work under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of the Engineer and the contractor shall at all times during the usual working hours, and at all other times at which reasonable notice of the intention of the Engineer to visit the works shall have been given to the contractor, either himself be present to receive order and instruction or have a responsible agent duly accredited in writing present for that purpose.
- b. The contractor shall give not less than seven days notice in writing to the Engineer before covering up or otherwise placing beyond the reach of measurement any work in order that the same may be measured and correct dimensions thereof be taken before the same is so covered up or placed beyond the reach of measurement and shall not cover up and place beyond the reach of measurement, any work without the consent in writing of the Engineer and the Engineer shall within the aforesaid period of seven days inspect the work , and if any work shall be covered up or placed beyond the reach of measurement without such which the same was executed.

#### **11. INDEMNIFYING AGAINST DAMAGES TO PERSONS, PROPERTY & STATUTES**

The contractor shall take all precautions to avoid all accidents by exhibiting necessary caution boards day and night, speed limit boards, red flags, red lights and providing barriers. He shall be responsible for all damages and accidents caused due to negligence on his part. No hindrance shall be caused to traffic during the execution of work.

- a. The contractor shall be responsible for all injury to persons, animals or things and for all damage whether such injury or damage arises from carelessness or accident in any way connected therewith. This clause shall be held to include interalia any damage due to causes as aforesaid to work, building(whether immediately adjacent or otherwise) and to roads, streets, foot paths, bridges or ways as well as all damage caused to the buildings and works forming the subject of this contract by inclemency of weather. The contractor indemnifies the Employer and holds him harmless in respect of all expenses arising from such injury or damages as aforesaid and also in respect of any award of compensation or damage consequent.
- b. The contractor shall reinstate all damage of every sort mentioned in this clause so as to deliver the whole of the contracted works complete and perfect in every respect and so as to make good and otherwise satisfy all claims for damage as foresaid to the property of third Parties.
- c. The contractor also indemnifies the Employer against all claim which may be

made upon the Employer for acts during the currency of this contract by any employee or representative of an employee of the contractor or any sub-contractors, employed by him for any injury to or loss of life of such employees or for compensation payable under any law for the time being in force to any workmen or to the representative of any deceased or incapacitated workmen.

- d. The Employer shall be at liberty and is hereby empowered to deduct the amount of any damages compensation costs charges and /or expenses arising or occurring from or in respect of any such claim and/or damages as aforesaid from any sum or sums due or to become due to the contractor or security deposit.
- e. The contractor shall indemnify the Employer against any action claim or proceedings relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable in respect of any article or part thereof included in the contract. In the event of any claims made under or action brought against the Employer in respect of any such matters as aforesaid the contractor shall be immediately notified thereof and the contractor shall be at liberty at his own expense to settle any dispute or to conduct any litigation that may arise there from provided that the contractor shall not be liable to indemnify the Employer if the infringement of the : patent or design of any alleged patent or design right is the direct result of an order passed by the said Employer or his authorized representative .

#### **12. IN CASE OF DEATH OF CONTRACTOR**

Without prejudice to any of the rights or remedies under this contract, if the contractor dies the Employer shall have the option of terminating the contract without compensation to the contractor.

#### **13. COMPLIANCE TO LABOUR LAWS**

The contractor shall comply with all the provisions of the Minimum Wages Act, 1948. Contract Labour (Regulation and Abolition) Act, 1970 and rules and orders framed there under and other labour laws affecting contract labour and the rules and orders framed there under that may be in force or brought into force from time to time. NCAOR will not take any responsibilities towards any injury or compensation etc.

#### **14. EXTENSION OF TIME**

- a. If the contractor shall desire an extension of time for the completion of the work on the grounds of his having been unavoidably hindered in its execution or any other ground, he shall apply in writing to the employer within seven days of the date of hindrance on account of which he desires extension as aforesaid and the Employer shall if in his opinion (which shall be final) reasonable grounds shown therefore authorize such extension of time if any which may in his opinion be necessary or proper.
- b. In the event the value of work exceeds the value of the Bill of Quantities owing to variations the contractor shall be entitled to ask for extension of time in proportion to the increased value of work.

- 15. VALIDITY OF THE OFFERS:** The offers will have to be kept valid for a period of 90 days from the date of opening of bids. In case of finalization of the tender is likely to be delayed, the tenderer will be asked to extend the same without change in the prices or any terms and conditions of the offer. If any change is made, original or during the extended validity period, the offers will be liable for outright rejection without entering into further correspondence in this regard and no reference will also be made.

- 16. STATUTORY VARIATION:** Any statutory increase or decrease in the taxes and duties subsequent to suppliers offer if it takes place within the original contractual delivery date will be to the NCAOR account subject to the claim being supported by documentary evidence. However, if any decrease takes place after the contractual delivery date, the advantage will have to be passed on to NCAOR.
- 17. REPEAT/ADDITIONAL ORDERS:** NCAOR reserves the right to place repeat orders / additional orders on the successful tenderer up to 25% of the original quantity of the Original Work Order at the same prices, terms and conditions stipulated in the original contract. In special circumstances NCAOR will reserve the right to place repeat order / additional order up to 100% quantity mutually agreed upon.
- 18. PENALTY FOR LATE DELIVERY:** In case, the materials are not delivered within the period stipulated in the order, penalty shall be levied at ½% per week on the prices (End cost with sales tax) subject to maximum 10% reckoned on the value of late delivered supplies. Due consideration will be given for waiver / levy of penalty only for the reasons absolutely beyond suppliers control (Viz. Force Majeure conditions as laid down in the DGS & D, Clause reproduced hereunder) for which documentary evidence will have to be provided. The request for extension in delivery giving reasons and supporting documents shall have to be made within one month on completion of the supply.
- 19. FORCE MAJEURE CLAUSE :** If, at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of the public enemy, civil commotion, sabotage fires, floods, explosion, epidemics, quarantine restrictions, strikes lockouts or acts of God (hereinafter referred to as event), then provided notice of the happening of any such event is given by either party to the other within twenty one days from the date of occurrence thereof neither party shall by reason of such event be entitled to terminate this contract nor shall either party shall have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to end or ceased to exist, and the decision of the Director, NCAOR as to whether the deliveries have been so resumed or not shall be final and conclusive.  
Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that if the contract is terminated under this clause, the Purchaser shall be at liberty to take over from the Supplier at a price to be fixed by the Secretary, which shall be final, all unused undamaged and acceptable materials brought out components, and stores in course of manufacture in the possession of the Supplier at the time of such termination or such portion thereof as the Purchaser may be deemed fit excepting such materials, brought out component and stores as the supplier may with concurrence of the Purchaser elect to retain.
- 20. REPLACEMENTS OF GOODS BROKEN, DAMAGED OR SHORT:** In the event of any stores or part thereof being broken or damaged or received short during transit or during the testing and trial at site before commissioning in service the suppliers shall replace the same free of cost. However, NCAOR will arrange recoveries of amount equivalent to cost of such damaged / broken / short supplied materials before actual replacement is given.

- 21. POST TENDER CORRESPONDENCE / ENQUIRIES:** Any correspondence or enquiry subsequent to opening of the bids is not desirable, if the same is indulged into, it will be considered for disqualifying the tender. The Tenderer will be required to abstain from pursuing / canvassing the matter, directly or indirectly with any Officers of NCAOR, as otherwise the same would also amount to disqualification of the tender. However, bidder can ask their queries in writing regarding bidding conditions, bidding process prior to the bid opening and/ or rejection of its bid, reason for rejecting a tender after opening of bids.
- 22. GUARANTEE:** If the goods, stores and equipments found defective due to bad design or workmanship the same should be repaired or replaced by you free of charge if reported within 12 months of their receipt at site or 6 months from the date of commissioning of equipments whichever is earlier. You will be responsible for the proper performance of the equipments / materials for the respective guarantee period. NCAOR would prefer the offers from manufacturers directly. All the manufacturers should quote for those items, which are actually manufactured at / rolled by their plants. This should be strictly adhered. The Tenderer should ensure that minimum production, manufacturing facility required for manufacturing of the tendered products is available in-house. NCAOR reserves the right to inspect, suppliers factory at any time during the prevalence of the contract in case order is placed on supplier and also to inspect each manufactured lot before testing / packing / dispatch.
- 23. TERMINATION OF CONTRACT:** In case, the supplier fails to deliver the stores / materials / equipments or any consignment thereof within contractual period of delivery or in case the stores are found not in accordance with prescribed specification and/or the approved sample, NCAOR shall exercise its discretionary power either:
- a. To recover, from the supplier as agreed, by way of penalty clause above, or
  - b. To purchase elsewhere after giving due notice to the supplier on account and at the risk of the supplier such stores not so delivered or other similar description without canceling the contract in respect of the consignment not yet due for delivery or to cancel the contract. In the event of the risk purchase of stores of similar description, the opinion of NCAOR shall be final. In the event of action taken under clause (a) or (b) above, the supplier shall liable to pay for any loss which NCAOR may sustain on that account but the supplier shall not be entitled to any saving on such purchases made against default. The decision of NCAOR shall be final as regards the acceptability of stores supplied by the supplier and NCAOR shall not be required to give any reason in writing or otherwise at any time for rejection of the stores.
- Further, NCAOR reserves the right to terminate the Contract (i.e. Work order) at any time, without assigning any reasons, whatsoever, by giving a notice period of ONE month from the date of Notice of termination of the Contract. Suppliers will not be entitled for any compensations / damages / losses, whatsoever, on account of such termination of the Contract.
- 24. SETTLEMENT OF DISPUTES/ARBITRATION:** The decision of the Director, NCAOR shall be final and binding for any dispute whatsoever. All questions, disputes or differences whatsoever which may at any time arise between the parties to this agreement touching the agreement or subject matter thereof, arising out of or in relation there to and whether as to construction or otherwise shall be referred to the decision of the Sole Arbitrator, appointed by the Director of NCAOR and the decision of the said Arbitrator shall be final and binding upon the parties.

**25. RIGHT TO CANCEL TENDER/WORK ORDER:** In case of strike, accident or any other unforeseen conditions causing stoppage of work, NCAOR reserves the right to cancel and/ or modify the tender / work order without any liability for any compensation and / claim or any description.

**26. JURISDICTION:** All questions, disputes or differences arising under out of or in connection with the Tender / Contract if concluded shall be subject to the exclusive jurisdiction of the court under whose jurisdiction the place from which the tender / Acceptance of tender is issued, is situated i.e.Goa.

I/ We have read all the Terms And Conditions above carefully and agreed to it.

Signature of Tenderer

Date:

Place:

Company's Round Seal

**General Terms and Conditions**

**Annexure-III**

1. All materials used shall be as per specifications and ISI marked where ever applicable. ISI marking referred to latest BIS code as published by Bureau of Indian Standards upto 30 days before the date of opening of tender.
2. All measurements shall be at actual and as per site condition. No allowances shall be permitted for rough cast surfaces or for any aesthetical paintings, design bands, etc. Joint measurement shall be recorded with the Engineer.
3. The safe custody and upkeep of various items/equipments/tools & plants of various categories of works brought to site is the sole responsibility of the contractor and he shall employ sufficient supervisory personnel to ensure the safety of these items.
4. While executing/ assembly of the work the contractor shall ensure that existing cables/pipe lines/structures/fittings are not damaged and if due to his negligence, these are damaged, the same shall be set right with no extra cost to the employer.
5. The contractor shall co-ordinate his work with other agencies employed by the employer and ensure that the works of other agencies are not hampered in any way during the duration of the contract.
6. After the work is completed, the contractor shall clean all the external surroundings, premise etc. to the satisfaction of the Engineer In-charge.
7. Materials shall be brought as supplied by the manufacturer and got approved before being used on the work after inspected and approved by engineer.
8. Time is the essence of the contract and the contractor has to perform as such the entire work shall be completed within the stipulated time.
9. The tenderer may visit the site and study the work involved vis-à-vis the quantity and specification before submission of bid. If any discrepancy is observed the same should be brought to the notice of the engineer.
10. Contractor shall provide all necessary tools and plants and safety devices etc. to the workmen as required.
11. The Contractor shall submit, at the expense of the Contractor, to the Engineer following samples and relevant information, found satisfactory by the Contractor as per the Contract, for pre-construction review and approval:
  - (a) Manufacturer's standard samples of Materials,
  - (b) Samples (if any) specified in the Contract, and
  - (c) Additional samples instructed by the Engineer.

Each sample shall be labeled showing Contractor's name, Project name, name of the item, manufacturer's name, brand name, model number, supplier's name and reference to the appropriate drawing number, technical specification section and paragraph number, intended use in the Works, all as applicable.

The Engineer, may, at his option, instruct the Contractor to submit samples of any one or two make among preferred makes stipulated in the Contract.

Such submittals shall be made prior to start of the work and that the materials represented by such samples are needed for the incorporation into the Work. Samples shall be subject to review and the materials represented by such sample shall not be manufactured, delivered to the jobsite or incorporation into the Work without such review.

Samples, which have been reviewed, may, at Engineer's option, be returned to Contractor for incorporation into the Work.

12. The Engineer shall make any variation of the form as specified below, be necessary and for that purpose, he shall have the authority to instruct the Contractor to do after taking necessary approval of the Employer and the Contractor shall do any of the following:

- (a) Increase or decrease the quantity of any work included in the Contract,
- (b) Omit any such work,
- (c) Change the character or quality or kind of any such work,
- (d) Change the levels, lines, position and dimensions of any part of the Works,
- (e) Execute additional work of any kind necessary for the completion of the Works,  
or
- (f) Change any specified sequence or timing of construction of any part of the Works.

However, that where the issue of an instruction to vary the Works is necessitated by some default of or breach of contract by the Contractor or for which he is responsible, any additional cost attributable to such defaults shall be borne by the Contractor.

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**Annexure IV****SCOPE OF WORK**

**Partition:** The partition shall be made with removable tile base system with overall thickness of 75mm, width that can be configured to suit almost any modular layout. All panels shall have leveling bolts. Provision of level adjustors with height adjustment facilities should be provided in order to match every point of vertical and horizontal partition alignment in case of uneven floor constructions. No screwing or grouting on floor will be allowed while adjusting with level adjustors. Inserting of any type of packing material for leveling purpose will not be allowed. No screwing, welding or riveting should be used for easy reconstruction and flexibility.

The structure shall comprise of aluminum/ M.S. combination of both, framing finished in powder coating ( with 7 tank processes as anti rust treatment before processing for powder coating). The framework shall support the tiles, cable management and furniture components like work surfaces, storages etc. The tiles shall be minimum 5-6mm thk made of prelaminated board/ soft board (Pinup board) / fabric / white board/ glass as specified by the Engineer Incharge. Panel should be removable for facilitating services. Glazed panels should be made of 5mm float glass with removable locking system and not glued. Fabric panels with soft board should be applicable if required.

Required hardware to be used, all of approved make/ brand and as per the drawing. Each partition should be provided with separate trench with removable panels 100 to 150mm size at bottom level for modular Electrical fittings with 3 switch and 3 sockets, One Telephone point and One LAN point. Cutouts should be provided to run cables throughout the partitions where ever required under the concern of Engineer Incharge.

**Workstations (Linear and Angular):** Comprising of MS powder coated partition panels of thickness 75mm(double skinned system), with powder coated MS frames inside of 16 gauge. Infills are of partial board with cladding of 9mm thk particle board tiles on both sides. Fascia/surface of the panel can be given in fabric/soft board/ white board/half glass. All exposed profiles, connectors are in powder coated aluminium. The horizontal bottom of each panel will be given with an inbuilt wire management system of 100mm ht covered by MS powder coated raceway panel. A pair of Level adjustors are provided with each panel. All worktops are in 25mm thk prelaminated MDF with edge lipping & vertical legs are in 18mm thk prelaminated MDF with lipped edges. Along with three drawer MDF Pedestals, metal cpu trolley and metallic key board tray.

**Meeting Table:** Supplying, providing and fixing in position standard table having top surface of minimum 25mm thick MDF board covered with 0.8mm by lamination with radius/curvica/ bullnose sides rounded profiles on all outside edges and backer lamination on other side, 0.8mm PVC edge bands glued on automatic edge bender with hot melt glue. The top is provided and fitted with all KD joinery and fittings complete.

Table should have necessary provision for wire management data / computer/telephone cabling. Supporting structure should be made of minimum 18mm. Thick MDF board covered with 0.8mm lamination/appropriate aluminium framing etc complete.

**Key Board Tray:** Supplying , providing and fixing keyboard tray of minimum 0.8mm thick steel of approved size and colour. The trays shall be mounted on telescopic channels of ball bearing type mounted on the underside of the worktop.

It shall also have inbuilt LHS/RHS mouse pad, made of 0.8mm thick MS sheet with textured black High impact polystyrene pad 3mm thick. The keyboard should have height adjustment facility of 25mm to 30mm as per requirement and as directed by Engineer Incharge.

**CPU trolley:** All CPU trolleys shall be having 1.5mm thick Steel of approved size and colour. The sheet should be powder coated on all surfaces. The trolley should move on 4 castors with ease movement facility. Front castors will be with locking arrangement and rear without locks.

CPU trolley shall be made of MS sheet adjustable in nature with 2 Nos. lockable castors with length 225-330mm (adjustment), width of 225mm and height of 330mm (MS 14 BG, powder coated).

**Pedestal unit:** Mobile drawer pedestal (450mm X 450mm X height as per standards ) made with 3 drawers 18mm thk prelaminated board carcass, drawer fascia, top, with pvc edge banding. Back shall be made in 8mm - 9mm prelaminated board. The drawer sides shall be made within steel metabox integrated with the slides to ensure sturdy construction and smooth movement. The bottom and the back of individual drawer shall be of 8mm-9mm thk. prelaminated board. The pedestal shall have central locking system.

**Visitor Chair:** Visitor chair with seat and back Fabric Cushion, sledge base MS legs. Seat and back frame made out of 3/4" round 16 gauge tube connected with helical spring and GI hooks cushion made out of 52-55 density moulded foam supported with coir, good quality fabric upholstred PU arms with metal insert, leg frame out of 1" round 12 gauge tube with 7 tank chemically processed powder coating with proper fittings for leg, seat & back fixing and designed ergonomically.

Dimensions: Seat ht. from Floor 460mm, Back ht. from floor 900mm, Seat Depth 480mm, Seat width 460mm, Seat width ( arms outer ) 540mm, Back ht. from Seat 450mm, Back width 480mm.

**Manager Chair:** High back seat & back cushion Fabric chair with column Regular Tilt mechanism, Gaslift and fixed PU ARMS - Revolving Type.

Seat and back frame made out of 3/4"round 16 gauge tube connected with helical spring and GI hooks, cushion made out of 52-55 density moulded foam supported with coir, good quality fabric upholstered PU arms with metal insert, column tilt mechanism with zero position locking, gaslift ht. adjustment, Polypropelene base with wheels and designed ergonomically. Dimensions: Seat ht. from floor Minimum 480mm and Maximum 580mm, Back ht. from floor Minimum 1180mm and maximum 1280mm, Seat Depth 520mm, Seat width ( Arms Outer ) 620mm, Back ht. from Seat 680mm & Back width 520mm

**Workstation Chair:** Medium back seat and back cushion, Inner Shell back with ABS, pushback mechanism and gas lift, RF arms with Polypropelene base with wheels.

Seat and back frame made out of self countoured 12mm thick, hot pressed, termite proof, seat and back cushion, 52-55 density moulded foam, Back inner shell covered with ABS, seat and back connected with 80 x 50 mm flat powder coated covered with flexible bellow to the push back mechanism for tilting the tension control knob and front locking system, gaslift height adjustment, Polypropelene base with wheels and designed ergonomically. Dimensions: Seat ht. from floor Minimum 460mm and Maximum 560mm, Back ht. from floor Minimum 900 mm - maximum 1000 mm, Seat Depth 460 mm, Seat width ( Arms Outer ) 600 mm, Back ht. from Seat 480mm and Back width 430 mm

**Low Height / Full Height / Overhead Storage Unit:** Storage unit to have counter top made of 18mm thick prelaminated partical board / 18 mm thick prelaminated MDF as per requirement of approved brand and shade. All the exposed edges of the top shall be provided with machine pressed 2mm thick PVC lipping glued with hot melt EVA glue. Storage to have adjustable shelves finished with laminate as per details. Storage to have openable shutters and necessary hardwares like SS handles, locks, hinges, tower bolts etc. complete as directed by the Engineer.

**Electrical, Telephone Cabling Work:** UPS power supply should be provided to each work station from the existing UPS points in each room. The circuit wiring with (L-N-E) of 4 sq. mm size wire should be done with necessary looping between the work stations. The existing UPS points need to be connected to work station with proper casing capping similarly telephone points to be shifted to each work station. The UPS power points and telephone to be provided at bottom part of the work station. All the cable must go through raceways and partitions of work stations. Modular electrical fittings must be utilized for each work station. The work to be completed in all respect as directed by the engineers.

**LAN Work:** Modular LAN points to be provided for each work station similar to Electrical and Telephone points. The existing LAN points in each room can be used.

**List of Approved make for Panel based furniture and Partition system**

Aluminum : Hindalco, Nalco, Jindal.  
Laminate : Merino, Green lam, Century  
MDF Board : Nuwud, Duratuff, Ecoboard  
Edge bands : Rehau, Dolken  
Eccentric Locking : Haffle, Hettich  
Powder Coating : Jotun.  
Metabox : Hettich.  
Hinges : Hettich, Haffle  
Hot melt Glue : Ici , Jowat, Rehau  
Adhesive: Fevicol, Vamicol, Araldite  
Miscellaneous Hardware : Hettich, Haffle, Ebco  
Float Glass : Modiguard, SaintóGobain, Asahi  
Floor spring : Door closer: Efficient Gadget, Everite , Godrej.  
Locks : Aries, Eg, Efficient Gadget  
Telescopic CHANNEL : Ebco, Hettich, Haffle  
Tambour slates and hardware : òREHAU ò only.  
Electrical Wires : Finolex, Polycab, RR  
Telephone Cable: Finolex, Polycab, Delton  
LAN Cable/Patch Card : CAT 6 - D-link, Digi-Link, Cisco  
Modular Power Swich / Socket : Anchor, Legrand  
Modular LAN & Telephone Fittings : Anchor, Legrand  
Casing Capping : Presto, Modi

Remarks: Above mentioned brand is tentative however equivalent brands can be utilized with the approval of Engineer-in-charge.

**List Of Drawings**

**Annexure – VI**

- 1. DRAWING No. 1**
- 2. DRAWING No. 2**
- 3. DRAWING No. 3**
- 4. DRAWING No. 6**

**Annexure-VII**

**National Centre for Antarctic & Ocean Research  
Headland ,Sada, Vasco-da-Gama, Goa 403 804**

**EMD & Tender Cost details**

I /we have enclosed,

1. A crossed DD No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. .... drawn in favour of NCAOR payable at Vasco-da-Gama towards EMD.
2. (If applicable): Since tender form is downloaded from NCAOR website, A crossed DD No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs..... drawn in favour of NCAOR payable at Vasco-da-Gama towards Tender cost.

**Name & Signature of the Tenderer with seal:**

**Date:**

**Particulars of The Tenderer**

*(Providing the following details is mandatory. Enclose it with original copy of the tender)*

Name of the Contractor : \_\_\_\_\_

Name of the Firm : \_\_\_\_\_

Telephone No. (Office) : \_\_\_\_\_

Telephone No. (Residence) : \_\_\_\_\_

E-mail ID / website : \_\_\_\_\_

Permanent office Address : \_\_\_\_\_

: \_\_\_\_\_

Goa office Address : \_\_\_\_\_

: \_\_\_\_\_

Residential Address : \_\_\_\_\_

: \_\_\_\_\_

Mobile No : \_\_\_\_\_

\*PAN/TAN No. of the quoted Firm : \_\_\_\_\_

\*Service Tax No. : \_\_\_\_\_

\*VAT No. : \_\_\_\_\_

*(\*pl. enclose true copy of registration certificates)*

**Name, Signature of the Tenderer with seal:**

**National Centre for Antarctic & Ocean Research  
Headland Sada, Vasco-da-Gama, Goa 403 804**

**Work Completion Proforma**

Give details of the Modular Furniture Works which were completed satisfactorily in the last Three years in the following format, Enclose self certified copies of Work Orders /Work Completion Certificates.

<b>Sr. No</b>	<b>Name of work</b>	<b>Name of the Client and Location of site</b>	<b>Value of work</b>	<b>Date of completion of work</b>	<b>Name of the Contact Person and contact numbers</b>

**Signature of the Tenderer with seal**

**Date & place:**



**Financial Status**

**Annual turnover of last three years of the Company.** [Tenderer shall submit the information in the Format detailed here under] Supporting Documents must be attached.

Sr. No	Year	Turnover in Rs.	Remarks
1	2	3	4
	2011-2012		
2	2012-2013		
3	2013-2014		

Signature:

Name of The Person:

Date &amp; place:

Seal of The Company

**National Centre for Antarctic & Ocean Research  
Headland Sada, Vasco-da-Gama, Goa 403 804**

**Annexure -XI**

**Checklist**

Tenderers are advised to submit tender strictly as per conditions stipulated in the tender document. Please enclose the following with the tender & submit all in a **Single Sealed Cover**.

Cover (Sealed):

1. Covering letter from the Tenderer on his own letterhead.
2. Tender fee in the form of DD, if downloaded from NCAOR website.
3. EMD in the form of DD
4. Annexure óVII (EMD & Tender Fee details)
5. Annexure-VIII (Particulars of the Tenderer)
6. True copy of Factory License, Excise Registration Certificate, PAN/TAN number, VAT registration number and Service Tax registration number.
7. Work Completion Proforma (Annexure-IX) along with self attested copies of work orders & work completion certificate.
8. Price Bid (with signature & stamp on all pages) (Annexure-XII)
9. Duly Filled Tender Acceptance Form (Annexure ó XIII)

All above documents should be submitted in one sealed envelope (Single BID System) superscribing Name of the Tender, Tender Number and address to Director, National Centre for Antarctic & Ocean Research, Headland Sada, Vasco-da-Gama ,Goa as per the date & time mentioned in the tender.

--Sd/---

**Estate In-Charge**

Schedule of Rates (Price Bid)*(Only RATE in words and figures. Amount in figures)*

Item No.	Description	Qty	Unit	Rate	Amount (Rs.)
<b>A</b>	<b>MODULAR FURNITURE FOR CLCS ROOM</b>				
	Angular Workstation 1350mmx1350mmx600mmx750mm(ht)				
	Mobile drawer pedestal (450mm X 450mm X height as per standards )				
1	<p>Comprising of MS powder coated partition panels of thickness 75mm(double skinned system), with powder coated MS frames inside of 16 guage. Infills are of partial board with cladding of 9mm thk particle board tiles on both sides. Fascia/surface of the panel can be given in fabric/soft board/ white board/half glass. All exposed profiles,connectors are in powder coated aluminium.The horizontal bottom of each panel will be given with an inbuilt wire management system of 100mm ht covered by MS powder coated raceway panel. A pair of Level adjusters are provided with each panel. All worktops are in 25mm thk prelaminated MDF with edge lipping &amp; vertical legs are in 18mm thk prelaminated MDF with lipped edges. Along with three drawer MDF Pedestals, metal cpu trolley and metallic key board tray. Mobile drawer pedestal (450mm X 450mm X height as per standards ) made with 3 drawers 18mm thk prelaminated MDF, drawer fascia, top, with pvc edge banding. Back shall be made in 8mm - 9mm prelaminated MDF. The drawer sides shall be made within steel metabox integrated with the slides to ensure sturdy construction and smooth movement. The bottom and the back of individual drawer shall be of 8mm-9mm thk. prelaminated MDF. The pedestal shall have central locking system. Each work station should be provided with modular Electrical fittings with 3 switch and 3 sockets, One Telephone point and One LAN point at the down part of work station</p> <p>REF: DRAWING NO: 3</p>	NOS	5		
	<b>RATE in words:</b>				
	LinearWorkstation 1700mm(L) * 600mm (B) * 750mm(HT)				
	Mobile drawer pedestal (450mm X 450mm X height as per standards )				
2	<p>Comprising of MS powder coated partition panels of thickness 75mm(double skinned system), with powder coated MS frames inside of 16 guage. Infills are of partial board with cladding of 9mm thk particle board tiles on both sides. Fascia/surface of the panel can be given in fabric/soft board/ white board/half glass. All exposed profiles,connectors are in powder coated aluminium.The horizontal bottom of each panel will be given with an inbuilt wire management system of 100mm ht covered by MS powder coated raceway panel. A pair of Level adjusters are provided with each panel. All worktops are in 25mm thk prelaminated MDF with edge lipping &amp; vertical legs are in 18mm thk prelaminated MDF with lipped edges. Along with three drawer MDF Pedestals, metal cpu trolley and metallic key board tray. Mobile drawer pedestal (450mm X 450mm X height as per standards ) made with 3 drawers 18mm thk prelaminated MDF, drawer fascia, top, with pvc edge banding. Back shall be made in 8mm - 9mm prelaminated MDF. The drawer sides shall be made within steel metabox integrated with the slides to ensure sturdy construction and smooth movement. The bottom and the back of individual drawer shall be of 8mm-9mm thk. prelaminated MDF. The pedestal shall have central locking system. Each work station should be provided with modular Electrical fittings with 3 switch and 3 sockets, One Telephone point and One LAN point at the down part of work station</p> <p>REF: DRAWING NO: 3</p>	NOS	5		
	<b>RATE in words:</b>				

3	MEETING TABLE of size 3500mm x 1800 mm				
	Supplying, providing and fixing in position standard table having top surface of minimum 25mm thick MDF board covered with 0.8mm by lamination with radius/curvica/ bullnose sides rounded profiles on all outside edges and backer lamination on other side, 0.8mm PVC edge bands glued on automatic edge bender with hot melt glue. The top is provided and fitted with all KD joinery and fittings complete. Table should have necessary provision for wire management data / computer/telephone cabling. Supporting structure should be made of minimum 18mm. Thick MDF board covered with 0.8mm lamination/appropriate aluminium framing etc complete. REF: DRAWING NO: 3	NOS	1		
<b>RATE in words:</b>					
4	Overhead storage of size 900mm(L) * 450mm (D)*1050mm(HT) for one unit				
	Storage unit to have counter top made of 18mm thick prelaminate MDF of approved brand and shade. All the exposed edges of the top shall be provided with machine pressed 2mm thick PVC lipping glued with hot melt EVA glue. Storage to have adjustable shelves finished with laminate as per details. Storage to have openable shutters and necessary hardwares like SS handles, locks, hinges, tower bolts etc. complete as directed by the Engineer.	Sqft	50		
<b>RATE in words:</b>					
5	<b>Work station Chairs</b>				
	Medium back seat and back cushion, Inner Shell back with ABS, pushback mechanism and gas lift, RF arms with Polypropelen base with wheels. Specification: Seat and back frame made out of self countoured 12mm thick, hot pressed, termite proof, seat and back cushion, 52-55 density moulded foam, Back inner shell covered with ABS, seat and back connected with 80 x 50 mm flat powder coated covered with flexible bellow to the push back mechanism for tilting the tension control knob and front locking system, gaslift ht. adjustment, Polypropelen base with wheels. Dimensions: Seat ht. from floor Minimum 460mm and Maximum 560mm, Back ht. from floor Minimum 900 mm - maximum 1000 mm, Seat Depth 460 mm, Seat width ( Arms Outer ) 600 mm, Back ht. from Seat 480mm and Back width 430 mm REF: DRAWING NO: 6	NOS	10		
<b>RATE in words:</b>					
6	Supply and laying of electrical wires from the nearest UPS(Uninterrupted power supply) point in each room to the individual work station.The circuit wiring for individual work station with (L-N-E) of 4 sq.mm. size cable should be laid down at the bottom half of the work station.The UPS point to be brought to the work station with necessary wires, casing capping etc as per the requirement and as directed by the engineer.	RM	35		
	<b>RATE in words:</b>				
7	Supply and laying of telephone cable of 4 pair size from the existing telephone point to the individual work station.Necessary fixing of casing and capping, with telephone cable as per the requirement and as directed by the engineer.	RM	30		
	<b>RATE in words:</b>				
8	Supply and laying of LAN cable CAT-6 from existing LAN point in each room to the individual workstation through raceways and partitions. Job also includes necessary fixing of casing and capping for LAN cable as required and as directed by the engineer.	RM	40		
	<b>RATE in words:</b>				
<b>B</b>	<b>MODULAR FURNITURE FOR GIS SECTION</b>				
1	Angular Workstation 1350mmx1350mmx600mmx750mm(ht)				
	Mobile drawer pedestal (450mm X 450mm X height as per standards )				

	<p>Comprising of MS powder coated partition panels of thickness 75mm(double skinned system), with powder coated MS frames inside of 16 guage. Infills are of partical board with cladding of 9mm thk particle board tiles on both sides. Fascia/surface of the panel can be given in fabric/soft board/ white board/half glass. All exposed profiles,connectors are in powder coated aluminium.The horizontal bottom of each panel will be given with an inbuilt wire management system of 100mm ht covered by MS powder coated raceway panel. A pair of Level adjusters are provided with each panel. All worktops are in 25mm thk prelaminated MDF with edge lipping &amp; vertical legs are in 18mm thk prelaminated MDF with lipped edges. Along with three drawer MDF Pedestals, metal cpu trolley and metallic key board tray. Mobile drawer pedestal (450mm X 450mm X height as per standards ) made with 3 drawers 18mm thk prelaminated MDF, drawer fascia, top, with pvc edge banding. Back shall be made in 8mm - 9mm prelaminated MDF. The drawer sides shall be made within steel metabox integrated with the slides to ensure sturdy construction and smooth movement. The bottom and the back of individual drawer shall be of 8mm-9mm thk. prelaminated MDF. The pedestal shall have central locking system. Each work station should be provided with modular Electrical fittings with 3 switch and 3 sockets, One Telephone point and One LAN point at the down part of work station REF: DRAWING NO: 2</p>	NOS	2		
<b>RATE in words:</b>					
	Linear Workstation 1400mmx600mmx750mm				
	Mobile drawer pedestal (450mm X 450mm X height as per standards )				
2	<p>Comprising of MS powder coated partition panels of thickness 75mm(double skinned system), with powder coated MS frames inside of 16 guage. Infills are of partical board with cladding of 9mm thk particle board tiles on both sides. Fascia/surface of the panel can be given in fabric/soft board/ white board/half glass. All exposed profiles,connectors are in powder coated aluminium.The horizontal bottom of each panel will be given with an inbuilt wire management system of 100mm ht covered by MS powder coated raceway panel. A pair of Level adjusters are provided with each panel. All worktops are in 25mm thk prelaminated MDF with edge lipping &amp; vertical legs are in 18mm thk prelaminated MDF with lipped edges. Along with three drawer MDF Pedestals, metal cpu trolley and metallic key board tray. Mobile drawer pedestal (450mm X 450mm X height as per standards ) made with 3 drawers 18mm thk prelaminated MDF, drawer fascia, top, with pvc edge banding. Back shall be made in 8mm - 9mm prelaminated MDF. The drawer sides shall be made within steel metabox integrated with the slides to ensure sturdy construction and smooth movement. The bottom and the back of individual drawer shall be of 8mm-9mm thk. prelaminated MDF. The pedestal shall have central locking system. Each work station should be provided with modular Electrical fittings with 3 switch and 3 sockets, One Telephone point and One LAN point at the down part of work station REF: DRAWING NO: 2</p>	NOS	6		
<b>RATE in words:</b>					
	Overhead storage of size 900mm(L) * 450mm (D)*1050mm(HT) for one unit				
3	<p>Storage unit to have counter top made of 18mm thick prelaminated MDF of approved brand and shade. All the exposed edges of the top shall be provided with machine pressed 2mm thick PVC lipping glued with hot melt EVA glue. Storage to have adjustable shelves finished with laminate as per details. Storage to have openable shutters and necessary hardwares like SS handles, locks, hinges, tower bolts etc. complete as directed by the Engineer.</p>	Sqft	130		
<b>RATE in words:</b>					
	Work station Chairs				
4	<p>Medium back seat and back cushion, Inner Shell back with ABS, pushback mechanism and gas lift, RF arms with Polypropelen base with wheels. Specification: Seat and back frame made out of self countoured 12mm thick, hot pressed, termite proof, seat and back cushion, 52-55 density moulded foam, Back inner shell covered with ABS, seat and back</p>	NOS	8		

	connected with 80 x 50 mm flat powder coated covered with flexible bellow to the push back mechanism for tilting the tension control knob and front locking system, gaslift ht. adjustment, Polypropelen base with wheels. Dimensions: Seat ht. from floor Minimum 460mm and Maximum 560mm, Back ht. from floor Minimum 900 mm - maximum 1000 mm, Seat Depth 460 mm, Seat width ( Arms Outer ) 600 mm, Back ht. from Seat 480mm and Back width 430 mm REF: DRAWING NO: 6				
	<b>RATE in words:</b>				
5	Supply and laying of electrical wires from the nearest UPS(Uninterrupted power supply) point in each room to the individual work station.The circuit wiring for individual work station with (L-N-E) of 4 sq.mm. size cable should be laid down at the bottom half of the work station.The UPS point to be brought to the work station with necessary wires, casing capping etc as per the requirement and as directed by the engineer.	RM	30		
	<b>RATE in words:</b>				
6	Supply and laying of telephone cable of 4 pair size from the existing telephone point to the individual work station.Necessary fixing of casing and capping, with telephone cable as per the requirement and as directed by the engineer.	RM	25		
	<b>RATE in words:</b>				
7	Supply and laying of LAN cable CAT-6 from existing LAN point in each room to the individual workstation through raceways and partitions. Job also includes necessary fixing of casing and capping for LAN cable as required and as directed by the engineer.	RM	40		
	<b>RATE in words:</b>				
<b>C</b>	<b>MODULAR FURNITURE FOR LOGISTIC SECTION</b>				
	Main Table:- size 1200mm(L) * 600mm (B) * 750mm(HT).				
	Side Table:- size 750mm(L) * 400mm (B) * 750mm(HT).				
	Mobile drawer pedestal (450mm X 450mm X height as per standards )				
1	All worktops shall be made with prelaminated 25mm thk particle board with balancing bottom laminate. The gable ends shall be made with 18mm thk prelaminated board and to provide if required, with matching pvc edge banding, brackets, with leveling bolts, wherever required. The partition shall be 75mm thick, with provision for cable management and width that can be configured to suit almost any modular layout. Metal cpu trolley and metallic key board tray to accomodate mouse pad to be provided. Mobile drawer pedestal (450mm X 450mm X height as per standards ) made with 3 drawers 18mm thk prelaminated board carcass, drawer fascia, top, with pvc edge banding. Back shall be made in 8mm - 9mm prelaminated board. The drawer sides shall be made within steel metabox integrated with the slides to ensure sturdy construction and smooth movement. The bottom and the back of individual drawer shall be of 8mm-9mm thk. prelaminated board. The pedestal shall have central locking system. Side credenza / side table shall be made with prelaminated board with 25mm thk top, 8mm-9mm thk back, 18mm thk carcass and openable shutters with matching pvc edge banding, Hardware, channels and locks shall be provided all of approved make. Required hardware to be used, all of approved make/ brand and as per the drawing. REF: DRAWING NO: 1	NOS	7		
	<b>RATE in words:</b>				

	Overhead storage of size 900mm(L) * 450mm (D)*1050mm(HT) for one unit				
2	Storage unit to have counter top made of 18mm thick prelaminated partical board of approved brand and shade. All the exposed edges of the top shall be provided with machine pressed 2mm thick PVC lipping glued with hot melt EVA glue. Storage to have adjustable shelves finished with laminate as per details. Storage to have openable shutters and necessary hardwares like SS handles, locks, hinges, tower bolts etc. complete as directed by the Engineer.	sqft	155		
<b>RATE in words:</b>					
	Visitor Chairs				
3	Visitor chair with seat and back Fabric Cushion, sledge base MS legs. Specification : Seat and back frame made out of 3/4" round 16 gauge tube connected with helical spring and GI hooks cushion made out of 52-55 density moulded foam supported with coir, good quality fabric upholstred PU arms with metal insert, leg frame out of 1" round 12 gauge tube with 7 tank chemically processed powder coating with proper fittings for leg, seat & back fixing. Dimensions: Seat ht. from Floor 460mm, Back ht. from floor 900mm, Seat Depth 480mm, Seat width 460mm, Seat width ( arms outer ) 540mm, Back ht. from Seat 450mm, Back width 480mm. REF: DRAWING NO: 6	NOS	14		
<b>RATE in words:</b>					
	Work station Chairs				
4	Medium back seat and back cushion, Inner Shell back with ABS, pushback mechanism and gas lift, RF arms with Polypropelen base with wheels. Specification: Seat and back frame made out of self countoured 12mm thick, hot pressed, termite proof, seat and back cushion, 52-55 density moulded foam, Back inner shell covered with ABS, seat and back connected with 80 x 50 mm flat powder coated covered with flexible bellow to the push back mechanism for tilting the tension control knob and front locking system, gaslift ht. adjustment, Polypropelen base with wheels. Dimensions: Seat ht. from floor Minimum 460mm and Maximum 560mm, Back ht. from floor Minimum 900 mm - maximum 1000 mm, Seat Depth 460 mm, Seat width ( Arms Outer ) 600 mm, Back ht. from Seat 480mm and Back width 430mm REF: DRAWING NO: 6	NOS	5		
<b>RATE in words:</b>					
	MANAGER Chair				

	High back seat & back cushion Fabric chair with column Regular Tilt mechanism, Gaslift and fixed PU ARMS - Revolving Type. Specification: Seat and back frame made out of 3/4"round 16 gauge tube connected with helical spring and GI hooks, cushion made out of 52-55 density moulded foam supported with coir, good quality fabric upholstred PU arms with metal insert, column tilt mechanism with zero position locking, gaslift ht. adjustment, Polypropelene base with wheels. Dimensions: Seat ht. from floor Minimum 480mm and Maximum 580mm, Back ht. from floor Minimum 1180mm and maximum 1280mm, Seat Depth 520mm, Seat width ( Arms Outer ) 620mm, Back ht. from Seat 680mm & Back width 520mm REF: DRAWING NO: 6	NOS	2		
	<b>RATE in words:</b>				
6	Partition  Fabricating, providing and placing in position partitions made of a tile based panel system, with provision for cable management. The partition shall be made of 75mm thickness, width that can be configured to suit almost any modular layout. All panels shall have leveling bolts. The structure shall comprise of aluminum/ M.S. combination of both, framing finished in power coating, the framework shall support the tiles, cable management and furniture components like work surfaces, storages etc. the tiles shall be minimum 5-6mm thk made of prelaminated board/ soft board (Pinup board) / fabric/ white board/ glass as specified by the architect/Engineer. Required hardware to be used, all of approved make/ brand and as per the drawing. Each partition should be provided with modular Electrical fittings with 3 switch and 3 sockets, One Telephone point and One LAN point at the down part of work station. REF: DRAWING NO: 1	sqft	300		
	<b>RATE in words:</b>				
7	Supply and laying of electrical wires from the nearest UPS(Uninterrupted power supply) point in each room to the individual work station. The circuit wiring for individual work station with (L-N-E) of 2.5 sq.mm. size cable should be laid down at the bottom half of the work station. The UPS point to be brought to the work station with necessary wires, casing capping etc as per the requirement and as directed by the engineer.	RM	35		
	<b>RATE in words:</b>				
8	Supply and laying of telephone cable of 4 pair size from the existing telephone point to the individual work station. Necessary fixing of casing and capping, with telephone cable as per the requirement and as directed by the engineer.	RM	30		
	<b>RATE in words:</b>				
9	Supply and laying of LAN cable CAT-6 from existing LAN point in each room to the individual workstation through raceways and partitions. Job also includes necessary fixing of casing and capping for LAN cable as required and as directed by the engineer.	RM	40		
	<b>RATE in words:</b>				



I	<b>Sub Total( A+B+C) :</b>	
II	<b>VAT:                   % (if any):</b>	
III	<b>Service Tax:                   % (if any):</b>	
IV	<b>Other Charges(if any):</b>	
V	<b>Grand Total :</b>	

Grand Total: Rs. \_\_\_\_\_

Grand Total in words: \_\_\_\_\_

1. Discount offered if any, should be included in the quoted rates & should not be shown separately.
2. Tender Evaluation Criteria-Contractor should quote all items given in the price bid. Tender will be rejected outrightly if all items of the price bid are not quoted. The Lowest Evaluated Bidder (L1) would be arrived from the Grand Total (V) above.

**Certificate:**

I \_\_\_\_\_  
 \_\_\_\_\_ on \_\_\_\_\_ behalf \_\_\_\_\_ of

\_\_\_\_\_ hereby accept all the terms & conditions laid down in the tender.

**Name & Signature of the tenderer:**

**With Date & Seal:**

**Annexure- XIII**

**Tender Acceptance Form**

**To,  
NCAOR  
Headland Sada  
Vasco-Goa.**

**Tender No: NCAOR/EST/CE/01/14-15**

1. We, \_\_\_\_\_ (Name(s) in Block Letters) hereby offer and undertake on the acceptance of this Work Order to supply goods and services as specified in your above work order and its Terms and Conditions.
2. We undertake that we shall immediately execute with you a formal agreement in the appropriate form incorporating the Conditions of Contract set out in this Tender together with such further terms and conditions, if any, agreed upon between NCAOR and us. Until the said formal agreement is prepared and executed, this offer together with your written acceptance thereof, shall constitute a binding agreement between us.
3. Our offer is valid for 90 calender days from the Date of Opening of this Tender.
4. We further undertake to give you any further information which you may require.
5. We warrant, represent and declare that we are duly authorised to submit, sign this tender, receive instruction, give any information, accept any contract and act for and on behalf of \_\_\_\_\_ (Name of company).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_

Authorized Signature

Name :

Designation :

Tenderer Official Stamp