

TENDER

for

**Supply of Workstations , Side Units (Storage Shelves) and
Cabin/Meeting Room Tables for GIZ office, Safdarjung
Enclave, New Delhi**

Tender Number: 9113 8236

Date: **27th April 2020**

(Single Envelop Bid System)

Particulars	Description
Purpose of Tender	To select an experienced company to Supply and install modular workstations with Side units and Cabin/Meeting Room Tables for GIZ Office, Safdarjung Enclave, New Delhi.
Tender reference number	INQ. 9113 8236
Date of tender announcement	<u>27th April' 2020</u>
Proposed site visit at GIZ Premises; B-5/5 Safdarjung Enclave New Delhi – 110 029	<u>Until 5th June'2020*</u> <u>*depends upon the prevailing conditions of nCovid Situation/lockdown.</u>
Last date to submit pre-bid queries by the interested bidders	<u>20th May'2020</u>
Last date to provide clarification to the queries. All the queries will be answered in the form of (Frequently asked question) FAQ and will be uploaded on the website www.tendernews.com	<u>25th May'2020</u>
Last Date and time for submission of bids	<u>19th June'2020</u>
Mode of Submission	Techno-commercial proposal must be submitted electronically. Bidders are requested to follow the instructions strictly stipulated at Clause 3.5 – Submission of bids
Validity of Bids/ Offered Price	90 days from the last date of submission of bids The selected supplier shall not be able to vary from their financial bid until the completion of the Order, if awarded by GIZ.
Address for Bid Submission	The techno-commercial bid needs to be submitted electronically – please refer to clause 3.5 – Submission of Bids. The bidder must submit documentary evidence against “ Annexure 4 ” alongwith the techno-commercial bid.
Location of Site	GIZ Office, B-5/5, 2 nd & 3 rd Floor, Safdarjung Enclave, New Delhi - 110029
Site Visit	The bidder can visit the site Until 5 th June'2020. However, the bidder needs to write to GIZ on well in advance on the following email ids; johny.reberio@giz.de & sanjay.dhar@giz.de

Dear Sir/ Madam

Techno-commercial bid in sealed single envelop are invited on or before last date for submission of bids from experienced companies for the Supply and install modular workstations with Side units and Cabin/Meeting Room Tables for GIZ Office, Safdarjung Enclave, New Delhi.

The bid may be prepared as per the provisions mentioned in the following documents available:

1. Invitation to Tender- Scope of work and bidding conditions
2. Specifications for furniture required - Annexure "1"
3. Covering Letter from Bidder – Annexure "2"
4. Declaration by Bidder – Annexure "3"
5. Document Submission – Annexure "4"
6. Financial Bid (Submission of Price) - Annexure "5"
7. Delivery Schedule – Annexure "6"
8. General Terms and Conditions

We look forward to receiving your offers.

With best regards,

Procurement Department
GIZ Office, New Delhi

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<p>Except because of force majeure, if the bidder fails to perform the scope of work, to the satisfaction of GIZ, within the time period specified in the delivery schedule or within the extended time period if any, GIZ shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damage, a sum equivalent to 1% of the price of the un-performed work/ services for each week of delay until actual completion of work, up to a maximum deduction of 10%. Once the maximum is reached GIZ may consider termination of the contract.....</p>	
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1. Project Overview

1.1 Background

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German Government enterprise that provides services in the field of international development cooperation worldwide. In India, GIZ has been working jointly with partners for sustainable economic, ecological and social development since more than 60 years now.

GIZ is renting additional office space at B-5/5, Safdarjung Enclave, New Delhi and is undertaking procurement of furniture for the same.

Detailed Scope of Work

- 2.1 The scope of work includes Supply, installation of modular workstations with Side units and Cabin/Meeting Room Tables at GIZ office, New Delhi as per the specifications and conditions required by GIZ.
 - 2.2 The selected bidder shall supply all the material/components required as per specifications specified in **Annexure 1**. GIZ reserves the right to inspect the material procured by the bidder for the furniture at the Bidder's premises. Bidder shall be required to inform GIZ at least five (5) days in advance from initiating the installation of the furniture at the new office site .
 - 2.3 The selected bidder shall visit the site to take the final measurements before fabricating the furniture . During installation , GIZ shall not be liable to compensate any additional cost incurred by the bidder and also the bidder shall not be permitted to deviate from the schedule it has proposed at the time of submitting the bid.
 - 2.4 The responsibility of transportation / loading / unloading / transit insurance of any component or the entire system up till the GIZ office, New Delhi, shall be with the selected bidder without any additional cost to GIZ.
 - 2.5 Only after GIZ's written go ahead for GIZ office, New Delhi the bidder shall initiate the shipping of the furniture in coordination with the designated GIZ officer.
2. At the desired location of the GIZ's premises, the selected bidder shall unpack the box in presence of GIZ official and install as per the installation guidelines.

3. Tender Conditions

3.1 Eligibility Criteria

The bidder shall provide sufficient evidence to support the following criteria:-

- The bidder should have a minimum experience of 05 years in Supply, Installation of modular furniture . The bidder should have an annual turnover of at least 70 Lakhs and should submit the Balance sheet of the last 2 years .
- *The Bidder shall provide the list of major work undertaken by the company in last 2 years, excluding the work done at GIZ office (Annexure - 4).*
- *The bidder shall provide the reference from the company of the recent work, testifying the below details (Annexure - 4).*
 - a) Quality of Work
 - b) Timely completion.

- It should possess the documents showing registration e.g. GST, PAN, etc. Self-attested copy of the documents should be furnished by the bidder along with the bid.
- ***One bidder can submit one bid only. No consortia is allowed for submission of this bid.***
- The Bidder should comply with various the International Standards for quality, environmental, occupational, health and safety management and i.e. ISO 9001, ISO 14001, ISO 18001 and ISO 11064 and copy of these certificates should be provided in the technical bid.
- The material used by the Bidder should preferably comply with quality standards i.e. eco-INSTITUT-Label, ANSI / BIFMA, RoHS complaint, ASTM E84 complaint. Preference shall given to Bidders, who comply with these standards. Copy of these certificate should be attached with Technical Bid.

3.2 Validity of Bids

- The bids shall be valid for a term of 60 days from the last date of submission of bids. The bids not accepting the term of validity shall be liable for rejection. The quoted price shall be firm in all respect till the completion period.
- In exceptional circumstances, GIZ may solicit the bidder's consent for an extension of the period of validity, without any change in the quoted price. The request and the responses thereto shall be made in writing.

3.3 Preparation of Bids

- The bidder is required to independently examine the eligibility criteria, terms & conditions and specifications as mentioned in Annexure 1 . The bidder should ensure that cost for each items/equipment's should be mentioned. Failure to furnish all or any of the required information/documentation will be at the risk of bidder and may result in the rejection of the bid.
- The bids and submission of related document shall be submitted in English language. All correspondence between GIZ, bidder and other party related to the tendering process and common between GIZ and bid shall also be in English language only.
- The financial bids shall be submitted in Indian Rupees only in a prescribed format.
- The bid should be submitted with proper binding of documents with no loose paper.
- The proposal should be on companies letter head duly signed and stamped, the name and full address should be provided along with contact details (contact number, communication address and email)
- Any alteration or corrections shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. The bids should be free from overwriting

3.4 Clarification to the bidder(s)

- An interested bidder requiring any clarification in the tender may send the query through email on both the following email ids, within the given timeline.
johney.reberio@giz.de (b) sanjay.dhar@giz.de

The bidders must keep the standard and following "Subject line" while corresponding with GIZ

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- Personal/telephonic/telex contact on the subject of this tender will not be entertained and must be refrained in any circumstances.
- Cost incurred towards submitting the bids will in any case not be reimbursed/paid by GIZ.

3.5 Submission of Bids:

4. Electronic Bid submissions

As indicate the bids shall only be submitted electronically and only in the email ID's as mentioned below. The following process needs to be followed by the bidder while submitting the bid;

- a) The bid/techno-commercial shall be submitted electronically with separate folder for submission of documents. **In a simpler means, there shall be two submission of proposal in one email (techno-commercial offer and document submission against Annexure 4) as per the timeline mentioned.**
- b) The proposal must be submitted on company letter head with complete details, contact number and email id of the authorized signatory.
- c) The bidder needs to submit the proposal/documents on or before the date of submission of bid.
- d) The bidders have to submit the proposal as well as required documents on the following email ids -mandatorily.
johney.reberio@giz.de and sanjay.dhar@giz.de and
qn_quotation@giz.de; QN_Quotation@giz.de
- e) Bidders are requested to clearly specify the title of the Tender, as mentioned in Tender Notice.
- f) **For clarifications/correspondence, Bidders are requested to write to us at**
johney.reberio@giz.de and sanjay.dhar@giz.de

- The bids shall be complete in all respect and the bidder shall submit all the relevant documents as described under this tender. If required, GIZ may solicit in writing further information from the bidder.
- The bids received after due Date and Time or incomplete shape will be summarily rejected.
- A bid once submitted shall not be permitted to be altered or amended.

3.6 Price Submission

- The price quoted should be inclusive of taxes (GST), freight, transit insurance, loading / unloading with delivery charges, and any such other levies/ taxes (refer price sheet/B.o.Q) that may be applicable by appropriate authority towards delivery of material at project site specified in the scope of work of this tender document
- The tax rates should be clearly mentioned on the Price Sheet (**Annexure – 5**)
- If Bidders fails to mention the applicable taxes and duties in the price bid, it will be presumed that bidding rate is inclusive of all taxes & duties applicable for this bid till the delivery of said materials at GIZ Office. GIZ will not be liable to pay any taxes and duties to any agency during or after the delivery of said materials.
- The rate should be quoted in the prescribed form as per **Annexure – 5**. If the rates are not quoted as per the **Annexure – 5**, the tender will be liable to be rejected summarily
- Price towards insurance and other cost should be clearly indicated. Please write NIL or inclusive, as applicable. Please DO NOT leave any column blank in the price sheet.

3.7 Opening of Bids

- Bids may be opened by the GIZ Tender Committee (GTC), after the date of submission of bids.
- There will be no public opening of the bids.

3.8 Evaluation of Tenders

- The technical bids shall be evaluated following the criteria as specified under Section 3.1 and documents submitted as per **Annexure 4**.
- In case GIZ requires further clarification from the bidders, the same shall be solicited in writing and the bidders shall furnish such information within two (2) working days from the date of such communication.
- GIZ will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are substantially responsive in confirming to all terms and conditions of the bidding documents without material, quantity and quality deviations.
- A bid determined as substantially non-responsive will be rejected by GIZ and may not subsequently be made responsive by the bidder by correction of the non-conformity.
- The evaluation of a bid by GIZ will exclude and not take into account any allowance for price adjustment provided in the bid.
- The evaluation of a bid by the GIZ will take into account, in addition to the price bid, all relevant factors such as compliance with the following:
 - Technical specification
 - Acceptance to deliver the material at Project Site
 - All further conditions mentioned in the bidding documents
 - Delivery schedule offered in the bid

3.9 Award of Contract

- GIZ shall issue the letter of award(s) to the declared successful bidder(s) for undertaking the scope of work elaborated in the relevant sections of this tender document.
- The selected bidder shall have to sign a Non-Disclosure agreement with GIZ.

3.10 Acceptance of Bid

- The final acceptance of bid waiver of any formalities thereof is entirely vested with GIZ, who reserves the right to accept or reject any or all of the bid in full or in part
- GIZ would issue the letter of award only to the successful bidder.
- GIZ will not share the evaluation result with any of the bidder. Bidders shall be informed on their request about the reasons why they were not successful. Such information shall be limited and categorized under following:
 - Incomplete Bid
 - Technically not acceptable
 - Higher price
- After acceptance of the bid, the bidder shall have no right to withdraw/modify its bid.
- GIZ at its discretion may call for any additional clarification(s), document(s) from any or all the bidders during the process of evaluation of bids in short notice.

4. General Conditions

4.1 Delivery Site

The delivery site(s) shall be B- 5/5 ,Safdarjung Enclave ,New Delhi

4.2 Completion Period

- The bidder(s), after receipt of award of contract, shall execute the work with best workmanship/processes.
- The completion period for the entire work shall be 50 days after the award of contract. The work as specified under the award of contract shall be binding on the bidder. GIZ reserves the right to extend the timeline only under special circumstances with valid and acceptable justification.

4.3 Delivery Schedule

The bidder shall provide the delivery schedule as per **Annexure – 6**

4.4 Inspection & Testing

- GIZ reserves the right to inspect the material procured by the bidder for the assembly of the Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables and at the Bidder's premises. Bidder shall be required to inform GIZ at least five (5) days in advance from initiating the assembly of Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables. The Assembly, Testing & Commissioning of the Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables shall be initiated once the material is approved by GIZ or any expert appointed on its behalf.
- The bidder shall then undertake the Assembly of the 1st (first) Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables at GIZ office, New Delhi premises and shall communicate to the designated officer of GIZ the probable date for inspection. GIZ shall undertake inspection & testing of the Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables with regard to the specifications as provided to the bidders in Annexure 3.3.
- During the inspection & testing of the Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables is not found as per the provided specifications, the bidder shall rectify the shortcomings and shall again communicate to the designated officer of GIZ the probable date for inspection. GIZ shall undertake inspection & testing of the Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables with regard to the specifications as provided to the bidders. During such event, GIZ shall not be liable to compensate any additional cost incurred by the bidder and also the bidder shall not be permitted to deviate from the schedule proposed at the time of submitting the bid. A maximum of two attempts shall be provided for inspection and testing.
- In case the system is not clearing tests and inspection after 2 attempts, the contract with the Bidder shall be cancelled. Upon handover of all material of the Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables manufactured for GIZ, only 50% of the cost of Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables as quoted by the successful bidder shall be provided. The second successful bidder may be asked by GIZ for manufacturing the Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables with the same conditions as provided to the first bidder.
- Once the testing of Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables is found satisfactory by GIZ or an expert appointed by GIZ, the bidder shall be communicated to initiate the assembly of the Height adjustable desks with Side Credenza and Cabin/Meeting Room Tables. The bidder shall note that GIZ reserves the right to undertake independent inspection with regard to quality and dimensions / specifications of the Height adjustable desks with Side Credenza at any time at the bidder's premises.
- The bidder in no way is relieved from any obligation of this tender.

4.5 Liquidated Damages and Termination of Contract

Except because of force majeure, if the bidder fails to perform the scope of work, to the satisfaction of GIZ, within the time period specified in the delivery schedule or within the extended time period if any, GIZ shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damage, a sum equivalent to 1% of the price of the unperformed work/ services for each week of delay until actual completion of work, up to a maximum deduction of 10%. Once the maximum is reached GIZ may consider termination of the contract.

4.6 Force Majeure

- Force Majeure Events shall include the following events to the extent they satisfy the foregoing requirements:
 - natural disasters, including but not limited to lightning, earthquake, volcanic eruption, landslide, flood, cyclone, typhoon, tornado
 - any act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, terrorist or military action
 - any requirement, action or omission to act pursuant to any judgment or order of any court or judicial authority or Statutory Entity in India of any Law or any of their respective obligations under this Agreement
 - expropriation and/or compulsory acquisition of the Project in whole or in part by any Government or Statutory Entity
 - radioactive contamination or ionising radiation originating from a source in India or resulting from another Force Majeure Event excluding circumstances where the source or cause of contamination or radiation is brought or has been brought into or near the Project Site by the Affected Party or those employed or engaged by the Affected Party
 - industry wide strikes and labour disturbances having a nationwide impact in India
- Force Majeure Event shall not include the following conditions, except to the extent that they are consequences of a Force Majeure Event:
 - unavailability, late delivery or change in cost of steel, equipment, materials, spares parts or consumables in local market
 - delay in performance of any contractor or sub-contractor or their agents
 - non-performance resulting from normal wear and tear of plant, materials or equipment at the bidders facility
 - strike or labour disturbances at the facilities of the bidder
 - insufficiency of finances or funds or the agreement becoming onerous to perform
 - non-performance caused by, or concerned with, the bidder negligent and
 - intentional acts, errors or omissions
 - failure to comply with Law, or
 - breach of, or default under this Agreement

4.7 Payment Terms

- 30% of bid price shall be paid as advance against Bank Guarantee along with Procurement Order.
- 65% of the total contract value shall be paid after successful delivery and installation of the requisite furniture along with the Delivery Challan at the B-5/5 ,GIZ office, New Delhi.
- Balance 5% as retention will be paid after 6 months of completion of work

4.8 Delivery of Material

- The Bidder should note that it has to furnish and agree with GIZ, the delivery of the material at the GIZ office, New Delhi (**Annexure – 6**)
- The workstations with Side units and Cabin/Meeting Room Tables to be delivered must be coordinated with GIZ before the dispatch from the factory/workshop to the GIZ office.

4.9 Miscellaneous

- At any time prior to the submission of bid, GIZ for any reason whatsoever, whether at its own motion or in response to the clarification to the prospective bidder may amend the conditions of the bid document through announcement of a notice. The responses to the clarifications of the bidders, if any, shall be made available at the www.tendernews.com. The bidders are advised to visit the aforementioned website to get the responses for their queries
- In case the amendment is notified after the submission of bids, the financial bids of the bidders shall be returned in the sealed condition through registered post or courier service for getting the revised offers according to the amendment in the terms and conditions
- The bidder in no circumstances transfer its obligation or sublet the work to any other party without prior consent of GIZ
- The bidder must refer to general terms and conditions of GIZ

Annexure 1: Specifications for Height Adjustable Desks with Side Credenza and Cabin/Meeting Room Tables

A. HEIGHT ADJUSTABLE DESKS SPECIFICATION

For Cabin		
Sl. No	Description	Qty
1	<ul style="list-style-type: none"> • Construction <ul style="list-style-type: none"> - The Height Adjustable Desks should have following height x width x depth provisions - W x D X H= 1600 mm x 750 mm x 650 -1200 mm . The above mentioned provisions are tentative and can vary $\pm 10\%$. The bidder will take final measurement after award of work for each type of desks. - Table top should be in laminated 26mm (± 1mm) MDF Board with all side PVC edge banding with Highland Pine (Laminate) colour. - The desk should have provision of routing LAN and power cables within. - With $\pm 20\%$ tolerance • Specification <ul style="list-style-type: none"> - Intuitive Desk panel for office desk - Height adjustable memory controller - Provision of power cable with modular jack plug, min. 1700 mm straight, PVC free, 	9
For Workstations		
2 a	<ul style="list-style-type: none"> • Construction – WS 1 <ul style="list-style-type: none"> - The workstations should have following height x width x depth provisions - W x D x H = 1600 mm x 750 mm x 750 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. The bidder will take final measurement after award of work for each type of desks. - Table top should be in laminated 26mm (± 1mm) MDF Board with all side PVC edge banding with Highland Pine (Laminate) colour. - The desk should have provision of routing LAN and power cables within. - With $\pm 20\%$ tolerance 	13

2 b	<ul style="list-style-type: none"> • Construction – WS 2 - The workstations should have following height x width x depth provisions - W x D x H = 1200 mm x 700 mm x 750 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. <p>The bidder will take final measurement after award of work for each type of desks.</p> <ul style="list-style-type: none"> - Table top should be in laminated 26mm (± 1mm) MDF Board with all side PVC edge banding with Highland Pine (Laminate) colour. - The desk should have provision of routing LAN and power cables within <p>With $\pm 20\%$ tolerance</p>	12
2 c	<ul style="list-style-type: none"> • Construction – WS 3 - The workstations should have following height x width x depth provisions - W x D x H = 1400 mm x 700 mm x 750 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. <p>The bidder will take final measurement after award of work for each type of desks.</p> <ul style="list-style-type: none"> - Table top should be in laminated 26mm (± 1mm) MDF Board with all side PVC edge banding with Highland Pine (Laminate) colour. - The desk should have provision of routing LAN and power cables within <p>With $\pm 20\%$ tolerance</p>	12

B. SIDE CREDENZA (STORAGE SHELVES) SPECIFICATION

For Cabin		
Sl. No	Description	Qty
1 a	<ul style="list-style-type: none"> • Construction - The Side Credenza (SU 2 - storage shelves) should have following height x width x depth provisions of (W x D x H) = 1000 mm x 450 mm x 675 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. <p>The bidder will take final measurement after award of work for each type of shelves.</p> <ul style="list-style-type: none"> - Table top should be with 26mm (± 1mm) Highland Pine (Laminate) colour. 	9

	<ul style="list-style-type: none"> - Rest of the body should be with laminated 18mm (± 1mm) MDF Board with all side PVC edge banding with Frosty White (Laminate) colour. - With $\pm 20\%$ tolerance 	
For Workstations		
1 b	<ul style="list-style-type: none"> • Construction <ul style="list-style-type: none"> - The Side Credenza (SU 1 - storage shelves) should have following height x width x depth provisions of (W x D x H) = 900 mm x 450 mm x 675 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. <p style="text-align: center;">The bidder will take final measurement after award of work for each type of shelves.</p> <ul style="list-style-type: none"> - Table top should be with 26mm (± 1mm) Highland Pine (Laminate) colour. - Rest of the body should be with laminated 18mm (± 1mm) MDF Board with all side PVC edge banding with Frosty White (Laminate) colour. - With $\pm 20\%$ tolerance 	36

C. MEETING ROOM TABLE SPECIFICATION

Sl. No	Description	Qty
1 a	<ul style="list-style-type: none"> • Construction <ul style="list-style-type: none"> - The 3rd Floor Meeting Room Table (T – 1) should have following height x width x depth provisions of (W x D x H) = 3600 mm x 1200 mm x 750 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. <p style="text-align: center;">The bidder will take final measurement after award of work for each type of table.</p> <ul style="list-style-type: none"> - Laminated 18mm (± 1mm) MDF board based Side Panels with Frosty white colour & Modesty with highland pine color - Table Top in Laminated 26mm (± 1mm) MDF Board with Highland pine color - Power Distribution Sockets on the Table for powering of active devices with two popup box with provision of AMP socket/RJ45/HDMI Port and VGA Port/RJ11 with desk for powering the active device. Table base should be provided in such a shape that it could provide maximum leg space. 	1

<p>1 b</p>	<ul style="list-style-type: none"> • Construction <p>- The 4th Floor Meeting Room Table (T – 4) should have following height x width x depth provisions of (W x D x H) = 2500 mm x 1000 mm x 750 mm. The above mentioned provisions are tentative and can vary ±10%.</p> <p>The bidder will take final measurement after award of work for each type of table.</p> <ul style="list-style-type: none"> - Laminated 18mm (±1mm) MDF board based Side Panels with Frosty white colour & Modesty with highland pine color - Table Top in Laminated 26mm (±1mm) MDF Board with Highland pine color - Power Distribution Sockets on the Table for powering of active devices with two popup box with provision of AMP socket/RJ45/HDMI Port and VGA Port/RJ11 with desk for powering the active device. Table base should be provided in such a shape that it could provide maximum leg space. 	<p>1</p>
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Annexure 1: Specifications for Storage Units; Tables and Chairs

D. SPECIFICATION

Sl. No	Description	Qty
1 a	<ul style="list-style-type: none"> • Construction <ul style="list-style-type: none"> - Storage Unit with planter on top (ST – 1) should have following height x width x depth provisions - W x D x H = 1350 mm x 450 mm x 1200 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. <p style="text-align: center;">The bidder will take final measurement after award of work for each type of desks.</p> <ul style="list-style-type: none"> - Storage unit top should be in laminated 26mm (± 1mm) MDF Board with all side PVC edge banding with Highland Pine (Laminate) colour. 	10
1 b	<ul style="list-style-type: none"> • Construction <ul style="list-style-type: none"> - Storage Unit with planter on top (ST – 2) should have following height x width x depth provisions - W x D x H = 750 mm x 450 mm x 1200 mm. The above-mentioned provisions are tentative and can vary $\pm 10\%$. <p style="text-align: center;">The bidder will take final measurement after award of work for each type of desks.</p> <ul style="list-style-type: none"> - Storage unit top should be in laminated 26mm (± 1mm) MDF Board with all side PVC edge banding with Highland Pine (Laminate) colour. 	4
1 c	<ul style="list-style-type: none"> • Construction <ul style="list-style-type: none"> - Storage Unit with planter on top (ST – 3) should have following height x width x depth provisions - W x D x H = 700 mm x 450 mm x 1200 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. <p style="text-align: center;">The bidder will take final measurement after award of work for each type of desks.</p> <ul style="list-style-type: none"> - Storage unit top should be in laminated 26mm (± 1mm) MDF Board with all side PVC edge banding with Highland Pine (Laminate) colour. 	3

1 d	<ul style="list-style-type: none"> • Construction <ul style="list-style-type: none"> - Storage Unit with planter on top (ST – 4) should have following height x width x depth provisions - W x D x H = 2100 mm x 450 mm x 1200 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. <p>The bidder will take final measurement after award of work for each type of desks.</p> <ul style="list-style-type: none"> - Storage unit top should be in laminated 26mm (± 1mm) MDF Board with all side PVC edge banding with Highland Pine (Laminate) colour. 	2
Tables		
2 a	<ul style="list-style-type: none"> • Construction <ul style="list-style-type: none"> - The Circular Coffee Table (T-2) should have following provisions – Dia x Height = 600 x 450 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. <p>The bidder will take final measurement after award of work for each type of table.</p> <ul style="list-style-type: none"> - Table top should be in laminated 26mm (± 1mm) MDF Board with all side PVC edge banding with Highland Pine (Laminate) colour. 	1
2 b	<ul style="list-style-type: none"> • Construction <ul style="list-style-type: none"> - The Circular Discussion Table (T-3) should have following provisions – Dia x Height = 750 x 750 mm. The above mentioned provisions are tentative and can vary $\pm 10\%$. <p>The bidder will take final measurement after award of work for each type of table.</p> <ul style="list-style-type: none"> - Table top should be in laminated 26mm (± 1mm) MDF Board with all side PVC edge banding with Highland Pine (Laminate) colour. 	1

Chairs		
	<ul style="list-style-type: none"> • Specification 	
3 a	Medium back task chair for workstations CH-1	36
3 b	Task chair with head-rest for cabins CH-2	9
3 c	Visitors chair CH-3	18
3 d	Meeting Room chairs CH-4	22
<p>Please provide samples of chairs in each function for selection by trial for ergonomic comfort.</p>		

Declaration by the bidder:

I/ We hereby confirm that all the specification given above has been properly understood and agree to supply the Height Adjustable Desks/work stations with Side Credenza and Cabin/Meeting Room Tables conforming to the required standard / specification.

(Signature of Bidder)

Seal/ Stamp and Date:

Annexure 2: Covering letter

Covering Letter
(To be submitted along with the Proposal/bid on company's Letter Head)

M/s

.....

.....

.....

.....

To,
Head of Contracts & Procurement
GIZ Office, 46, Paschimi Marg
Vasant Vihar, New Delhi – 110 057

Subject: Offer in response to Bid No. (Supply and installation of Height Adjustable Desks and work stations with Side Units and Cabin/Meeting Room Tables at GIZ office, New Delhi)

Dear Sir/ Madam,

I/We the undersigned hereby offer to execute the scope of work and accordingly submit our offer in full compliance with terms & conditions of the bid.

The bid is being submitted as per the instructions mentioned in the tender documents.

(Signature of Bidder)

Name of the Contact Person	
Mobile Number	
Email Id	
Land line Number, if any	
Office address	

Annexure 3: Declaration by the bidder

Declaration by the bidder (to be submitted along with the bid)

I/We the undersigned (herein after referred to as manufacturer) having fully understood the nature of the work and having carefully noted design, specification, terms and conditions, etc. as mentioned in the bid document do hereby declare that,

1. All the requirements of the bid document have been understood properly and accordingly agree with all provisions of the bid document and accept all risks, responsibilities and obligations directly or indirectly connected with the performance of the bid.
2. All the relevant information with regard to proper execution of the proposed work have been understood, with respect to the proposed specifications, its intended end use, availability of required materials and labour etc.
3. Are capable of executing and completing the work as required in the bid and is financially sound to execute the scope of work as per the work execution schedule. We have sufficient experience and are competent enough to perform the contract up to the satisfaction of GIZ. We also give the assurance to execute the scope of work as per the specifications, terms and conditions on award of order.
4. We have no collusion with other bidders, any employee of GIZ or team engaged in executing the scope of work.
5. We have not been influenced by any statement or promises by any employee of GIZ or anyone from the team engaged by GIZ but only by the bid document.
6. We are familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
7. We have never been debarred to undertake similar work by any Government undertaking/department.
8. The submitted offer shall remain valid for acceptance for 60 days from the last date of submission of bid.
9. All the information and the statements submitted with the bid are true to the best of knowledge.

(Signature of Bidder)

Name:

Seal/Stamp:

Date:

Annexure 4: Document Submission

1. Checklist

Bidder should confirm that following documents has been submitted along with the bid.

Sl. No	Documents	Yes	No
1.	Covering letter as per prescribed format (Annexure 2)		
2.	Declaration on Company's letter head with complete contact details as per prescribed format (Annexure 3)		
3.	Agreement of Technical Specification <i>Signed and stamped</i> (Annexure 1)		
4.	Price bid as per prescribed format (Annexure 5)		
5.	Delivery Schedule: Total time frame required for Procurement, Assembly, Testing & Commissioning of Height Adjustable Desks with Side Units and Cabin/Meeting Room Tables at GIZ Office, New Delhi. (Annexure 6)		
6.	Filled checklist (Annexure 4)		
7.	Further documents required as per section 2 below		

2. Bidders to provide following information and need to attach documentary evidence in support of each of them

Sl. No	Description	Relevant document to be submitted	Documents Submitted	
			Yes	No
1.	Minimum experience of 05 years in Supply, Assembling, Testing and Commissioning of Height Adjustable Desks	- Certificate of Incorporation or any other document for registration or partnership deed		

	with Side Credenza and Cabin/Meeting Room Tables	- 2 or less years old Purchase orders / Work contracts / commissioning certificates of years in Procurement, Assembly, Testing & Commissioning of Height Adjustable Desks with Side Credenza and Cabin/Meeting Room Tables in the name of the bidder, excluding work done at GIZ office.		
2.	Annual turnover of at least 100% of the quoted amount in the last two financial years.	Copy of audited statement by CA.		
3.	It should possess the documents showing registration e.g. GST, PAN, etc. Self-attested copy of the documents should be furnished by the bidder along with the bid.	Copy of Pan card Copy of GST number		
4.	Certification of Material quality, testing and ISO/International practices	Copy of relevant Documents		
5.	Company references	Reference letter/Certificate from the company testifying: <ul style="list-style-type: none"> • Quality of work • Timely completion 		

Signature of the bidder

Name:

Seal / Stamp

Annexure 5: Price bid submission

Separate excel sheet enclosed with the tender document.

Annexure 6: Delivery Schedule

Overview

Sl. No	Description	Expected Plan (GIZ)	Plan proposed by the bidder
1.	Date of Purchase Order / Award of Contract	D0 (Day 0)	
2.	Complete Delivery of Height Adjustable Desks with Side Credenza and Cabin/Meeting Room Tables successfully installed at GIZ office, New Delhi	D0 + 50 days	

Detailed Schedule

Sl. No	Tentative Delivery Schedule	Expected Plan (GIZ)	Plan proposed by the bidder
1.	Final measurement at site and submission design	D0 + 05 days	
2.	Final installation and handover of work station, Hight adjustable desk with Side Credenza and Cabin/Meeting Room Tables in full working condition to GIZ.	D5 + 45 days	

Name of the Supplier:
Signature & Stamp

Date