

फोन : २४६१६५०७
फैक्स : २४६१६५०७

सं. MF.CGA/Admn./Workstation/8th Floor/2006-07
No. 116-124

भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय, व्यय विभाग
MINISTRY OF FINANCE, DEPT. OF EXPENDITURE
महालेखा-नियंत्रक
CONTROLLER GENERAL OF ACCOUNTS

Ph. : 24610623
तार : महालेखा
Grams : MAHALEKHA

७वां तल, लोकनायक भवन
7th FLOOR, LOK NAYAK BHAVAN
खान मार्केट, नई दिल्ली-११०००३
KHAN MARKET, NEW DELHI-11000

दिनांक 15th May, 2006
Dated

To
As per list

Sub: Providing and fixing of Modular Workstation in Admn. & Cash section on 8th Floor.

Sir,

Sealed tender are invited for Providing and fixing of Modular Workstation in Admn & Cash section on 8th Floor . The drawing and specification of work is enclosed herewith. The last date of submitting these tender is 26th May, 2006 at 15.00 hrs. Pre-bid discussion with the bidders will be held on 24th May, 2006 at 15.00 hrs. at Room No.726, Controller General of Accounts office, 7th Floor, 'C' Wing, Lok Nayak Bhawan, New Delhi in which all the queries of the contractor shall be clarified. Any further queries shall not be entertained afterwards.

Non-submission of the certificates/Information along with the technical bid may entail rejection of the tender. All the pages of tender, certificates etc. should be signed by the tenderer with seal. All the entries in the tender document should be in ink only. Erasing and overwriting are not allowed. The tenderer should duly sign all the cancellations and insertions in the tender.

The Technical Bids will be opened on the same day viz. 26/05/2006 at 15.30 hrs in presence of the bidders who would like to be present.

The second envelop should contain Bid in the BOQ. This bid will be opened only of the firms who are qualified in the Technical bid the bid shall be opened in presence of the concerned bidders who wish to be present.

You are requested to visit the site and see the work before quoting the rates. The undersigned can be contacted in this regards.

The details are also available on the CGA's website : www.cga.nic.in

Yours faithfully,

- Sd/-

(Arun Sharma)
Assistant Controller of Accounts (Admn.)
Tel.No.24698230.

TERMS AND CONDITIONS OF TENDER

1. The contractors must visit the site to satisfy themselves about the local conditions and site restrictions, physical/administrative/access etc. if any, before commencement. Failure to visit the site shall not, under any circumstances whatsoever, at a later date, constitute a ground for mitigation of the terms of this contract.
2. This is an item-rate contract. The item-rate quoted is deemed to be an all-inclusive rate, including all material, labour, cartage, hardware, accessories, tools & plants, scaffoldings and strutting, overheads, supervision, travelling and co-ordination, fabrications, profits, existing government taxes and levies including VAT, service tax etc. needed for the successful completion of the works.
3. The contractor shall make his own arrangements for the engagement of the labour, locally or otherwise. Nothing will be paid for the transport, housing, feeding etc. of the labour. A list of workers shall be made to execute the works and prior permission required from Security Incharge to enter the premises after office hours and on holidays.
4. The quote shall be valid for the entire duration of the contract.
5. All prevalent tax deductions shall be applicable. Any new deductions, if introduced by the government, during the course of the works, shall be done at source.
6. The Contractor will be responsible for the due compliance of the provisions of the various labour laws (Central), whichever are applicable to workmen, deployed by the contractor party in relation with the subject services.
7. At the time of handing over, a defect list, if any, shall be prepared and the same rectified by the contractor for which a mutually agreeable time shall be fixed. (Not more than 15 days). In case the contractor fails to complete the same within this time, the handing over date shall be deemed to be the date on which the total works are complete.
8. The enclosed drawings/sketches are only suggestive. For execution, detailed drawings and instructions of the architects shall be followed.
9. The scope of work and the working methodology must be fully understood. As the work has to happen in a working office, even though the exact place of work is free working area, proper planning in co-ordination with the architects and owners has to be maintained. The contractor has to ensure that the company does not have loss of working man-hours, nor disturb other working areas within the premises.

10. Time is of immense importance in the project and the contractor must stick to the finalized schedule. Delay in progress may result a penalty @ 2% (of the total contract amount) per week of delay of part thereof, subject to a maximum of 10%.
11. The Contractor is required to submit a work Performance Bank Guarantee of 10% (Ten percent) of value of contract which should be valid for a period of six months after completion of contract and also during the currency of the contract.
12. Payments shall be made by cheques payable at Delhi through courier
13. All works shall be carried out as per the specifications/instructions/drawings and details of the Architects.
14. The contractor shall appoint a supervisor of works, who should be available on the site for the complete duration of the project, and should be capable of implementing instructions and executing on behalf of the contractor.
15. If the progress of the works does not match the quality required by CGA office architects, in terms of material of workmanship, or in progress against time, the CGA office reserves the right to terminate the contract at any time and / or get it executed by some other party or get it executed in part / balance on the contractor's cost.
16. In case there is any extra work beyond the final amount, written permission prior to its execution shall be taken.
17. Work should be completed as per specification and drawing by 30th June, 2006 positively.

NAME OF WORK: - PROVIDING & SUPPLYING FURNITURE AT CGA, 8TH FLOOR, LOKNAYAK BHAWAN.

SCHEDULE OF QUANTITIES

S.NO.	ITEM DESCRIPTION.	QTY.	UNIT.	RATE.	AMOUNT.
A.	<u>MODULAR PART-</u>				
1.	<p><u>AAO's Workstation (2-SEATER): -</u> Providing & Fixing of partition panel of 50 mm thick, comprising of AL/MS Extrusions of height 1200mm/1660mm (for Overhead Storage). The workstations should be mounted on double skin partition panels which would consist a structure of batten of size 40 mm x 25 mm. of medium density Particle board and an infill of battens of size 40mm x 25 mm of medium density particle board. The outer layers shall be made of MDF of 4 mm thickness and finished with Decorative laminated sheets of 1.0 mm thickness having one side bearing the decorative surface for Bottom Panel & Fabric rapped over 4mm thick MDF sheet for top Panel. The total block thus would be of 50 mm thickness. The worktop shall be made of 25 mm thick pre-laminated particleboard with 2mm PVC lipping on all exposed surfaces. The size of the Main Peninsula worktop is 1650mmX750mm with return unit of size 1050mmX 450mm for each Sr.Executive. One 2-Drawer Steel pedestal of size 560(H) x390 (L) x470 (D), One Keyboard tray, one Metallic CPU trolley & One Overhead Storage of size 1050 (W) is provided for each individual.</p>	1	No.		
2.	<p><u>Subordinate's Workstation (1 SEATER): -</u> Providing & Fixing of partition panel of 50 mm thick, comprising of AL/MS Extrusions of height 1200mm. The workstations should be mounted on double skin partition panels which would consist a structure of batten of size 40 mm x 25 mm. of medium density Particle board and an infill of battens of size 40mm x 25 mm of medium density particle board. The outer layers shall be made of MDF of 4 mm thickness and finished with Decorative laminated sheets of 1.0 mm thickness having one side bearing the decorative surface for Bottom Panel & Fabric rapped over 4mm thick MDF sheet for top Panel. The total block thus would be of 50 mm thickness. The worktop shall be made of 25 mm thick pre-laminated particleboard with 2mm PVC lipping on all exposed surfaces. The size of the Main Straight worktop is 1500mmX600mm with return worktop of size 900mmX 450mm. One 2-Drawer Steel pedestal of size 560(H) x390 (L) x470 (D), One Keyboard tray, one Metallic CPU trolley is provided with the workstation.</p>	12	Nos.		

S.NO.	ITEM DESCRIPTION.	QTY.	UNIT.	RATE.	AMOUNT.
3.	<p><u>AO's Workstation (1 SEATER): -</u> Providing & Fixing of partition panel of 50 mm thick, comprising of AL/MS Extrusions of height 1200mm/1660mm (for Overhead Storage). The workstations should be mounted on double skin partition panels which would consist a structure of batten of size 40 mm x 25 mm. of medium density Particle board and an infill of battens of size 40mm x 25 mm of medium density particle board. The outer layers shall be made of MDF of 4 mm thickness and finished with Decorative laminated sheets of 1.0 mm thickness having one side bearing the decorative surface for Bottom Panel & Fabric rapped over 4mm thick MDF sheet for top Panel. The total block thus would be of 50 mm thickness. The worktop shall be made of 25 mm thick pre-laminated particleboard with 2mm PVC lipping on all exposed surfaces. The size of the Main Peninsula worktop is 1800mmX750mm with return unit of size 1050mmX 600mm. One 2-Drawer Steel pedestal of size 560(H) x390 (L) x470 (D), One Keyboard tray, one Metallic CPU trolley, One Overhead Storage of size 1050(W) along with One No. of steel perforated Modesty panel is provided.</p>	1	No.		
4.	<p><u>STORAGE CABINET: -</u> Providing & supplying hinged door Free standing cabinet units resting on floor having top, sides, back, & shelves in CRCA powder coated steel and door in MDF. The body and Shelves of the cabinets shall be made of 0.8mm CRCA steel. The top of the cabinets shall be made of 2mm thick CRCA steel and the skirting plate shall be made of 1.2mm CRCA steel. The shelves shall be supported on Spring Steel clips and shall be adjustable at intervals of 12.5mm heights. The cabinet shall be provided with CAM Locks from ARMSTRONG UK. The handles shall be PVC Moulded and shall be flush fitted. The cabinets shall be provided with 4 Nos. M10 levelers for height adjustment upto 25mm. The shutter shall have self-closing hinges. Following are the Length, Depth and Height Specification of the Storage Units: -</p>				
	<p><u>Storage Cabinet of size 750mm (W)*450mm (D)*1200mm (H)</u></p>	18	Nos.		
5.	<p><u>Printer & Cash Counter Table: -</u> Providing & supplying Free Standing Tables supported on CRCA steel powder coated understructure and pre-laminated beam panels. The worktop shall be made of 25 mm thick pre-laminated particleboard with 2mm PVC lipping on all exposed surfaces. Following are the sizes of the Tables: a) <u>Printer Table- 1500mm * 600mm.</u> b) <u>Cash Counter- 1200mm * 600mm.</u></p>	1 1	No. No.		

S.NO.	ITEM DESCRIPTION.	QTY.	UNIT.	RATE.	AMOUNT.
B.	<u>MISC. PART-</u>				
1.	<u>FULL HEIGHT PARTITION: -</u> Providing / Fixing Wooden partition made of soft wood for framework with 6mm thick commercial ply on both sides with laminate/veneer complete. (Ht-10'-0")	360.00	Sft.		
2.	<u>CHAIRS: -</u> a) Providing & supplying Medium back chairs with P U seat & back, central tilt mechanism, fabric approved shade, ABS seat & back cover, glass filled nylon prolonged star based pedestal with twin wheel castors & gas lift arrangement. (With Adjustable Arm)	16	Nos.		
	b) Providing & supplying low back chairs for visitors with permanent contact mechanism, PVC lipping. (With universal arm.)	7	Nos.		
3.	<u>Dismantling Job: -</u> Doing dismantling to the existing partition, wall, storages and other misc. items at site as per requirement of the approved Drawing.	1	Job.		
4.	<u>Brick Wall: -</u> Constructing 9" thick Brick wall with proper finish. With height considered as 10'-0".	195.00	Sft.		
5.	<u>Over Head Storage: -</u> Providing/ fixing Overhead storage made of 19mm thick comm. Board for structure and shelves with 6mm thick comm. ply on back and laminate over 19mm thick comm. Board. Total depth considered is 400mm, complete i/c painting and polish. (Ht.- 4'-0")	208.00	Sft.		

S.NO.	ITEM DESCRIPTION.	QTY.	UNIT.	RATE.	AMOUNT.
6.	<u>MS Grill: -</u> Providing/ fixing MS Grill in the Cash Cabin Front Partition complete.	60.00	Sft.		
	<u>TOTAL AMOUNT Rs.</u>				

