

Shillong Smart City Limited

House No. C/B -037, Top Floor, Centre Nongrim Hills, Near to JJ Cables, East
Khasi Hills District, Shillong, Meghalaya-793001

Tender Document for supply, installation and fixing of furniture at Shillong Smart City Ltd. Office

CRITICAL DATES

Bid Document can be downloaded from	http://meghalaya.gov.in/megportal/tender
Bid submission start date	23.09.2019
Bid submission end date	Up to 4.00 P.M. on 18.10.2019
Bid opening date (Technical)	Would be informed later
Financial Bid opening date	Would be informed later

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Sd-
CEO
Shillong Smart City Ltd
Date: 23.09.2019

Shillong Smart City Limited

House No. C/B -037, Top Floor, Centre Nongrim Hills, Near to JJ Cables, East
Khasi Hills District, Shillong, Meghalaya-793001

Date: 23.09.2019

Tender Notice

Subject: - Tender for supply, installation and fixing of furniture items at Shillong Smart City Ltd. Office

1. Chief Executive Officer, Shillong Smart City Ltd. Invites Tenders in two bid system (**Part-I: Technical Bid and Part-II: Financial Bid**) from eligible and reputed firms for supply, installation and fixing of furniture at Shillong Smart City Ltd. Office at House no. C/B-037, Top Floor, Centre Nongrim Hills, Near to JJ cables, East Khasi Hills District, Shillong, Meghalaya, Pin-793001 on the terms & conditions enumerated in detail in the tender document. The tender document can be downloaded from the website www.meghalaya.gov.in
2. The last date of receipt of bid is **by 4.00 PM on 18.10.2019**
3. The Technical and Financial Bids, in prescribed format and other required document as per Tender Notice should be submitted to the office of the Chief Executive Officer, Shillong Smart City Ltd. (House no. C/B-037, Top Floor, Centre Nongrim Hills, Near to JJ cables, East Khasi Hills District, Shillong, Meghalaya, Pin-793001).
4. **Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only)** drawn in favour of Chief Executive Officer, Shillong Smart City Ltd. Shillong, Meghalaya 793001, must be submitted along with the Bid on or before last date /time of bid submission. Bids without EMD shall be summarily rejected.
5. The date of technical bid opening shall be informed to all the bidders. However, financial bid opening shall be informed to only eligible bidders.
6. The financial bids are to be submitted in the prescribed format and bid of any firm which discloses any pricing information in technical bid stage will be summarily rejected.
7. Bidders may contact the office of the Chief Executive Officer, Shillong Smart City Ltd. During office hours and before the Bid submission end date for any clarifications required on the Bid document.

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Annexure-I

2 SCOPE OF WORK AND TERMS AND CONDITIONS

SCOPE OF WORK

Supply, installation and fixing of furniture items at **Shillong Smart City Ltd. Office** as per technical specifications given in Annexure IV and BOQ given in Annexure VII.

TERMS AND CONDITIONS

1. EARNEST MONEY DEPOSIT(EMD)

- A. Non-interest bearing EMD of Rs 50,000/- (Rupees Fifty Thousand only) payable through Demand Draft ONLY drawn in favour of Chief Executive Officer, Shillong Smart City Ltd. Shillong, Meghalaya 793001 payable at Shillong, Meghalaya must be submitted along with the Bid on or before last date of bid submission. Bids submitted without the EMD shall be summarily rejected.
- B. Cheques, Bank Guarantees will not be accepted towards EMD.
- C. On opening of Technical Bid, if it is found that EMD is not enclosed, then the Tender offer will be summarily rejected;
- D. **FORFEITURE OF EARNEST MONEY DEPOSIT-** The EMD will be forfeited upon occurrence on any of the events listed below:
 - i. If the Successful Tenderer (referred as "Tenderer") fail to act according to the Tender Conditions or Backs out after the Tender has been accepted, the Earnest Money WILL be forfeited.
 - ii. Tenderer fails to remit the requisite Security Deposit timely
 - iii. In case the successful tenderer fails to execute necessary agreement within 15 days from the date of receipt of Letter of acceptance of the tender.
 - iv. Tenderer violates any of the conditions prescribed in the Tender Document.
 - v. Tenderer revises any of the terms quoted during validity period
- E. **REFUND OF EARNEST MONEY DEPOSIT-** The EMD of the unsuccessful tenderers will be returned within 3 months of acceptance of the successful tender.

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2. The successful bidder will be required to provide a Performance Security Deposit of 10% value of the total purchase orders placed with the firm.
3. The security deposit shall be in the form of a Demand draft drawn in favour of Chief Executive Officer, Shillong Smart City Ltd. Shillong, Meghalaya 793001, upon award of the contract. Performance Security should remain valid for a period of ONE YEAR beyond the date of completion of all contractual obligations of the supply, installation and fixing of furniture items.
4. Security deposit will be refunded only after ONE YEAR beyond the date of completion of all contractual obligations of the supply, installation and fixing of furniture items. The Security Deposit is liable to be forfeited, if during the period of contract, the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees.
5. The Security Deposit will not bear any interest.
6. The prospective bidders are requested to go through the enclosed terms & conditions of the contract carefully. The Bid documents (Technical and Financial) are to be submitted as per Annexure III and VII. The rates quoted in the Bill of Quantities (BOQ) should be inclusive of all charges such as labor, transportation, storage etc. but exclusive of GST. Applicable GST should be reflected separately in the bills.
7. Any disclosure of financial bid in the technical bid documents will lead to summary rejection of the bid. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered.
8. Shillong Smart City Ltd reserves the right to
 - (i) award the contract to one or more tenderer.
 - (ii) to accept or reject any or all of the tenders.
 - (iii) to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.
9. Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract.
10. Delay in delivery will not be permissible on any ground. If the ordered items are not delivered as per dates mentioned in the Letter of award a penalty @ of 1 % of the value of purchase order per day shall be imposed subject to a maximum of 5% of the contract value

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11 SAMPLE

- i) The sample of the furniture items is required to be approved by the office of the Chief Executive Officer, Shillong Smart City Ltd before supply, installation and fixing.
 - ii) The Furniture supplied not in accordance of sample approved will not be accepted.
- 12 The furniture items etc. supplied by the firm should be of best quality and a strict view will be taken if it is found defective at any stage during or after the delivery. In case of such lapses, Shillong Smart City Ltd reserves the right of taking any action including termination of the contract without assigning any reasons whatsoever. Shillong Smart City Ltd also reserves the right of imposing financial penalties for any losses caused to the Shillong Smart City Ltd including loss of time and rental paid to the office.
- 13 Details of shape, size, specification of furniture is mentioned in Annexure V. Illustrated pamphlets containing all the image of the furniture, dimension details, specification should be submitted along with the tender. Failure to send detailed pamphlet, brochure, dimension details and specifications result in the rejection of tender.
- 14 The Tenderer should provide warranty/guarantee and maintenance service for a period of minimum one year from the date of supply, installation and fixing. Undertaking to this effect shall be furnished.
- 15 In case the supplier fails to cope with the workload or does not supply quality goods or dishonors the contract in any way, the contract awarded shall be liable for outright cancellation/termination summarily, without assigning any reasons thereof and the security deposit and payment due to the firm, if any shall also be forfeited. Shillong Smart City Ltd would thereafter be free to entrust the job to any other firm/party at the risk and expenses of the defaulting supplier. In this connection, decision of Shillong Smart City Ltd shall be final and binding on the supplier.
- 16 It will be the responsibility of the contractor to obtain delivery reports from the officer concerned in Shillong Smart City Ltd which the items are delivered. In the absence of delivery report, no payments will be released.
- 17 The price quoted at the time of submission of tender should remain valid for 120

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days from the date of tender opening and should be unconditional. The rate finalized on the basis of the quoted prices shall remain in force during the tenancy of the contract. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during tenancy of the contract. The rates should be Exclusive of GST but include all other charges such as transportation charges from dealers shop to Shillong Smart City Ltd office, loading/unloading, lifting, storage, fixing,...etc. Only the quoted price shall be paid.

- 18 The supplier shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour / wage laws in force in Shillong, Meghalaya and the Shillong Smart City Ltd shall not be party to any dispute between the contractor and the workers.
- 19 Bidders may contact the office of the Chief Executive Officer, Shillong Smart City Ltd. During office hours and before the Bid submission end date for any clarifications required on the Bid document.
- 20 The Tenderer is required to quote for all the items in the BOQ. Partial quotation will be summarily rejected
- 21 The contract shall be awarded to the lowest bidder whose bid has been found to be responsive and who is eligible/ qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document. Shillong Smart City Ltd. reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the tenancy of the contract.
- 22 If any of the bidders have any objection with regard to the terms and conditions of the tender, the same may be pointed out within 10 days of the issue of the tender documents, before opening of the tender.
- 23 The earnest money shall be returned to the successful bidder only after receipt of performance security.
- 24 No advance payment shall be made under this contract.
- 25 The bills in triplicate for the services prepared on the basis of rates will have to be submitted in favour of Chief Executive Officer, Shillong Smart City Ltd, Shillong, Meghalaya for effecting payment together with the copies of job works carried out duly signed by the representative of Shillong Smart city office. The payment will be released through PFMS system only.

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- 26 The job carried out shall be to the satisfaction of the Shillong Smart City Ltd; else no payment will be made. Further, depending upon the severity of negligence, Shillong Smart City Ltd reserves the right to blacklist the agency for a suitable period or from further participation in any of this department's contract. The decision of the competent authority of the Shillong Smart City Ltd shall be final and binding on the firm /agency.
- 27 Rates shall remain fixed and valid during the period of contract. TDS and any other government levies applicable on bill as per Govt. of India instructions issued from time to time shall be deducted. The contracting firm is required to provide the furniture items in Shillong Smart City Ltd.
- 28 If it is found that the contractor has violated these conditions, Shillong Smart City Ltd reserves the right to terminate this contract without any notice.
- 29 The Chief Executive Officer, Shillong Smart City Ltd reserves the right to accept the whole tender or any part thereof or reject all the tenders. without assigning any reasons whatsoever.
- 30 If the successful Tenderer fails to execute the agreement and / or deposit the required security Deposit within the time specified or withdraws the tender after intimation of the acceptance of the tender or fails to comply with the conditions above or owing to any other reason, tenderer is unable to execute the contract, the Earnest Money Deposit /Security Deposit by tenderer, will be forfeited along with liability for all damages sustained by the Shillong Smart City Ltd.

31 TENDER EVALUATION CRITERIA

- i. Tenderers who satisfy the conditions stipulated in the tender document and who have submitted all the documents/materials required will alone be considered as qualified Tenderers. The tenders of such qualified Tenderers alone will be considered for "Opening the Price Bid or BOQ"
 - ii. The expenses incidental to the execution of agreement shall be borne by the successful tenderer. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the Shillong Smart City Ltd to recover any consequential loss from the successful Tenderer.
- 32 **VARIATION IN QUANTITIES-** The Chief Executive Officer, Shillong Smart City Ltd, reserves the right either to increase or to decrease the quantities to the extent of twenty-five percent (25%) indicated in the tender.

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33 DELIVERY

- a) The supply of all items of furniture should be completed within 30 days from the date of receipt of supply order. This period can be extended by Chief Executive Officer, Shillong Smart City Ltd on the request of tenderer in view of justification given by the successful tenderer and acceptable by Chief Executive Officer, Shillong Smart City Ltd.
- b) The delivery schedule should be strictly adhered. If the tenderer fails to complete the supply within the time stipulated, the order for the supply, fixing and installation of furniture items will be liable to be cancelled. In such a case, the Security Deposit will be forfeited.

34 PAYMENT TERMS

The payments shall be made after satisfactory receipt, installation and fixing of the material in Shillong Smart City Ltd office as per quantity and quality of tender documents/supply order.

35 JURISDICTION FOR LEGAL PROCEEDING: Suit or any legal proceedings in regard to this matter arising in any respect under this contract shall be instituted in any court of Meghalaya only.

36 PENALTY

- (i) In the event of failure of the successful tenderer to supply furniture, installation and fixing within the stipulated time, without prejudice to other remedies under the contract a **penalty equivalent to 1.0% (One Percent) of the value of purchase order per day shall be imposed subject to a maximum of 5% of the contract value.**
- (ii) If requested by the tenderer, it is the discretion of the Chief Executive Officer, Shillong Smart City Ltd to grant extension of time with penalty/without penalty or to purchase the stock from any other source at the prevailing market rate at the risk and cost of the successful tenderer and to claim any loss sustained by Shillong Smart City Ltd. in the transaction from the tenderer besides forfeiting Earnest Money Deposit and Security Deposit.

37 SAVING CLAUSE

- a) In case any doubt arises on interpretation or otherwise of any point in this tender document, Shillong Smart City Ltd shall be referred for clarification.

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- b) At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall send intimation of such change to all those who have purchased the original tender documents, if any.
- c) In case anyone tenderer asks for a clarification on the tender documents before 48 hours of the submission end date of the Tender, the Tender Inviting Authority shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all those who have purchased the tender documents without identifying the source of the query.

38 GENERAL

The tenderer while submission of their tender should ensure that Tender Documents with the conditions stipulated duly certified and attested by them in token of having accepted the Tender conditions that they understood and accepted them fully. The Tenderer should enclose, proof for carrying out supplies, as specified, to various customers during the last three years, i.e. 2016-17, 2017-18 and 2018-19.

39 SIGNATURE AND SEAL

The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Original Tender Documents must be submitted in hard copy to the Chief Executive Officer, Shillong Smart City.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

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Annexure-II

3. ELIGIBILITY /TECHNICAL QUALIFICATIONCRITERIA

The supplier/Firm (s) shall furnish the following documents attached with the quotation for Technical Bid failing which the bid will be rejected summarily.

1. Power of Attorney to Sign the Tender
2. The firms participating in the tender must have PAN No. GSTregistration Certificate. (Photo copy of documents also should besubmitted).
3. PAN No. on the name other than the firm will not be accepted. Copy of the Income Tax Return for the last threeyears ((2015-16, 2016-17 & 2017-18).
4. Proof of Annual Turn Over which should not be less than Rs. 1.00 Crore (Rupees One Crore Only) per annum along with balance sheets and profits & loss Account for the last three years (2015-16, 2016-17 & 2017-18) in the sale of Furniture, and similar items. The tenderer should submit copies of supporting records to prove the condition should have all the necessary registrations of the Govt. under the Shops andEstablishment Act.
5. Bidders should have its own Showroom, workshop facility/commercial establishment inShillong, Meghalaya for manufacturing, selling the furniture. Copy of the supporting documents in this regard should beenclosed.
6. Proof of three contracts for supply of similar furniture items with Govt. Ministries/Departments/PSUs etc. for last three years along with satisfactory report of work value not less than Rs. 5.00 lakhs (work order with performance/completion report should beenclosed.
7. Earnest Money Deposit (EMD) of an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft drawn in favour of Chief Executive Officer, Shillong Smart City Ltd. Payable at Shillong. This Earnest Money Deposit will not bear anyinterest.
8. The firm should not have been black listed from any Govt. Ministries/Departments/PSUs organization. (A certificate in this regard will be enclosed with thetender).
9. The participating firms are required to submit the required documents for consideration and evaluation of their technicalbids.
10. The financial bids are to be submitted in BOQ format. The rate quoted against each item in the BOQ will be excluding GST. GST will be paid additionally and at applicable rates.
11. Catalogue of furniture should besubmitted.
12. It is cautioned that any firm which discloses its rates in the technical bid will be summarilyrejected.

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ANNEXURE -III

TECHNICAL BID

PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR SUPPLY, INSTALLATION AND FIXING OF FURNITURE ITEMS ETC

Note: The documents to be uploaded should be legible and proper index should be there with page no. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the Tender of that firm.

Sl. No.	Description	Document to be uploaded
1	a) Name of the company/Firm, b) Address (with phone &Email), c) Contact Person's Name with mobilenumber	
2.	Name of the Proprietor/ Partners of the Agency/ Firm	
3	PAN No, GST Number	Copy should be Submitted
4	Trade/Manufacturing License Number	(Copy of License should be Submitted)
5	Income Tax Return for the last three years (2015-16, 2016-17 & 2017-18)	Income Tax return sheet should besubmitted.
6	Proof of Annual Turn Over not less than Rs. 1.00 cr. Every year for the last three years. 2015-16 2016-17 2017-18	(i) C.A. Certificate,or (ii) Audited Balance Sheet,or (iii) Annual turn Over to be Clearly mentioned for 2015-16, 2016-17& 2017-18
7	Whether Bidders have its own showroom, workshop facility/commercial in Shillong and if so location.	Copy of the documents should be Submitted.
9	Proof of three annual contracts for the last three years with Govt. Ministries/Departments/PSUs etc. for last three years (2016-17, 2017-18 & 2018-19) along with satisfactory report for supplying similar furniture items value not less than Rs. 5.00 lakhs of work annually	Copy of experience certificate, Award letter, annual contracts for supply of similar furniture items for last three years along with performance certificate from Govt. Ministries/Departments/PSUs etc. for having completed. For supply of furniture items satisfactorily with value not less thanRs. 5.00 lakhs each work annually for the last three years (2016-17, 2017-18 & 2018-19)
10	Details of EMD	EMD to be submitted
11	Catalogue of furniture	(catalogue showing make, model and specification to be Submitted
12	Declaration duly signed by the tenderer. (Annexure VI)	should be Submitted

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Shillong Smart City Ltd. infuture.

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ANNEXURE -IV

TECHNICAL SPECIFICATIONS

SI No	Description
1	<p>Product: Edge Cabin Table and Mobile Pedestal</p> <p>Main Table : 1800W X 900D X 750HT Side Table: 900 W X 450D X 750 HT MOBILE PEDESTAL 2D+1F</p> <p>Table: 25mm pre lam particle board with 2mm PVC edge lipping.</p> <p>Understructure: Powder coated 50 x 50perform legs & 40 x20 cross beam support 18 mm pre lam modesty panel of 450 mm ht mounted to table top with aluminum bracket or privacy on Front table.</p> <p>Wire Management-300mm Aluminium flip up with soft close and PVC cable tray for mounting the switch/ socket. Flip up can accommodate one 6 module + one data port. Wire entry cover included.</p> <p>Mobile Pedestal (2D+1F) : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.</p>
2	<p>Product: Edge Table and Mobile Pedestal</p> <p>Main Table : 1200W X 600D X 750HT + Mobile Pedestal (2D+1F) Main Table : 1050W X 600D X 750HT + Mobile Pedestal (2D+1F)</p> <p>Table: 25mm pre lam particle board with 2mm PVC edge lipping.</p> <p>Understructure: Powder coated 50 x 50perform legs & 40 x20 cross beam support 18 mm pre lam modesty panel of 450 mm ht mounted to table top with aluminum bracket or privacy on Front table.</p> <p>Wire management: 125 ht metal raceway cover for easy wiring / maitenance. Pre punched lots are provided on raceway for one 8 module (AncorRoma) & one data port for mounting the switches /sockets. 2 wire manager grommets on table top for access.</p>

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	<p>Mobile Pedestal (2D+1F) :Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.</p>
3	Product: Edge Workstation and Mobile Pedestal
	Main table : 1050W X 600D X 750 HT + Mobile Pedestal (2D+1F)
	Table: 25mm pre lam particle board with 2mm PVC edge lipping.
	Understructure: Powder coated 50 x 50 perform legs & 40 x20 cross beam support with front modesty
	Main Screen: 12mm fab magnetic screen Return Screen: 8 mm glass screen Wire management: 125 ht metal raceway cover for easy wiring / maitenance. Pre punched lots are provided on raceway for one 8 module (AncorRoma) & one data port for mounting the switches /sockets. 2 wire manager grommets on table top for access. Mobile Pedestal (2D+1F) :Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.
4	Product: Edge Workstation and Mobile Pedestal
	Main Table :1050W X 600D X 750HT with mobile pedestal
	Main Table : 900W X 600D X 750HT without mobile pedestal
	Main Table :1500W X 600D X 750HT with mobile pedestal
	Table: 25mm pre lam particle board with 2mm PVC edge lipping. Understructure: Powder coated 50 x 50 perform legs & 40 x20 cross beam support with front modesty Main Screen: AL 15 split screen Wire management: 125 ht metal raceway cover for easy wiring / maitenance. Pre punched lots are provided on raceway for one 8 module (AncorRoma) & one data port for mounting the switches /sockets. 2 wire manager grommets on table top for access.

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	Mobile Pedestal (2D+1F) :Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.
5	Product: Edge table Size: 900 x 450 x 750Ht Table: 25mm pre lam particle board with 2mm PVC edge lipping. Understructure: Powder coated 50 x 50 perform legs & 40 x20 cross beam support with front modesty Wire management: 125 ht metal raceway cover for easy wiring / maitenance. Pre punched lots are provided on raceway for one 8 module (AncorRoma) & one data port for mounting the switches /sockets. 2 wire manager grommets on table top for access.
6	Product : Perform Confernce table Size: 4200L x 1500D x 750Ht Table: 25mm pre lam particle board with 2mm PVC edge lipping. Understructure: Powder coated 50 x 50 perform legs & 40 x20 cross beam support with front modesty Wire management: 3 nos 450 mm Flip up with 1 no vertebra.
7	Product : Edge Storage Storage is made of 18mm PLB with openable shutters, adjustable shelves, auto closing hinges, locking mechanism and recessed handles. Size: 750 W x 450 D x 750 Ht Size: 750 W x 450 D x 1200 Ht Size: 900 W x 450 D x 2100 Ht Size: 750 W x 450 D x 2100 Ht
8	Product: Over Head Storage SIZE : 900W X 360D X 450HT Storage is made of 18mm Pre lam particle board with openable shutters, adjustable shelves, auto closing hinges, locking mechanism and recessed handles.
9	Cafeteria Table Size: 900 Dia x 750 ht

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	Table Top: 25mm pre lam particle board with 2mm PVC edge lipping. Understructure: Powder coated 50 x 50 perform legs & 40 x20 cross beam support.
	Cabins, Conference Room Head , PA
10	Medium Mesh Back Chair, Gabric upholstered cushion seat, single lock synchro mechanism, fixed arms and Nylon base
	Visitor Chairs
11	Smart Low Mesh Back Chair, Cushioned seat, Fixed Arns, powder coated four legs
	Workstation, Accounts, Conference and Reception Chairs
12	Smart Low Mesh Back Chair, Centre Tilt Mechanism, Fixed Arms, Nylon base
	Cafeteria Chair
13	Moulded Plastic Chair, Multi Colour
	Sofa
14	Leatherette sofa, Chrome Sorrounding tube, steel legs
	Single Seater
14a	Size: 787 W X 725 D X 700 H
	Three Seater
14b	Size: 1800 W X 725 D X 700 H
	Center Table
15	Rectangular Table Chrome Frame with 6 mm Glass Top Size: 1200 x 600mm
	Side Table
16	Square Table Crome Frame with 6 mm Glass Top Size: 600 X 600mm

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ANNEXURE -V

TENDER SUBMISSION LETTER (To be given on Company Letter Head)

To,
The Chief Executive Officer,
Shillong Smart City Ltd.
House No. C/B -037, Top Floor, Centre Nongrim Hills,
Near to JJ Cables, East Khasi Hills District,
Shillong, Meghalaya - 793001

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Advertisement dated

Name of the Tender/Work: - Award of contract for supply, installation and fixing of
furniture at Shillong Smart City Ltd. Office

Sir/Madam,

I/We have downloaded the tender document(s) for the above mentioned 'Tender/Work'
namely..... as per your advertisement in
www.meghalaya.co.in

I/we here by certify that I/we have read the entire terms&conditions of the tender
Documents(including all documents like Annexure(s),Schedules(s), etc.) which form part of
the contract agreement and I/We shall abide hereby by the terms/conditions/clauses
contained therein.

The corrigendum(s) issued from time to time by your department/organization too have all
been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender
document (s)/Corrigendum(s) in its totally/entirely.

In case any provisos of this tender are found violated, then your
Department/Organizations shall without prejudice to any other right or remedy be at
liberty to reject this tender/bid including the forfeiture of the full said earnest money
deposit absolutely.

Yours faithfully,

Sd-
CEO
Shillong Smart City Ltd
Date: 23.09.2019

Shillong Smart City Limited

House No. C/B -037, Top Floor, Centre Nongrim Hills, Near to JJ Cables, East
Khasi Hills District, Shillong, Meghalaya-793001

ANNEXURE-VI

TECHNICAL BID

UNDERTAKING/ DECLARATION

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

2. Demand Draft particulars

S.No.	D.D. No.	Date	Name of Bank & Place	Amount in Rs.

3. I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being blacklisted.

4. I/We _____ hereby accept to provide warranty/guarantee and Free Service for a period of minimum one year from the date of supply/ installation of thematerials.

5. I/We of hereby agree on the acceptance of this tender by Chief Executive Officer, Shillong Smart City Ltd to for supply, installation and fixing of furniture at Shillong Smart City Ltd. Office, in accordance with the terms and conditions of contract and at the rates or price specified in financial bid format/(BOQ).

6. This is also certified that the rates quoted in the financial bid are not more than the rates charged from any other Institution/Department/Organization in the last six months. No Other charges would be payable by theInstitute.

7. I/We _____ have gone through the terms and conditions and will abide by them as laid down above. I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed byme.

Sd-
CEO
Shillong Smart City Ltd
Date: 23.09.2019

Shillong Smart City Limited

House No. C/B -037, Top Floor, Centre Nongrim Hills, Near to JJ Cables, East Khasi Hills District, Shillong,
Meghalaya-793001

ANNEXURE -VII

(TO BE GIVEN IN TENDER OFFICIAL LETTERHEAD) FORMAT OF FINANCIAL QUOTATION

SI No	Description	Product Specification	Unit	Quantity	Rate (INR)	Amount (INR)
1	Product: Edge Cabin Table and Mobile Pedestal					
	Main Table : 1800W X 900D X 750HT Side Table: 900 W X 450D X 750 HT MOBILE PEDESTAL 2D+1F	Serial No. 1 of Annexure IV	Each Set	4		
2	Product: Edge Table and Mobile Pedestal					
	(2a) Main Table : 1200W X 600D X 750HT + Mobile Pedestal (2D+1F)	Serial No. 2 of Annexure IV	Each set	3		
(2b) Main Table : 1050W X 600D X 750HT + Mobile Pedestal (2D+1F)	Each set		1			
3	Product: Edge Workstation and Mobile Pedestal					
	Main table : 1050W X 600D X 750 HT + Mobile Pedestal (2D+1F)	Serial No. 3 of Annexure IV	Nos	6		

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4	Product: Edge Workstation and Mobile Pedestal					
	(4a) Main Table :1050W X 600D X 750HT with mobile pedestal	Serial No. 4 of Annexure IV	Nos	7		
	(4b) Main Table : 900W X 600D X 750HT without mobile pedestal		Nos	8		
	(4c) Main Table :1500W X 600D X 750HT with mobile pedestal		Nos	2		
5	Product: Edge table					
	Size: 900 x 450 x 750Ht	Serial No. 5 Annexure IV	Nos	1		
6	Product : Perform Confernce table					
	Size: 4200L x 1500D x 750Ht	Serial No. 6 Annexure IV	Nos	1		
7	Product : Edge Storage					
	(7a) Size: 750 W x 450 D x 750 Ht	Serial No. 7 of Annexure IV	Nos	16		
	(7b) Size: 750 W x 450 D x 1200 Ht		Nos	25		
	(7c) Size: 900 W x 450 D x 2100 Ht		Nos	10		

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	(7d) Size: 750 W x 450 D x 2100 Ht		Nos	2		
8	Product: Over Head Storage					
	Size: 900W X 360D X 450HT	Serial No. 8 of Annexure IV				
9	Cafeteria Table					
	Size: 900 Dia x 750 ht	Serial No. 9 of Annexure IV	Nos	2		
10	Cabins, Conference Room Head , PA	Serial No. 10 of Annexure IV	Nos	8		
11	Visitor Chairs	Serial No. 11 of Annexure IV	Nos	16		
12	Workstation, Accounts, Conference and Reception Chairs	Serial No. 12 of Annexure IV	Nos	35		
13	Cafeteria Chair	Serial No. 13 of Annexure IV	Nos	8		
14	Sofa					
	(14a) Single Seater, Size: 787 W X 725 D X 700 H	Serial No. 14 of Annexure IV	Nos	6		
	(14b) Three Seater, Size: 1800 W X 725 D X 700 H		Nos	2		
15	Center Table					

Shillong Smart City Limited

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	Rectangular Table, Size: 1200 x 600mm	Serial No. 15 of Annexure IV	Nos	1		
16	Side Table					
	Square Table, Size: 600 X 600mm	Serial No. 16 of Annexure IV	Nos	4		
					Total	
					GST	
					Grand Total	