

**By Speed Post**

No.14014/03/2011-Ad.III  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya

.....

North Block, New Delhi,  
dated the 25/02/2011

To

As per list attached

Sub: Quotations for the purchase of steel and computer furniture items for official use in the Ministry of Home Affairs during the year 2011-2012.

Dear Sir,

Sealed quotations are invited for the purchase of the steel and computer furniture items for official use in the Ministry of Home Affairs as per the specification/details given in the Annexure on the following terms & conditions:

- i) The supplier will have to deposit a sum of **Rs.40,000/-** (Rupees Forty thousand ) in the form of a Demand Draft/FDR in favour of DDO, Ministry of Home Affairs, New Delhi **as security** for due performance of the contract. The security deposit will be returned to the contractor on completion of the contract. No interest will be payable on this security deposit.
  - ii) The rates quoted will be valid till 31-3-2012
  - iii) Payment will be made after supply of the items.
  - iv) In emergent circumstances, the supply of furniture may have to be made at a short notice.
  - v) Contract can be terminated by this Ministry at any time if the goods supplied by the supplier are not found as per the specifications mentioned in the Annexure.
2. If you are interested for the supply of the items given in Annexure, under the terms and conditions as contained in this letter, you may submit your detailed quotation addressed to the undersigned in a sealed cover which should be prominently marked with the words **“Quotations for the supply of steel and**

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**computer furniture items**". The quotations may be dropped in the tender box kept in Room No.2, North Block, New Delhi latest by 3.00 P.M. **on 17.03.2011**. The quotations can also be sent by post so as to reach the undersigned by stipulated date and time. In this connection, the tenderers may kindly note the following points:

- a. The tenderers will have to deposit a sum of **Rs.20,000/-**(Rupees twenty thousand) in the form of a Demand Draft/FDR in favour of DDO, MHA, New Delhi **as earnest money**. The tenders received without earnest money will not be considered. The earnest money will be returned in respect of the unsuccessful bidders. No interest will be payable on the earnest money.
- b. The tenders received late after the specified date and time will not be considered.
- c. The Ministry reserves the right to reject any quotation as a whole or in part without assigning any reason.
- d. The tendering firm must write the Tin Registration No. In absence of this, the tender will not be entertained.
- e. No request for increase in the rates will be entertained during the period of contract nor the firm will raise the same.
- f. In order to satisfy, a visit can be made to verify soundness/capability of the firm.
- g. The tendering firm must write their TIN, PAN number etc. otherwise the tender will not be entertained.

3. The quotations will be opened **at 3.30 p.m.** on the same date in Room No.2-A, North Block, New Delhi. The representative duly authorized by the tenderers may be present at the time of the opening of the quotations. The representative should carry a letter to this effect.

Yours faithfully,

Sd/-

**(N.K. ARORA)**

UNDRE SECRETARY TO THE GOVT. OF INDIA  
Tel.No.2309 4956

**ANNEXURE**

<b><u>S.No.</u></b>	<b><u>Name of Items</u></b>	<b><u>Rate in Rs.</u></b>
i	Computer Table with storage unit (size 4' x 2' )with 3 drawers on one side , side frame with 1" sq. pipe and side panel frame of 50 x 25 mm, 16 gauge with MS Panel.	
ii	Computer Table without storage unit ( size 3' x 2') side frame with 1" sq. pipe and side panel frame of 50 x 25 mm, 16 gauge with MS Panel.	
iii	Revolving cushioned Computer chair with arm having flexible Back to give cushioned back rest, having with height and back adjustment with PU arms and having 5 pronged base powder coated with superior quality casters.	
iv	Revolving cushioned Computer chair without arm having flexible Back to give cushioned back rest, having with height and back adjustment with PU arms and having 5 pronged base powder coated with superior quality casters.	
v	Steel Almirah (without locker) with 4 shelves making 5 compartments (large size, 78"x36"x19") ( body & shelves 22 gauge, door 20 gauge, confirming to ISI specification 3312/84).	
vi	Steel Almirah without locker with 3 shelves making 4 compartment (small size, 50"x30"x17") body & shelves 22 gauge, door 20 gauge, confirming to ISI specification 3312/84	
vii	Steel office table of size 6' x 3' (with 3 drawers on one side and cupboard on other side, 22 gauge body and 20 gauge drawer, frame 1" sq. pipe 16 gauge, 18mm thick pre - laminated NOVA PAN board on top.	
viii	Steel office table of size 5' x 3' with 3 drawers on one side and cupboard on other side, 22 gauge body and 20 gauge drawer, frame 1" sq. pipe 16 gauge, 18mm thick pre-laminated NOVA PAN board on top.	

ix	Steel office table of size 4' x 2' with 3 drawers on one side, 22 gauge body and 20 gauge drawer, frame 1" sq. pipe 16 gauge, 18mm thick pre-laminated NOVA PAN board.	
x	Steel office table of size 3' x 2' with 3 drawers on one side, 22 gauge body and 20 gauge drawer, frame 1" sq. pipe 16 gauge, 18mm thick pre-laminated NOVA PAN board.	
xi	Steel cane seat and back with arm having ERW pipe 1.6mm, outer diameter 25 mm teak wood arms rest with plastic cane conforming to ISI 3499/74 of sizes.	
xii	Steel cane office chair without arm having ERW pipe 1.6mm, outer diameter 25mm teak wood arms rest with plastic cane conforming to ISI 3499/74 of sizes.	
xiii	Wooden Side Rack with Board 19mm having three boxes, length-3ft. width-1ft.6 inches (1 ½ ft.) , height-2ft-6 inches (2 ½ ft.).	
xiv	Steel Side Rack having three boxes made with 18 Gauge, length-3ft. width -1ft. 6 inches, height-2ft 6 inches.	