

No. D-14014/01/2015-Genl.  
Government of India  
Ministry of Corporate Affairs

A-Wing, 5<sup>th</sup> Floor, Shastri Bhavan,  
New Delhi dated 05.05.2015.

To

M/s. .... (as per list enclosed)

**NOTICE INVITING TENDER**

Subject: Empanelment of firms for supply of furniture items, etc. - reg.

The Ministry of Corporate Affairs, Govt. of India, invites requests from reputed and financially sound furniture manufacturers / suppliers for empanelment for supply of furniture items, renovation of furniture items including change of upholstery of sofas & Chairs for a period of one year. The scope of work is as under: -

- i) Supply of various items of office furniture as per the design, specification and quality given by the user.
- ii) Renovation of Sofa Sets and Chairs including change of upholstery.
- iii) Wooden Flooring and Wooden paneling of walls.
- iv) Polishing of furniture items, Wooden Flooring and Wooden Paneling.

2. The application form containing detailed eligibility criteria, terms and conditions can be had from the General Section, Ministry of Corporate Affairs, Room No.511, B-Wing, 5<sup>th</sup> Floor, Shastri Bhavan, New Delhi on any working day between 10:00 a.m. to 4:30 p.m. on any working day till 08.05.2015. The document can also be down loaded from the Ministry's website: [www.mca.gov.in](http://www.mca.gov.in) or Central Public Procurement Portal: [www.eprocure.gov.in](http://www.eprocure.gov.in). **The last date for receipt of requests is 28<sup>th</sup> May, 2015 up to 11:30 a.m. The requests will be opened on the same day at 3:30 p.m. in Room No.525, A-wing, 5<sup>th</sup> Floor, Shastri Bhavan, New Delhi.**

  
(Kshitish Kumar)

Under Secretary to the Govt. of India

Copy to e-Governance Cell for up-loading on the website of the Ministry.

## ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. The invitation is open to all manufacturers and their dealers registered with sales tax authorities.
2. Copies of valid Central / State sales tax registration certificate, details of manufacturing units / dealership and copies of two major supply orders valuing more than 1.00 lakh executed during the preceding two years for Government Departments / PSUs have to be submitted along with the request.
3. Suppliers registered with DGS&D, NCCF and Kendriya Bhandar as well as MSE units are also eligible to submit their requests subject to their fulfilling all the conditions of eligibility. The empanelment / registration will be done initially for a period of one year which can be extended for another year subject to mutual agreement.
4. The requests for empanelment shall accompany Earnest Money Deposit of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft in favour of DDO, Ministry of Corporate Affairs and drawn on any scheduled commercial bank payable at New Delhi. Requests without EMD shall not be considered at all.
5. The suppliers found eligible for empanelment with the Ministry will have to deposit Security Deposit of Rs.25,000/- (Rupees twenty five thousand only) in the form of Fixed Deposit Receipt duly hypothecated in favour of DDO, Ministry of Corporate Affairs within 7 days of confirmation of their empanelment.
6. In case a supplier is not able to supply the furniture items for which supply order has been placed within the stipulated period or fails to supply the furniture items as per approved specifications/quality/design, the supply order shall be cancelled and the security deposit shall be forfeited.
7. Whenever there is a demand / requirement of any item of work given in the scope of work, quotations shall be called from the empanelled firms only for quoting their rates and supply / work order shall be placed with the supplier quoting lowest rates.

8. Whenever items of a specific brand/make or quality are required, the same will be mentioned in the Ministry's letter while calling for rates and the supplier will have to quote rates and supply the item (s) accordingly.
9. The supplier will be responsible for delivery of goods in good condition at his cost and risk in the Ministry's office or at a place selected by the Ministry.
10. The Ministry of Corporate Affairs reserves the right to reject any or all the requests and/or withdraw the invitation without assigning any reason therefor. The decision of the Ministry shall be final and binding on all.

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**REQUEST FOR EMPANELMENT AS SUPPLIER OF FURNITURE ITEMS  
AND OTHER RELATED WORKS**

(To be submitted on the letter head of the firm)

To

The Deputy Secretary (Admn.)  
Ministry of Corporate Affairs  
A-Wing, 5<sup>th</sup> Floor, Shastri Bhavan  
New Delhi - 110 001

Dear Sir,

I/We hereby offer to be empanelled as suppliers for supply of furniture items and undertaking other related work (as per the scope of work mentioned in NIT No.D-14014/01/2015-Genl.) in the Ministry of Corporate Affairs for a period of one year from the date of empanelment.

I/We have understood the instructions and all the terms and conditions for empanelment as supplier and are fully aware of the nature of the goods / work required and my / our offer is strictly in accordance with the specifications and quality requirements.

I/We declare that my/our firm has never been blacklisted, debarred or disqualified by any Central / State Govt. Ministry / Department, PSUs or any other agency.

The following information / documents are enclosed: -

- i) Copy of valid Central / State sales Tax Registration certificate, TIN No. and PAN Card.
- ii) Copies of relevant major purchase orders valuing more than Rs.1.00 lakh executed during the preceding two years for Govt. Departments / PSUs, etc. along with certificate of satisfactory performance.
- iii) Details of manufacturing unit and dealership Certificate.
- iv) Proof of registration with DSG&D / NCCF / Kendriya Bhandar / proof of MSE Unit.

Date:

Yours faithfully,

Authorized Signatory