



भारत सरकार/GOVERNMENT OF INDIA

कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

केंद्रीय पंजीकरण केंद्र/Central Registration Centre,

आई.आई.सी.ए बिल्डिंग, 5वा मंज़िल /IICA Building, 5<sup>th</sup> Floor, प्लॉट स./Plot No: P-6, 7 & 8,

सेक्टर/Sector-5, आई.एम.टी मानेसर/IMT Manesar,

ज़िला गुडगाँव (हरियाणा)/Distt: Gurgaon (Haryana), पिन/Pin: 122050, दूरभाष/Phone-0124-2290014/20

No. CRC/Infra-LLP/2018-19/49

Dated: 02.05.2018

**NOTICE INVITING TENDER FOR SUPPLY AND FIXING OF OFFICE FURNITURE AND RELATED WORKS IN CRC OFFICE**

The Central Registration Centre (CRC), IICA Building, 5<sup>th</sup> Floor, Plot No. 6,7&8, Sector-5, IMT Manesar, Gurgaon-122050, invites sealed quotations from reputed manufacturers / dealers of furniture and fixture works. All the Bids to be submitted in two bid format i.e. Financial Bid and Technical Bid separately in sealed covers. The approximate requirement for the proposed work are as under:

- (i) **Supply of wood based furniture tables compartments ( 4 ft. x 2 ft.) - 10 seats.**
- (ii) **Electricity fittings for 10 seats.**
- (iii) **Data connectivity for 10 seats.**
- (iv) **Rearrangement of seating space.**

All the interested parties may visit above site during working hours (02.05.2018 to 08.05.2018, Monday to Friday 09:30 A.M. to 17:00 P.M.) and tender form complete in all respects shall be submitted to the Central Registration Centre on above mentioned address in sealed covers on or before 8.05.2018 at 17:00 PM. The sealed covers should be super-scribed with "**Bid For –Supply and fixing of office furniture and related works**". Bids will be opened on 08.05.2018 at 17:30 PM. Incomplete bid documents shall be rejected without any intimation. Tender application form and Terms & Conditions may be collected from the **Central Registration Centre, Ministry of Corporate Affairs, 5<sup>th</sup> Floor, IICA Building, Plot No.6,7 &8 , Sector-5, IMT Manesar, Gurgaon.**

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Dy. Registrar of Companies  
Central Registration Centre, Manesar



TERMS AND CONDITIONS

- a) Bidder must have GST Registration No. Evidence should be enclosed.
- b) The bidder/authorized representative must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961. Evidence should be enclosed.
- b) Bidders must have experience of related work/field.
- d) Rate and prices: The bidders shall quote their rates for the proposed work, inclusive of all taxes. The taxes applicable and the rate shall be shown separately. The prices quoted shall be written in figures and words.
- e) Final Payment: The contractor shall submit the bill on completion of proposed work along with the completion certificate obtained from the end user. No payment will be made in advance to the supplier.
- f) The selected contractor shall be in a position to complete the work within 07 days of awarding the contract.
- g) The Purchase Committee/ROC reserve the right to alter/modify, addition, deletion in above terms and conditions.
- h) **SITE VISIT:** The bidders are requested to offer their rates after proper inspection of the site and its surroundings and obtain all information that may be necessary for submitting the bid and entering into a contract for the said construction works. The costs of visiting the site shall be at the tenderer's own expense. Bidders are advised to assess the work and quote their rates for these items after careful study / assessment of work physically at site.
- i) In the event, of any dispute arising in respect of the clauses of the agreement, Hon'ble Court at Gurgaon (Haryana) will have the jurisdiction to adjudicate upon the matter, if any.
- j) The Agency shall be responsible for faithful compliance of the terms and conditions of this agreement. Failure of it will attract the termination of their contract.



### TECHNICAL BID

| Sl. No. | Particulars  | To be filled in by the Tenderer |
|---------|--|---------------------------------|
| 01      | Name of the Agency   |                                 |
| 02      | Date of establishment of the agency  |                                 |
| 03      | Office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person   |                                 |
| 04      | PAN ( copy to be enclosed)   |                                 |
| 05      | GST Registration Number (copy to be enclosed)  |                                 |
| 06      | Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an Undertaking to this effect is to attached in this regard.) |                                 |
| 07      | Length of experience in the field  |                                 |
| 08      | Experience in dealing with Govt. Departments (Indicate the names of the Departments and years of dealing with Those Departments and attach copies of contracts orders placed on the agency.)                                   |                                 |
| 09      | Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached  |                                 |
| 10      | Whether agency profile is attached?  |                                 |
| 11      | List of other clients  |                                 |

(Name & Signature)  
with date