

**No. NYCG/ACCTS/731/18/2022**  
**Consulate General of India**  
**New York**  
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**TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF MODULAR  
WORKSTATIONS & STORAGE CUPBOARDS AT THE CONSULATE GENERAL OF  
INDIA, NEW YORK**

**3 East 64<sup>th</sup> Street New York,  
NY 10065**

**Tender No. NYCG/ACCTS/731/18/2022**

**Dated: 18 May 2023**

<b>Time schedule for tender process:</b>	
Starting date of tender bid	18 May 2023
Last date for submission of bids	09 June 2023 by 1730 hrs

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**SECTION I: INVITATION FOR TENDERS**

**Subject: Tender invitation for supply and installation of workstation & storage cupboards at the Consulate General of India, New York**

The Consulate General of India, New York invites sealed tenders (two-bid system) from reputed companies for the installation of workstation & storage cupboards at the Consulate General of India, New York

2. The tender document can be downloaded from the following websites:  
[www.indiainnewyork.gov.in](http://www.indiainnewyork.gov.in) and [www.http://eprocure.gov.in/cppp](http://www.http://eprocure.gov.in/cppp)

3. The tender should be submitted in two sealed envelopes as below:

(a) The first sealed cover super-scripted as “Technical Bid” should contain only relevant documents, as prescribed in **Section-III** of the Tender Document.

(b) The second envelope super-scripted as “Financial Bid” should contain only rates for providing security services.

(c) Both the sealed covers, along with the Earnest Money Deposit (EMD) USD 1000 (One thousand only) should be placed in the main sealed envelope super-scripted “Tender for **Installation of Workstation & Storage Cupboards**” addressed to the **Head of Chancery, Consulate General of India, 3 East 64<sup>th</sup> Street New York, NY 10065 and must reach on or before 09 June 2023 by 1730 hrs.** Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before prescribed date and time. The Consulate will not be responsible for any postal delay.

4. The Consulate reserves the right to reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of Consulate in this regard will be final and binding upon the bidders.

5. The important schedules and dates are as under:

S. No.	Key Event	Dates
1	Last Date for submission of Bids	09 June 2023 by 1730 hrs
2	Date* of opening of Technical Bids (Participant bidders may wish to be present) *Date & time for opening of financial bids of technically qualified bidders will be communicated separately	12 June 2023 at 1500 hrs
3.	Venue for opening of bids	Consulate General of India, New York 3 East 64 <sup>th</sup> Street NY 10065

6. For any tender related inquiry/clarification and site visit, please contact Head of Chancery by phone +1-646-667-8769 or email at hoc.newyork@mea.gov.in

7. The sealed bids would be opened on 09 June 2023 at 1500 hrs in the office of Head of Chancery. The tenderer or their authorized representatives may attend the opening of tender bids.



**(Vipul Dev )**  
**Head of Chancery**

## **SECTION II: TERMS AND CONDITIONS**

1. Validity of the Offer: The offer should be valid for 90 days from the - date of opening of Financial Bid; it can be further extended for the period of three months.
2. Bidders are required to deposit Bid Security of USD 1000 (One Thousand only) in the form of Pay Order, Cashier Check in favor of “Consulate General of India, New York”. Bids received without Bid Security will not be considered and rejected summarily. Bid Security of all unsuccessful bidders shall be refunded within 30 days of awarding the tender. No interest shall be payable for Bid Security
3. The Tender shall be neatly arranged, plain and intelligible. Each page of the Tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder’s signature.
4. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial Bid including their experience in execution of similar nature of work.
5. Any tender received by Office of the Consulate General of India New York, after the deadline for submission of tenders, will not be accepted and returned unopened to the bidder.
6. Interpretation of the clauses in the Tender Document/Contract Document. In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, CGI NY’ interpretation of the clauses shall be final and binding on all parties.
7. The successful bidder, on award of contract, must send the contract/acceptance in writing, within seven (7) days of award of contract, failing which the EMD will be forfeited and the order will be placed to the next successful bidder. The EMD shall also be forfeited if the bidder withdraws the tender during the period of tender validity specified in the tender.
8. Delivery: The Modular furniture, Storage units and other items should be delivered, placed, installed and commissioned at within a stipulated period of four weeks from date of issue of letter of award.
9. Responsibilities: The specified fixture, fittings and all other items supplied should be brand new furniture. Consulate General of India, New York is not bound to provide any mode of transport in respect of men or material required for the contract.
10. Prices: Price quoted by the Contractor and agreed to by Consulate General of India, New York shall be considered final and no price escalation will be permitted thereafter. Bidders must quote the price in the format given in Contract Price Schedule at Section-V of this document. All prices are to be quoted only in USD.
11. Taxes and Duties: The prices quoted should be inclusive of all taxes and duties, if applicable in New York. VAT should not included as Consulate General of India, New York is exempted from the VAT.

12. Consulate reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or the contractor dishonors the contract. Decision of the Consulate in this regard shall be final and binding upon the contractor.

### **SECTION III: TECHNICAL BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Mention “Yes” or “No”</b>
1	Whether “Technical” & “Price” bids submitted separately and the respective envelopes superscribed properly	
2	Whether the Earnest Money Deposit (EMD) USD 1000 (One thousand only) in favor of CGI, New York is enclosed with the tender submitted.	
3	Experience of relevant and similar work of annual Operation and Maintenance and repair works in the buildings or any other work executed during last 5 years receding.	
4	Duly filled Financial bid place in separate cover.	
5	Date of Establishment of organization/ company/ agency.	
6	Whether agreed to abide by all the terms & conditions of this tender	
7	(Any other detail Specify)	

All above enclosures must be valid (wherever applicable).

Date:

Name & Signature of the tenderer with seal

Place:

Note: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.

## **SECTION IV – FINANCIAL BID**

Items quoted must be as per the specifications given. Rates should include all cost, like conveyance of materials, loading and unloading charges, labour charge, hire charge of tools, arrangements of modular work station at places pointed out by the CGI, New York etc., complete. Total price should be inclusive of all taxes.

**Name of firm:**

Address for correspondence:

Email & Contact details:

Note: 1. The above quoted prices are complete in all respect as per technical specifications inclusive of transportation & other charges etc.

2. Certified that rates quoted for the above items are as per details, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company seal



## SECTION V: SPECIFICATION & ILLUSTRATIVE IMAGE OF WORKSTATION

**Name of work: Supply and installation of modular workstation and storage cupboards at CGI, New York.**

**Tender No. NYCG/ACCTS/731/18/2022**

**Date: 18 May 2023**

Sl.No.	Description
1	<p>Type of workstations: -Desk band system</p> <p>Type / Shape of cluster: -Single Seater Rectangular L shape or as per required.</p> <p>Construction of drawer unit:- laminated partial board with high gloss mica.</p> <p>Construction of pedestal:- laminated board with high gloss mica</p> <p>Frame material for work station:- laminated practical board 45mmAluminum Structured Bottom Frame With Aluminum Extrusion</p>
	<p>Material of table top:- Pre-laminated particle board 25mm with high gloss mica</p> <p>Material of table for top:- high pressure laminate</p> <p>Material of intermediate table:- Pre-laminated board</p> <p>Material of bottom :- pre-laminated particle board tile</p> <p>Length of table top (main frame):- <math>\pm 10</math> mm(main frame)1500 mm</p> <p>Depth of table top:- <math>\pm 10</math>mm 600 mm</p> <p>Depth of table top:- <math>\pm 10</math>mm 750 mm</p> <p>Overall height of work station partition:- (<math>\pm 10</math>mm) 1200 mm</p> <p>Thickness of side partition/panel:- (<math>\pm 2</math>mm )50 mm</p> <p>Thickness of main frame:- (<math>\pm 5</math>mm)50 mm</p> <p>Size of drawer unit:- (Width x Depth x Height):-(<math>\pm 10</math>mm) 400 X 450 X 680 (mm)</p> <p>Size of file box (Width x Depth x Height):-(<math>\pm 10</math>mm) 25 mm pre-laminated board total 3 units</p> <p>Including keyboard tray ,CPU and printer salves</p> <p>As per material and brand approved by authority.</p>

	<p>File overhead/ Storage unit :-</p> <p>Material of Construction:- Pre-laminated board conforming. SBG II of IS 3087/2015 laminated with 18 mm thick lamination and balancing lamination of 0.8 mm thick on the back side.</p> <p>Number of Shelves (Nos):- 2 or as per requirement</p> <p>Number of Doors (Nos):- 2</p> <p>Height in mm (<math>\pm 10</math> mm):- 900mm including high gloss laminate and necessary locking arrangement.</p> <p>Depth in mm (<math>\pm 5</math> mm):- 420mm</p> <p>Width in mm (<math>\pm 10</math> mm):- 1500mm</p> <p>Thickness of Top in mm (<math>\pm 2</math> mm):- 18mm</p>
2	<p>Thickness of Sides in mm (<math>\pm 1</math> mm):- 18mm</p> <p>Thickness of Back in mm (<math>\pm 1</math> mm):- 18mm</p> <p>Thickness of Bottom in mm (<math>\pm 1</math> mm):- 18mm</p> <p>Thickness of shelf in mm (<math>\pm 1</math> mm):- 18mm</p> <p>Thickness of Door in mm (<math>\pm 1</math> mm):- 18mm</p> <p>Type of Doors:- Hinged doors of equal width hung with auto closing hinges As per material and brand approved by authority</p>
	TOTAL

**ILLUSTRATIVE IMAGE OF WORKSTATION**

