

Request for Quote

Dear Sir,

Please quote your best rates for supply and installation of modular workstations as per details and specifications attached at Annexure 'I' to this letter to be installed at Delhi Electricity Regulatory Commission, C-Block, Shivalik, Malviya Nagar, New Delhi-110017.

Terms and Conditions

1. Supply and installation of modular workstations shall conform strictly to the specifications mentioned in the financial bid.
2. Quantity/ Size mentioned in the financial bids are indicative only. Commission reserve the right to increase/decrease the quantities as well as size as per the requirements. Bidders in their own interest are advised to visit the O/o DERC to assess the required quantity and size and to familiarize themselves with the local conditions. The Bidders may, accordingly, quote their rates. The rates quoted should be inclusive of all applicable taxes.
3. The bidder has to quote price in the format enclosed at annexure 'I' in the typed form on his letter head. Handwritten Financial Bid may be rejected by the Committee
4. Price shall be inclusive of all cost such as material, all statutory taxes, duties, levies and all cartage charges, labour, installation and commissioning. Bid price shall be firm and final. No escalation whatsoever shall be payable. The bidder/supplier will be entirely responsible for all taxes and levies payable by him to the respective authorities.
5. The rates quoted by the bidder shall be valid for **90 days** from the last date of submission of the bids.
6. The Contractor/Firm shall submit EMD of **Rs 6,000/-** in the form of account payee demand draft in favour of "Secretary, Delhi Electricity Regulatory commission" **in separate sealed envelope**. EMD envelope will be opened first. If a valid EMD is enclosed then only the Financial Bid will be opened.
7. The sealed Bid duly super scribed, "**Bid for Supply and Installation of modular workstations**", and shall be addressed to The Secretary, Viniyamak Bhawan, C-Block, Shivalik, Malviya Nagar, New Delhi – 110017
8. No advance payment will be made; payment will be made on satisfactory completion of the work as per actual quantity of items and specifications as per work order.

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9. In case of any enquiry or clarification, bidders can contact DERC on Tel No. 011-41080414.

10. Supply and Installation of modular workstations shall be completed within 15 days from the date of issue of work order. If the work is not completed within the due date and no extension of date is applied for and granted, this Commission reserves the right to impose liquidated damages/ cancel the work order including forfeiture of EMD submitted by the bidder and no payment for the work already completed shall be allowed.

11. The work shall be completed within the time schedule as given at para 10 to be reckoned from the date of this order failing which the contractor shall be liable to pay liquidated damages as compensation for an amount equal to 0.25 % or such smaller amount as the commission may decide on the said bid price of the whole work for every day's delay but not exceeding 10% on the total value of the order.

12. Last date for receiving the bids is **09.01.2017 by 1200 Hrs**. Bids received by the last date and time would be opened by Purchase and Works Committee at **1430 Hrs** on the same day i.e. **09.01.2017**.

(Nalini Dubey)
Personnel Officer

Financial Bid
(on the letter head of the firm in typed form only)

I.No.	Description of Item	Qty.	Rates	Amount
1.	60 mm Modular partition integrated low height modular partition system shall be made out of powered coated extruded aluminum frame work having vertical member of .89mm thickness with facility to incorporate 12mm thick PLB board tile on both side. All vertical shall have thread on end for fixing the horizontal member on the top which shall be made out of powder coated extruded aluminum section having sheet thickness .89 mm with hollow space inside for the data computer telephone wiring to pass through it to avoid the static current cause by electrical wiring & outlet in the system. Partition shall have bottom horizontal member made out of extruded aluminum section with round side edges and have the inbuilt facility to hang wires. Vertical & horizontal member of frame work shall be joint together with help of Allen key nut bolts for greater rigidity & strength of the system. Each frame work shall be having height level adjuster made out of MS rod with rubber shoes place under each vertical member of the frame for the better adjustment on the floor. Bottom of frame work shall have race way Made out aluminum and to be fixed at the bottom. Partition frame shall be covered on both side using .08mm thick plb board. This panel are fixed to be the frame work using extruded aluminum and fixed modular partitions panels shall have separate raceway panel made of extruded aluminum section duly powered coated for data & electorcal switches/socket Size			
	1200 mm x 1200 mm x 6 Nos	96 sq ft		
	1200 mm x 600 mm x 10 Nos	80 sq ft		
2.	Key board made out of 18mm PLB with telescopic channel	3 nos		
3.	CPU trolley made out of CRC sheet duly powder coated with wheel arrangement	3 nos		
4.	Gab lend 18mm PLB duly edge banded	3 nos		
5.	Three drawer unit/mobile storage unit made out of 18 mm PLB duly edge bending with locking arrangement	3 nos		
6.	Work Top 25 mm pre laminated board duly edge banding size 1200mm x 600 mm x3 Nos	3 nos		
7.	Work station chair Medium back PU arm nylon base seat & back cushion leatherette tapestry	3 nos		
8.	Sofa set made out of wooden frame SS legs leatherette tapestry size 1450x760 mm (Two seater)	3 nos		
9.	Center table made out of wooden frame with glass top having a shelf duly polished size 36"x18"x17"	3 nos		
	Total including taxes			

Supply and installation of work station for Assistant Director(IT)

Sl	Description	Size/Qty	Rate	Amount
1.	Workstation 4.5'X2'X2.5' with drawer and storage made with full laminated (0.8mm sun mica) 19mm commercial ply board (Century/Kitply) with all hardware including lock, hinges, stainless steel handles and channels (premium quality duly approved by the Commission).	01 nos		
	Storage Almirah(5'X2.5'X1.5') full laminated (0.8mm sun mica) 19mm commercial ply board (Century/Kitply) with all hardware including lock, hinges, stainless steel handles and channels (premium quality duly approved by the Commission).	01 nos		
	Supply and fixing of sunmica over old partition	4X2' sq. ft.		
	Removal and disposal of old furniture	Lumpsum		
Total (including taxes)				

* Rates shall be inclusive of all taxes, labour for installation, cartage and all other costs, if any.

I/We accept all the terms and conditions of the Bid letter unconditionally and undertake to abide by all of them.

Date:

Signature _____

Name: _____

Company Seal _____