

Requirement of Furniture

The Court Rooms and Chambers at the Judgeship headquarter at Bihar Sharif and Sub-divisional Court at Hilsa would have to be furnished with furniture suitable for the Presiding officers and Ministerial staffs.

Furniture to be supplied and installed must be suitable and commensurate with the Court Rooms, Chambers and offices and also blend with the general ambience of Courts.

S.No	Particular	Total Tentative Required Quantity
01	Court Table for P.O (Along with tempered/ toughened glass)	11
02	Chamber Table for P.O (Along with tempered/ toughened glass)	11
03	Basic Table (for OC, BC & Steno)	33
04	Computer Table	11
05	Executive Chair for Presiding Officer (P.O)	22
06	Basic Chair	88
07	Writing Desk Acrylic Table top elevator for P.O Court	11
08	Writing Desk Acrylic Table top elevator for P.O Chamber	11

Eligibility Criteria

Company/ firm/ agency means original equipment manufacturer/ firm/ authorised dealer

1. *Technical Evaluation of Proposal*

- a) Company/ firm/ agency should have at least two years' experience of operating such establishment.
- b) Company/ firm/ agency's turnover should be minimum of Rs. 30,00,000/- (Thirty lakh) per annum (2022-23 & 2023-2024).
- c) Earnest money of Rs. 30,000/- (Thirty Thousand Only) is to be paid along with the technical bid through D.D. in favour of District & Sessions Judge, payable at Bihar Sharif.
- d) Company/ firm/ agency must provide photo copy of Pan Card.
- e) The original equipment manufacturer/ firm/ authorised dealer shall submit catalogue/ brochure of the furniture along with the technical bid. Samples of the models quoted in the bid shall be made available at the opening of tender for assessing product quality as per the laid down specifications in the tender document. Only the product qualified thereon shall be considered for financial evaluation.

2. *Financial Evaluation of proposal* would be as per the lowest price (L1) quoted amongst the technically qualified proposals of the bidders. **Financial proposal would be the net amount payable inclusive of all taxes.**

- The bidder fulfilling Technical Stage will only be shortlisted for financial evaluation. Claims without documentary evidence will not be considered.
- Bidders shall not claim any transportation cost/ other cost whatsoever for display of samples of the models quoted in the bid at the opening of tender for assessing product quality as per the laid down specifications in the tender document.
- Bidders may bid for a single item or more, amongst the list of eight different types of furniture required, as mentioned in this document.
- The office of the District & Sessions Judge, Nalanda reserves the right to verify the claims made by the Bidders and the District & Sessions Judge, Nalanda's decision shall be final in this regard. District & Sessions Judge, Nalanda may, in his/her absolute discretion, waive any of the condition/s and/or requirements in the TENDER in respect of any or all of the bidders

Declaration of Successful Bidder

District and Sessions Judge, Nalanda may either choose to accept the Proposal of the successful tenderer or invite him for negotiations. Approval of the proposed product, design and installation of the furniture would require approval from the office of District and Sessions Judge, Nalanda before the bidder is declared successful. The product, design and quality of the furniture can be amended or modified by office of District and Sessions Judge, Nalanda.

Upon acceptance of the Proposal of the tenderer financially qualified with or without negotiations, District and Sessions Judge, Nalanda shall declare the tenderer as the Successful Bidder.

All of the approved quoted amount of the successful bidder for supply and installation of furniture shall be paid only after the completion of all supply and works.

Supply/ Work Order

District and Sessions Judge, Nalanda will notify the Successful Bidder by a Letter of Award (LOA) that its Proposal has been accepted, and accordingly **Supply/work order** would be issued.

Right to accept or reject proposal

District and Sessions Judge, Nalanda reserves the right to accept or reject any or all of the Proposals without assigning any reason.

District and Sessions Judge, Nalanda reserves the right to invite revised Proposals from Tenderers/Bidders with or without amendment of the Tender Document at any stage, without liability or any obligation for such invitation and without assigning any reason.

Obligations of the Successful Bidder

1. The Company/ firm/ agency would be under obligation to supply and install the approved product without any additional cost of transportation/ installation or any other overhead cost for that matter.
2. The Company/ firm/ agency would be under obligation to inscribe/write alphanumeric stock item number on each product in serial, as would be provided by the office for stock identification.
3. The Company/ firm/ agency shall use, supply, and install the product without causing any damage to the building structure or fittings.
4. The agency shall be responsible for maintaining cleanliness in the court building. Wrappers/ covers/ garbage for the said supplied products shall be picked up by the agency and the premises be cleaned of the same.
5. The Agency shall ensure that only the specified approved product are supplied and installed and must not mix/ dilute products in contravention with the work order. If the agency indulges in malafide activities related to supply and installation of furniture, the office of District and Sessions Judge shall be at liberty to cancel/ withdraw work order

of the agency and take other appropriate actions.

6. Guarantee/ warranty papers, if any, of the manufacturing firm attached with the supplied products must be submitted in the office. Minimum warranty of three (3) years from the date of installation is mandatory which has to be furnished by the successful bidder.
7. The furniture items are to be supplied and installed at two different sites – Civil Court Buildings in Bihar Sharif, and in Hilsa.

Guidelines for scope of work

- a) The Company/ Firm/ Agency would have to begin supply and installation of the approved products fifteen (15) days from the date of receipt of the Letter of Award/ work order, and shall complete all supply and installation within the next fifteen (15) days.
- b) No harm to the existing structure, fittings, finishes, fixings should be done due to bad workmanship, dragging of products, mishandling etc. Special care required for specialized type of materials and important things, appropriate procedure must be adopted. Any damage caused to the structure/ fitting/ appliances any ware shall be repaired and made good by the Company/ Firm/ Agency.
- c) Supply and installation of furniture and fixture covers everything from supply of products of specified quality and finish to their installation at appropriate places and immediate replacement of damaged/ sub-standard products as may be required.
- d) There will not be extra payment for any fixing material used/ workforce employed in the course of supply and installation of furniture and fixtures.

Overall Supervision

The required number of items of furniture and procedure/ schedule for their installation may vary as per the requirement. The Agency has to perform specified work and would be obliged to do all needful to manage/arrange for adequate supervision to get best results. Bidders must visit the site/campus and must understand the nature and scope of work to be performed.

The successful agency shall ensure that a **nodal person** be deployed at the work sites for having effective coordination with the civil court offices.

Format for submission of Financial Proposal			
S. No	Particular	Description	Rate per item
01	Court Table for P.O	<ul style="list-style-type: none"> *Dimension – 6 feet (length) X 3 feet (width) X 2.5 feet (height). * Steel Frame * Best quality prelaminated particle board top of 25 mm * Tempered/ toughened glass of 8 mm thickness 	
02	Chamber Table for P.O	<ul style="list-style-type: none"> *Dimension – 6 feet (length) X 3 feet (width) X 2.5 feet (height). * Steel Frame * Best quality prelaminated particle board top of 25 mm * Three (3) box lockable drawers. * Tempered/ toughened glass of 8 mm thickness. 	
03	Basic Table (for OC, BC & Steno)	<ul style="list-style-type: none"> *Dimension – 4 feet (length) X 2.5 feet (width) X 2 feet (height). * Steel Frame of 1.2 mm thickness * Best quality prelaminated particle board top of 18 mm thickness. * PVC edged bonding on all sides of the pre-laminated particle board panel. * Three (3) box lockable drawers 	
04	Computer Table	<ul style="list-style-type: none"> * Dimension – 3 feet (length) X 2.5 feet (width) X 2 feet (height). * MDF board of 18 mm. * PVC lipping * Single staff desk *keyboard drawer * UPS/ CPU arrangement tray 	

05	Executive Chair for Presiding Officer (P.O)	<ul style="list-style-type: none"> *Steel frame *High back with head rest. *Luxurious bonded leather. * Thickly padded seat * P.U moulded foam *Back cushion *Armrest adjustable. *Seat height Adjustable *360 degree adjustable * Coated heavy metal base. 	
06	Basic Chair	<ul style="list-style-type: none"> *Steel frame *Medium backrest *Seat and back thick cushion *Armrest * PU moulded foam 	
07	Writing Table Top Elevator Desk for P.O Court	<ul style="list-style-type: none"> *Cell Cast Acrylic Sheet, Clear Transparent, 8MM Thickness * 21 X 15 Inches * Portable, Foldable and Adjustable height up to different angles. 	
08	Writing Table Top Elevator Desk for P.O Chamber	<ul style="list-style-type: none"> *Cell Cast Acrylic Sheet, Clear Transparent, 8MM Thickness * 16 X 12 Inches * Portable, Foldable and Adjustable height up to different angles. 	

Note :- Amount shall be quoted for all of the eight different items separately. Lowest amount (L1) would be picked up separately for all of the aforementioned different items amongst the rate quoted by the bidders.

However Work order would be as per the requirement of office in terms of the item needed and also the quantity of items. Amount quoted would remain valid for six months.

The District & Sessions Judge, Nalanda at Bihar Sharif reserves right to reject any or all the tenders without assigning any reason whatsoever.

Place:-

Date :-

Signature and seal of the bidder