

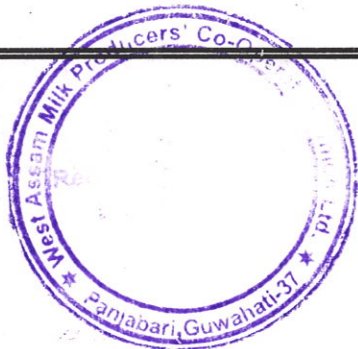
*E-Procurement Notice*

**Supply & Installation of Office Furniture**  
**REQUEST FOR QUOTATION (RFQ)**



**Purabi**

April-2025





# West Assam Milk Producers' Co-operative Union Ltd.

## PURABI DAIRY

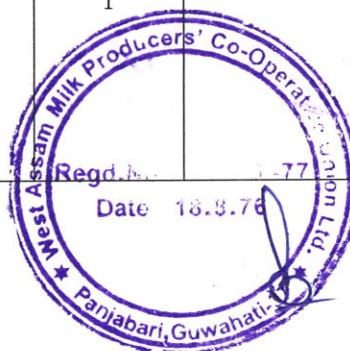
**REQUEST FOR QUOTATIONS**  
**Procurement of Goods under RFQ**  
**E-Procurement Notice**  
*(Two-Envelope Single stage bidding process)*

**Purchaser: West Assam Milk Producers' Cooperative Union Limited**  
**Contract title: Supply & Installation of Office Furniture for Modular setup**  
**RFQ No: WAMUL/Admin/Furniture/25-26/01**  
**Date: 22<sup>nd</sup> April-2025**

The West Assam Milk Producers' Cooperative Union Limited WAMUL, (Purabi Dairy) invites Quotations in sealed envelope from eligible bidders for "Supply & Installation of Office Furniture for Modular setup" at WAMUL Premises as per specifications and other terms and conditions as below:

SL No.	Particulars	Qty.	BOQ	Location
1.	Big + shaped workstation tables with credestal (4 staff seating) Table top of size - 1475mm x 600mm and credestal tabletop size - 875mm x 400mm. The main table & credestal will have 1 drawer & 1 shutters each for file storage. With Pin-up board. Colour - Acacia light for tabletop and Gothic Grey for body. Make: (Preference) Laminate - Merino Brand Ply - Calibrated Brand - Gattani/Everest/century Fittings - Ebco/Hettich	1	Annexure-I	Main Hall, ICT Department, located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam
2.	Small + shaped workstation tables with credestal (4 staff seating) Table top of size - 1200mm x 600mm and credestal tabletop size - 800mm x 400mm. The credestal will have 2 drawer & 2 shutters for file storage. With Pin-up board. Colour - Acacia light for tabletop and Gothic Grey for body. Make: (Preference) Laminate - Merino Brand Ply - Calibrated Brand - Gattani/Everest/century Fittings - Ebco/Hettich	1		Main Hall, ICT Department, located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam
3.	Executive Table. Main tabletop size - 1500mm x 900mm & Credestal tabletop of 800mm x 400mm. The main table will have 1 drawer & 1 shutter. Colour - Acacia light for tabletop and Gothic Grey for body. Make: (Preference) Laminate - Merino Brand Ply - Calibrated Brand - Gattani/Everest/century Fittings - Ebco/Hettich	1		Group-Head, ICT Department, located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam
4.	Server Room Table (wall, fixed) Table top size - 1200mm x 600mm. The table will have 3 drawer & 3 shutter.	1		Server Room, ICT Department, located at Wamul (Purabi Dairy),

	Colour – Acacia light for tabletop and Gothic Grey for body. Make: (Preference) Laminate – Merino Brand Ply – Calibrated Brand - Gattani/Everest/century Fittings – Ebco/Hettich		Panjabari, Ghy-781037, Assam
5.	Storage Almirah Height – 2100mm x breath -600mm x deep 600mm. Consist of 4 shelves and front shutter on soft close hydraulic hinges. Colour - Acacia light Make: (Preference) Laminate – Merino Brand Ply – Calibrated Brand – Gattani/Everest/century Fittings – Ebco/Hettich	2	Server Room, ICT & Group-Head, ICT Department, located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam
6.	2 Seater straight workstation table Table top size – 2400mm x 600mm and will have 2 drawer & 2 shutter for file. Make: (Preference) Laminate – Merino Brand Ply – Calibrated Brand – Gattani/Everest/century Fittings – Ebco/Hettich	1	Main Hall, ICT Department for repairing works located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam
7.	L Shaped Storage (conference room) 1500mm L x 400mm depth x 750mm H approx. with shelves & shutters. Colour – Acacia light Laminate – Merino Brand Ply – Calibrated Brand – Gattani/Everest/century Fittings – Ebco/Hettich	2	Conference Room located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam
8.	Library Cabinet 3600mm L x 400mm depth x 2400mm H, with storage option. Colour – Acacia light Make: (Preference) Laminate – Merino Brand Ply – Calibrated Brand – Gattani/Everest/century Fittings – Ebco/Hettich	1	Lobby, located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam
9.	Utility Table. All panels will be edge banded with hot melt glue in edge banding machine for better finish. Tabletops touch points will be edge banded with 2mm edge banding and rounded for better feel. Tabletop size – 1150mm x 600mm x 750mm will have 3 shutters. Colour – Acacia light for tabletop and Gothic Grey for body. Make: (Preference) Laminate – Merino Brand Ply – Calibrated Brand – Gattani/Everest/century Fittings – Ebco/Hettich	1	Lobby, located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam
10.	Executive Chair NET Spinal Colour – Black Cushioned handle, High back rest, Hydraulic lift with tilt lock. Brand – Godrej, Durian, Federlite, Nilkamal.	1	Group-Head, ICT Department located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam



*[Handwritten signature]*

11.	Visitor Chair Colour – Black With armrest Brand – Godrej, Durian, Federlite, Nilkamal.	2	Group-Head, ICT Department located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam
12.	Workstation Chair Colour- Black Medium back rest Hydraulic adjustments for height Brand – Godrej, Durian, Federlite, Nilkamal.	10 + 2 extra.	ICT Department located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam
13.	Window blinds (vertical type)	708 sq.mtr approx.	ICT Department Conference & Training room located at Wamul (Purabi Dairy), Panjabari, Ghy-781037, Assam

Time line for submission of the bid documents

Sl. No	Item	Start date & Time
1	Bid Publishing Date	22-04-2025
2	Pre Bid Meeting	25-04-2025, 12:30 hrs (Purabi Dairy Head Office located at R.K. Jyotiprasad Agarwala road, near juripar, Panjabari, Ghy-781037)
3	Bid Submission end date	13-05-2025, 12:00 hrs
4	Bid opening date(Technical)	13-05-2025, 12:30 hrs

### 1. Terms and Conditions:

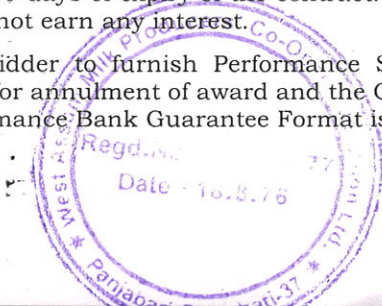
#### 1.1 Experience of the bidder for Supply & Installation of Furniture

- The bidder should have at least 3 (Three) Work Orders for same/similar works issued by any Agencies/Govt. Departments/PSU/Autonomous bodies/Reputed Private Establishments having a minimum value of Rs.8 Lacs in each order for the Financial Years i.e. 2021-22,2022-23,2023-24 or 24-25. (Documentary Evidence: Work Orders/GST Invoices/Work Completion Certificate/Work Undertaken Certificate or any other relevant document)
- The bidder should have an average annual turnover of not less than Rs.1 Cr in the last 3 Financial Years i.e. 2021-22,2022-23, 2023-24 or 2024-25 (years should be consecutive) (Documentary Evidence: CA Certified copy having valid UDIN or Audited Balance Sheet of the last 3 F.Y)
- The bidder should have a manufacturing/registered office in Kamrup Metro, Assam
- The bidder must have a GST Registration Certificate.
- The bidder should not have been blacklisted by any State/Central Government Department/PSU/Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices. In this regard an up to date affidavit on Non Judicial Stamp Paper from public notary/legal competent authority is to be submitted

**1.2. Earnest Money Deposit (EMD):** Rs. 9000.00/- (Rupees Nine Thousand) shall be submitted in the form Demand Draft (DD) in the name of “West Assam Milk Producers Cooperative Union Ltd” Payable at Guwahati. The EMD can be forfeited by the purchaser, if the bidder is not earnest about their bid and withdraw it before the validity period is over.

**1.3 Performance security:** The successful bidder shall furnish to WAMUL a performance security @10% of the contract value in the form of Bank Guarantee or a Bank Draft from any Nationalized/Scheduled Bank in favour of “West Assam Milk Producers Cooperative Union Limited” Payable at Guwahati” within 30 days of award of contract .The PBG will be valid till the warranty obligation period .The Performance Security furnished by the successful bidder will be retained by the office up to the warranty obligation period and returned within 60 days of expiry of the contract. The PBG held by the office till it is returned to the successful bidder will not earn any interest.

Failure of the successful bidder to furnish Performance Security within the period stipulated shall constitute sufficient ground for annulment of award and the Office may make the award to the next lowest evaluated bidder. The Performance Bank Guarantee Format is enclosed.



**1.4. Validity of the Quotation:** Quotation must be valid for 120 days from the last date of submission of bids. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

**1.5. Delivery/Completion Time:** Material to be delivered and installed within 30 days from the date of issue of purchase order.

**1.6. Price Bid**

- a) The Prices shall be quoted in Indian Rupees only
- b) Freight: To be arranged by the supplier.
- c) Packing, Forwarding, GST, Freight, loading, unloading, Insurance and other incidental charges will be part of the evaluation.
- d) Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation
- e) The contract shall be for the full quantity as described above.

**1.7. Terms of Payment:** 100% payment within 30 days after successful delivery and installation of the material at site and submission of invoice to be certified by competent authority of WAMUL

**1.8. Warranty:** The warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the special condition of contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin or as per the manufacturer's Warranty.

**1.9. Liquidated Damages:** If the bidder fails to deliver any or all the goods or perform the services within the time period(s) specified in the purchase order/contract, the WAMUL shall, without prejudice to its other remedies under the purchase order/contract, deduct from the purchase order/contract price, as liquidated damages, a sum equivalent to the following clauses which is applicable as per Order.

a) 0.5% of the full contract value for each completed week of delay

**OR**

b) 0.5% of the value of delayed items/services only, for each completed week of delay.

The total amount so deducted shall not exceed 10% of the purchase order/contract value. Once the maximum is reached, the WAMUL may consider cancellation/termination of purchase order/contract, and forfeiture of performance/ deposit bond

**1.10. Documents:** *The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted simultaneously.*

**i) The Technical Part of Quotation shall comprise the following**

- a) Letter of Quotation – Technical Part
- b) Delivery schedule –within 30 days from the date of issue of purchase order.
- c) Technical specification
- d) Complete address and contact details of the Bidder having the following information:
  - Name of Firm
  - Address for communication
  - Telephone No(s): Office
  - Mobile No.
  - Electronic Mail Identification (E-mail ID)

Bidder shall submit: Self attested copy of PAN, Self-attested copy of GST, MSME Certificate (if available) Self-attested copy of Trade License, Bank Account details on letterhead of the firm and the RFQ document.

**ii. The Financial Part of Quotation shall comprise the following:**

- (b) Price Schedule as per specified format (BOQ)

**1.11. Opening and Evaluation of Technical Parts of Quotations:**



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*[Handwritten signature]*

The 'Technical Part' of the Quotations will be opened on the specified date and time. The Financial Part of the Quotations shall remain unopened until the subsequent technical opening.

a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation has been properly signed meets the eligibility criteria conforms to all terms, conditions, Technical specifications, warranty/guarantee etc.; and the bidder has accepted the delivery schedule

b) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations at the second Opening.

c) Purchaser shall notify to those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document, advising them that their Technical Part of Quotation failed to meet the requirements of the RFQ document; and that their Financial Part of the Quotation shall not be opened.

Simultaneously Purchaser shall notify to those Bidders whose Technical Parts of Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their quotation has been evaluated as substantially responsive to the RFQ document and that their financial part of bid will be opened online and date will be intimated.

**1.12. Opening and Evaluation of Financial Parts of Quotations:** The 'Financial Part' of the Quotations will be opened on the specified date and time.

The Purchaser shall examine and confirm that Letter of Quotation – Financial Part and Price Schedules/BOQ are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.

- (a) The Quotations would be evaluated for complete set of items under this RFQ.
- (b) The evaluation shall be based on the total price of Goods including GST and any other taxes, freight Transit insurance which will be payable on the finished goods at the time of invoicing as FOR delivery.

**1.13. Award of contract:**

(a)The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

(b)No price negotiation will be done with any bidder. The purchase order will be issued to the lowest responsive bidder

(c)Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

(d)The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall incorporate in the supply order.

**1.14. Cancellation of Contract:** WAMUL shall be free to cancel the order either in full or in part, in the case of non-delivery of material/non completion of installation within the stipulated delivery period.

**1.15. Rejection:** WAMUL reserves the right to reject the goods either in part or full if at the time of delivery, it is noticed that the goods supplied do not conform to the specifications/description given in the purchase order.

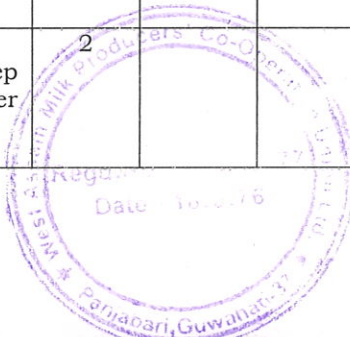
**1.16.** For any dispute/legal issues, the jurisdiction is at Guwahati Only



Sd/-  
Managing Director-WAMUL

**Bill of Quotation Annexure-I**

SL No.	Particulars	Qnty.	Basic Unit Rate (Rs)	Unit Rate incl. Gst (Rs)	Freight, P&F, loading, unloading Insurance or Other incidental charge/unit (Rs)	Tax on Freight, P&F, loading, unloading Insurance or Other incidental charge/unit (Rs)	Total amount incl. all (Rs)
1.	Big + shaped workstation tables with credestal (4 staff seating) Table top of size - 1475mm x 600mm and credestal tabletop size - 875mm x 400mm. The main table & credestal will have 1 drawer & 1 shutters each for file storage. With Pin-up board. Colour - Acacia light for tabletop and Gothic Grey for body. Make: (Preference) Laminate - Merino Brand Ply - Calibrated Brand - Gattani/Everest/century Fittings - Ebco/Hettich	1					
2.	Small + shaped workstation tables with credestal (4 staff seating) Table top of size - 1200mm x 600mm and credestal tabletop size - 800mm x 400mm. The credestal will have 2 drawer & 2 shutters for file storage. With Pin-up board. Colour - Acacia light for tabletop and Gothic Grey for body. Make: (Preference) Laminate - Merino Brand Ply - Calibrated Brand - Gattani/Everest/century Fittings - Ebco/Hettich	1					
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5.	Storage Almirah Height - 2100mm x breath -600mm x deep 600mm. Consist of 4 shelves and front shutter on soft close hydraulic hinges. Colour - Acacia light	2					



	Make: (Preference) Laminate – Merino Brand Ply – Calibrated Brand – Gattani/Everest/century Fittings – Ebco/Hettich					
6.	2 Seater straight workstation table Table top size – 2400mm x 600mm and will have 2 drawer & 2 shutter for file. Make: (Preference) Laminate – Merino Brand Ply – Calibrated Brand – Gattani/Everest/century Fittings – Ebco/Hettich	1				
7.	L Shaped Storage (conference room) 1500mm L x 400mm depth x 750mm H approx. with shelves & shutters. Colour – Acacia light Laminate – Merino Brand Ply – Calibrated Brand – Gattani/Everest/century Fittings – Ebco/Hettich	2				
8.	Library Cabinet 3600mm L x 400mm depth x 2400mm H, with storage option. Colour – Acacia light Make: (Preference) Laminate – Merino Brand Ply – Calibrated Brand – Gattani/Everest/century Fittings – Ebco/Hettich	1				
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10.	Executive Chair NET Spinal Colour – Black Cushioned handle, High back rest, Hydraulic lift with tilt lock. Brand – Godrej, Durian, Federlite, Nilkamal.	1				
11.	Visitor Chair Colour – Black With armrest Brand – Godrej, Durian, Federlite, Nilkamal.	2				
12.	Workstation Chair Colour- Black Medium back rest Hydraulic adjustments for height Brand – Godrej, Durian, Federlite, Nilkamal.	10 + 2 extra.				
13.	Window blinds (vertical type)	708sq. mtr approx.				



*Signature*



**Letter Pad of CA Firm**

Standard format

**TO WHOMSOEVER IT MAY CONCERN**

We..... based on audited books of accounts for the financial year 2021-22, 2022-23, 2023-24 or 24-25 and verification of documents, records and information provided to us by the Management of

....., having its registered office at.....

..... Confirm the following:

<b>Sl No</b>	<b>Financial Year</b>	<b>Turnover (Rs.)</b>
<b>1</b>	<b>21-22</b>	
<b>2</b>	<b>22-23</b>	
<b>3</b>	<b>23-24</b>	
<b>4</b>	<b>24-25</b>	

Signature

Date

Place

Seal/Stamp of CA Firm



**Performance Security - Bank Guarantee**  
*[Guarantor letterhead or SWIFT identifier code]*

Performance Guarantee No..... *[insert guarantee reference number]*  
Date.....*[insert date of issue of the guarantee]*

To: \_\_\_\_\_ *[name of Purchaser]*  
\_\_\_\_\_ *[address of Purchaser]*

WHEREAS \_\_\_\_\_ *[name and address of Supplier]* (hereinafter called "the Applicant") has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ *[name of Contract and brief description of Goods and related Services]* (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Applicant shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Applicant such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Applicant, up to a total of \_\_\_\_\_ *[amount of guarantee]* \_\_\_\_\_ *[in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ *[amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Goods and related Services to be supplied thereunder or of any of the Contract documents which may be made between you and the Applicant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until ..... following the Completion date of the Contract including any warranty obligations, and any demand for payment under it must be received by us at this office on./ or before that date.

Signature and seal of the guarantor \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.**



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