



**DIRECTORATE GENERAL OF HYDROCARBONS**  
**(Ministry of Petroleum & Natural Gas)**  
**Plot No. 2, OIDB Bhawan, Sector 73, Noida -201 301.**

### **INVITATION FOR BID**

(Indigenous Limited Tender under two bid system)

Directorate General of Hydrocarbons, Noida invites Sealed Competitive Bids (in duplicate) for Procurement of Workstations under two Bid Systems from the known firms whose names are mentioned as under:

1. M/s. Vishal Furniture and Decorators (P) Ltd.
2. M/s. Ashwin Enterprises,
3. M/s. Sarvodaya Traders,
4. M/s. Furniture Park,
5. M/s. Dee Kay Refrigeration,
6. M/s. Godrej & Boyce Mfg. Co. Ltd. New Delhi.
7. M/s. Godrej Interio Store,
8. M/s. Steelcase Asia pacific Holding India Pvt. Ltd.
9. M/s. VI furnishing Pvt. Ltd.,
10. M/s. Steelcase Asia pacific Holding India Pvt. Ltd.
11. M/s. Haworth India,
12. M/s. Herman Miller Furniture (I) Pvt. Ltd.,

Tender document can also be issued to the firms which are qualifying as per the Pre-Qualification criteria (PQC). The request from such firm should, however, be received (preferably by fax or in person) within **29.05.2014** by the HoD (MM), DGH, OIDB BHAWAN, Tower-A Plot-No.2, Sector-73, Noida - 201 301, (Ph No: 0120-2472000, Fax No: 0120-2472049) to issue the bid document. Bid document can be downloaded from DGH Website <http://www.dghindia.org>. or Government of India e-procurement website <http://eprocure.gov.in/cppp/> but it is only for immediate and general information and will not be accepted unless formal approval from DGH has been obtained before bid sale closing date and enclosed with the technical bid on the specific request of the bidder.

### **PRE QUALIFICATION CRITERIA (PQC):**

1. Tenderer must be OEM or OEM's distributor or OEM distributor's business channel partners for modular furniture items of the make Godrej, Haworth, Steelcase. Knoll, Herman Miller. Authorization certificate to this effect from original manufacturer is required to be attached along with technical bid.
2. OEM of the quoted or intended to quote material should be ISO 9001/ 14001/ 1800 certified.

3. The bidder must have at least three years of experience and have executed at least three orders of value Rs. 10 lacs each for Supply of workstations/ modular furniture items during the last three years from the originally scheduled closing date of the tender.
4. Requisite documents establishing the experience of three years and three supply orders each valuing Rs.10 lakhs need to be submitted along with the bid or with the request for Quotation if downloaded through website.

**DIRECTORATE GENERAL OF HYDROCARBONS**  
**MINISTRY OF PETROLEUM & NATURAL GAS**  
**GOVERNMENT OF INDIA**  
**NOIDA**

TENDER NO. :

DGH/MM/Workstations/093/2014/ENQ/131

TENDER DOCUMENT

FOR

**Tender for Supply and Installation of 28 Nos.**  
**Workstations**

### **FORWARDING LETTER**

To,

**DGH/MM/Workstation/093/2014/ENQ/131**

**Date 19/05/14**

**Bid Closing Date 09/06/14**

**Time 1400Hrs**

**Bid Opening Date 09/06/14**

**Time 1500Hrs**

### **Sub: Tender for supply and installation of Workstations for DGH Office**

Dear Sir,

1. DGH invites you to submit your lowest bid for our above referred requirement as per General Terms & Conditions vide **Annexure-I**, Technical Specifications and Price Format enclosed vide **Annexure-IIA & Annexure-IIB** including all attachments thereto.
2. Please arrange to send your bid in a sealed envelope, super-scribed with the above mentioned Bid Document No. and Bid Closing Date and as described in clause no 6 of General Terms and Conditions of the tender document so as to reach DGH's office at following address before the bid closing date and time. Any bid received after the closing date and time will not be considered.

HOD (MM)  
Directorate General of Hydrocarbons  
OIDB BHAWAN, Tower-A Plot-No.2, Sector-73  
Noida – 201301

3. **Delivery and installation:** Within 8 weeks from the date of issue of purchase Order.
4. **Validity of Offer:** Your bid should be valid for a period of **90** days.

**5. Payment Terms:** Payment will be made within 30 days of receipt of completed supply bills after supply and successfully installing the supplies.

**6. Bid Security** : Rs.65,000.00

**7. Performance Security** : 7.5 % of the order value to be submitted.

DGH now looks forward to your active participation in the Bid.

Thanking you,

Yours faithfully

**(Dr. R.K.Dixit)**  
**CM (MM)**

For Director General of Hydrocarbons

**General Terms & Conditions**

**1.0 Transferability of Bid Documents:**

The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.

Unsolicited offers will not be considered and will be straightway rejected.

**2.0 Bid Price:**

- 2.1 Bidders should offer firm prices. No increase in price on or any score whatsoever shall be entertained by DGH.
- 2.2 Prices should be quoted as per format mentioned in **Annexure-IIA** and should include all charges like basic price and freight, taxes & duties etc.
- 2.3 Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.
- 2.4 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 2.5 Prices should be quoted net of discount and no discount should be shown separately. Discount, if any should be merged with the quoted prices. Discount of any type, indicated separately as well as conditional discount, will not be taken into account for evaluation purpose. However, if an offer is found to be the lowest even without considering discount, DGH shall avail such discount at the time of placement of order.

**3.0 Taxes & Duties:**

- 3.1 Offer should be inclusive of all taxes & duties.
- 3.2 All taxes, duties and other levies for the services including installation/commissioning etc. wherever applicable, shall be to the Bidder/Seller's account

**4.0 Delivery :**

Bids should be for “Door Delivery at DGH’s office at Noida”, with firm delivery date. If delivery date is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery date indicated in our Bid Document and will be binding on the bidder. The delivery date will be counted from the date of Letter of Award/Purchase Order issued against the successful bidder.

**5.0 Bid Security:** The Bid Security is required to protect the DGH against the risk of Bidder's conduct, which would warrant forfeiture of the Bid Security, pursuant to sub-clause **5.7**.

5.1 All the bids must be accompanied by Bid Security for the amount as mentioned above and shall be in any one of the following forms:

- (a) A Bank Guarantee in the prescribed format vide **Annexure II D**: Bank Guarantee issued from any Nationalized / scheduled Bank in India only will be accepted. The Bank Guarantee shall be valid for 30 days beyond the validity of the bids asked for in the Bid Documents. Bank Guarantees issued by Banks should be on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker.
- (b) A Cashier's cheque or Demand Draft drawn on ‘Directorate General of Hydrocarbons’ valid for **90** days from the date of issue and payable at New Delhi.

5.2 Any bid not secured in accordance with sub-clause **5.1** above shall be rejected by the DGH as non-responsive bid.

5.3 The bidders shall extend the validity of the Bid Security suitably, if and when specifically advised by DGH, at the bidder’s cost.

5.4 Unsuccessful Bidder's Bid Security will be discharged and/or returned within 30 days after finalization of tender.

5.5 Successful Bidder's Bid Security will be discharged and/or returned upon Bidder's furnishing the performance security and signing of the contract. Successful bidder will however ensure validity of the Bid Security till such time the Performance Security in conformity with Clause **11.0** below is furnished.

5.6 Bid Security shall not accrue any interest during its period of validity or extended validity.

5.7 The Bid Security may be forfeited:

- (a) If any Bidder withdraws or modifies its bid during the period of bid validity (including any subsequent extension) specified by the Bidder, or

- (b) If a successful Bidder fails to furnish Performance Security within 21 days of notification of award of Contract or before the expiry of Bid Security (unless extended), whichever is earlier.

## **6.0 Submission of Bids :**

- 6.1 Bids should be sent in duplicate in double sealed envelope.  
6.2 The tender would be processed according to a single stage, two Bid procedures. Offers should be submitted in two parts viz., Technical bid and Price Bid, each in duplicate and each in separate envelopes.  
6.3 The envelope containing the Technical Bid should be in a sealed cover bearing the following information on the right hand top corner:

- Envelope No. 1 Technical Bid
- Tender No.:
- Technical Bid Closing Date:
- Bidder's Name:

- 6.4 The cover containing the price Bid should be in a separate sealed cover bearing the following information on the right hand top corner:

Envelope No. 2 - Price Bid

Tender No.:

Bidder's Name:

Both separately sealed covers as described above should be put in a third cover and marked as below:

- Tender No.:
- Technical Bid Closing Date:
- Bidder's Name:

- 6.5 The Price Schedule with the quoted price should not be put in the envelope containing the Technical Bid.  
6.6 Bids must be submitted in original. No bid should be sent by Telex / Cable / Fax / E-mail/telephone. Bids not complying with above will be rejected.  
6.7 Relevant technical literature must be submitted along with the technical bid without which the bid would be liable to be rejected.



6.8 Incomplete bids would be summarily rejected by DGH.

## **7.0 Deadline for Submission of Bids:**

7.1 Bids must be received at the office of the Directorate General of Hydrocarbons at Noida, UP (India) by the Bid Closing Date & time mentioned in the forwarding letter.

7.2 Timely delivery of the bid at the above address is the responsibility of the bidder.

## **8.0 Opening of Bids:**

8.1 Bidder or their authorized representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, authorization letter from the bidder must be produced to the Bid Opening Officer at the time of opening of bids. Unless this letter is presented, the representative will not be allowed to attend the bid opening.

8.2 In case of any unscheduled holiday on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date / time will get extended up to the next working day.

## **9.0 Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC)**

### **9.1 Technical rejection criteria**

9.1.1 The following vital technical conditions should be strictly complied with, failing which the bid will be rejected:

9.1.2 Bid should be complete covering all the scope of job/ supply and should conform to the technical specifications indicated in the bid documents. Incomplete and non-conforming bids will be rejected outrightly.

9.1.3 Eligibility and experience of the bidder:-

9.1.3.1 Tenderer must be OEM or OEM's distributor or OEM distributor's business channel partners for modular furniture items of the make Godrej, Haworth, Steelcase, Knoll, Herman Miller. Authorization certificate to this effect from the original manufacturer is required to be attached along with technical bid.

9.1.3.2 OEM of the quoted or intended to quote material should be ISO 9001/ 14001/ 1800 certified.

9.1.3.3 The bidder must have at least three years of experience and have executed at least three orders of value Rs. 10 lacs each for Supply of workstations/ modular furniture items during the last three years from the originally scheduled closing date of the tender.

- 9.1.3.4 Requisite documents establishing the experience of three years and three supply orders each valuing Rs.10 lakhs need to be submitted along with the bid or with the request for Quotation if downloaded through website.

**Supporting documents should be submitted for verifying eligibility criteria:**

To this effect, Bidder should submit copies of respective certificates, contracts, including the scope of work, along with documentary evidence in respect of satisfactory execution of each of those contracts, in the form of copies of any of the documents (indicating respective contract number and type of services), such as - (i) Satisfactory completion / performance report (OR) (ii) proof of release of Performance Security after completion of the contract (OR) (iii) proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.

## **9.2 Commercial rejection criteria**

- 9.2.1 The following vital commercial conditions should be strictly complied with, failing which the bid will be rejected.
- 9.2.2 The forwarding letter, in original, as a proof of issue of the tender document duly signed by tender issuing officer, must be sent by the bidder along with the offer.
- 9.2.3 Bidders downloading the bid document from the website should ensure to submit “approval for tender participation from DGH”, failing which the offer will be summarily rejected.
- 9.2.4 Bid should be submitted in Two Bid system.
- 9.2.5 The offers of the bidders indicating/disclosing prices in techno-commercial (un-priced bid) or at any stage before opening of price-bid shall be straightaway rejected.
- 9.2.6 The bid shall conform generally to technical specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the Technical Specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.
- 9.2.7 Bidder shall offer firm prices. Price quoted by the successful bidder must remain firm during the execution of the contract and not subject to variation on any account.
- 9.2.8 Any bid received in the form of Telex/ Telegraphic/ Telefax/ e-mail/ Xerox /Photocopy and bids with Scanned signature will

- be rejected. Original bids should be signed manually failing which they shall be rejected.
- 9.2.9 Bids shall contain no interlineations, erasures or over writing except as necessary to correct errors made by bidders, in which case such corrections shall be initialled by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement will be liable for rejection.
- 9.2.10 Bidders must quote clearly and strictly in accordance with the **“Price Format”** given at Annexure II A of bidding document; otherwise the bid will be summarily rejected.
- 9.2.11 Bids without original Bid Security as per **Para 5.0** (wherever called for) and confirmation regarding submission of requisite Performance Security as per **Para 11.0** (wherever called for) shall be rejected.
- 9.2.12 Bidder must accept and comply with the following clauses as given in the Bid Document in toto failing which offer will be rejected –
- (i) Performance Guarantee Clause
  - (ii) Force Majeure Clause
  - (iii) Tax Liabilities Clause
  - (iv) Arbitration Clause
  - (v) Liquidated damage cum penalty clause
- 9.2.13 The bids conforming to the technical specifications, terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid rejection criteria will be considered for further evaluation as per the Bid evaluation criteria given below:
- 9.2.13.1 Price evaluation and comparison will be made on “Total Cost including Taxes & Duties” basis as per price format given at Annexure-II A.
  - 9.2.13.2 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 9.3 The BEC over-rides all other similar clauses operating anywhere in the Bid Documents.
- 9.4 The bidder/contractor is prohibited to offer any service / benefit of any manner to any employee of DGH and that the contractor may suffer summary termination of contract / disqualification in case of violation.

## **10.0 DGH's Right to accept or reject any or all Bids.**

- 10.1 DGH reserves the right to accept / reject or prefer any bid either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for DGH's action. DGH also reserves the right to split the order between two or more parties.

## **11 Performance Security:**

- 11.1 The successful bidder shall furnish the Performance Security as per **Annexure-IIC** within **21** days of the receipt of Letter of Intent / order failing which DGH reserves the right to cancel the order and forfeit the Bid Security. **Bidders should undertake in their bid to submit Performance Security as stated above.**
- 11.2 In the event of Seller's/Bidder's failure to discharge their obligations under the Contract, the Performance Security shall be encashed and the proceeds thereof shall be forfeited without any further reference to the Seller/Bidder.
- 11.3 The Performance Security shall be denominated in the currency of the contract and shall be in the form of a Bank Guarantee.
- 11.4 The Bank Guarantee will have to be given from the nationalised scheduled banks on non judicial stamp paper of requisite value, as per the Indian Stamp Act, and stamp paper should be in the name of the issuing bank.
- 11.5 The Bank Guarantee issued by the Bank amongst others must contain the following particulars of the Bank :
- (a) Full Address
  - (b) Branch Code
  - (c) Code Nos. of the authorized signatory with full name and designation
  - (d) Phone Nos./Fax Nos./E-mail address
- 11.6 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the LOI/Purchase Order issued/placed on the Supplier shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future tenders. Further, the Bid Security submitted by such Supplier shall be invoked without any further reference.

- 11.7 The Bank Guarantee shall be enforceable at Delhi.
- 11.8 Performance Security shall be valid for 2 months from the date of delivery / commissioning whichever is later. The validity requirement of Performance Security specified in the order is assuming dispatch within stipulated delivery period. In case of any delay in dispatch, validity of the Performance Security is to be extended suitably as aforesaid.
- 11.9 Performance Security will be discharged by the Purchaser and returned to the Seller, within 30 days of its expiry of validity including any extension sought thereof in case of no claim on seller by the purchaser.
- 11.10 Performance Security amount will not accrue any interest.

## **12 Warranty / Guarantee :**

- 12.1 Goods or materials to be supplied hereunder shall be new, of recent make, of the best quality & workmanship and shall be guaranteed by the Seller for a period of 1 (one) year from the date of commissioning/receipt (where commissioning is not involved) against defects arising from faulty materials, workmanship or design. Defective goods / materials or parts notified by DGH to the Seller shall be replaced immediately by the Seller on "Door Delivery at DGH Office at Noida" basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good notwithstanding inspection, payment for and acceptance of the goods.

## **13 Default in delivery / Liquidated damages:**

- 13.1 In the event of the successful bidder's default in maintaining the agreed time frame schedule set out in the Order, DGH shall have the right to cancel the order at any time after expiry of scheduled time frame and make alternative arrangement at the discretion of DGH in which case extra expenditure involved, will be recoverable from the successful bidder.
- 13.2 In the alternative, successful bidder shall be liable to pay liquidated damages @ 0.5% per week or part thereof of the value of goods in respect of which default in delivery takes place subject to maximum 7.5% as an agreed pre estimate of the damage suffered.

#### **14 Default :**

- 14.1 In the event of an Contract with the Bidder, if the Bidder/Seller contravenes any of the provisions of the Contract or neglects to carry out his obligations of the Contract, DGH may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as DGH may agree to be reasonable and in the event of Bidder's/Seller's failing to do so, DGH will be at liberty to purchase the goods elsewhere or have the work which the Bidder/Seller has neglected to do, carried out by some other person at the Bidder's/Seller's expense. In such an event DGH shall have the right to terminate the Contract.

#### **15 Force Majeure:**

- 15.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and particulars of such force majeure in writing or by fax to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.
- 15.2 The term "force majeure" as used herein shall mean 'Acts of God' including Landslides, lightning, Earthquake, Fires, Storms, Flood & Washout, Strikes, Lockouts or other Industrial Disturbances in the Seller's undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the contract by the said party impossible.
- 16 **Arbitration:-** In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between DGH and the contractor, the matter shall be referred to Arbitration. Such Arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended till date. The venue of such Arbitration will be at Delhi.

**Yours faithfully**

**(Dr. R.K.Dixit)**

**CM (MM)**

**For Director General of Hydrocarbons**

**Annexure-IIA****PRICE FORMAT**

Sl.No.	Type of Furniture	Qty.	Rate (Rs)	Amount (Rs)
1.	Workstations as per specification of the tender including installation along with all the accessories and fittings.	28 No		
2.	% of VAT /Sales Tax_____ on amount_____			
3.	% of Service Tax_____ on amount_____			
Total in figure				
Total in words				

Note: The price quoted above should be inclusive of freight charges and discounts, if any. No separate component for these components should be quoted.

**Signature of Authorized Signatory**\_\_\_\_\_

**Name and designation of Authorized Signatory** \_\_\_\_\_

**Seal of the bidding company**\_\_\_\_\_

### **Specifications for workstation**

**Dimensions:**

L shape work station H1250\*L1800/600\*W 1800/600 including fabric, fully tile based system.

Thickness: 84mm

Total height:1250

**Top panel:**

Fabric MDF tile / white board

**Bottom panel:**

Fabric MDF tile

**Tiles:**

All tiles/pads comes with hook and click features, where it have the ability to remove any section of the tile within the panel without taking all other tile above it.

Fabric tile: 0.6mm electro galvanize sheets.

Process: Stamping and rolling.

Whiteboard tile: Type 1. HPL/ EG/ plywood /backer.

Process: Cold press. All fabric tiles provide a magnetic feature.

**Frame:**

This frame should be constructed entirely in steel structures, with the ability to stack additional frame/s to the base frame to form a width variety of height. The base frame should have to ability to level its structure on uneven floor within the variable range of 50mm. The frame should have the ability of 25mm interval adjustability for its component like cantilever, suspended storages/shelf and etc.. The connection between frames to frame should be by means of a machine screw. The frame should have built-in nuts or threaded holes at predetermined location to receive the given machine screw. The frame should be fully finished in epoxy powder coated to prevent rust and scratches. The system should have the capability to provide a wide variety of configuration and composition of varies material finishes, example like, Fabric, glass, plastic, wood, aluminum and steel. It should have the ability to construct independent compositions on either side of the panel.

The vertical profile of the frame should be constructed out of 1.5mm steel sheet with the process of stamping and forming. The horizontal section should be constructed out of 1.6mm enclosed profile to be fully welded to the vertical profile. The bottom enclosed profile should come with 2 fully welded M10 nuts to accept its leveling studs, with the adjustable range of



50mm. The frame should not be part of the visual aspect of the panel system. So that only the cladding/skin should completely cover the whole frame in the manner that the outer composition could be changed in respect to color or materials. The stack-on stacking frame should have the ability to multi stack and should be safely secured by means of 2 lock-on machine screws. The stack-on frame should be fully concealed in design as not to affect its visual and flexibility at later stage for reconfiguration or re-composition of tiles.

**Wire management:**

The system must have the ability to accept in-coming power, data and communication wires to either or both the metal cover (bottom raceway) and the raceway cover (beltline raceway) from all three direction, namely the floor, ceiling or the wall. The system should also have the ability to accept the power and communication outlet at any other level by means of punch-out on tiles, therefore the system frame should have the capability of vertical and horizontal wire travel.

All in-coming wires should be segregated. All panels should be capable of accommodating industry standard duplex data (RJ 45 CAT 5) and voice (DVO) modules and be able to accept back-to-back. The system provide access slots for any excess wires to be fully concealed within the system to maintain the workstation to be clear of un-manageable wires.

**Work top:**

MFC in wood grain, thickness 25 mm approx. All work tops must meet the international requirements of ANSI/BIFMA X5.5 and X5.6 product should have confirmed.

1. Static Load Test for Work Surface
2. Static Load Test for Work Surface with Supported Drawers
3. Test for Panel Mounted Components
4. Work Top Static Load Test (for cantilevered work surfaces)

Work tops should be 25mm thick chipboard with options of laminate finishes. All work tops should be counter laminated at the underside of the work surface. All work top edges to be minimum 2mm PVC matching with the top surface. The work tops should provide options of being panel mounted, or free standing, or mobile with support legs in wood or metal, and matching finishes. The work tops should provide options of being panel mounted, or free standing, or mobile with support legs in wood or metal, and matching finishes.

**Trims:**

All trims should be produced in Aluminum extrusion process to ensure that all profiles are in perfect matching from trims to trims. All joining corners are to be matched with an aluminum die cased caps, to ensure all finishing

will be in perfect match. The system should provide various trims to complete the finishing ensuring the system provides an aesthetically pleasing and uniform appearance in color and finishing style. The trims are namely top trims, end trims, variation trims and angle covers like 2 and 3 ways.

### **Accessories**

1 no. metal whiteboard h500\*w900, per user

1 no fabric pin up tile h500\*w900, per user

1 no. MFC high fixed pedestal , 2 drawers , 1 filing , central locking , top & fascia in MFC wood grain , carcass in MFC high light grey to match the presently installed systems in DGH.

1 no. pull out key board tray, per user (KBT)

### **Support component**

All heavy hanging components should be designed with safety factor built-in, like the cantilever brackets which are constructed from 2.0mm approx. CRSS and processed to a Z shape angle and inserted between the frame and the pads, thus making it impossible to dislocate from the system frame, thus ensure safety to the user.

The off module hanging cabinet's brackets should be designed with built-in safety by means of return hook under the cabinet. The constructed material should be minimum 2.0mm approx. CRSS.

### **Others**

All components in the system should also be 100% fully re-useable in any re-configuration required. It should have the ability to change its given height to higher at any given requirements. The system should have the ability to support a given needs of the user, e.g. like suspended work surfaces, storages location on both above and below work surfaces.

**Acceptable Make:** Godrej, Haworth, Steelcase. Knoll, Herman Miller.

### **Installation of the workstations:**

Each workstation is to be installed at site with all accessories provided with the workstation.

Contractor is required to provide electrical cabling with at least two 5 amp socket with separate on off switches and one 15 amp combined with 5 amp socket with on off switch, telephone connection cabling (RJ-11 along with IO) without instrument and LAN cabling RJ – 45 with one IO. Hook up is also to be done by the contractor with the existing points. All wires, switches and IOs to be provided by the contractor along with workstations.

Contractor may visit the site before submitting the bid for assessment of the work.

**PERFORMANCE GUARANTEE**

Ref. No. \_\_\_\_\_

Bank Guarantee No \_\_\_\_\_

Dated \_\_\_\_\_

To,

Directorate General of Hydrocarbons  
OIDB BHAWAN, Tower-A Plot-No.2, Sector-73  
Noida -201 301, UP, India.

Dear Sirs,

1. In consideration of Directorate General of Hydrocarbons, having its Office at OI DB BHAWAN, Tower-A Plot-No.2, Sector-73, NOIDA, India (hereinafter referred to as 'DGH', which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s \_\_\_\_\_ having its registered/head office at \_\_\_\_\_ (hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and DGH having agreed that the CONTRACTOR shall furnish to DGH a performance guarantee for Rupees..... for the faithful performance of the entire CONTRACT.
2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Rs. (in figures) \_\_\_\_\_ (Rupees. (in words) \_\_\_\_\_) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by DGH on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by DGH in writing. This guarantee shall not be determined, discharged or affected by

the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that DGH at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that DGH may have in relation to the CONTRACTOR's liabilities.
4. The Bank further agrees that DGH shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in DGH against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of DGH or any indulgence by DGH to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of DGH under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till DGH discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of DGH or that of the CONTRACTOR.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Laws and subject to the exclusive jurisdiction of Courts of the place from where the purchase CONTRACT has been placed.
9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Rs. (in figures) \_\_\_\_\_ (Rupees (in words) \_\_\_\_\_) and our guarantee shall remain in force until \_\_\_\_\_.(indicate the date of expiry of bank guarantee)

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of DGH under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of DGH

under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this ..... day of .....20\_\_ at .....

WITNESS NO. 1

-----  
(Signature)  
Full name and official  
address (in legible letters)  
with Bank stamp

-----  
(Signature)  
Full name, designation and  
address (in legible letters)

Attorney as per power of  
Attorney No.....  
Dated .....

WITNESS NO. 2

-----  
(Signature)  
Full name and official  
address (in legible letters)

**PROFORMA OF BANK GUARANTEE FOR BID BOND**

(To be submitted on a non-judicial stamp paper)

Bank Guarantee No. \_\_\_\_\_

Date \_\_\_\_\_

To

**Director General Directorate General of Hydrocarbons (DGH),**

**OIDB Bhavan,**

**Tower A, Plot No.2, Sector-73,**

**NOIDA-201301, UP India.**

Sirs,

1. Whereas Directorate General of Hydrocarbons a body under the Ministry of Petroleum and Natural Gas established in 1993 and having its Office at OIDB Bhawan, Tower A, Plot No.2, Sector-73, NOIDA-201301, UP India (herein after called "DGH" which expression shall unless repugnant to the context or meaning thereof include all its successors, administrator, executor and permitted assigns) has floated a tender for hiring Security Services and M/s \_\_\_\_\_ having its Head/ Registered Office at \_\_\_\_\_ (hereinafter called the "Tenderer"/ "bidder" which expressions shall unless repugnant to the context or meaning thereof mean and include all its successors, administrator, executors and permitted assigns have submitted a bid reference No. \_\_\_\_\_ and tenderer/bidder having agreed to furnish as a condition precedent for participation in the said tender an unconditional irrevocable Bank Guarantee for an amount of Indian Rs. .... (in figures) (Indian Rs. .... (in words) only for the due performance to tenderer's / bidder's obligations as contained in the terms of the Tender Documents and other terms and conditions contained in the Tender Documents supplied by DGH which amount is liable to be forfeited on the happening of any contingencies mentioned in said document.
2. We, \_\_\_\_\_ (name of the Bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/ registered office at \_\_\_\_\_ (hereinafter referred to as 'the Bank' which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assigns) do hereby guarantee and undertake to pay immediately on first demand to the DGH any money or all money payable by the Tenderer /bidder to the extent of Indian Rs. .... (in figures) (Indian Rs. .... (in words) in aggregate at any time without any demur, reservation & recourse or protest and or without any reference to the Tenderer/bidder. Any such demand made by DGH on the bank by serving a written notice shall be conclusive and binding without

any proof, on the bank notwithstanding any disputes or differences raised/ pending before any forum between bidder and the DGH.

3. The bank confirms that this guarantee has been issued with due observance of appropriate laws of the country of issue.
4. The Bank also agrees that this guarantee shall be irrevocable and governed and construed in accordance with Indian Laws and subject to exclusive jurisdiction of competent Indian courts of the place from where tenders have been invited.
5. This guarantee shall be irrevocable and shall remain in force up to \_\_\_\_\_, which includes thirty days after the period of bid validity, and any demand in respect thereof should reach the bank not later than the aforesaid date.
6. Notwithstanding anything contained / herein above our liability under this guarantee is limited to Indian Rs. .... (in figures) (Indian Rs. .... (in words) only and it shall remain in force until (indicate the date of expiry of the bank guarantee) unless extended further. We must receive any claim/s under this Guarantee before the said expiry/ extended date/s and if no such claim/s has been received by us within the said date/ extended date/s, rights of DGH under this Guarantee will cease. However, if we have received such a claim within the said date or the extended date/s the rights of DGH under this Guarantee shall be valid and subsisting and will not cease until we have satisfied the said claim/s.

In witness whereof, the Bank through its authorised officer has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 2014 \_\_\_\_\_ at \_\_\_\_\_.

**WITNESS No. 1**

\_\_\_\_\_  
(Signature)  
Full name and official address  
(in legible letters)

\_\_\_\_\_  
(Signature)  
Full Name, designation &  
official Address (in legible  
letters) with Bank Stamp  
Attorney as per power  
of Attorney No. \_\_\_\_\_  
Date : \_\_\_\_\_

**WITNESS No. 2**

\_\_\_\_\_  
(Signature)  
Full name and official address  
(in legible letters)