

Government of India  
Ministry of Law & Justice  
Department of Legal Affairs

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**TENDER NOTICE NO. D.26017/2/2010-Admn. II (LA) dated 17<sup>th</sup> March, 2010**

**DESCRIPTION : FURNISHINGS OF CONFERENCE ROOM**

**Sealed quotations** are invited from reputed/ registered firms for furnishings of Conference Room No. 401, 'A' Wing, Shastri Bhawan, New Delhi in the prescribed form at Annexure-A. The interested parties may inspect the premises at any time between 2.00 P.M. to 5.00 P.M. on any working day between 17.03.2010 to 22.03.2010 to assess the job requirement/ quantum of work involved. For this purpose Section Officer (Admn. II – LA) may be contacted on telephone No. 23384837 during office hours on any working day till 22.03.2010. The work includes the conference table, chairs, mike, etc. The prospective firms should have at least 5 years experience of this type of work in at least 5-6 Government Departments and should furnish a copy of the PAN, Service Tax Registration and **“Experience Certificate”** from their respective organizations, while submitting their quotations.

2. It is, therefore, requested to send the rates/ quotation for the above mentioned items in a sealed cover so as to reach the undersigned in Room No. 433, 'A' Wing, Shastri Bhawan, New Delhi – 110 001 by 11.00 A.M. by 24.03.2010. The quotation and its envelope must be super-scribed **“QUOTATIONS FOR FURNISHINGS OF CONFERENCE ROOM”**. Earnest money of Rs.10,000/- (Rupees Ten Thousand Only) may please be attached with the quotation in the form of Demand Draft in favour of **“Cash Officer, Department of Legal Affairs”** payable at New Delhi. The quotations should also indicate the response time and service commitment. The rates should be indicated in both FIGURES & WORDS including all charges like all taxes, loading-unloading, installation, charges etc. The rates quoted must be firm & final.

3. The Ministry reserves the right to reject any or all quotations without assigning any reasons thereof.

4. The quotations received will be opened on the same day i.e. 26.03.2010 at 4.00 P.M. in the above cited Room. The tenderers or their representative may, if they so desire, be present at the time of opening of quotations.

5. The design of the Conference Table will be available with the Section Officer, Admn. II(LA), Department of Legal Affairs.

6. The earnest money will be returned to all the tenderers after the finalization of quotations. The tenders received without earnest money shall summarily be rejected.

7. The earnest money of successful tenderer will be forfeited if he fails to commence the work within two days after acceptance of the tender.

**Contnd.....2/-**

8. Department of Legal Affairs reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.

Yours faithfully,

**(C.O. Rajan)**

Deputy Secretary to the Government of India

Tele : 23388763

To

1. Senior Systems Analyst, NIC, Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan, with the request to place the aforesaid notice on the website of the Ministry for seven days for wider publicity.

**PRESCRIBED PERFORMA**

With Reference to Tender Document No. \_\_\_\_\_ – Admn. II(LA) dated 17.03.2010

1. **Name of the Firm** \_\_\_\_\_

2. **Item-wise Details as per requirement mentioned in the Tender Document:**

S.NO.	DESCRIPTION OF WORK	QTY.	RATES	AMOUNT

Total \_\_\_\_\_

**(Rates should be indicated both in FIGURES & in WORDS)**

3. **Time Duration for the work** (in days):

4. **EARNEST MONEY DEPOSIT:** Draft Number :  
Date of Issue:  
Name of the Bank:

I agree to the terms and conditions as mentioned in the tender document No. D.26017/2/2010-Admn. II (LA) – Admn. II(LA) dated 17.03.2010 issued by the Department of Legal Affairs.

**Signature.....**  
**Name .....**  
**Name of the Manufacturer.....**  
**Stamp.....**