



# **Supply and Installation of Furniture at the Academic Building, Redit**

**Procurement Reference No:** *[CSCM 1 of 2024]*

*Civil Service College, Mauritius  
Level 4, ATOM House  
Royal street  
Port Louis  
Tel: 208-7653/19/58  
Fax; 213-7187  
finance@cscm.mu*



## INVITATION FOR BIDS

### **SUPPLY AND INSTALLATION OF FURNITURE AT THE ACADEMIC BUILDING OF THE CIVIL SERVICE COLLEGE, MAURITIUS**

Procurement Ref No.: **CSCM 1 of 2024**

#### **OPEN ADVERTISED BIDDING**

The Civil Service College, Mauritius (CSCM) invites sealed bids from eligible and qualified potential bidders for the supply and installation of furniture at the Academic Building, in Réduit.

Bids in a sealed envelope should be clearly marked “***Supply and Installation of Furniture (Ref: CSCM 1 of 2024)***” and should be addressed to the **Director General, Civil Service College, Mauritius** and deposited in the Tender Box situated on **Level 4, ATOM House, Royal Street, Port Louis**.

The bidding document can be downloaded at [www.cscm.mu](http://www.cscm.mu)

A site visit may be scheduled upon request.

The closing date for submission of bids is **10 June 2024 at 12:00 hours** at latest.

The Civil Service College, Mauritius reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of the Contract.

06 May 2024

Tel: (230) 280 7653/19/58 ; Fax: (230) 213 7187 , email: [finance@cscm.mu](mailto:finance@cscm.mu)

## SECTION I: INVITATION FOR BIDS

### 1. Preparation of Bids

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Bid Letter in Section II
- (b) the List of Goods and Price Schedule in Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Invitation for Bids document, including the Special Conditions of Contract in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 2. Validity of Bids

The Bid validity period shall be 90 calendar days from the date of submission deadline.

### 3. Delivery

3.1. The quantity of goods ordered may be changed up to  $\pm 10\%$  at the time of placement of order.

3.2. Delivery shall be within **100 calendar** days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

### 4. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Civil Service College, Mauritius with the Bidder's name at the back of the envelope.

### 5. Submission of Bids

Bids should be deposited in the Quotation/Tender Box located at the **Civil Service College, Mauritius Level 4, Atom House Royal Street, Port Louis** not later than **10 June 2024 at 12:00 hours**. Bids by post or hand delivered should reach:

**The Director General, Civil Service College, Mauritius,  
Attention: The Administrative Manager  
Level 4, Atom House Royal Street, Port Louis**

by the same date and time at latest. Late bids will be rejected.

Bids received by e-mail will not be considered.

### 6. Bid Opening

Bids will be opened by the **Civil Service College, Mauritius at the same address as indicated above at 10 June 2024 at 12:15 hrs** Bidders or their representatives may attend the Bid Opening if they choose to do so.

### 7. Evaluation of Bids

The Civil Service College, Mauritius shall have the right to request for clarifications during evaluation. Offers that are substantially responsive to the specifications shall be compared on the basis of price or ownership cost, to determine the lowest evaluated bid.

## **8. Eligibility Criteria**

To be eligible to participate in this Bidding exercise, you should:

- (a) have the legal capacity to enter into a contract to supply the goods and related services;
- (b) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- (c) not have had your business activities suspended;
- (d) not have a conflict of interest in relation to this procurement requirement; and
- (e) have a valid trading licence.

The Civil Service College, Mauritius may request any bidder to substantiate compliance with these criteria.

## **9. Documents Establishing Conformity of Goods and Related Services**

Bidders shall submit along with their bids the following documents:

- a) Documents to establish conformity of goods as specified in Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;
- b) Documentary evidence to establish Bidder's ability to provide the service or to execute the installation with regard to their skills, efficiency, experience and reliability.
- c) Evidence of the bidder's technical capacity to be furnished by the following means:
  - a list of the principal deliveries effected in the past three years, with the sums, dates and recipients, whether public or private

## **10. Technical Compliance**

Each Bidder shall submit along with their bid's documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Purchaser's requirements.

The Specifications and Performance Requirements, and Compliance Sheet details the minimum specifications of the goods items to be supplied. The specifications have to be met, but no credit will be given for exceeding the specifications.

## **11. Prices and Currency of Bids**

Bids shall be priced in Mauritian Rupees only.

## **12. Bid Security**

The Bidder shall furnish as part of its bid, a Bid Security in the form of an Office Cheque from a local reputable bank for an amount of Rs. 20,000 valid up to 30 days beyond the closing date.

**13. Award of Contract**

The Bidder having submitted the lowest evaluated responsive bid and qualified to supply the goods items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract.

**14. Performance Security**

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of 5% of the contract price

**15. Notification of Award and Debriefing**

The Civil Service College, Mauritius shall after award of contract, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount.

Furthermore, the Civil Service College, Mauritius shall attend to all requests for debriefing made in writing within 30 days the unsuccessful bidders are informed of the award

**16. Integrity Clause**

The Civil Service College, Mauritius commits itself to take all measures necessary to prevent corruption and ensures that none of its staff, personally or through his/her close relatives or through a third party, will in connection with the bid for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.

**17. Rights of Civil Service College, Mauritius**

The **Civil Service College, Mauritius** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

## SECTION II: BID LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your bid with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions prevail over any attachments. **If your bid is not authorised, it will be rejected.**]*

Bid addressed to: [ name of Civil Service College, Mauritius]	
Procurement Reference Number:	
Subject matter of Procurement:	

- (a) We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specification, *except for the qualified deviation [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.
- (b) We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.
- (c) The validity period of our Quotation is 90 days from the date of the bid submission deadline.
- (d) We confirm that our quoted prices in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the Bid validity.
- (e) The delivery period offered, from the date of issue of Purchase Order/ Letter of Acceptance, is as shown in the List of Goods items and Price Schedule.
- (f) We have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption during our participation in the bidding process and we commit ourselves to observe the same principles if awarded the contract and during its execution.

We understand that transgression of the above is a serious offence and appropriate actions will be taken against such bidders/suppliers.

**Bid Authorised by:**

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Bid:		Position:	Signature:
Date		Phone No./E-mail	

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR:** Supply of and Installation of Furniture at the Academic Building, Reduit

**Procurement Ref No.** .....

				INSTRUCTIONS TO BIDDERS					
				<u>Bidders to fill-in columns F, G, H, I, J &amp; K and the total</u>					
				F= mark with a *if an equivalent is quoted G= Rate per unit    H=Total price for one item ( D x G)					
				<ul style="list-style-type: none"> <li>• If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>• Bidders shall fill in and sign the bottom section of this page</li> </ul>					
A	B	D	E	F	G	H	I	J	K
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit Rs <sup>1</sup>	Total price without VAT Rs	VAT Rs	Delivery (days/ weeks)	Country of Origin
<b>Ground Floor as per Annex 1</b>									
1.	RECEPTION TABLE	1	Unit						
2.	RECEPTION DESK CHAIR	1	Unit						
3.	CANTEEN TABLES	9	Unit						
4.	CANTEEN CHAIRS	44	Unit						
5.	OUTDOOR SEATING TABLES	12	Unit						
6.	OUTDOOR CHAIRS	48	Unit						
7.	CLASSROOM TABLE	120	Unit						
8.	CLASSROOM CHAIRS	120	Unit						
9.	CLASSROOM TABLE MODULAR	46	Unit						
10.	CLASSROOM CHAIR Low back fix	46	Unit						
<b>First Floor as per Annex 2</b>									
11	CLASSROOM TABLE MODULAR	46	Unit						
12	CLASSROOM CHAIR Low back fix	46	Unit						
13	CONFERENCE ROOM CHAIR	150	Unit						
					<b>TOTAL</b>				
NAME:			POSITION:		SIGNATURE			DATE	
NAME OF COMPANY:			ADDRESS:						





## **SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT**

### **Scope of Supply and Related Services**

Supply and Installation of Furniture for the Civil Service College, Mauritius Academic Building in Reduit as per annexes attached and as per specifications mentioned in the **Section V: Specifications and Compliance Sheet**.

The Details are as Follows:

1. Academic Ground Floor (Layout as per Annex 1)
2. Academic First Floor (Layout as per Annex 2)
3. Academic Second Floor (Layout as per Annex 3)

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

*[Bidders should complete columns C and D with the specification of the goods offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

Procurement Reference Number: \_\_\_\_\_

<b>ACADEMIC BLOCK GROUND FLOOR</b>			
<b>A</b>		<b>B</b>	<b>C</b>
<b>S.No</b>	<b>Items</b>	<b>Technical Specifications Required</b>	<b>Compliance of Specification Offered</b>
			<b>D</b>
			<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<b>1</b>	<b>RECEPTION TABLE</b>	<p>Supply and installation desk information table in completely knock down conditions with an overall size 3160mm(L)X 600 mm(D)X 750/1200mm(H) that is to be assembled at site. The top made up of 25mm thick Pre-laminated particle board of grade II of IS 12823 with approved laminate and finish as per approved shade. The edges shall be sealed with 2mm thick PVC edge banding. The edges shall be sealed with 2mm thick thin strip of impermeable PVC that is cut to fit the size of board panel and duly pasted with the assistance of edge banding machine at 200 degree Celsius. The table top and side top shall be supported over particle board base gable end. The end wall of the table on the side shall be topped by gable end. It should be made up of 25mm thick particle board with appropriate PVC edge banding. The table shall be clad with 25mm thick front panel which provide structural support for the table. There shall be buffers provided at the bottom to avoid scratches on the floor. Two mobile pedestal shall be provided with an overall size 400mm X 450mm X 680mm. The pedestal shall be made up of Pre-laminated particle board of grade II of IS 12823.</p> <p>Pedestal side, back, top, facia shall be 18mm thick and drawer base shall be 9mm thick. The pedestal shall have 3 drawers i.e. 2 box drawer and 1 filing drawer. The drawer shall be operated with handle and easily close &amp; open with the assistance of roller channel and ball bearing channel to enable smooth operation. The drawer shall have central locking mechanism in which all the drawer shall be synchronized locked with one single key. The pedestal shall be mounted over 50mm injection moulded nylon castor. A movable type CPU unit shall be provided. It should be made up of 18mm thick particle board.</p>	

S.No	Items	Technical Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
2	<b>RECEPTION DESK CHAIR</b>	Supply Installation and fixing of CHAIR FOR RECEPTION DESK * High Back Mesh Chair * Headrest * Fabric Upholstered Cushion Seat * Single Lock Synchro Mechanism * Adjustable Lumbar Support * Fix Arms * Chrome Base		
3	<b>CANTEEN TABLE</b>	Supplying & placing cafe table with an overall size 900mm x 900mm x 750mm. The top of the table shall be made up of 25mm thick prelam particle board. The top profile shall be in square shape and the exposed edges shall be edge banded with 2 mm thick PVC edge banding tape. The top shall be supported SS 202 grade pipe frame having cross-section area 40mm X 20mm with 1.6mm thick in X shape. The table under structure shall be made up of SS grade 202 base pole leg having diameter. 60mm. The base shall be in X shape with SS pipe frame having cross-section area 40mm X 40mm. There shall be leveler shoe provided with metal insert at the base to avoid scratches on the floor.		
4	<b>CANTEEN CHAIR</b>	Supplying & Placing canteen/outdoor chair. The complete structure shall be made up of 20% glass filled injection moulded polypropylene. The frame structure shall be supported by four legs made up of polypropylene having diameter 35mm at upper and 25mm at lower i.e taper shape. The seat size shall be 410±10 mm(D) X 400±10 mm(W) and back size shall be 390±10 mm(W) X 420±10 mm(H) from seat. Overall height shall be = 845±10 mm, overall depth = 510±10 mm.		
5	<b>OUTDOOR SEATING TABLE</b>	Outdoor Table Dimensions: Table: Length -610±10 mm, Width- 610±10 mm, Height- 555±10 mm Inch. Made of durable HDPE (High Density Polyethylene) material With High Quality Rattan UV protected table-top makes, perfect for outdoor use. Durability: Non- Breakable and Easy to handle Lightweight and durable Long Life and Eco-Friendly, Resistant To Both Sun And Rain.		

S.No	Items	Technical Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
6	<b>OUTDOOR CHAIR</b>	Outdoor Chair Dimensions Chair: Length- 585±10 mm, Width- 610±10 mm, Height- 760±10 mm. Made of durable HDPE material With High Quality Rattan UV protected table-top makes, perfect for Outdoor use. Durability: Non-Breakable and Easy to handle Lightweight and durable Long Life and Eco-Friendly, Resistant To Both Sun And Rain.		
7	<b>CLASSROOM TABLE</b>	Supply and installation of trapezoid top profile tables: 900 mm (inner width) x 400 mm (outer width) x 500 mm (depth) x 750 mm Height When 6 tables assembled forms a hexagon shape table of diameter of 1800mm. The top shall be made up of 25mm thick Pre-laminated particle board of grade II of IS 12823 with approved laminate and finish as per approved shade. The edges shall be sealed with 2mm thick thin strip of impermeable PVC that is cut to fit the size of board panel and duly pasted with the assistance of edge banding machine at 200 degree celsius. The top shall be supported on MS/CRCA 1.2 mm thick pipe frame. The table understructure shall be supplied with MS pipe having 60mm X30mm.		
8	<b>TABLE CHAIR</b>	Supply Installation and fixing of medium back CHAIR FOR TABLE. <ul style="list-style-type: none"> <li>* Medium Back Mesh Chair</li> <li>* Fabric Upholstered Cushion Seat</li> <li>* Single Lock Synchro Mechanism</li> <li>* Adjustable Lumbar Support</li> <li>* Fix Arms</li> <li>* Chrome Base</li> </ul>		

S.No	Items	Technical Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
9	<b>CLASSROOM TABLE</b>	Supplying & Placing Modular Training table in completely knock down conditions with an overall size (L)900mm X (D)620mm X (H)750mm that is to be assembled at site. The sizes of table should be customized as per Drawing or as per site. The construction of the table shall be C-frame leg 200mm wide made of aluminium profile and cold rolled annealed formed sections, having provision for wire management. Top made of 25mm thick pre-laminated particle board with 2mm PCV edgbanding duly pasted with the assistance of edge banding machine at 200 degree Celsius. Dotted embossed cable duct and perforated steel modesty pannel on front side. All steel components are epoxy powder coated after seven tanks anti corrosion treatment of surface. The table should be fixed on the floor to prevent toppling.		
10	<b>CLASSROOM CHAIR</b>	Supply Installation and fixing of medium back chair for classroom. <ul style="list-style-type: none"> <li>* Medium Back Mesh Chair</li> <li>* Fabric Upholstered Cushion Seat</li> <li>* Single Lock Synchro Mechanism</li> <li>* Adjustable Lumbar Support</li> <li>* Fix Arms</li> <li>* Crome Base</li> </ul>		

ACADEMIC BLOCK FIRST FLOOR			
A		B	C
S.No	Items	Technical Specifications Required	Compliance of Specification Offered
			Details of Non-Compliance/ Deviation (if applicable)
11	<b>CLASSROOM TABLE</b>	Supplying & Placing Modular Training table in completely knock down conditions with an overall size (L)900mm X (D)620mm X (H)750mm that is to be assembled at site. The sizes of table should be customized as per Drawing or as per site. The construction of the table shall be C-frame leg 200mm wide made of aluminium profile and cold rolled annealed formed sections, having provision for wire management. Top made of 25mm thick pre-laminated particle board with 2mm PCV edgebanding duly pasted with the assistance of edge banding machine at 200 degree Celsius. Dotted embossed cable duct and perforated steel modesty panel on front side. All steel components are epoxy powder coated after seven tanks anti corrosion treatment of surface. The table should be fixed on the floor to prevent toppling.	
12	<b>CLASSROOM CHAIR</b>	Supply Installation and fixing of medium back chair for classroom. <ul style="list-style-type: none"> <li>* Medium Back Mesh Chair</li> <li>* Fabric Upholstered Cushion Seat</li> <li>* Single Lock Synchro Mechanism</li> <li>* Adjustable Lumbar Support</li> <li>* Fix Arms</li> <li>* Chrome Base</li> </ul>	
13	<b>CONFERENCE ROOM CHAIR</b>	Supplying, and placing in position of auditorium chair. Back & Seat Cover: Premium deformation resistant high- density hard plywood. Sponge: High-density PU, molded by cold foaming, no distortion for long time. Fabric: Stain and discoloration resistant premium fabric. Leg: Made from top quality steel after precise pressing and welding and gone through procedures of polishing. Cushion recovery: Spring plus damping for flexible recovery and free from noise. Armrest cover: timber externally applied with polyester coating. ABS virgin plastic back shell.  Mechanism: Spring free gravity tip-up, Auto Fold, Sliding Sheet and writing pad.	

ACADEMIC BLOCK SECOND FLOOR				
S.No	Items	Technical Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
14	<b>DIRECTOR GENERAL OFFICE TABLE</b>	<p>Supply and installation of Main desk of the following specifications. The Main table shall be of size 2500 Width mm x 900 mm Depth x 750 mm height. Top surface of the table shall made up of MDF (Medium density fibre ) board duly finished with Veneer and final coating of PU. The Main desk should contain in Smart Case - space slides effortlessly in style. The Mobile Pedestal shall be of size 480 Width mm x 600 Depth mm x650 Height mm. Mobile pedestal shall be coated of MDF (medium density fiber ) with veneer coating and PU coating.</p> <p>The ERU (EXTENDED RETURN UNIT) Top shall be of MDF (medium density fiber) board duly finished with veneer and final PU coating. Size of ERU top 1380 Width mm x 600 Depth mm x750. <b>Overall table size shall be 2500 mm X 2280 mm X 750 MM</b></p>		
15	<b>HIGH BACK CHAIR</b>	<p>Supply Installation and fixing of chair for Director Deneral office table</p> <p>High Back Chair with Multilock Mechanism , Gaslift &amp; Fix Chrome base Arms with Chrome Base - Leatherette Seat &amp; Back.</p>		
16	<b>MEDIUM BACK CHAIR</b>	<p>Supply Installation and fixing of CHAIR FOR DIRECTOR GENERAL OFFICE TABLE (Visitor Chair)</p> <p>High Back Chair with Multilock Mechanism , Gaslift &amp; Fix Chrome base Arms with Chrome Base - Leatherette Seat &amp; Back.</p>		

S.No	Items	Technical Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
17	<b>CABIN 3 SEATER SOFA</b>	Supplying and Placing in place of 3 seater sofa. The overall dimensions of the sofa shall be 2060W x 650D x 855H. . The seat should be made of PU foam with Density $28 \pm 2$ kg/cu.mtr having an additional top layer of supersoft PU foam with Density $32 \pm 2$ kg/cu. Seat should be upholstered with leatherette. 2) BACK FOAM: The back should be made of PU foam with Density $28 \pm 2$ kg/cu. mtr with two additional top layer of supersoft foam of density $32 \pm 2$ kg/cu. mtr, upholstered with leatherette. Understructure should be made up of $1.2 \pm 0.1$ cm. thick hot pressed plywood (which also shall be resistance and termite proof as per IS:303.) and pinewood of cross section devoid of major knots and surface defects 6 nos. per seat and 3.8mm dia. zigzag spring assembly is mounted over understructure for cushioning effect. It should be a welded assembly made in Stainless steel (grade SS 202) tube & plate with plastic endcap.		
18	<b>CABIN 2 SEATER SOFA</b>	Supplying and Placing in place of 2 seater sofa. The overall dimensions of the sofa shall be 1460W x 650D x 855H. The seat should be made of PU foam with Density $28 \pm 2$ kg/cu.mtr having an additional top layer of supersoft PU foam with Density $32 \pm 2$ kg/cu. Seat should be upholstered with leatherette. 2) BACK FOAM: The back should be made of PU foam with Density $28 \pm 2$ kg/cu. mtr with two additional top layer of supersoft foam of density $32 \pm 2$ kg/cu. mtr, upholstered with leatherette. Understructure should be made up of $1.2 \pm 0.1$ cm. thick hot pressed plywood (which also shall be resistance and termite proof as per IS:303.) and pinewood of cross section devoid of major knots and surface defects 6 nos. per seat and 3.8mm dia. zigzag spring assembly is mounted over understructure for cushioning effect. It should be a welded assembly made in Stainless steel (grade SS 202) tube & plate with plastic endcap.		
19	<b>CABIN CENTER TABLE</b>	Supply and installation of center table with overall dimensions of 1400mm X600mm X 450mm. Top surface of the table shall made up of MDF (Medium density fibre ) board duly finished with Veneer and final coating of PU.		
20	<b>CABIN CORNER TABLE</b>	Supply and installation of center table with overall dimensions of 450mm X450mm X 450mm. Top surface of the table shall made up of MDF (Medium density fibre ) board duly finished with Veneer and final coating of PU.		



S.No	Items	Technical Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
21	<b>SPACE FOR FACULTY, SPACE FOR RESEARCH, SPACE FOR SUPPORT STAFF CABIN TABLE</b>	Supply and installation of Modular table with overall size of table 1700 x 750 x 750mm. The side unit shall be 1000 x400 x 650mm. The worktop made up of 25mm thick Pre-laminated particle board of grade II of IS 12823 with approved laminate and finish as per approved shade. The side unit shall have the size 750mm X 400mm X 650mm with 18/25mm thick Pre-laminated particle board. The edges shall be sealed with 2mm thick thin strip of impermeable PVC that is cut to fit the size of board panel and duly pasted with the assistance of edge banding machine at 200 degree Celsius. The top shall be supported on MS/CRCA rectangle pipe frame having loop-section area 60mm X 30mm with 1.2mm thick. The table shall be clad with 18mm thick modesty panel which provide structural support for the table. It should be 18mm thick particle board with appropriate PVC edge banding connected with both end. There shall be buffers provided at the bottom to avoid scratches on the floor. The side unit have 3 drawer or shutter unit with open storage. A pullout keyboard tray shall be provided of 18mm thick Pre-laminated particle board. The tray shall be operated on keyboard channel.		
22	<b>HIGH BACK CHAIR</b>	Supply Installation and fixing of chair FOR DESK'S <ul style="list-style-type: none"> <li>* High Back Mesh Chair</li> <li>* Headrest</li> <li>* Fabric Upholstered Cushion Seat</li> <li>* Single Lock Synchro Mechanism</li> <li>* Adjustable Lumbar Support</li> <li>* Fix Arms</li> <li>* Chrome Base</li> </ul>		
23	<b>VISITOR CHAIR</b>	Supply Installation and fixing of medium back chair for desk's <ul style="list-style-type: none"> <li>* Medium Back Mesh Chair</li> <li>* Fabric Upholstered Cushion Seat</li> <li>* Single Lock Synchro Mechanism</li> <li>* Adjustable Lumbar Support</li> <li>* Fix Arms</li> <li>* Chrome Base</li> </ul>		

S.No	Items	Technical Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
24	<b>WAITING AREA TWO SEATER SOFA</b>	Supplying and Placing in place of 2 seater sofa. The overall dimensions of the sofa shall be 1460W x 650D x 855H. The seat should be made of PU foam with Density $28 \pm 2$ kg/cu.mtr having an additional top layer of supersoft PU foam with Density $32 \pm 2$ kg/cu. Seat should be upholstered with leatherette. 2) BACK FOAM: The back should be made of PU foam with Density $28 \pm 2$ kg/cu. mtr with two additional top layer of supersoft foam of density $32 \pm 2$ kg/cu. mtr, upholstered with leatherette. Understructure should be made up of $1.2 \pm 0.1$ cm. thick hot pressed plywood (which also shall be resistance and termite proof as per IS:303.) and pinewood of cross section devoid of major knots and surface defects 6 nos. per seat and 3.8mm dia. zigzag spring assembly is mounted over understructure for cushioning effect. It should be a welded assembly made in Stainless steel (grade SS 202) tube & plate with plastic endcap.		
25	<b>CORNER TABLE</b>	Supply and installation of center table with overall dimensions of 450mm X450mm X 450mm. Table made of 18 mm thick Prelaminated Particle Board. All the exposed edges shall be edge banded with 2 mm thick PVC edge banding tape.		

S.No	Items	Technical Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
26	<b>MEETING ROOM TABLE</b>	<p>Supply and installation of Conference table. The table in completely knock down conditions with an overall size 4470mm X 600/3300mm X 750mm that is to be assembled at site. The table made of 36mm thick Pre-laminated particle board of grade II of IS 12823 with approved laminate and finish as per approved shade. Plastic ABS access flap is provided for easy access to wires and cables. The Under-structure consists of mixture of 25mm and 18mm Pre-laminated partical board of E1-P2 grade and approved shade conforming to IS12823:1990, Edge banded with matching 2 mm thick PVC lipping.MS 80mm crome plated leg for corner support. Modesty panel Made of 18mm Thick Prelaminated twin board of E1-P2 grade and approved shade conforming to IS12823:1990, Edge banded with matching 2 mm thick PVC lipping. Powder coated accent metal strip provided below work surface to enhance aesthetics. It is made of 0.8mm CRCA as per IS 513,epoxy polyester powder coated (DFT 40-60 microns). Wire management An array of panels made of 0.8mm CRCA (Cold Rolled Close Annealed)MS IS:513, epoxy polyester powder coated (DFT 40-60 microns) is used for flow of wires and cables.</p> <p>Provision to mount Anchor Roma 6 module plate is provided below worktop. Cutout on top with two piece injection moulded plastic part polymer component is fitted to pullout audio, video cables onto worktop and connect devices charger to power socket (British standard) below worktop.</p>		
27	<b>CONFERENCE ROOM CHAIR</b>	<p>Supplying, and placing in position of 360 degree revolving medium back chair. The chair having a Knee tilt with single locking mechanism and chrome handle &amp; base with nylon castor. The seat &amp; back upholstered with black pvc. Gas lift for height adjustment with 5 prong chrome base with castors. The chair of size: (W)550mm X (D)630mm X (H)1100mm. The pneumatic height adjustment shall have adjustment stroke of 100 mm and shall be operated at 30kgs extension force. The Seat &amp; back are made up of 12mm thick hot pressed plywood upholstered with PVC with polyurethane foam, chair seat has foam of density 38- 40 kg/m3 The backrest has a foam of 28kg/m3.</p>		

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

*(DD/MM/YY)*

**Specification and Compliance Sheet Authorised By:**

Authorised for and on behalf of:

Company: \_\_\_\_\_

## SECTION VI: GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC).

### 1. General Provisions

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Completion Date" means the date of completion of the Supply and Installation of Furniture by the Bidder as certified by the CSCM
- (b) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed therein;
- (c) "Contract Rates" means the price to be paid for the items listed in the Rates Schedule subject to mutually agreed increase/decrease by the two parties to reflect substantial changes in the market.
- (d) "CSCM" means the party who employs the Bidder
- (e) "GCC" means these General Conditions of Contract;
- (f) "Party" means the CSCM or the Supplier, as the case may be, and "Parties" means both of them;
- (g) "Personnel" means persons hired by the Supplier or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- (h) "Supplier" is a person or corporate body whose Bid to Supply and Install the Furniture that has been accepted by the CSCM;
- (i) "Supplier's Bid" means the completed bidding document submitted by the Supplier to the CSCM
- (j) "Services" means the work to be performed by the Supplier under this Contract included in the Supplier's Bid.
- (k) "Subcontractor" means any entity to which the Supplier subcontracts any part of the Services

#### 1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of the Republic of Mauritius

#### 1.3 Language

This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the

meaning or interpretation of this Contract.

**1.4 Notices**

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the addresses specified hereunder:

CSCM’s address: **Civil Service College, Mauritius  
Level 4, Atom House  
Royal Street, Port-Louis**

Supplier’s address:.....

**1.5 Location**

The Supply and Installation of Furniture shall be performed at such locations as are specified in **Annexes 1,2 and 3**, where the location of a particular task is not so specified, at such locations, as the CSCM may approve.

**1.6 Authorized  
Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the CSCM or the Bidder may be taken or executed by the officials specified:

CSCM’s Authorized Representative: **The Director General**

Supplier’s Authorized Representative: .....

**1.7 Taxes and  
Duties**

The Supplier, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the rate schedules.

**2. Commencement, Completion, Modification, and Termination of Contract**

**2.1 Effectiveness of  
Contract**

This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be **indicated in the letter of Acceptance**.

**2.2 Change of  
Ownership**

In case there is a change in the ownership of the Supplier, the Director General of the CSCM must be informed immediately.

## **2.3 Commencement of Services**

**2.3.1 Starting Date** The Supplier shall start supplying Furniture sixty (60) days after the date the Contract becomes effective, or at such other date as may be agreed.

**2.4 Intended Completion Date** Unless terminated earlier pursuant to Sub-Clause 2.8, the Bidder shall complete the supply by the Intended Completion Date. If the Bidder does not supply up to the Intended Completion Date, it shall be liable to pay liquidated damage as per Clause 2.7. which shall be withheld from the Performance Security.

This will not deprive the CSCM to have recourse to its other rights for redress under the conditions of the contract.

**2.5 Modification** Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or the agreed rate of schedules, may only be made by written agreement between the Parties.

## **2.6 Force Majeure**

**2.6.1 Definition** For this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

**2.6.2 No Breach of Contract** The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

## **2.7 Liquidated Damages**

If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct 1 % from the Contract Price, as liquidated damages, of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 5 %. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to the Clause 2.8.

## 2.8 Termination

### 2.8.1 By the CSCM

- A. The CSCM, by notice sent to the Supplier, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the CSCM's convenience, the extent to which performance under the contract is terminated, and the date upon which such termination becomes effective.
- B. The CSCM may terminate the Contract, by not less than 30 day's written notice of termination to the Bidder, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Sub-Clause **2.7.1**:
- (a) if the Supplier does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the CSCM may have subsequently approved in writing;
  - (b) if the Supplier become insolvent or bankrupt;
  - (c) if, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Supply and Installation of Furniture for not less than sixty (60) days; or
  - (d) if the Supplier, in the judgment of the CSCM has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For this Sub-Clause:

- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;



(v) “obstructive practice” is

deliberately destroying, falsifying, altering or concealing evidence material to the investigation or making false statements to investigators to materially impede a CSCM investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

(e) if the debt of the Supplier towards the CSCM exceeds the performance security paid by the Supplier in the context of the award of this contract.

**2.8.2 By the Supplier**

The Supplier may terminate this Contract, by not less than thirty (30) days written notice to the CSCM if, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Supply and Installation of Furniture for not less than sixty (60) days.

## SCHEDULES

### SCHEDULE 2: PERFORMANCE SECURITY (BANK GUARANTEE)

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

Procurement Reference No. and title: *[insert no. and title of bidding process]*

Bank Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert complete name of Purchaser]*

**PERFORMANCE GUARANTEE No.:***[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of goods and related services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)<sup>1</sup> in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*, and any demand for payment under it must be received by us at this office on or before that date.

*[signatures of authorized representatives of the bank and the Supplier]*

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<sup>1</sup> The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

**Appendices**