



GUJARAT ENERGY

SCOPE OF WORK AND SOR

TENDER DESCRIPTION- ANNUAL RATE CONTRACT (ARC) FOR SUPPLY OF OFFICE FURNITURE AT ACROSS GEL LOCATIONS.

CONTRACT DURATION: 2 years

APPLICABILITY OF CONTRACT: Across GEL Locations

Subject: SCOPE OF WORK AND SOR ANNUAL RATE CONTRACT (ARC) FOR SUPPLY OF OFFICE FURNITURE AT ACROSS GEL LOCATIONS.

Ref. Documents:

Document No	Document Subject
GEL/HR,Admin &Audit/2026/8/326044	TRC Approved BQC - Office Furniture
GEL/HR,Admin &Audit/2026/8/326045	SOW and SOR for ARC for office Furnitures - 2026-

1. General Scope:

1.1 The supplier/contractor will submit designs and all material samples for review and approval for supply.

1.2 Material shall be supplied at GEL door step within 30 days after award of PO

1.3 Supplied material shall be in good conditions, damaged or defected material will be rejected at site and supplier will arrange delivery immediately

1.4 Detail of prices shall be submitted in form of Schedule of Rates (SOR) to cover all items listed. The SOR consists of descriptions, quantities and unit prices of materials.

2. ARC/Contract Validity:

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2.1 Contract Validity will be 02 Years from date of ARC/Contract

3. Warranty Period:

3.1 One year (01) from date of Delivery of material

4. HSE requirements:

4.1 Supplier/Contractor will comply with GEL HSE rules.

5. Payment Terms:

5.1 OWNER shall pay or cause to be paid the due amount within a period of 30 days from date of receipt of complete and correct invoice, duly certified by OWNER'S REPRESENTATIVE.

6. Penalty:

6.1 For any delay in providing on-call or scheduled service during the warranty period, a penalty of Rs. 500 shall be imposed for every 24 hours of delay.

7. Delivery points:

7.1 The supplier/contractor shall provide material to GEL offices and CNG stations across GEL locations.

8. Type of Expenditure:

This expenditure comes under Capital Expenditure (CapEx)

9. GEL -Contract Owner Name:

1 Mr. Gaurang Patel (Dy.Manager Administration, GEL.

2 Mr.Harishchandra Sisodiya, Sr. Officer, Administration, GEL.

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 GUJARAT ENERGY	SCHEDULE OF RATES	Doc. No.	MAT-F-11
		Rev. No.	0
		Effective Date	11.04.2018

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REQUIREMENT PERIOD (TENDERED DURATION) : 2 YEARS

Sr. No.	Service SAP Master Code*	Description	Uo M	QTY
1.0	400000351	CHAIR, EXECUTIVE, HIGH, BACK, ERGONOMIC Headrest: 75 mm height-adjustable neck support for enhanced comfort. Polyester Mesh: Breathable mesh back for ventilation and flexible support. Lumbar Support: Ergonomically designed lower-back support for improved posture. Armrests: 4-way adjustable armrests (height, width, depth, and swivel) made of polypropylene and steel with a black finish. Mechanism: Advanced swivel-tilt mechanism with tilt tension control, multi-position tilt lock, and pneumatic seat height adjustment. Base: 350 mm polypropylene base in black color, providing stability and ample foot clearance.	Nos.	100
2.0	400000331	CHAIR, EXECUTIVE, MEDIUM, BACK Back Frame: Black nylon fiber frame provides flexible and comfortable back support. Back Rest: Breathable polyester mesh ensures enhanced ventilation and thermal comfort. Lumbar Support: Stretchable lumbar support adjusts to the natural curve of the spine. Armrest: 4-way adjustable armrests with 10 cm height adjustment, 6 cm depth adjustment, 5 cm width adjustment, and 3-position swivel. Seat: Ergonomically contoured 3D seat cushion for superior seating comfort.	Nos	500

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		Mechanism: Advanced swivel-tilt mechanism with tilt tension control, multi-position tilt lock, and pneumatic seat height adjustment; alternatively, a basic swivel-tilt mechanism with 2-position tilt lock and pneumatic height adjustment.		
3.0	400000324	CHAIR, EXECUTIVE, LOW, BACK	Nos.	100
		Back Frame: Black nylon fiber frame provides flexible back support. Back Rest: Breathable polyester mesh ensures ventilation and thermal comfort. Lumbar Support: Stretchable lumbar support adjusts to fit the natural curve of the spine. Armrest: 4-way adjustable armrests with 10 cm height, 6 cm depth, 3-angle swivel, and 5 cm width adjustment. Seat: Ergonomic 3D contoured seat cushion for enhanced comfort. Mechanism: Advanced swivel-tilt mechanism with tilt tension control, multi-position tilt lock, and pneumatic seat height adjustment. Optional basic swivel-tilt mechanism with 2-position tilt lock and pneumatic height control.		
4.0	400000241	CHAIR, CAFETERIA	Nos.	200
		Chair: Injection-moulded polypropylene shell chair, armless design with 4-leg silver epoxy-coated frame. Dimensions: H 800 mm × W 533 mm × D 510 mm; shell thickness 12 mm.		
5.0	400000352	SOFA, THREE, SEATER	Nos.	100
		3-Seater Waiting Sofa (Short Form): Providing & supplying 3-seater waiting sofa with stainless steel perforated seat and back (1.0 mm thick), rounded corners, aluminium alloy seat trim, polished stainless steel arms and legs, silver-grey powder-coated metallic structure, rust-proof electrostatic finish, modular		

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		configuration capability, and overall size approx. 70" W × 27" D × 31" H, complete as per approved specifications and Architect/EIC requirements.		
6.0	400000013	TABLE,1500X1500X600X600MM	Nos.	100
		Short Form – Office Table (4' x 2'): Providing & Supplying Office Table, Model No. 4' x 2', size 1200(W) x 600(D) x 740(H) mm with 19 mm thick rectangular top having rounded corners. Frame made of MS ERW square tubes (1.25 mm thick) conforming to IS 7138:1973 . Table provided with 3-drawer pedestal unit made of MS CRCA sheets (0.63/0.80/1.25/1.60 mm thick) conforming to IS 513:1986 , with central locking system. Top made of pre-laminated Novapan board with decorative laminate and PVC/plastic edge beading. Frame finished with black powder coating , drawer unit in TA Grey colour, and table top in Rosewood finish		
7.0	400000150	CUPBOARD,STEEL,78"X36"X18"	Nos.	100
		Steel Cupboard (Short Specification): Size: 1980H × 915W × 480D mm (1855 mm height without pedestal). Made of prime quality CRCA steel sheets conforming to IS 513:1986. Equipped with 4 adjustable shelves (20/22 gauge) forming 5 storage compartments. Features locking arrangement, single-body front lock handle, 20 gauge body, and 22 gauge shelves. Finished in grey colour.		
8.0		Executive Chairs- High-back executive chair, 360° revolving	Nos	20
		Type: High-back executive chair, 360° revolving Upholstery: Full black leatherette with matte finish Overall Size: 640 (L) × 500 (D) × 1210 (H) mm Arms: Fixed chrome-finish arms with PU padding		

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		Seat & Back: 12 mm BWR (IS 303) plywood with 40 mm high-density PU foam ($32 \pm 3 \text{ kg/m}^3$) Ergonomics: Symmetrical lumbar support Mechanism: Center tilt with 85 mm hydraulic gas lift Base: 650 mm chrome base with nylon castors Height Adjustment: Seat: 540–635 mm; Back: 1110–1210 mm Supply: Complete with all accessories, installation, and commissioning.		
9.0		Executive Chairs- Genius Chair	Nos	20
		Brand/Model: Office Seating – Genius Chair Type: High-back, 360° revolving ergonomic office chair. Overall Size: 700 (L) × 540 (D) × 1265 (H) mm. Upholstery: Premium black leatherette with matte finish. Seat & Back: 12 mm BWR Grade-303 hot-pressed plywood with $40 \pm 2 \text{ mm}$ polyurethane foam ($32 \pm 3 \text{ kg/m}^3$ density) for seat and back. Lumbar Support: Ergonomically designed backrest with symmetrical lumbar support. Armrests: Fixed polypropylene (PP) arms with PU padding. Mechanism: Centre tilt mechanism with 100 mm telescopic hydraulic gas lift. Seat Size: 550 (W) × 540 (D) mm; seat height: 515–600 mm. Back Size: 560 (W) × 680 (H) mm. Base: 650 mm silver-painted nylon base with smooth-rolling castors. Supply: Complete with all accessories, installation, and commissioning.		

**Long text to be updated in SAP master data, wherever applicable*

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