

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016

NOTICE INVITING QUOTATIONS (NIQ)

Sealed tenders are invited from the manufacturing firm or authorized distributors /dealers of reputed Branded Furniture like Godrej, Herman Miller, Steel Case, Vitra for use at IIT, Delhi.

The tenders/ Quotation should reach in this office by **15:00** Hrs. on **28.02.2013**. The detailed tender terms & conditions and technical specification of the above mentioned items are enclosed this tender. Tenders received after the last date & time will be rejected. The Director, IIT Delhi reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Dy. Registrar (stores and purchases), IIT Delhi

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1. The original manufacturer should have a BIFMA membership certificate, ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2008 certificate and the certificate should be enclosed along with the Tender document. The original manufacturer should be registered with Excise Deptt of Govt. of India and a certificate in this regard should be enclosed. The bidder should also have the in-house testing laboratory as per BIFMA standards.
2. The Bidders should submit the catalogue of the Furniture Items as an enclosure to the tender bid. In case of manufacturer, the bidder has to submit proof of manufacturing issued by any Govt. Department/Agency. In case of authorized dealer valid authorization from the Manufacturer be submitted along with proof of manufacturing firm being a Manufacturer issued by any Govt. Deptt./ Agency should be attached with the technical bid.
3. Experience Criteria : Bidder should have completed three(3) similar works preferably in Govt. Institutions each costing not less than 5 lacs OR two (2) similar works each costing not less than 15 lacs OR one (1) similar work costing not less than 15 lacs.
4. IITD takes no responsibility for delays, loss or non-receipt of tender documents or any letters sent by post/courier either way and also reserve the right to reject any offer in part or full without assigning any reasons thereof. Incomplete or conditional offers would be summarily rejected.
5. The rates quoted by Bidder shall remain valid for the period of 60 days from the last date of receipt of tender during which Bidder shall not withdraw/ modify their offer. In case the Bidder withdraws/modifies the offer during the bid period will be rejected without assigning any reason.
6. Regarding quality of material, supplier will be responsible to maintain the same and IIT Delhi reserves the right to get the material tested analyzed from any reputed laboratory or by IIT Delhi itself. IIT Delhi also reserves the right to split the quantity of various item detailed annexure "A" with one or more suppliers or maintain a parallel contract or reject the bids without assigning any reason. The Purchase Committee may make an urgent visit to the manufacturing site to verify the soundness, capability, viability and any other information given by the tendering company/ firms. The documents submitted by the bidders can be verified from the concerned authorities. IIT Delhi reserves the right to cancel the supply order or part supply thereof in case If the supplied store is inferior to the samples approved/specified.
7. The supply of all items (including commissioning, if any) has to be completed within a period of 30 (Thirty) days from the date of issue of the order failing which a penalty of 1% per week will be imposed for the value of the materials remaining undelivered for 1st four

weeks and 2% penalty per week for next three weeks and after that the order will be cancelled the decision of Director, IIT Delhi shall be final in this regard.

8. Warranty: The Warranty period 1 year shall be counted from the date of installation at site.
9. Bidders are hereby informed that canvassing in any form for influencing the process of notification of award would result in disqualification of the Bidder. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable or restrictive practices, as the case may be. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official. "Fraudulent practice" means a misrepresentation of facts in order to influence Tender process or an execution of a contract to the detriment of the scheme and includes collusive practice among bidding Insurers/ Authorized Representative (prior to or after bid submission) designed to establish bid prices at artificially non-competitive levels and to deprive the scheme the benefit of free and open competition; IIT Delhi will reject a proposal for award if it determines that the bidders have engaged in corrupt or fraudulent practices. IIT Delhi will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the bidding organization have engaged in corrupt and fraudulent practices in competing for, or in executing, a contract. All the company/ firms participating in the tender must attach a certificate to the effect that the company/ firm is neither blacklisted by any Govt. Deptt. Nor any criminal case/ complaint is registered/ pending against the company/ firm or its director/ owner/ partner anywhere in India. The company/ firm who is blacklisted by any Govt. /Semi Govt. Deptt. Or any criminal case/ complaint is registered/ pending against the company/ firm or its Director/ Owner/ Partner/ Proprietor anywhere in India is/ are not eligible to participate in this tender. All the Bidders / bidders needs to fill the Annexure-B (i.e. the declaration sheet).
10. All the rates quoted shall be in Indian Rupees only. The quoted rates should be inclusive of all charges like supplying and commissioning etc.. Applicable taxes should be clearly mentioned. IIT Delhi is exempted from paying customs and excise duty.
11. Only Sales Tax/ VAT registered company/firm(s) are eligible to participate in this tender. The valid Sales Tax/ VAT Registration Certificate must be attached with bid.
12. The person signing the tender documents should be authorized for signing the tender documents and his signature should be attested by owner/partner/ director of the tendering company/firm. A certificate in this regard, duly issued by the Director/owner/partner, must be attached along with tender documents.
13. The rates are to be quoted by the bidders as per Performa for price scheduled Annexure-'A' in Indian currency and payment shall also be made to successful bidder (s) in Indian currency (on successful completion of the job). Nothing over and above the quoted/ accepted price will be paid by the purchaser.
14. The tendering company/firms shall clearly mention the Guarantee/ Warranty of the tendered stores, which shall not be less than one year from the date of installation of store.
15. The rates will be F.O.R. at IIT, HAUZ KHAS New Delhi.
16. The quantity of the item(s) mentioned in the tender can be increased or decreased, at any stage till the delivery of consignment is completed.

17. In case the items are not supplied within the stipulated period, the balance items can be procured from open market and the difference of cost, if any, will be recovered from the pending bill/ Performance Security of the company/ firm, besides forfeiture of the entire Performance Security and other punitive action like blacklisting of the company/firm will be taken.
18. The payment will be made (through RTGS only) on receipt/ acceptance of store in good condition as per approved sample/ specification. No advance payment will be made. No claim for interest, if the payment is delayed, will be entertained. The products will be used for educational purposes. Any applicable academic institution discounts should be offered and stated clearly.
19. The Director, IIT Delhi reserves the right to relax any terms and conditions in the Govt. interest on the recommendation of the Purchase Committee/ Purchaser during the tender process.
20. Incomplete and conditional/ optional bids will not be accepted. Bid that is not in the prescribed Performa will not be accepted.
21. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi. All the bidders needs to furnish the checklist of essential conditions (Annexure-C).
22. The basic layout plan of the site is attached at Annexure-D.

Specification and Price Bid

S.No	Specification of Furniture	Qty.	Rate	Amount
1	Table With ERU			
	Providing and placing Table with ERU whose top and side panel made up of 25mm thick plan particle board (PPB) clad with 0.6mm thick post formed laminate and 1mm thick backing laminate (BDL) flat edge duly sealed with 2mm thick pvc beading . The modesty is 18mm plain partial board (PPB) with 1mm thick decorative laminated (DL) on both sides. Edge sealed with 2mm thick pvc beading . The door unit top made up of 25mm thick plain partial board (PPB)clad with 0.6mm thick post formed laminated and 1mm thick backing laminate (BDL) flat edge duly sealed with 2mm thick pvc beading . The door partition and shelves are made up of 18mm thick plain partial board (PPB) with 1mm thick decorative laminate (DL) on both sides. Edge sealed with 2mm thick pvc beading. Drawer unit shall be of size 646mmHX 390mmWX 585mm D powder coated metal fascia drawer unit(1file+2box dr) with accessories Metal keyboard pullout tray shall be with mouse single extension ball slides. MS cpu trolley shall be adjustable widths and lockable castors.			
A	Table 1800x900x750mm+3Dr. Pedestal + KBPT + CPU Trolley	1 nos.		
2	WORKSTATIONS : -			
	Frame: The frame work shall be made of knock down metal frame comprising of vertical sections made from minimum 1.5mm CRCA MS D Grade formed into channels 41.5mm x 50mm duly powder coated. These vertical channels have front tear drop slots in them at an interval of 76.2mm to accept tile claddings. The vertical upright section of each panel has side slots at a pitch of 304.8mm height for passage of cables throughout the width of panel. The vertical upright section should also have front slits for fixing work surface, storage units and accessory brackets at a pitch of 25.4mm.The top horizontal member of this frame work shall be made from M.S. rectangular tube, having a minimum wall thickness of 1.2mm and a minimum cross sectional dimension of 25.4mmx38.1mm duly powder coated. The bottom horizontal member of this framework will be a m.s. section of wall thickness 1.5mm.All exposed vertical edges of partition panels shall be finished by end extrusions of 1.2mm thickness made of powder coated aluminum alloy (as per He-9-63400) of section 69mmx13.2 mm and of matching height of the panel fitted with plastic end trim holders. Top horizontal edge of partition panel shall be finished with a top runner made of powder coated aluminum alloy (as per He-9-63400) extrusion of section 69mmx13.2mmx1.2mm thick. The top runner shall be snap fitted to the top of the panel by means of PP top clip. End trim of extrusions of 1.2mm thick made of powder coated aluminum alloy (as per He-9-63400) shall be provided at vertical junctions and fixed with M.S. connector brackets and screws. Workstations to have Fabric magnetic tile are fabric upholstered metal tiles in 0.6mm thick M.S. CRCA Grade D as per IS"513 1994. To maintain uniform gap between tiles, use of fabric of thickness ranging from 0.5mm to 0.7mm . Single glass tile on the top. 5Mm thick glass is fitted onto the main frame using glass corner clips made from Nylon 66 which are directly fitted on the vertical upright at the four edges of the glass. At the top, the glass is fitted using a combination of glass corner clips at the bottom edges of the glass and glass top clips made of Nylon 66 which supports the glass at the top edge through the top horizontal of the frame. Plain metal tile below the worktop are powder coated metal tiles in 0.6mm thick M.S. CRCA Grade D as per IS : 513 – 1994. Metal Fascia to be powder coated, in 0.6mm thick M.S. CRCA Grade D as per IS:513 – 1994, Which is hinged using plastic hinge for fascia made in PP. Fascia could be with or without cutouts for mounting of switches. The switches should be mounted 50mm from the edge of the fascia. The above Modular system should carry "Green Guard Certification"			
A	MODULE C- 6 PERSONS LINEAR RECTA (=1200 X 600)	3 nos.		
B	MODULE L- 3 PERSONS LINEAR(RECTA=900W X 600D)	1 nos.		
3	Executive Chair High Back	1 nos.		
	SEAT/BACK ASSEMBLY: The seat is made up of 1.2 cm. thick hot pressed plywood upholstered with fabric and moulded Polyurethane Foam. The back is made up 1.2 cm. thick hot pressed plywood upholstered with replaceable fabric upholstery covers and moulded polyurethane foam. The back ply and foam is designed with contoured lumber support for comfortable seating posture. HIGH BACK SIZE 48cm.W X 76.0cm.H SEAT SIZE 51.0cm.W X 48.0cm.D The polyurethane foam for seat and back is moulded with density = 45+/-2 kg/m3 and Hardness = 20 +/- 2.The armrest top is made of moulded polyurethane (P.U) and mounted on to a fixed type M.S. tubular armrest support chrome plated. The arm support has static vertical adjustment of +/-1.5cm. The mechanism is designed with the following features: · 360° revolving type. Single point control.Front pivot for tilt with feet resting on ground ensuring more comfort. Tilt tension adjustment. 4-position locking with anti-shock feature. Seat back tilting ratio of 1:2 (11° Seat Tilt /22°			

	back tilt). The backrest consists of a fixed type mechanism i.e no back up/down adjustment. The pneumatic height adjustment has an adjustment of 9.0 cm. The pedestal is fabricated from steel, chrome plated and assembled with injection moulded black polypropylene hub cap and 5 nos. twin wheel castors (castor wheel dia. 5.0 cm). The pedestal is 66.0cm. Pitch-center dia. (76.0 cm with castors). The twin wheel castors are injection moulded in black Nylon.			
4	Visitor Chair	9 nos.		
	Supplying Visitor chair whose seat is made up of 1.2 cm. thick hot pressed plywood upholstered with fabric and moulded Polyurethane Foam. The back is made up 1.2 cm. thick hot pressed plywood upholstered with replaceable fabric upholstery covers and moulded polyurethane foam. The back ply and foam is designed with contoured lumbar support for comfortable seating posture.The polyurethane foam for seat and back is moulded with density = 45 +/-2 kg/m3 and Hardness = 20 +/- 2.BACK SIZE : 48cm. (W) X 66.0cm. (H),SEAT SIZE : 50.0cm. (W) X 49.5cm. (H),The armrest top is injection moulded from polyurethane(P.U) and mounted on to a fixed type M.S. tubular armrest support. The arm support has static vertical adjustment of +/-1.5cm.Leg frame welded assembly made from 35 X 15 X 16BG(1.6THK)elliptical MS ERW tube with base plate for seat fixing.			
5	Staff Chair	24 nos.		
	1) SEAT/BACK: The seat and back are made up of 1.2 cm thick hot pressed plywood, upholstered with fabric and molded Polyurethane foam, together with molded seat and back covers. The back foam is designed with contoured lumbar support for extra comfort. (MID BACK) SIZE: 45.0 cm.(W) x 53.0 cm.(H) ,SEAT SIZE:52.0 cm.(W) x 48.0 cm.(D) kg. on Hampden machine at 25% compression. 2) POLYURETHANE FOAM: The Polyurethane foam is molded with density = 45 +/- 2 kg/m3 and Hardness = 20 +/- 2 ,3) SEAT / BACK COVERS: The seat & back cover are injection molded in black Co-polymer Polypropylene. Insert with 50-70 Shore 'A' hardness. The armrests are scratch and weather resistant. 4) ARMRESTS (FIXED): The one-piece armrests are made of black integral skin polyurethane reinforced with M.S. seat with armrest brackets made of 0.5cm. thk. HR steel. 5) PERMANENT CONTACT MECHANISM: The permanent contact mechanism is designed with the following features: 360° revolving type. 14° maximum back-tilt only. Upright position locking. Tilt tension adjustment. 6) PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has an adjustment stroke of 12.5 cm. 7) TELESCOPIC BELLOW ASSEMBLY: The bellow is 3-piece telescopic type and is injection molded in black 8) PEDESTAL ASSEMBLY: The pedestal is fabricated from 0.2cm. thick CR steel, powder coated and fitted with 5 nos. twin wheel castors. The twin wheel castors are injection molded in black Nylon.			
6	SMALL TABLE	1 nos.		
	Supplying and placing of table with dimension 1200 X 600 X 750 mm whose top is made in 25 mm particle board. It has 3 Dr pedestal with 2 Drawers and 1 Box and a key board Tray.			

Total cost _____

Discount (if any) _____

Tax + Freight + Installation cost _____

Net Cost _____

SIGN. OF BIDDER: _____

NAME IN BLOCK LETTERS: _____

FULL ADDRESS: _____

Phone : _____

Mobile Number of the Contact Person : _____

Email Address : _____

VAT & Tin Number (Copy attached) _____

RTGS/ NEFT : _____

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STORE PURCHASE SECTION

ANNEXURE-B

DECLARATION SHEET

I, _____ hereby certify that all the information and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

I, further certify that I am the duly authorized representative of the under mentioned Bidder.

I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.

I, further specifically certify that my company has not been Black Listed/De Listed or put to any holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

SIGN. OF BIDDER: _____

NAME IN BLOCK LETTERS: _____

FULL ADDRESS: _____

Phone : _____

Mobile Number of the Contact Person : _____

Email Address : _____

Checklist of Essential Conditions

Please ensure acceptance of the following conditions by checking ‘yes’ against each of them

S.No.	Item	Yes / No
1	Our company is a manufacturing firm (namely any of the following) Godrej, Herman Miller, Steel Case, B.P.Ergo, Vitra, Haworth	
2	Our company is authorized distributor / dealers of the brand furniture like Godrej, Herman Miller, Steel Case, Vitra (relevant authorization letter attached)	
3	Completed three(3) similar works preferably in Govt. Institutions each costing not less than 5 lacs or two(2) similar works each costing not less than 15 lacs or one(1) similar work each costing not less than 15 lacs.	
4	Furniture catalog enclosed and the product-id of the product quoted have been mentioned.	
5	Sales Tax / VAT registration copy is attached	
6	Copy of ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2008 certificate of the manufacturer is enclosed	
7	Copy of BIFMA membership certificate of the manufacturer is enclosed	
8	Copy of registration with Excise Dept of Govt. of India is enclosed.	
9	In house testing laboratory as per BIFMA standards exists	
10	Completed three(3) similar works preferably in Govt. Institutions each costing not less than 5 lacs OR two (2) similar works each costing not less than 15 lacs OR one (1) similar work costing not less than 15 lacs	

SIGN. OF BIDDER: _____

NAME IN BLOCK LETTERS: _____

FULL ADDRESS: _____

Phone : _____

Mobile Number of the Contact Person : _____

Email Address : _____

