

Department of Humanities and Social Sciences  
Indian Institute of Technology Delhi  
Hauz Khas, New Delhi 110 016

NIQNo. 1

Dated  
NIQ Due date

03/09/2015  
18/09/2015

NIQ for Purchase of tables and chairs for Language Learning Centre  
Department of Humanities and Social Science, IIT Delhi.

Sealed Quotations are invited (Commercial and Technical bids to be clearly marked and put in separate envelopes, and each envelope super scribed "Quotations for Purchase of tables and chairs for Language Learning Centre") by 18/09/15 Sep 2015 to the Office of the Head, Dept of Humanities & Social Sciences, IIT Delhi (Room no. MS 611) latest by 4 p.m.

No.	Items	Description/Specification	Qty
1.	Chairs	Polymer body	90
		Stainless steel legs	
		With Arm rest	
		Height 760mm	
		Width 595mm	
		Depth 580mm	
		Quantity to be distributed across four different colours.	
		Should be stackable	30
2.	Tables	Polymer body	
		Stainless steel legs	
		Height 722mm	
		Width 864mm	
		Depth 870mm	
		Quantity to be distributed across four different colours.	
		Should be stackable	

**Terms & Conditions:**

1. Bidder/Supplier will be fully responsible for installation of the above equipments.
2. Bidder/Supplier would be required to provide Comprehensive on-site warranty of all equipment/parts for 1 year from the date of successful installation.
3. All items should be from renowned brands only.
4. The Technical bid and financial bid must be in separate envelopes clearly marked Technical/Commercial and put in one main envelope. The main envelope must be addressed to the head, Dept. of Humanities & Social Sciences, IIT Delhi, Hauz Khas, Delhi 110016 and superscribed the NIQ No. and Due Date.
5. All quotations must be valid till 31 October 2015.
6. Quotation must include a delivery schedule, which in no case should exceed 30 days from the date of placing of the purchase order.
7. Bidders/Supplier must be a Manufacturer. Authorized Service Provider capable of providing technical Service and repair/replacement of the product(s). In case the bidder/supplier is not a manufacturer and is an authorized service provider, a certificate to that effect must be enclosed.
8. Bidder must proof of supply of similar articles to Government/ Autonomous institutions. Copies of three latest orders must be enclosed.
9. All the vendors must quote the rates in Indian Rupees only.
10. After the opening of Technical bids, qualifying vendors will have to display samples of the tables and chairs. Financial bids will be opened only those bidders whose samples are found eligible. Date and venue for the display of samples will be notified after the opening of Technical bids.

**Please Note:**

1. Photocopy of PAN/ TIN/ Sales Tax. Number should be enclosed with Technical bid.
2. Letter from OEM for supporting the product till End of Life of the product or at least 8 to 10 years from the date of installation, whichever is later, should be enclosed with Technical bid.
3. Bidder must enclose a certificate of being an authorized service provider/authorized distributor from the OEM/Manufacturer with Technical bid.
4. Payment will be made after successful installation.

5. Financial bid must clearly mention:
6. Applicable taxes etc, Delivery Schedule, Quotation Validity, Warranty.
7. Incomplete and conditional submitted Quotations would be summarily rejected without assigning any reason.
8. The institute reserves the right to increase/decrease the Quantities mentioned in the NIQ.

**Checklist for Technical bid:**

1. Signed copy of the Quotation document
2. Technical compliance statement must be enclosed. (The format given below is to be followed).

Chairs	Polymer body	Yes/ No
	Stainless steel legs	Yes/ No
	With Arm rest	Yes/ No
	Height 760mm	Yes/ No
	Width 595mm	Yes/ No
	Depth 580mm	Yes/ No
	Quantity distributed across four different colours.	Yes/ No
	Should be stackable	Yes/ No
Tables	Polymer body	Yes/ No
	Stainless steel legs	Yes/ No
	Height 722mm	Yes/ No
	Width 864mm	Yes/ No
	Depth 870mm	Yes/ No
	Quantity distributed across four different colours.	Yes/ No
	Should be stackable	Yes/ No
	Proof of supply of similar articles to Government/ Autonomous institutions. Copies of three latest orders enclosed.	Yes/No
	PAN Number	
	TIN Number	
	Sales Tax Number	
Signature and Seal of Bidder		

3. Name of brand should be stated in the Technical bid.
4. Authorization Certificate of being Manufacturer/Authorized Service Provider and/or Distributor
5. Copy of PAN Card, TIN Number/Sales Tax Number
6. Delivery schedule
7. Quotation validity till 31 Oct 2015
8. Acceptance of payment terms
9. Warranty for 1 year on -site comprehensive.
10. Bidder must proof of supply of similar articles to Government/ Autonomous institutions. Copies of three latest orders must be enclosed.

**Checklist for Financial bid:**

1. Rate(s) of on-site comprehensive warranty for one year.
2. Applicable taxes, duties etc, Delivery Schedule, Quotation validity, Warranty & payment Terms

