

INSITUTE OF TECHNOLOGY DELHI
Civil Engineering Department

NOTICE INVITING TENDER

Sealed Quotations are invited in Indian Rupees from the reputed Office Furniture manufacturers like Godrej, Wipro, Haworth, Vitra, Steel Case, Merryfair and their authorized dealers for supply of the following items at Civil Engineering Department, IIT Delhi, Hauz Khas, New Delhi-110016. The last date of submission of quotation is 21st September, 2012.

Specification for Furniture

Sl. No.	Item Description
1	Executive Office Desk : Size: (1800x900x740) mm with fixed drawer left and right side both with MS modesty. The top of table shall be made of superior quality partical board of 25mm thickness of approved shade. The table shall have side panels made of 18mm thick partical board. 2 wire manager shall be provided with 62mm dia to hold wires. All exposed edge of table shall have 2mm thick pvc edge banding. - 3 NOS.
2	2 Seater Visitor Sofa: Sofa made of solid metal crome palted frame & arms upholstered with ufoam high quality leatherite. The foam shall be made up of ufoam having density of 32 kg/cubic meter. The legs shall be made of metel with chrome plating. The rate of high quality leatherite used shall be approx Rs. 200/Sqmt. - 3 Nos.
3	High Back Chair: Chair with Nylon based with 2D arm rest. Gas lift for seat height adjustment, Cushioned seat with net back with synchro 1 mechanism. - 3 Nos.
4	Medium Back Chair: Chair could Nylon base with fixed armrest. Gas lift for seat height adjustment, Cushioned seat and back with permanent mechanism . - 11 Nos.
5	Filling Cabinet : 2 Drawer/4 Drawer - 3 Nos.

Terms and Conditions:

The firm quoting for this NIQ must satisfy these terms and conditions. Supportive documents for support of claims must be provided along with the quotation.

1. The firm should be ISO certified.
2. The Vendor should be registered with Sales Tax / VAT Tax/Service Tax and Acknowledgement of up to date filled return if required is to be submitted. PAN of the tendering Vendor are mandatorily and to be submitted with Quotation.

3. Letter from Furniture Manufacturer is to be attached for authenticity of authorized dealership/agency. Quotation without authenticity letter will be rejected.
4. The quotation for detailed furniture specification/features and prices should be in Separately sealed envelopes. The envelopes should bear the titles "Quotation for Office Furniture –Technical Bid" & Quotation for Office Furniture – Commercial Bid" appropriately. The Quotation shall be submitted in the Office of Prof.K.S.Rao Civil Engineering Department, IIT Hauz Khas, New delhi-110016.
5. Special discount/rebate wherever admissible keeping in view that the supplies is being made for Educational purpose in respect of Public Institution of national importance may please be indicated.
6. Vender should attach the relevant product brochure/leaflet for the items quoted.
7. Validity of the quotation should be at least 1 month.
8. Taxes, terms and Conditions should be clearly mentioned.
9. All furniture should have at least 5 years of warranty.
10. Institute can increase or decrease quantity of any furniture item.
11. The Institute can reject any or all of the quotations received without assigning any reason whatsoever.