

NOTICE INVITING QUOTATION (NIQ)

Date: 22/09/2016

Sealed quotations on company letterhead are invited from reputed manufactures in India, abroad or their authorized suppliers/dealers and service agents in India for the supply of **Office furniture for Department Committee room**. The quotation must provide detailed information on the configuration and specifications of each items as well as price and terms and conditions of the payment. Interested parties are required to submit their technical and financial bids in separately sealed envelopes and marked respectively as “**Technical Bid**” and “**Financial Bid**” on the outside. The two envelopes should be enclosed inside a single large envelope and marked as “**ATTN: Dr. R. Ayothiraman, Sealed Quotation for Office furniture for Department Committee room**”.

The quotation should be submitted by 3:00 PM, 7th October, 2016 in the office of the **Head, Department of Civil Engineering, Room No. 221, Block No. IV, Indian Institute of Technology Delhi, Hauz Khas, New Delhi - 110 016 (INDIA)**. The validity of the submitted quotation must extend up to at least three months.

Sl.	Item Name and Specifications	Quantity
1.	Conference Table (Pl. ref. to layout attached on pg. 3) <ul style="list-style-type: none">• Conference Table made of modular units comprising of three sizes as follows (to accommodate 36 seats):<ul style="list-style-type: none">- Size-I: Width- 675 mm, Depth- 600 mm, Height- 750 mm- Size-II: Width-1350 mm, Depth-600 mm, Height -750 mm- Size-III (Corner): Height- 750 mm• Top shall be 25 mm PLB thick With PVC beading all over.• In Understructure, legs shall be made from 18 mm thick PLT having curved profile shall be made from PLT (pre-laminated twin) boards of 18 mm thick in two shades.• Wire manager shall be running along the width of desk fitted on the panel from inside.	One set assembled as per layout
2.	Mid-back Chairs <ul style="list-style-type: none">• The seat and back shall be made up of 1.2 ±0.1 cm thick hot pressed plywood measured as per QA method described in OCP-QLTA-P14-18 and shall be upholstered with fabric and moulded Polyurethane foam with PVC lipping all around.• The back foam shall be designed with contoured lumbar support for extra comfort.• The dimensions of back shall be 49.5cm. (W) X 45.5cm. (H) and of seat shall be 49.5cm. (W) X 43.0cm. (D).• The HR polyurethane foam shall be moulded with density =45± 2 kg/m³ and hardness load 16 ± 2 kgf as per IS:7888 for 25% compression.• The one-piece armrests shall be made of black-integral skin polyurethane	43

	<p>with 50-70 Shore Hardness and reinforced with M.S. insert.</p> <ul style="list-style-type: none"> • The armrests shall be scratch and weather resistant. • The armrests shall be fitted to the seat with seat armrest connecting bracket made of 0.3 ± 0.022cm. thk.HR steel. The centre pivot mechanism shall be designed with 360° revolving type, $17 \pm 2^\circ$ maximum tilt on pivot at center, Tilt tension adjustment, Upright position locking. • The pneumatic height adjustment shall has an adjustment stroke of 11.0 ± 0.3cm. The bellow shall be 3 piece telescopic type and injection moulded in black Polypropylene. • The pedestal shall be injection moulded in black Polypropylene with metal insert and fitted with 5 nos. twin wheel castors. The pedestal shall be 66.0 ± 0.5cm. pitch-centre dia. (76.0 ± 1.0cm with castors). • The twin wheel castors shall be injection moulded in Black Nylon. • Overall Dimensions of Chair shall be Seat Height –43.4 cm (min) to 55.4 cm (max), Height – 78.0 cm (min) to 89.0 cm (max), Width & Depth of Chair as measured from pedestal - 76.0 cm. 	
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NOTES:

Terms of Conditions:

- A complete set of Manuals for operation, maintenance and safety should be provided. All Documents and Manuals should be in English language.
- Each of the essential specification must be responded. Bidder should also provide the period of the delivery. Failure to respond to any essential specification can lead to disqualification.
- Vendor should have provided similar items to at least two organizations in India. The name of organization and contact details (including phone numbers) of all customers must be supplied along with the technical bid. Any negative comments from any one referred would disqualify the bid. IIT Delhi reserves the right to interact/ visit with the referred customer as per its convenience.
- The quoted cost should include taxes and freight to IIT Delhi. The cost should include installation, deputation of competent engineers for installation and systems required for smooth running of the equipment.
- Pre-installation requirements, if any, should be mentioned along with their detailed technical specifications. All these items should be provided within three weeks of Supply Order placement so that IIT Delhi can prepare the installation requirements well in time.
- The Institute reserves the right to accept/reject any/all the offers without assigning any reason, whatsoever.

Proposed Layout of Committee Room showing furniture and seating arrangements:

