

Notice Inviting Quotation (E-Procurement mode)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

Dated: 22/11/2017

Open Tender Notice No.IITD/JLIB(SP-1383)/2017

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

Details of the item	SUPPLY AND INSTALLATION OF FURNITURE ITEMS AT CENTRAL LIBRARY INDIAN INSTITUTE OF TECHNOLOGY (IIT), DELHI, HAUZ KHAS, NEW DELHI
Earnest Money Deposit to be submitted	Rs. 50,000/-
Warranty	3 Years
Performance security	For selected bidders the above EMD will be retained as performance security

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at ‘Instructions for online Bid Submission ‘.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

**Chairman Purchase Committee
(Buyer Member)**

Schedule

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Supply
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	SUPPLY AND INSTALLATION OF FURNITURE ITEMS AT CENTRAL LIBRARY INDIAN INSTITUTE OF TECHNOLOGY (IIT), DELHI, HAUZ KHAS, NEW DELHI
Source of Fund (Institute/Project)	Budget Code: PLN05/JLIB
Is Multi Currency Allowed	No (Only INR)
Date of Issue/Publishing	22/11/2017 (11:00 Hrs)
Document Download/Sale Start Date	22/11/2017 (11:00 Hrs)
Document Download/Sale End Date	11/12/2017 (15:00 Hrs)
Date for Pre-Bid Conference	27/11/2017 (15:00 Hrs)
Venue of Pre-Bid Conference	Seminar Room, Central Library, IIT Delhi
Last Date and Time for Uploading of Bids	11/12/2017 (15:00 Hrs)
Date and Time of Opening of Technical Bids	12/12/2017 (15:00 Hrs)
Tender Fee	NIL
EMD	<p>Rs.50,000/- Rupees Fifty Thousand Only (For EMD) (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)</p>
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Dr. Neeraj Kumar Chaurasia Central Library, Indian Institute of Technology
Contact No.	011-25696622
Fax No.	011-26596759
Email Address	neerajkc@library.iitd.ac.in

**Chairman Purchase Committee
(Buyer Member)**

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of

each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app> .

Central Library
Indian Institute of Technology
Hauz Khas, New Delhi-110 016

NOTICE INVITING QUOTATIONS

Date: 22/11/2017

Subject: SUPPLY AND INSTALLATION OF FURNITURE ITEMS AT CENTRAL LIBRARY INDIAN INSTITUTE OF TECHNOLOGY (IIT), DELHI, HAUZ KHAS, NEW DELHI

Invitation for Tender Offers

Indian Institute of Technology Delhi invites online Bids (Technical bid and Commercial bid) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for supply of Office Furniture's from reputed furniture manufacturers with 3 years on site comprehensive warranty from the date of receipt of the material as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app> (Ownership/ Dealer Certificate along with EMD to be enclosed with Bid)

TECHNICAL SPECIFICATION:

S N	Item Description
1.	Student Chairs Ergonomically, comfortable and aesthetically designed chair with wooden arms, chrome plated Pipe frame, fabric tapestry. Seat & back should made of Hot pressed 20mm thick wooden ply and upholstered with PU foam density 40+/-2 kg/m ³ in seat & PU foam density 32kg/m ³ in back with fabric tapestry. Seat's main frame should made of Chrome plated CRCA pipe minimum diameter 25 mm x 1.6mm thick and armrests should be made of meal mined finish wood. PPCP shoes should be insert in the bottom of legs. Quality should meet to the BIFMA/IS standard. Seat size should be- 18" (W) x 18" (D) and back height should be 16" from seat & overall height: 32.5"From floor. (Colour as per requirement)
2.	Student Reading Table Table size should be 1665 Width mm x 900 Depth mm x 740 Height mm. The top should be 25 mm thick PLB with 2 mm thick PVC Edge Beading plus the Understructure should be having C - Frames 1.6 mm thick MS supporting the top. The Legs should be of minimum diameter 38 x 1.6 mm thick MS ERW tube. (Colour as per requirement)
3.	Office Chair Ergonomically, comfortable and aesthetically designed high back chair wooden arms, revolving wooden base, Gas lift, leatherite tapestry, torsion bar. Seat and back made of wooden frame upholstered with leatherite tapestry and foam density 40+/-2kg/m ³ in seat and 32kg/m ³ in back. The revolving seat machanism should have torsion bar with single point locking and armrest is made of rubber wooden and melamine finished with foam cushion.

	<p>Chair's pedestals should made of CRCA metal and wooden melaminated finish fitted with twin wheels castors made up of injection moulded black nylon. The seat height adjustment 65mm with gas lift. BIFMA/IS/ISO standard.</p> <p>Seat size should be 20.5"(D), 22.5(Br.) and back height 28"from seat. Overall height-46.5". (Colour as per requirement)</p>
4.	<p>Office Chair Ergonomically, comfortable and aesthetically design high back Chair cushion arms, gas lift powder coated metal base, leatherite tapestry, Torsion bar. The seat and back made of hot pressed moulded ply and Polyurethane foam upholstered (Foam density 40kg/m3) in seat and 32 kg/m3 in back with Leatherette tapestry. The revolving seat mechanism should have torsion bar with single point locking and Arm is made of metallic PP powder coated finish with soft padding. The pedestal should be made of HR steel with metallic powder coated fitted with twin wheels 5 nos. castors made of nylon. The seat size should be 520mm (W) x 480 mm (D) and the back size should be 700mm (H) from Seat & overall height - 1160 mm. BIFMA/IS/ISO standard. (Colour as per requirement)</p>
5.	<p>Office Sofa 3+1+1 seater sofa with wooden frame, SS Pipe legs, Seat back leatherite tapestry, size 1880 x 785 x 730 LDH(3 seater), size 865 x 785 x 730 LDH(1+1 seater)</p> <p>Ergonomically, comfortable and aesthetically design sofa. Frame, basic structure made of natural hard wood and commercial ply 12 mm thick and frame upholstery with density of 40kg/m3, 120mm thick & 12mm thick, density of 23 kg/m3 foam and 2mm wire spring in seat. The back is upholster with foam density 32kg/m3, 50mm thick and density 23kg/m3, thickness of 70 mm thick of foam in back & Leatherette tapestry with minimum 1 mm thick, Arms should be made of Hard wood and commercial plywood and upholstered with foam in combination of 40kg/m3, 32kg / m3 and 23kg/m3 & leatherette tapestry and both side arms fixed with seat frame with the help of nut & bolt. The metal frame should made of SS 202 grade pipe size of 30mm x 15mm x 1.2mm thick, which is support to sofa wooden frame and legs are made of SS202 grade, Pipe size dia 25 mm X 1.5 thick & pipe size dia 19 mm x 1.5 mm thick which is covered the leg assembly for aesthetic look. PPCP shoe use in legs for avoid scratches in floor. (Colour as per requirement)</p>
6.	<p>Center table Center table SS pipe frame, chrome finish, Toughened glass top, 12mm thick, lower glass 6mm thick Size 1200 x 600 mm.</p>
7.	<p>Office Table Table made of PLPB of size, 2100 x 1800 x 750 mm WDH.</p> <p>Providing and fixing of modular table with work to with work top made of 45mm grade II of IS 12823 of approved decorative colour laminated front. The main table have understructure having verticals made of 45mm thick Pre-Laminated Particle board of grade II IS 12823 and gables end supported with joinery and 18mm thick modesty panel made of PLPB. It should have fixed hanging drawer unit with 1 drawer and 1 filling unit. Side return unit having an overall outer size of 900 x 500x600mm with top made of 36mm thick PLPB, rest part of side unit below the table for supporting the main table top. Modetsy panel have and triangle design to support gable and table top. Side unit have 3 drawer and 2 shutter in outer side inner side of table complete unit will be open. All small drawer runs on bottom mounting channels and all big drawer runs on telescopic channels, shutter will be hang and swing with hinges all drawer and shutter have lock and handle. All hardware will be use of Hettich/Ebco/any other superior brand. Table should have brush flapper for easy access of electrical and data wires. 75mm high peg supporting to table top. The products should be tested as per BIFMA/IS standards. The product</p>

	<p>should have ISO-9001:2000 and ISO 14001-2004 certification. The boards used should meet international standards of quality and safety, Indian standard BIFMA/IS should meet long time load bending, screw - withdrawal strength and modulus rupture and modulus of elasticity bending test as per BIFMA/IS.</p> <p>(Colour as per requirement)</p>
8.	<p>Office Tables Table made of PLPB of size 1800 x1650 x 750 mm WDH.</p> <p>Providing and fixing of modular table with work top made of 45mm grade II of IS 12823 of approved decorative colour laminated front. The main table have understructure having verticals made of 45mm thick Pre-Laminated Particle board of grade II IS 12823 and gables end supported with joinery and 18mm thick modesty panel made of PLPB. It should have fixed hanging drawer unit with 1 drawer and 1 filling unit. Side return unit having an overall outer size of 900 x 500x600mm with top made of 36mm thick PLPB, rest part of side unit below the table for supporting the main table top. Modesty panel have and triangle design to support gable and table top. Side unit have 3 drawer and 2 shutter in outer side inner side of table complete unit will be open. All small drawer runs on bottom mounting channels and all big drawer runs on telescopic channels, shutter will be hang and swing with hinges all drawer and shutter have lock and handle. All hardware will be use of Hettich/Ebco/ any other superior brand. Table should have brush flapper for easy access of electrical and data wires. 75mm high peg supporting to table top. The products should be tested as per BIFMA/IS standards. The product should have ISO-9001:2000 and ISO 14001-2004 certification. The boards used should meet international standards of quality and safety, Indian standard BIFMA/IS should meet long time load bending, screw - withdrawal strength and modulus rupture and modulus of elasticity bending test as per BIFMA/IS.</p> <p>(Colour as per requirement)</p>
9.	<p>Office Table Table made of PLPB of size 1650 x 1650 x 750 WDH.</p> <p>Providing and fixing of modular table with work top made of 25mm thickness particle board of BIFMA/IS standard. It should have two long sides round edges / post form and other two same side should be flat edges duly sealed with 2mm thick machine pasted PVC beading. Pre-laminated particle board of grade II Type III of IS 12823 Modesty panel should be of 18mm thick pre-laminated particle board (PLPB) clad with decorative laminate on both side, edges should be sealed with PVC beading. Complete table should have knock down system.</p> <p>Three drawer pedestal below the table with castor comprises of 1 file drawer and 2 box drawer having size of W400XD450X680mm.</p> <p>The pedestal should have central locking mechanism and SS brush finish handle. Size of storage should be 900x450x700mm the top should be made of 25mm thickness particle board BIFMA/IS standards. Sliding shutter of 18mm thick with push back lock and handle, shutter should run on steel sliding rail for smooth operation. Adjustable shelf for keep file according to user. The key board tray made up of 18mm thick pre-laminated particle board which runs on telescopic channels for smooth operation.</p> <p>The CPU trolley with castor made up of 18mm thick pre-laminated particle board for keeping CPU. Should be tested BIFMA/IS standard.</p> <p>(Colour as per requirement)</p>
10.	<p>Lounge Chairs (Two Seater) Ergonomically, comfortable and aesthetically designed Lounge Chairs (Two Seater) with the seat rest assembly should be consists of a fabricated inner-frame insitu-moulded High Resilience (HR) Polyurethane foam having density should be minimum 45 ± 2 Kg/cm³ with Hardness load should be minimum 25 ± 2kgf as per BIMFA/IS. The complete molded seat rest assembly should be covered with a replaceable fabric upholstery cover. The dimensions of seat should be: 52.0cm. (W) X 50.0cm. (D) X 6.0cm. (T). The backrest assembly should be flexing type and consists of a fabricated inner-frame assembly insitu-moulded with High Resilience (HR) Polyurethane foam having density should be</p>

	minimum 45 ± 2 Kg/cm ³ . The adj. glide should be injection molded in black Nylon & fitted to the front end of side frame assembly along with ABS molded adj. Glide base to take care of unlevelled floor surface. Overall Dimensions of Chair should be Seat Height - 43.5 cm, Height - 78.5cm, Width & Depth of Chair as measured from pedestal - Width-164.0cm and Depth-70.0 cm. (Colour as per requirement)
11.	Conference Table Unit (Extension of existing Godrej Encarta Conference Table) Conference Table size should be seats (1) 675 Width mm x 600 Depth mm x 750 Height mm, seats (2) 1350 Width mm x 600 Depth mm x 750 Height mm. Top should be 25 mm PLB thick With PVC beading all over. In Understructure legs should be made from 18 mm thick PLT having curved profile plus Modesty should be made from PLT (pre - laminated twin) boards 18 mm thick in two shades. Wire manager should be running along the width of desk fitted on the modesty panel from inside. (Colour as per requirement)

Eligibility Criteria

S N	<u>Eligibility Criteria</u>
1	The bidder should have supply the Furniture items with at least three (3) Government Departments/Educational Institute /Universities/ PSUs during last three years minimum worth of Rs. 10,000,00/-. Copies of the supply orders issued by the clients must be attached.
2	Proposal will be accepted from the reputed furniture manufacturing firms/suppliers/dealers positioned in India. The firm should be Registered in India, should have a manufacturing center in India and should be in existence for minimum three years.
3	Annual Turnover of company should be more than 1 Crore & above. The bidders should submit the turnover proof since last three years in terms of P&L and B/sheet statement for the period 2014-15, 2015-16 and 2016-17. (Proof to be attached).
4	The bidders should not have been black listed by any Government / Semi Government / Board /Corporations /Autonomous Body.
5	The bidders should possess following prevalent certifications related to quality & safety possessed by most of reputed brands of furniture manufacturers a) ISO9001/ISO 14001/ ISO18001, b) ISO 9001:2000 or 14001:2004/ SEFA/BIFMA/Green Guard/ OHSAS 18001 etc. (Certificates to be attached).
6	Bidders which are engaged in manufacturing of environment friendly green furniture (Certificate needs to be attached).
7	The bidders should have the capability to execute the contract with respect to personnel, furniture and manufacturing facilities.
8	Committee may visit the manufacturing center to examine the manufacturing capacity of the firm.

A complete set of tender documents may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/eprocure/app>. Bidder has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) online through RTGS/NEFT only.

Terms & Conditions Details

S N	Specification
1.	Due date: The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
2.	Preparation of Bids: The offer/bid should be submitted in two bid systems i.e. Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format Financial Bids to be submitted in PDF format. The Technical bid and the financial bid should be submitted Online.
3.	EMD (if applicable): The tenderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. Refer to Schedule (at page 2 of this document) for its actual place of submission.
4.	Refund of EMD: The EMD will be returned to unsuccessful Tenderer only after the Tender is finalized. In case of successful Tenderer, it will be retained till the warranty period as Performance Guarantee.
5.	Opening of the tender: The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at “Annexure: Schedule” in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor’s representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
6.	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.
7.	<p>Pre-qualification criteria:</p> <p>(i) Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed. (ii) An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well. (Ref. Annexure-II)</p> <p>(iii) OEM should be internationally reputed Branded Company.</p> <p>(iv) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid.</p> <p>In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/ OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.</p> <p>(v) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.</p>
9	Performance Security: For selected bidders the above EMD will be retained as performance security

10	<p>Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <ul style="list-style-type: none"> • For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of IIT Delhi either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. • If a Force Majeure situation arises, the Supplier shall promptly notify IIT Delhi in writing of such conditions and the cause thereof. Unless otherwise directed by IIT Delhi in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
11	<p>Risk Purchase Clause: In event of failure of supply of the item/furniture within the stipulated delivery schedule, IIT Delhi has all the right to purchase the item/furniture from the other source on the total risk of the supplier under risk purchase clause.</p>
12	<p>Packing Instructions: as per industry norms</p>
13	<p>Delivery and Documents: Delivery of the goods should be made within a maximum of 3-5 weeks from the date of placement of purchase order.</p>
14	<p>Delayed delivery: If the delivery is not made within the due date for any reason, the Committee will have the right to impose penalty 0.5% per week and the maximum deduction is 5% of the contract value / price.</p>
15	<p>Prices: The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The price should be quoted without excise duty, since IIT Delhi is exempted from payment of Excise Duty. Necessary certificate will be issued on demand. The price should inclusive of fixing and instillation cost (ready to use cost).</p>
16	<p>Notices: For the purpose of all notices, the following shall be the address of IIT Delhi Purchaser: Dr. Neeraj Kumar Chaurasia Central Library Indian Institute of Technology Hauz Khas, New Delhi - 110016.</p>
17	<p>Progress of Supply: Wherever applicable, supplier shall regularly intimate progress of supply, in writing, to IIT Delhi.</p>
18	<p>Inspection and Tests: Inspection and counting of Goods will be done at IIT Delhi. Items should be supplied in packed condition.</p>
19	<p>Resolution of Disputes: The dispute resolution mechanism to be applied pursuant shall be as follows:</p> <ul style="list-style-type: none"> • In case of dispute or difference arising between IIT Delhi and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Technology (IIT) Delhi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

	<ul style="list-style-type: none"> • In the case of a dispute between IIT Delhi and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. • The venue of the arbitration shall be the place from where the order is issued.
20	Applicable Law: The place of jurisdiction would be New Delhi (Delhi) INDIA.
21	Right to Use Defective Goods If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, IIT Delhi shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with IIT Delhi's operation.
22	Supplier Integrity The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.
23	Installation & Demonstration In case of any mis-happening/damage to supplies during the carriage of supplies from the origin of furniture to the installation site, the supplier has to replace it with new supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. IITD will not be liable to any type of losses in any form.
24	Incidental services: The incidental services also include: <ul style="list-style-type: none"> • Furnishing of 01 set of detailed operations & maintenance manual. • Arranging the shifting/moving of the item to their location of final installation within IITD premises at the cost of Supplier.
25	Warranty: <ol style="list-style-type: none"> Warranty period shall be three years from date of installation of Goods at the IITD site of installation. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the contract. If for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall at its discretion make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests. The warranty should be comprehensive on site.
	<ol style="list-style-type: none"> IIT Delhi shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall immediately within in 02 days arrange to repair or replace the defective goods or parts thereof free of cost at the ultimate destination. The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on IIT Delhi for the replaced parts/goods thereafter. The period for correction of defects in the warranty period is 02 days. If the supplier having been notified fails to remedy the defects within 02 days, IIT Delhi may proceed to take such remedial action as may be necessary, at the supplier's risk and expenses and without prejudice to any other rights, which IIT Delhi may have against the supplier under the contract.
26	Governing Language The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
27	Applicable Law The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.

28	<p>Notices</p> <ul style="list-style-type: none"> Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
29	<p>Taxes</p> <p>Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to IIT Delhi.</p>
30	<p>Duties</p> <p>IIT Delhi is exempted from paying Excise Duty under notification No.51/96 (partially or full) and it is exempted from paying Excise Duty. Necessary Excise Duty Exemption Certificate will be provided for which following information are required.</p> <p>a) Quotation with details of Basic Price, Rate, Tax & Amount on which ED is applicable b) Supply Order Copy c) Proforma-Invoice Copy.</p>
31	<p>Payment:</p> <p>For Indigenous supplies, 100% payment shall be made by IIT Delhi against delivery, inspection, successful installation, commissioning and acceptance of the furniture at IITD in good condition and to the entire satisfaction of IIT Delhi and on production of unconditional performance bank guarantee as specified in Clause 9 of tender terms and conditions.</p>
32	<p>User list: Brochure detailing technical specifications and performance, list of industrial and educational establishments where the items enquired have been supplied must be provided. (Ref. Annexure-III)</p>
33	<p>Manuals and Drawings</p> <p>(i) Before the goods and furniture are taken over by IIT Delhi, the Supplier shall supply operation and maintenance manuals. These shall be in such details as will enable IIT Delhi to operate, maintain, adjust and repair all parts of the works as stated in the specifications.</p> <p>(ii) The Manuals shall be in the ruling language (English) in such form and numbers as stated in the contract.</p> <p>(iii) Unless and otherwise agreed, the goods furniture shall not be considered to be completed for the purposes of taking over until such manuals and drawing have been supplied to IIT Delhi.</p>
34.	<p>Application Specialist: The Tenderer should mention in the Techno-Commercial bid the availability and names of Application Specialist and Service Engineers in the nearest regional office. (Ref. to Annexure-III)</p>
35.	<p>Spare Parts</p> <p>The Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p>ii. Such spare parts as IIT Delhi may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and</p> <p>iii. In the event of termination of production of the spare parts:</p> <p>iv. Advance notification to IIT Delhi of the pending termination, in sufficient time to permit IIT Delhi to procure needed requirements; and</p> <p>v. Following such termination, furnishing at no cost to IIT Delhi, the blueprints, drawings and specifications of the spare parts, if requested.</p> <p>Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods, such as gaskets, plugs, washers, belts etc. Other spare parts and components shall be supplied as promptly as possible but in any case within six months of placement of order.</p>

36.	<p>Defective supply: If any of the furniture supplied by the Tenderer is found to be substandard, refurbished, un-merchantable or not in accordance with the description/specification or otherwise faulty, the committee will have the right to reject the furniture or its part. The prices of such furniture shall be refunded by the Tenderer with 18% interest if such payments for such furniture have already been made. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 45 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges. In case supplier fails to replace above item as per above terms & conditions, IIT Delhi may consider "Banning" the supplier.</p>
37.	<p>Termination for Default IIT Delhi may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:</p> <ul style="list-style-type: none"> i. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by IIT Delhi; or ii. If the Supplier fails to perform any other obligation(s) under the Contract. iii If the Supplier, in the judgment of IIT Delhi has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. <p>For the purpose of this Clause:</p> <ul style="list-style-type: none"> i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;” <p>In the event IIT Delhi terminates the Contract in whole or in part, IIT Delhi may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to IIT Delhi for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.</p>
38.	<p>Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within New Delhi.</p>
39.	<p>Compliancy certificate: This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)</p>

[Letter head of Company]
COMPLIANCE SHEET

I/We, hereby certify that all the information and data furnished by our company with regard to this tender is true and complete to the best of our knowledge and belief. We have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

S N	Eligibility Criteria	Compliance (Y/N)
1	Supply of Furniture items with at least three (3) Government Departments/ Educational Institute /Universities/ PSUs during last three years. Copies of the Purchase orders issued by the clients is be enclosed. Details are attached at Annexure III.	
2	Our firm is Registered in India, and we have a manufacturing center in India and we are in existence for minimum three years.	
3	Our Turnover is more than 1 crore & above. The turnover proof since last three years is attached (P&L and B/Sheet for the year 2014-15, 2015-16, 2016-17). We have not incurred loss in last three financial years.	
4	Earnest Money of Rs. 50,000/- is deposited online and copy of proof with UTR Number.	
5	We have not been black listed by any Government / Semi Government / Board /Corporations/ PSU /Autonomous Body. We have submitted an affidavit on Non Judicial Stamp paper to this effect.	
6	We possess following certifications related to quality & safety possessed by most of reputed brands of furniture manufacturers e.g. (please tick against each certification) a) ISO 9001 b) ISO 14001 c) ISO18001 d) ISO 9001:2000 e) ISO 14001:2004 f) SEFA g) BIFMA h) Green Guard i) OHSAS 18001 etc. (Certificates to be attached).	
7	We are engaged in manufacturing of environment friendly green furniture (Certificate is attached).	
8	We have the capability to supply office furniture of reputed brands.	
9	We fulfill requirement and technical specification for the furniture items mentioned in the tender document. Technical Compliance Statement as per Annexure-I	
10	Declaration sheet in the prescribed format at Annexure-II	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Seal of the Company: _____

COMPLIANCE SHEET

TECHNICAL SPECIFICATION:

S N	Item Description	Compliance (Y/N)
1.	<p>Student Chairs Ergonomically, comfortable and aesthetically designed chair with wooden arms, chrome plated Pipe frame, fabric tapestry. Seat & back should made of Hot pressed 20mm thick wooden ply and upholstered with PU foam density 40+/-2 kg/m³ in seat & PU foam density 32kg/m³ in back with fabric tapestry. Seat's main frame should made of Chrome plated CRCA pipe minimum diameter 25 mm x 1.6mm thick and armrests should be made of meal mined finish wood. PPCP shoes should be insert in the bottom of legs. Quality should meet to the BIFMA/IS standard. Seat size should be- 18" (W) x 18" (D) and back height should be 16" from seat & overall height: 32.5"From floor. (Colour as per requirement)</p>	
2.	<p>Student Reading Table Table size should be 1665 Width mm x 900 Depth mm x 740 Height mm. The top should be 25 mm thick PLB with 2 mm thick PVC Edge Beading plus the Understructure should be having C - Frames 1.6 mm thick MS supporting the top. The Legs should be of minimum diameter 38 x 1.6 mm thick MS ERW tube. (Colour as per requirement)</p>	
3.	<p>Office Chair Ergonomically, comfortable and aesthetically designed high back chair wooden arms, revolving wooden base, Gas lift, leatherite tapestry, torsion bar. Seat and back made of wooden frame upholstered with leatherite tapestry and foam density 40+/- 2kg/m³ in seat and 32kg/m³ in back. The revolving seat machanism should have torsion bar with single point locking and armrest is made of rubber wooden and melamine finished with foam cushion. Chair's pedestals should made of CRCA metal and wooden melamined finish fitted with twin wheels castors made up of injection moulded black nylon. The seat height adjustment 65mm with gas lift. BIFMA/IS/ISO standard. Seat size should be 20.5"(D), 22.5(Br.) and back height 28"from seat. Overall height-46.5". (Colour as per requirement)</p>	
4.	<p>Office Chair Ergonomically, comfortable and aesthetically design igh back Chair cushion arms, gas lift powder coated metal base, leatherite tapestry, Torsion bar. The seat and back made of hot pressed moulded ply and Polyurethane foam upholstered (Foam density 40kg/m³) in seat and 32 kg/m³ in back with Leatherette tapestry. The revolving seat mechanism should have torsion bar with single point locking and Arm is made of metallic PP powder coated finish with soft padding. The pedestal should be made of HR steel with metallic powder coated fitted with twin wheels 5 nos. castors made of nylon. The seat size should be 520mm (W) x 480 mm (D) and the back size should be 700mm (H) from Seat & overall height - 1160 mm. BIFMA/IS/ISO standard. (Colour as per requirement)</p>	
5.	<p>Office Sofa</p>	

	<p>3+1+1 seater sofa with wooden frame, SS Pipe legs, Seat back leatherite tapestry, size 1880 x 785 x 730 LDH(3 seater), size 865 x 785 x 730 LDH(1+1 seater)</p> <p>Ergonomically, comfortable and aesthetically design sofa. Frame, basic structure made of natural hard wood and commercial ply 12 mm thick and frame upholstery with density of 40kg/m³, 120mm thick & 12mm thick, density of 23 kg/m³ foam and 2mm wire spring in seat. The back is upholster with foam density 32kg/m³, 50mm thick and density 23kg/m³, thickness of 70 mm thick of foam in back & Leatherette tapestry with minimum 1 mm thick, Arms should be made of Hard wood and commercial plywood and upholstered with foam in combination of 40kg/m³, 32kg / m³ and 23kg/m³ & leatherette tapestry and both side arms fixed with seat frame with the help of nut & bolt. The metal frame should made of SS 202 grade pipe size of 30mm x 15mm x 1.2mm thick, which is support to sofa wooden frame and legs are made of SS202 grade, Pipe size dia 25 mm X 1.5 thick & pipe size dia 19 mm x 1.5 mm thick which is covered the leg assembly for aesthetic look. PPCP shoe use in legs for avoid scratches in floor. (Colour as per requirement)</p>	
6.	<p>Center table Center table SS pipe frame, chrome finish, Toughened glass top, 12mm thick, lower glass 6mm thick Size 1200 x 600 mm.</p>	
7.	<p>Office Table Table made of PLPB of size, 2100 x 1800 x 750 mm WDH.</p> <p>Providing and fixing of modular table with work to with work top made of 45mm grade II of IS 12823 of approved decorative colour laminated front. The main table have understructure having verticals made of 45mm thick Pre-Laminated Particle board of grade II IS 12823 and gables end supported with joinery and 18mm thick modesty panel made of PLPB. It should have fixed hanging drawer unit with 1 drawer and 1 filling unit. Side return unit having an overall outer size of 900 x 500x600mm with top made of 36mm thick PLPB, rest part of side unit below the table for supporting the main table top. Modetsy panel have and triangle design to support gable and table top. Side unit have 3 drawer and 2 shutter in outer side inner side of table complete unit will be open. All small drawer runs on bottom mounting channels and all big drawer runs on telescopic channels, shutter will be hang and swing with hinges all drawer and shutter have lock and handle. All hardware will be use of Hettich/Ebco/any other superior brand. Table should have brush flapper for easy access of electrical and data wires. 75mm high peg supporting to table top. The products should be tested as per BIFMA/IS standards. The product should have ISO-9001:2000 and ISO 14001-2004 certification. The boards used should meet international standards of quality and safety, Indian standard BIFMA/IS should meet long time load bending, screw - withdrawal strength and modulus rupture and modulus of elasticity bending test as per BIFMA/IS. (Colour as per requirement)</p>	
8.	<p>Office Tables Table made of PLPB of size 1800 x1650 x 750 mm WDH.</p> <p>Providing and fixing of modular table with work to with work top made of 45mm grade II of IS 12823 of approved decorative colour laminated front. The main table have understructure having verticals made of 45mm thick Pre-Laminated Particle board of grade II IS 12823 and gables end supported with joinery and 18mm thick modesty panel made of PLPB. It should have fixed hanging drawer unit with 1 drawer and 1 filling unit. Side return unit having an overall outer size of 900 x 500x600mm with top made of 36mm thick PLPB, rest part of side unit below the table for supporting the main table top. Modetsy panel have and triangle design to support gable and table top. Side unit have 3 drawer and 2 shutter in outer side inner side of table complete unit will be open. All small drawer runs on bottom mounting channels and</p>	

	<p>all big drawer runs on telescopic channels, shutter will be hang and swing with hinges all drawer and shutter have lock and handle. All hardware will be use of Hettich/Ebco/ any other superior brand. Table should have brush flapper for easy access of electrical and data wires. 75mm high peg supporting to table top. The products should be tested as per BIFMA/IS standards. The product should have ISO-9001:2000 and ISO 14001-2004 certification. The boards used should meet international standards of quality and safety, Indian standard BIFMA/IS should meet long time load bending, screw - withdrawal strength and modulus rupture and modulus of elasticity bending test as per BIFMA/IS. (Colour as per requirement)</p>	
9.	<p>Office Table Table made of PLPB of size 1650 x 1650 x 750 WDH. Providing and fixing of modular table with work top made of 25mm thickness particle board of BIFMA/IS standard. It should have two long sides round edges / post form and other two same side should be flat edges duly sealed with 2mm thick machine pasted PVC beading. Pre-laminated particle board of grade II Type III of IS 12823 Modesty panel should be of 18mm thick pre-laminated particle board (PLPB) clad with decorative laminate on both side, edges should be sealed with PVC beading. Complete table should have knock down system.</p> <p>Three drawer pedestal below the table with castor comprises of 1 file drawer and 2 box drawer having size of W400XD450X680mm. The pedestal should have central locking mechanism and SS brush finish handle. Size of storage should be 900x450x700mm the top should be made of 25mm thickness particle board BIFMA/IS standards. Sliding shutter of 18mm thick with push back lock and handle, shutter should run on steel sliding rail for smooth operation. Adjustable shelf for keep file according to user. The key board tray made up of 18mm thick pre-laminated particle board which runs on telescopic channels for smooth operation. The CPU trolley with castor made up of 18mm thick pre-laminated particle board for keeping CPU. Should be tested BIFMA/IS standard. (Colour as per requirement)</p>	
10.	<p>Lounge Chairs (Two Seater) Ergonomically, comfortable and aesthetically designed Lounge Chairs (Two Seater) with the seat rest assembly should be consists of a fabricated inner-frame insitu-moulded High Resilience (HR) Polyurethane foam having density should be minimum 45 ± 2 Kg/cm³ with Hardness load should be minimum 25 ± 2kgf as per BIMFA/IS. The complete molded seat rest assembly should be covered with a replaceable fabric upholstery cover. The dimensions of seat should be: 52.0cm. (W) X 50.0cm. (D) X 6.0cm. (T). The backrest assembly should be flexing type and consists of a fabricated inner-frame assembly insitu-moulded with High Resilience (HR) Polyurethane foam having density should be minimum 45 ± 2 Kg/cm³. The adj. glide should be injection molded in black Nylon & fitted to the front end of side frame assembly along with ABS molded adj. Glide base to take care or unlevelled floor surface. Overall Dimensions of Chair should be Seat Height - 43.5 cm, Height - 78.5cm, Width & Depth of Chair as measured from pedestal - Width-164.0cm and Depth-70.0 cm. (Colour as per requirement)</p>	
11.	<p>Conference Table Unit (Extension of existing Godrej Encarta Conference Table) Conference Table size should be seats (1) 675 Width mm x 600 Depth mm x 750 Height mm, seats (2) 1350 Width mm x 600 Depth mm x 750 Height mm. Top should be 25 mm PLB thick With PVC beading all over. In Understructure legs should be made from 18 mm thick PLT having curved profile plus Modesty should be made from PLT (pre - laminated twin) boards 18 mm thick in two shades. Wire manager should be running along the width of desk fitted on the modesty panel from inside. (Colour as per requirement)</p>	

**<< Organization Letter Head >>
DECLARATION SHEET**

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

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization 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.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
8. Actual address (with contact person's name) of the manufacturing office in India (for inspection)	
(In case of on-line payment of EMD)	
9 UTR No. (For EMD)	

(Signature of the Tenderer)

Name: Seal of the Company

List of Govt.Organization/Deptt.

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.		
Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Online Bid Submission :

The Online bids (complete in all respect) must be uploaded online in **Two** Envelops as explained below:-

Envelope – 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Compliance Sheet & Technical compliance as per Annexure - I	.PDF
2.		Organization Declaration Sheet as per Annexure - II	.PDF
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)	.PDF
5.		Technical supporting documents in support of all claims made at Annexure-I	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in PDF format.	.PDF

Central Library
Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016
Financial Bid
(Open Tender Notice No. IITD/____/2017)

Date: 22/11/2017

Subject: SUPPLY AND INSTALLATION OF FURNITURE ITEMS AT CENTRAL LIBRARY INDIAN INSTITUTE OF TECHNOLOGY (IIT) DELHI, HAUZ KHAS, NEW DELHI

Bill of Quantity (BoQ)

S N	Item Description	Qty (Tentative)	Unit Price	GST	Unit Price (Including GST)	Total Price
1.	Student Chairs	200				
2.	Student Reading Table	80				
3.	Office Chair	01				
4.	Office Chairs	03				
5.	Office Sofa (3+1+1)	01				
6.	Center table	01				
7.	Office Table (W2100 X D1800 X H750mm)	01				
8.	Office Tables (W1800 X D1800 X H750mm)	03				
9.	Office Table	01				
10.	Lounge Chairs (Two Seater)	01				
11.	Conference Table Unit (Extension of existing Godrej Encarta Conference Table)	01				
Total in INR (On Turn-key basis/Single price for whole purchase)						