

**NATIONAL INSTITUTE OF TECHNOLOGY**  
Tiruchirappall - 620 015.

**Serial No: NITT/New Faculty Furniture/01/2008-09**

**Price: Rs. 200.00**

**ISSUED TO:**

**Date: 5<sup>th</sup> December 2008**

**TENDER DOCUMENT**

***FOR THE SUPPLY OF OFFICE FURNITURES***



***LAST DATE & TIME OF SUBMISSION  
OF TECHNICAL & FINANCIAL BIDS:***

***23<sup>rd</sup> December 2008  
at 3.00 p.m.***

***DATE & TIME OF OPENING OF  
BIDS:***

***23<sup>rd</sup> December, 2008  
at 3:30 p.m.***



## TERMS AND CONDITIONS

### I. General

- (1) Sealed Tenders for supply office furniture is to be submitted under two bid system viz. ‘**Technical bid** (*items specifications, EMD, relevant documents & DD of Rs.200 if tender form downloaded*) and ‘**Financial bid** (*item specification & amount quoted*), in two separate sealed envelopes and should accordingly be super scribed. Both the sealed envelopes should be kept in a third envelope on which it should be super scribed ‘**TENDER DOCUMENT FOR SUPPLY OFFICE FURNITURE FOR NITT**’. The financial bids of only those who are found technically qualified will be opened after the scrutiny of technical bids.
- (2) The quantity, the specifications of the items needed and the sketches of the furniture are given in **Annexure-1**.
- (3) The technical and financial bids should be submitted to the **Registrar, National Institute Of Technology, Tiruchirappalli- 620 015** by 3.00p.m. on 23<sup>rd</sup> **December, 2008**. Tenders received after due date and time will not be considered by the NITT. The technical bid will be opened on the same day at 03.30 p.m. in presence of vendors or their authorized representative. The representative should bring the authorization letter from their vendor for attending the tender opening.
- (4) The Tenderer’s are advised to inspect and examine the sample furniture and to satisfy themselves before submitting their Tenders. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and *has* made himself aware of the scope and specifications of the supply.
- (5) Unit prices are to be quoted in Indian rupee both in figures and in words. In case of discrepancy, the rate quoted in words will be taken as valid.
- (6) The rates should be inclusive of all taxes, levies, freight, insurance, forwarding and installation. Rates are to be quoted as per tender document (**Annexure-2**); else it may not be considered.
- (7) The furniture’s should be with onsite comprehensive warranty for minimum period of one year after satisfactory supply.

- (8) 90% payment of the purchase order will be made on receipt, acceptance and satisfactory supply of furniture and balance 10% payment will be released against bank guarantee of the same amount for the period of the warranty (one year) to cover the warranty obligations.
- (9) The quantities included in the tender can be increased or decreased at the discretion of the Competent Authority, National Institute of Technology, Tiruchirappalli.
- (10) Each tender should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating hereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.
- (11) The supply of furniture has to be made within a period of six weeks from the date of the issue of Supply Order. In case firm fails to supply the furniture within the stipulated time, 0.5% cost of the whole supply for every week as penalty for late supply will be deducted from the bill subject to the maximum of 5% after which the order will remain cancelled and Bid Security/Earnest Money deposit will be forfeited.
- (12) The rate quoted must be valid for a period of six months from the date of opening and the items offered in the tender can be re-ordered at the same rate, terms & conditions within a period of six months.
- (13) All pages of the tender document are to be signed and stamped by the tendering firm.
- (14) The Institute reserves all the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
- (15) In case of any dispute, Tiruchirappalli will be the Jurisdiction and the Registrar, National Institute of Technology, Tiruchirappalli shall decide the issue and his decision will be final and shall be the binding on the parties.

## **II. Technical Bid should fulfill the following conditions**

- (1) The tender document (all the pages) can be down loaded from the Institute's web site ([www.nitt.edu](http://www.nitt.edu)). The cost of tender form amounting to Rs.200/- (Rupees two hundred only) is to be submitted by a demand draft drawn in favour of “ Director, National Institute of Technology, Tiruchirappalli ” payable at Tiruchirappalli along with technical bid.
- (2) The Technical Bid should be accompanied with a Demand Draft for Rs. 10,110.00 (Rupees Ten thousand hundred and ten only) as Earnest Money Deposit (EMD) drawn in favor of Director, National Institute Of Technology, Tiruchirappalli – 620 015 payable at Tiruchirappalli. EMD of unsuccessful bidders will be returned. The EMD of the successful bidder will be converted into a Security Deposit and will be returned after the supply.
- (3) Bidders must be Original furniture Manufacturers or authorized dealers; Certificate to that effect should be enclosed.
- (4) The technical bid must mention the specifications as per the **Annexure – 1** and submit detailed specifications, catalogue/literature brochure for assessment of the design and utility of the furniture required by the Institute. Incomplete Bids in any respect are liable to be rejected.
- (5) A list of organizations/agencies to which equipment has been supplied may be furnished along with copies of supply order, with the technical bid.
- (6) The company should furnish audited financial statements for the last three years ending 31.3.2008.

**Place:** Tiruchirappali


**Date:** 6<sup>th</sup> December 2008



**Encl:** Annexure I & II


**Estate Officer**

National Institute of Technology  
Tiruchirappali

**Description and quantity Items**

Item No	Description	Quantity	Sketch
1.	<p>Supplying Modular Table of size 60" x 36" x 30" (L x B X H)all frame work made up of powder coated C.R. pipes of 30mm square section of 18Gauge wall thickness, top horizontal supports are made up of 25mm x 50mm rectangular section of 18Gauge wall thickness, Table top made up of 25mm thick , grade-1, medium density flat pressed three layered or graded wood particle board, IS 3087 marked bonded with BWP type synthetic resin adhesive as per IS : 848, half round post forming of two long edges, all sides laminated with decorative lamination of 0.6mm thick(Formica / Marino), front board 18mm thick , grade-1, medium density flat pressed three layer or graded wood particle board, IS 3087 marked bonded with BWP type synthetic resin adhesive as per IS : 848, all sides laminated with decorative lamination of 0.6mm thick(Formica / Marino), with three drawers on one side and one cupboard on other side with locks etc. including supplying 5.5mm thick float glass, corners rounded and edges moulded to smooth finish, to the size of table top as table glass with necessary transparent glass holders etc. all complete as per the sample available at NITT, Trichy and as directed by the Engineer - in - charge.</p>	30 Nos	

2.	<p>Supplying Modular Computer Table of size 48"x 24"x 30" (L x B x H) table top, side supports, rear cover, drawer, keyboard drawer, printer, Ups, Computer supports are made up of 18mm thick, grade-1, medium density flat pressed three layered or graded wood particle board, IS 3087 marked bonded with BWP type synthetic resin adhesive as per IS 848, half round post forming of long edges all horizontal members, all sides laminated with decorative lamination of 0.6mm thick (Formica / Marino) etc. with twin wheel castors supports. All complete as per the sample available at NITT, Trichy and as per the directions of the Engineer-in-charge.</p>	30 Nos	
3.	<p>Supplying of High back, revolving chairs. Canned seat and back assembly made up of 1" dia, 16G CR tubes with best quality nylon canneing wires. Seat and back assembly fixed to 14G M.S. sheet bent up metal base. Arms made up of moulded polyurethane foam of required density and thickness. With center Tilt Mechanism, swivel Mechanism, Pneumatic height adjustment mechanism, Base with 5 Twin wheel castors supports. All metal parts finished with black color powder coating. All complete as per the sample available at NITT, Trichy and as directed by the Engineer - in - charge.</p>	21 Nos	

4.	Supplying of S type tubular office chairs, the seat, back and arms are crafted from durable quality hardwood and finely finished for an attractive appearance. Tubular sections are of 1” dia, 14G sections finely finished. All complete as per sample the sample available at NITT, Trichy and as directed by the Engineer - in – charge.	60 Nos	
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**ESTATE OFFICER**



## **Check List for Technical Bid**

1. Demand Draft for Rs 200.00 towards the cost of tender document if the tender document is down loaded from the web site.
2. Demand Draft for Rs 10,110.00 towards the Earned Money Deposit (EMD).
3. Both the D.Ds (separately) must be drawn in favor of Director, National Institute of Technology, Tiruchirappalli – 620 015 payable at Tiruchirappalli.
4. Authorized dealers should submit a certificate from their principal to that effect.
5. Copies of at least 3 work/supply orders each not less than Rs.0.5 lac executed during last 3years ending 31.3.08.
6. Specification/catalogue/literature
7. Audited financial statements for the last 3 years ending 31.03.08.

AUTHORIZED SIGNATURE  
WITH SEAL

**ANNEXURE – II**

**SCHEDULE OF QUANTITIES**

**Name of work :** *SUPPLY OF OFFICE FURNITURES FOR NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALI*

Item No	Description	Quantity	Rate	Unit	Amount
1.	Supplying Modular Table of size 60" x 36" x 30" (L x B X H)all frame work made up of powder coated C.R. pipes of 30mm square section of 18Gauge wall thickness, top horizontal supports are made up of 25mm x 50mm rectangular section of 18Gauge wall thickness, Table top made up of 25mm thick , grade-1, medium density flat pressed three layered or graded wood particle board, IS 3087 marked bonded with BWP type synthetic resin adhesive as per IS : 848, half round post forming of two long edges, all sides laminated with decorative lamination of 0.6mm thick(Formica / Marino), front board 18mm thick , grade-1, medium density flat pressed three layer or graded wood particle board, IS 3087 marked bonded with BWP type synthetic resin adhesive as per IS : 848, all sides laminated with decorative lamination of 0.6mm thick(Formica / Marino), with three drawers on one side and one cupboard on other side with locks etc. including supplying 5.5mm thick float glass, corners rounded and edges moulded to smooth finish, to the size of table top as table glass with necessary transparent glass holders etc. all complete as per the sample available (BTOT 203) at NITT, Trichy and as directed by the Engineer - in – charge.	30 Nos		Each	

2.	<p>Supplying Modular Computer Table of size 48"x 24"x 30" (L x B x H) table top, side supports, rear cover, drawer, keyboard drawer, printer, Ups, Computer supports are made up of 18mm thick, grade-1, medium density flat pressed three layered or graded wood particle board, IS 3087 marked bonded with BWP type synthetic resin adhesive as per IS 848, half round post forming of long edges all horizontal members, all sides laminated with decorative lamination of 0.6mm thick (Formica / Marino) etc. with twin wheel castors supports. All complete as per the sample available (BTC D 146) at NITT, Trichy and as per the directions of the Engineer-in-charge.</p>	30 Nos		Each	
3.	<p>Supplying of High back, revolving chairs. Canned seat and back assembly made up of 1" dia, 16G CR tubes with best quality nylon canneing wires. Seat and back assembly fixed to 14G M.S. sheet bent up metal base. Arms made up of moulded polyurethane foam of required density and thickness. With center Tilt Mechanism, swivel Mechanism, Pneumatic height adjustment mechanism, Base with 5 Twin wheel castors supports. All metal parts finished with black color powder coating. All complete as per the sample available at NITT, Trichy and as directed by the Engineer - in - charge.</p>	21 Nos		Each	

4	Supplying of S type tubular office chairs, the seat, back and arms are crafted from durable quality hardwood and finely finished for an attractive appearance. Tubular sections are of 1” dia, 14G sections finely finished. All complete as per sample the sample available at NITT, Trichy and as directed by the Engineer - in – charge.	60 Nos		Each	
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Place:

Date:

Authorized Signature

with seal