

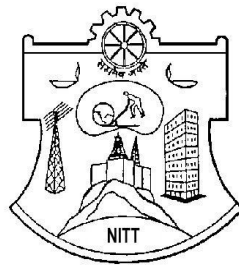
NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

OFFICE OF THE DEAN PLANNING AND DEVELOPMENT

Web : www.nitt.edu

Phone : 0431 - 2501801



TENDER DOCUMENT

Tender Notification No.: **NITT/P&D/AD1/FUR/2012/1**

Dated : 20.11.2012

- Name of items to be procured : Office Furniture of Godrej make or its equivalent
- Quantity required : Tables Type I (4 Nos.), Tables Type II (30 Nos.),
Tables Type III (4 Nos.), Chairs Type I (30 Nos.),
Chairs Type II (120 Nos.), Cub board/ Sliding Tables (38 Nos.)
and Filing Cabinets (37 Nos.)
- EMD Amount : Rs. 76,000 /-
- Delivery : within four weeks from the date of purchase order
- Last Date of submission of Tender : **10.12.2012 up to 3.00 p.m.**
- Address for submission of Tender : The Director
National Institute Of Technology,
Tiruchirappalli – 15.
- With kind attention : Dr. M. Duraiselvam**
Associate Dean – 1 (P & D)
Department of Production Engineering
National Institute of Technology
Tiruchirappalli – 620 015
E-mail : durai@nitt.edu
Phone No: 0431- 2503509
Mobile: +91-9994373486
- Date of opening of bid : **10.12.2012 at 3.30 p.m.**



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15**

OFFICE OF THE DEAN PLANNING AND DEVELOPMENT

Tender Notification No.: NITT/P&D/AD1/FUR/2012/1

Dated: 20.11.2012

NOTICE INVITING TENDER

The National Institute of Technology, Tiruchirappalli (NITT) is an autonomous body under MHRD, GOI, imparting Technical Education and engaged in Research Activities. It is proposed to procure the following furniture items for the Institute.

Sealed Quotations under **two cover system** are invited for the following furniture items subject to the following terms and conditions, from the reputed manufacturers or their authorized dealers so as to reach this office on or before scheduled date and time. The technical cover will be opened on the same day in the presence of bidders or their authorized agents who may choose to be present.

- Name of items to be procured : Office Furniture of Godrej make or its equivalent
- Quantity required : Tables Type I (4 Nos.), Tables Type II (30 Nos.),
Chairs Type I (30 Nos.), Chairs Type II (120 Nos.),
Cub board/ Sliding Tables (38 Nos.) and
Filing Cabinets (37 Nos.)
- EMD : Rs.76,000
- Time for completion of supply after placing
purchase order : 4 Weeks
- Last Date of submission of Tender : **10.12.2012 up to 3.00 p.m.**
- Tender to be submitted at the following address : The Director
National Institute Of Technology, Tiruchirappalli – 15.
- With kind attention : Dr. M. Duraiselvam**
Associate Dean – 1 (P & D)
Department of Production Engineering
National Institute of Technology
Tiruchirappalli – 620 015
E-mail: durai@nitt.edu
Phone No: 0431- 2503509
Mobile: +91-9994373486

Place, Date and time of opening of bid :

Date: 10.12.2012

Time: 3.30 p.m

Venue: **Central stores, Admin Block**

Note : The Institute shall not be responsible for any postal delay about non-receipt / non delivery of the bids or due to wrong addressee.

SECTION : 1 INSTRUCTION TO BIDDER

1. The bidder should give details of their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/Undertakings/public sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.

1.1 Bids are to be submitted under two cover system.

Cover 1:

Cover 1 should contain the following:

- a. **EMD - Earnest Money Deposit (EMD) is to be remitted by way of Demand Draft drawn on any Nationalised bank in India in favour of "The Director, NIT, Trichy" payable at Trichy or Bank Guarantee in the prescribed form from any nationalized bank should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.**
 - b. **Tender processing fee: A non-refundable tender processing fee of Rs. 1000 is to be remitted by way of Demand Draft drawn on any Nationalised bank in India in favour of "The Director, NIT, Trichy" payable at Trichy should be submitted.**
 - c. **Technical pamphlets/ brochure should be enclosed positively**
 - d. **Detailed technical specification**
 - e. **The agency should furnish copy of license certificate for manufacture/supply of the item.**
 - f. **The agency should furnish Income Tax PAN number**
 - g. **Warranty period offered for the tendered item to be specified. If the warranty period is not conforming with the schedule of requirements given in section 3 of the document, the bid is liable to be treated as non-responsive and rejected.**
 - h. **Duly filled up technical questionnaire, if any**
 - i. **Duly filled up deviation schedules to technical specification**
 - j. **Copy of supply orders completed during the last three years ending 31-03-2012.**
 - k. **If the prices are revealed in the cover 1, the offer will be summarily rejected**
- 1.2 The cover 1 shall be superscribed as 'Technical cover' duly indicating the Tender reference No. and the due date of opening.

1.3 Cover 2:

Cover 2 should contain the following

Cover 2 shall contain Price only and shall be superscribed as 'Price Cover' duly indicating the Tender Reference No. and the due date of opening.

Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1 and Cover 2) should be sealed individually with the sellers's distinctive seal and superscribed with the tender reference no. and due date of opening. Both the inner covers shall be placed in a common outer cover which shall also be sealed with seller's distinctive seal and superscribed with the tender reference no. and due date of opening.

Mention "Kind Attention:....., and submit at the address given in the Notice Inviting Tender.

**Cover 1 - will be opened on the scheduled date and time mentioned in the tender enquiry.
Cover 2 - technically suitable offers alone will be opened on a date which will be intimated to the qualified bidders.**

2. The agencies should submit their rate as per the format given in Section 4 of the Notice Inviting Tender in this cover. Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
3. The tender will be acceptable only from the manufacturers or its authorized supplier.
4. The bid shall be in the format of price schedule given in Section 4. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.
5. Details of quantity and the specifications are mentioned in Section 3 appended to this Notice Inviting Tender.
6. The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered and installed in good condition.
7. The Institute reserves the right to cancel or reduce the quantity or place partial order included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
8. Performance Security of 5% of the contract value in terms of Bank guarantee by scheduled banks shall be given by the successful bidder for the total period of warranty.
9. **Release of EMD:** The EMD shall be released after receipt of performance security from successful bidder.
10. **Validity of bids:** The rate quote should be valid for a minimum of 90 days. No claim for escalation of rate will be considered after opening the Tender.
11. **Clarification of Tender Document:** A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.
12. **Amendment of tender document:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
13. ***The Institute may at its own discretion extend the last date for the receipt of bids.***
14. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
15. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.

16. Technically qualified bidder(s) must send a sample furniture item to NITT for technical inspection and the same will be returned back to the bidder(s) after inspection. The bidder should bear the cost of transportation and NITT is not responsible for any kind of damage during inspection/transportation. The members of the purchase committee may also visit the manufacturer/ supplier premises for technical inspection of the quoted items.

17. The Institute reserves the right to place order to multiple suppliers of different items listed in the tender document and no supplier can claim the complete order of items listed in the tender document.

18. The bidder should give the following declaration while submitting the Tender.

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and full Earnest Money Deposit (EMD) will be forfeited and I/we am/are liable to be banned from doing business with NIT, Trichy and /or prosecuted.

Signature of the Bidder :

Name and Designation :

Business Address :

Place :

Date :

Seal of the Bidder's Firm

19. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

SECTION : 2 CONDITIONS OF CONTRACT

1. The rates should be quoted in Indian Rupee F.O.R. NIT, Trichy for supply within India.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The Institute is eligible for customs duty and excise duty exemption.
4. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
5. **Payment**: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier.
6. Guarantee and Warrantee period should be specified for the complete period conforming to the section 3 of this tender document.
7. Period required for the supply and installation of item should be specified conforming to the section 3 of this tender document.
8. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

SECTION : 3 SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

Name of items to be procured : Office Furniture of Godrej make or its equivalent

Tables: Type I - 4 Numbers

Dimensions:

- Desk: (W x D x H) : 1800 x 900 x 750 mm (minimum)
- Return Unit: (W x D x H) : 1200 x 600 x 730mm (minimum)

Specification:

- Should be made up of high quality processed wood and have an integrated drawer units
- Drawers should be a box type and moves on ball bearing channels
- Front closed & central locking facility for all drawers
- Post formed rounded edges for smoother aesthetic looks
- Main Material: Particle board with density of 680 kg/m³
- Surface: Continuous Pressure Laminate (CPL) in 0.5mm thickness
- Table top: 25mm Melamine Faced Chipboard (MFC) plus 30mm Medium Density Fibreboard (MDF) black pad
- Colour: Dark Cherry

Tables: Type II - 30 Numbers

Dimensions:

- Desk: (W x D x H) : 1600 x 900 x 730mm (minimum)
- Return Unit: (W x D x H) : 900 x 450 x 650mm (minimum)

Specification:

- Should be made up of high quality processed wood and have an integrated drawer units
- Drawers should be a box type and moves on ball bearing channels
- Front closed & central locking facility for all drawers
- Pre-Laminated Board (PLB) work surface and all edges should be smoothed and sealed with 2mm thick bleeding.
- Storage: Roller slides, Return Unit should be provided with Hinged door unit with shelf
- Colour: Ivory

Tables: Type III - 4 Numbers

Dimensions:

- Desk: (W x D x H) : 1300 x 650 x 750mm (minimum)

Specification:

- Wooden workspace top made from 25mm PLB top sealed four side with 2mm thick PVC leaping and post forming edges, making them highly resistant from heat and moisture
- Metal under-structure: C-Frame CRCA MS sheet of 0.9mm thick with powder coating, Tubular frame MS ERW powder coated square tubular frame, Modesty panel 1.0mm thick CRCA sheet
- Drawer Units: Two sets of storage unit. 3 drawer unit, 1 box and 1 file drawer unit. lock 6 lever brass lock

- Handles built in plastic with assembling, installation etc
- Colour: Ivory

Chairs: Type I - 30 Numbers

Dimensions

- Chair: (W x D x H) : 700 x 700 x 1000mm (minimum)
- Seat Height : 500mm (minimum)

Specification:

- With black leatherette back and seat moulded polyurethane foam cushion, Back should have adjustable lumbar support for comfortable seating posture.
- Lockable tilting mechanism, polyurethane armrest, nylon twin wheel castors and pneumatic height adjustment
- The tilting mechanism should have the following: 360 Degrees revolving type, single point control, Front pivot for tilt with feet resting on ground ensuring more comfort, tilt tension adjustment, 3-position locking with anti-shock feature.
- Colour: Black

Chairs: Type II - 120 Numbers

Dimensions:

- Chair: (W x D x H) : 600 x 600 x 900mm (minimum)
- Seat Height : 500mm (minimum)

Specification:

- With low back rest, four legged/ S- Type
- Round tubing black powder coated oven backed finish.
- Ergonomically designed back support to avoid strain
- The base in round tubular frame with PVC shoes for noiseless movement will be preferred
- Should be non-revolving
- Colour: Blue

Cub board/ Sliding Tables - 38 Numbers

Dimensions:

- (W x D x H) : 900 x 450 x 1900 mm (minimum)

Specification:

- It should be made of prime quality CRCA steel conforming to IS 513 Gr. D quality.
- Steel should have undergone 4 Step Anti- corrosion treatment and the powder coated paint should be more than 45 microns
- Storage with minimum 4 adjustable shelves
- 3 way bolting device and 6 levers lock for safety
- Colour: White

Filing cabinet, Vertical, 4 Layers – 37 Numbers

Dimensions:

- (W x H) : 1800 x 900 mm (minimum)

Specification:

- High quality steel plates
- Shock proof, moisture proof, mothproof, strong and safe finish coat
- Scratch proof and corrosion resistance locking mechanism, safe locking mechanism against collapsing. Fitted with anti-tilt locking device to ensure stability
- One lock, locks all drawers. Each drawer can holds 25 kg
- Cabinet should be locked with an automatic 6 Lever lock. Recessed full length drawer pulls to be provided.
- Colour: White

Name of items to be procured	: Office Furniture of Godrej make or its equivalent
Specifications	: As mentioned above
Quantity	: Tables Type I (4 Nos.), Tables Type II (30 Nos.), Tables Type III (4 Nos.), Chairs Type I (30 Nos.), Chairs Type II (120 Nos.), Cub board/ Sliding Tables (38 Nos.) and Filing Cabinets (37 Nos.)
Warranty period required	: One year
Delivery schedule expected after release of purchase order (in weeks)	: Four weeks
EMD (in Rupees)	: Rs. 76,000
Performance Security to be given by Successful bidder after release of purchase order (in Rupees)	: 5% of the value of the articles

SECTION : 4 PRICE SCHEDULE

[To be used by the bidder for submission of the bid]

- 1. Component Name :
- 2. Specifications (confirming to Section 3 of Tender document-enclose additional sheets if necessary) :
- 3. Currency and Unit Price :
- 4. Quantity :
- 5. Item cost (Sl.No.3 & Sl.No.4) (in Indian Rupee) :
- 6. Taxes and other charges :
 - (i) Specify the type of taxes and duties in percentages and also in figures
 - (ii) Specify other charges in figures
- 7. Warranty period (confirming to the Section 3 of Tender document. This should be mentioned in Technical bid also in order to get qualified for Financial bid) :
- 8. Delivery Schedule (confirming to the Section 3 of Tender document) :
- 9. Name and address of the firm for placing purchase order :
- 10. Name and address of Indian authorized agent (in case of imports only) :

Signature of the Bidder :

Name and Designation :

Business Address :

.....

.....

Place :

Date :

Seal of the Bidder's Firm

SECTION : 5 CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide to deliver theby the delivery schedule mentioned in the Section 3 tender document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NIT, Trichy during this period.

Signature of the Bidder :

Name and Designation :

Business Address :
.....
.....

Place :

Date :

Seal of the Bidder's Firm