

Cost of Tender Document Fee Rs.500/



**NATIONAL INSTITUTE OF TECHNOLOGY
(Under the Ministry of HRD Govt. of India)
KURUKSHETRA-136119 (Haryana)**

INVITATION OF TENDERS

Supply and Installation of Furniture Items.

Tender Reference : **SO/Tender/NITK/24/2011**

Date of Commencement : **28.12.2011**
for Sale of Tender
Documents

Last date and Time for : **24.01.2012 at 2.30 PM**
Receipt of Tenders

Time and date of opening : **24.01.2012 at 3.00 PM**
of Tenders

Place of opening of : **Office of the Stores Officer,**
Tenders **NIT, Kurukshetra**

**INSTRUCTIONS TO TENDERERS
&
CONDITIONS OF CONTRACT**

1. The National Institute of Technology, Kurukshetra, Haryana an Educational Institution invite tenders for supply and Installation of Furniture Items.

The Tenders should be submitted in two parts in separate covers (Technical Bid & Commercial Bid) in following manner:

- (i) Bid containing technical specifications and Earnest Money Deposit.
- (ii) Bid containing financial offer.

The envelopes should be marked as Technical Bid and Financial Bid with reference number and submitted in one cover.

The Technical Bid and Commercial Bid will be opened in two stages on different dates. The bid containing technical specifications and Earnest Money deposit will be opened at Ist stage. The commercial bid of technically qualified bidders will be opened on second stage.

2. Tender must be sent in a properly sealed envelope with tender number and due date subscribed on the envelope addressed to the Stores Officer, NIT, Kurukshetra.
3. The price should be quoted on prescribed price schedule. All corrections must be attested by the tenderer.
4. All the columns of the tender form shall be duly and properly filled in separately. The rates and units shall not be overwritten in the price schedule. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.
5. The tenderer shall deposit earnest money as specified in Schedule of Requirement alongwith Technical Bid in form of Account paying Bank Draft, Fixed deposit receipt, Bankers Cheque or Bank Guarantee from any Commercial Bank in favour of Director, National Institute of Technology, Kurukshetra. The tenders without Earnest Money shall be rejected. The Earnest money will remain valid for a period of 45 days beyond the final bid validity period.
6. In case the Tender Documents are downloaded from the website of the Institute for submission of the tender, the Tender Document Fee may be deposited through Demand Draft alongwith the Tender otherwise the tender may be rejected.

7. The successful tenderer shall furnish the Performance Security for an amount of 5% of total value of the equipment in form of Account Paying Bank Draft, Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any Commercial Bank in favour of Director, National Institute of Technology, Kurukshetra for the period of completion of performance obligations and warranty period. The Performance Security shall remain valid for a period of 60 days beyond completion of contractual obligations and warranty period.
8. The required delivery period must be mentioned against each item. After the order has been placed, the goods must be delivered within the stipulated period or by the delivery period extended by the Director. In case of late delivery of goods the Director is entitled to recover as penalty from the tenderer a sum @ 0.5% of the total value of the goods per week and the maximum 10% of the total value of the goods for which the consignment is delayed beyond the due date.
9. The payment will be made after receipt of goods according to specifications, its installation and good working order. In case the goods are rejected these have to be removed by the supplier at his own cost. The rejected goods must be replaced by the supplier within 15 days of the dispatch of registered notice intimating that the goods have been rejected failing which the order may be cancelled and security forfeited.
10. No payment will be made in advance for any supplies under this tender. No claim for any duty, not stipulated in tender will be admitted at any stage.
11. The valid documentary proof of Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN) should be submitted alongwith tender. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes. The rates quoted should be firm and include all charges. The material may be dispatched "FREIGHT PAID" where the offer is F.O.R. destination. The Form D is not issued by the Institute.
12. In case of goods controlled by the Government, the tendered rates shall not be higher than the controlled rates.
13. Standard warrantee of the items should be mentioned in the tender. A list of users where similar equipment has been supplied in the past should be furnished with the tender.
14. Director of the Institute reserves the right to accept or reject any tender without assigning any reason.

15. The institute reserve the right to verify/seek confirmation of all original documentary evidence submitted by the venders in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected. The descriptive literature with full technical data and drawing/photos must be furnished alongwith the tender.
16. In case of dispute the decision of the Director shall be final. All above conditions will be enforced unless written orders of the Director are obtained relaxing any specific condition in any particular instance.
17. The tender shall remain valid for **90 days** from the date of opening of tender. Fax or conditional tenders shall not be accepted.
18. **Tender received beyond the fixed date and time shall not be accepted.**
19. The tenderers are required to quote their lowest rates in the very first instance and there shall be no negotiation in purchases. In case only one tender is received or only one tender remains according to specifications of the required goods, negotiations will be carried out.

PRICE SCHEDULE

Having examined the tender documents, the receipt of which is hereby duly acknowledged, we offer to supply the goods and services in conformity with the said tender documents at the rates shown below:

1	2	3	4	5	6	7	8	9	10	11
Sr. No	Particulars of the items	Unit	Ex-works, Ex-godown or C.I.F.	Customs Duty/excise Duty inclusive, if exclusive rates be given	Packing forwarding Octroi inclusive, if exclusive rates be given	Whether SalesTax inclusive, if exclusive rates be given	Total Cost F.O.R. Kurukshetra	Delivery Period	Particulars of Manufacturers and Country in which manufactured	Remarks

N.B.: The price column should be properly filled. In case nothing is mentioned in the columns the price will be considered inclusive of Taxes, Excise Duty, packing and forwarding Octroi etc.

Dated the _____ Date of _____

Address with seal

Signature

SCHEDULE OF REQUIREMENTS

Sr. No.	Name of the Items	Qty.	Earnest Money (in Rs.)
1.	Office table size 2850 x 1250 x 750mm	01	1,80,000/-
2.	Office table size 2250 x1050 x 750mm	12	
3.	Office table size 1800 x 1050 x 750mm	19	
4.	Office table size 1500 x 900 x 750mm	15	
5.	High Back revolving chair (84cm)	01	
6.	High Back revolving chair (80cm)	12	
7.	High Back revolving chair (70cm)	21	
8.	High Back revolving chair (60cm)	17	
9.	Armed Chair (Visitor's)	94	
10.	Cushioned Chair (Revolving)	150	
11.	Computer Chair (Revolving)	10	
12.	Sofa Set five seater (3+2)	19	
13.	Computer table	10	
14.	Work stations main table of size 1500 x 750 x 750mm	72	
15.	Centre table of size 1000 x 650 x 450mm	15	
16.	Reception modular table of 3 Arc	01	
17.	Security modular table of 2 Arc	01	
18.	Conference table size 10000 x 4200mm for board room	01	

Technical Specifications

Sr. No.	Description of Item	Qty. (Nos.)
1.	<p>Providing & Supplying of table having an overall size of 2850mm L X 1250mm W X 750mm Ht with top made of 25mm thick particle board in non-post formed finish. The table should have understructure with verticals made of 25mm thick non-post formed gable ends supported with joinery and modesty panel made of 25mm thick pre-laminated particle board having decorative laminate on both sides. One unit of 3 drawers laminated pedestal having dimension 650mm height x 400mm width x 450mm depth should also be provided.</p> <p>Providing & fixing of side table with pedestal having an overall size 1200mm L x 450mm D x 750mm H with top made of 25mm thick particle board in non-post formed finish. The table should have a 3 Drawer pedestal of size: 650mm H X 400mmW X 450mmD fixed to the table with the help of tubular structure complete with locking arrangement.</p> <p>Providing & Fixing of back unit of overall size 2700mm L x 450mm D x 1200mm H. The top made from 25mm thick particle board in non-post formed finish. The body should be made from powder coated CRCA Sheet with adjustable shelves. The unit should have 2 nos. storages of 900mm W with Laminated openable shutter and 1 no. storage in centre with Glass Door Fascia with metal powder coated border.</p>	01
2.	<p>Providing & Supplying of table with ERU Unit having an overall size of 2250mm L X 1050mm W X 750mm Ht with top made of 25mm thick particle board in non-post formed finish. The table should have understructure having verticals made of 25mm thick non-post formed gable ends supported with joinery and modesty panel made of 25mm thick pre-laminated particle board having decorative laminate on both sides. One unit of 3 drawers laminated pedestal having dimension 650mm height x 400mm width x 450mm depth should also be provided.</p>	12
3.	<p>Providing & Supplying of table with ERU Unit having an overall size of 1800mm L X 1050mm W X 750mm Ht with top made of 25mm thick particle board in non-post formed finish. The table should have understructure having verticals made of 25mm thick non-post formed gable ends supported with joinery and modesty panel made of 25mm thick pre-laminated particle board having decorative laminate on both sides. One unit of 3 drawers laminated pedestal having dimension 650mm height x 400mm width x 450mm depth should also be provided.</p>	19
4.	<p>Providing & Supplying of table with ERU Unit having an overall size of 1500mm L X 900mm W X 750mm Ht with top made of 25mm thick particle board in non-post formed finish. The table should have understructure having verticals made of 25mm thick non-post formed gable ends supported with joinery and modesty panel made of 25mm thick pre-laminated particle board having decorative laminate on both sides. One unit of 3 drawers laminated pedestal having dimension 650mm height x 400mm width x 450mm depth should also be provided.</p>	15

5.	<p>Providing & Supplying of High Back revolving chair upholstered with leatherite. The seat and back should be made up of 12mm thick hot pressed plywood upholstered with leatherite and moulded polyurethane foam. BACK SIZE: 54.0cm (W) x 84.0cm (H). SEAT SIZE: 55.0cm (W) x 48.0cm (D). The seat and back should be joined by an 80mm (W) spine made of 6mm thick HR steel. The spine should be powder-coated. The armrest should comprise of three parts viz. the armrest support tube, P.U. armrest and armrest top. The armrest tube should be made of 2.54cm (1") x 14 gauge, M.S. E.R.W. support tubes and Chrome plated. P.U. armrest should be made of black integral skin polyurethane with 50-70 Shore `A` Hardness and reinforced with M.S. Insert. The armrest top should be made of ABS & upholstered with foam & leather. The chair should have front pivot synchronized tilt mechanism designed with the following features: 360 Degree Revolving type Front pivot for tilt tension adjustment, 4-position locking with anti-shock back mechanism. The pedestal should be made of die-cast aluminium with buffing finished and fitted with 5nos. twin wheel castors which should be injection moulded in black Nylon for trouble free movement. Arms also should be leatherite upholstered and made of metal tube chrome plated complete.</p>	01
6.	<p>Providing & Supplying of High Back revolving chair upholstered with leatherite. The seat and back should be made up of 12mm thick hot pressed plywood upholstered with leatherite and moulded polyurethane foam. BACK SIZE: 54.0cm (W) x 80.0cm (H). SEAT SIZE: 55.0cm (W) x 48.0cm (D). The seat and back should be joined by an 80mm (W) spine made of 6mm thick HR steel. The spine should be powder-coated. The armrest should comprise of three parts viz. the armrest support tube, P.U. armrest and armrest top. The armrest tube should be made of 2.54cm (1") x 14 gauge, M.S. E.R.W. support tubes and Chrome plated. P.U. armrest should be made of black integral skin polyurethane with 50-70 Shore `A` Hardness and reinforced with M.S. Insert. The armrest top should be made of ABS & upholstered with foam & leather. The chair should have front pivot synchronized tilt mechanism designed with the following features: 360 Degree Revolving type Front pivot for tilt tension adjustment, 4-position locking with anti-shock back mechanism. The pedestal should be made of die-cast aluminium with buffing finished and fitted with 5nos. twin wheel castors which should be injection moulded in black Nylon for trouble free movement. Arms also should be leatherite upholstered and made of metal tube chrome plated complete.</p>	12
7.	<p>Providing & Supplying of High Back revolving chair upholstered with leatherite. The seat and back should be made up of 12mm thick hot pressed plywood upholstered with leatherite and moulded polyurethane foam. BACK SIZE: 54.0cm (W) x 70.0cm (H). SEAT SIZE: 55.0cm (W) x 48.0cm (D). The seat and back should be joined by an 80mm (W) spine made of 6mm thick HR steel. The spine should be powder-coated. The armrest should comprise of three parts viz. the armrest support tube, P.U. armrest and armrest top. The armrest tube should be made of 2.54cm (1") x 14 gauge, M.S. E.R.W. support tubes and Chrome plated. P.U. armrest should be made of black integral skin polyurethane with 50-70 Shore `A` Hardness and reinforced with M.S. Insert. The armrest top should be made of ABS & upholstered with foam & leather. The chair should have front pivot synchronized tilt mechanism designed with the following features: 360 Degree Revolving type Front pivot for tilt tension adjustment, 4-position locking with anti-shock back mechanism. The pedestal should be made of die-cast aluminium with buffing finished and fitted with 5nos. twin wheel castors which should be injection moulded in black Nylon for trouble free movement. Arms also should be leatherite upholstered and made of metal tube chrome plated complete.</p>	21

8.	<p>Providing & Supplying of High Back revolving chair upholstered with leatherite. The seat and back should be made up of 12mm thick hot pressed plywood upholstered with leatherite and moulded polyurethane foam. BACK SIZE: 54.0cm (W) x 60.0cm (H). SEAT SIZE: 55.0cm (W) x 48.0cm (D). The seat and back should be joined by an 80mm (W) spine made of 6mm thick HR steel. The spine should be powder-coated. The armrest should comprise of three parts viz. the armrest support tube, P.U. armrest and armrest top. The armrest tube should be made of 2.54cm (1") x 14 gauge, M.S. E.R.W. support tubes and Chrome plated. P.U. armrest should be made of black integral skin polyurethane with 50-70 Shore `A` Hardness and reinforced with M.S. Insert. The armrest top should be made of ABS & upholstered with foam & leather. The chair should have front pivot synchronized tilt mechanism designed with the following features: 360 Degree Revolving type Front pivot for tilt tension adjustment, 4-position locking with anti-shock back mechanism. The pedestal should be made of die-cast aluminium with buffing finished and fitted with 5nos. twin wheel castors which should be injection moulded in black Nylon for trouble free movement. Arms also should be leatherite upholstered and made of metal tube chrome plated complete.</p>	17
9.	<p>Providing & Supplying of armed chair ergonomically designed and fabricated out of C.R. pipe of 14 gauge duly painted. Chair seat of Size 17"x19" & back 17"x17" covered by superior quality cloth in crape of desired shade. Seat and back is to be made up of flexible premoulded polyurethane foam with support of 12mm ply (edges round) at bottom tightened with three plates of 4mm steel strip of 1" width. Suitable PVC beading is to be fixed all around seat and back. All steel components to be powder coated after anticorrosion treatment.</p>	94
10.	<p>Providing & Supplying of revolving chair ergonomically designed with timber support and armrest made up of integral skin polyurethane foam and reinforced with 8mm x 10mm MS ring insert. Chair seat & back of approximate size 45 cm x 45 cm made up of flexible remolded polyurethane foam covered by superior quality cloth in crape of desired shade. Chair should have lift mechanism of pneumatic/hydraulic system up to 5" height adjustment. Chair should be provided with 5-prong pedestal made up of Nylon and plastic cladded along with twin wheel castors made up of Nylon. All steel components to be powder coated after anticorrosion treatment. Chair height from the ground level to the top of back seat should be in the range of 80 to 85 cm.</p>	150
11.	<p>Providing & Supplying of revolving Computer chair ergonomically designed having 360 degrees swiveling mechanism. It should have nylon base with 5 nos. wheels castor. Seat made of 40 density 48mm thick PU form of size 18"x18" with support of 12mm ply (edge round) at bottom. Back made up of 40 density 48mm thick PU form of size 16"x14". Chair should have lift mechanism of pneumatic/hydraulic system up to 6" height adjustment. Superior quality cloth in crape of desired shade. Suitable PVC beading is to be fixed all around seat and back. The chair should have locking arrangement for push back system. All steel components to be powder coated after anticorrosion treatment.</p>	10
12.	<p>Providing & Supplying of Sofa Set five seater (3+2) of size: total width 2000mm (3-seater) & 1375mm (2-seater), total depth 880mm, total height 780mm and seating height 450mm, made in PU (synthetic leather) stitching in thread of nylon/polyster-coats, framework in tropical seasoned hardwood, particle board seat foam: (density, type): 28 D - polyurethane slab stock foam with 1" recron layer. back foam: (density, type): 28 D - polyurethane slab stock foam with 1" recron layer. belt material: nylon, 2", 3" leg material: MDF wooden fascia with melamine coating bonding solution: boltic glue Wooden Fascia should be of MDF with Melamine coating Leg: Dia=55 mm, Height= 35 mm</p>	19

13.	Providing & Supplying of Computer table, top frame fabricated out of 1" square pipe of 16 gauge, bottom size 2"x1" CR pipe of 16 gauge, top, side, shelves, planks should be made of 19mm thick commercial board with 1mm thick matt type sun mica. Table should have provision for printer, UPS & one shelf/drawer with sliding telescopic channel for keyboard. The sliding shelf should have maximum outward movement of 10" for easy working on keyboard. The rear and front of the keyboard platform is to be provided with spirit polished teak wood beading to prevent accidental falling of keyboard. Size of the tabletop should be 4'x2.5' with round corners. All steel components to be power coated after anticorrosion treatment.	10
14.	Providing and fixing of Workstations with main table of size 1500mm X750mm D and 750mm height. Worktop should be 25mm particle board top with return side table of size: 900mmX450mm. Table should have KBT, CPU Drawer unit of size: 650mm height x 400mm width X 450mm depth and back unit of size: 1050mm X 450mm with openable shutter. Privacy panel having frame and tile based partition with thickness of 50mm. The partition frame should be made of Extrusion Aluminium. The height of partition should be 1500mm. Tile of the partitions shall be sliding. The upper metal fabric tile height shall be 550mm and lower Laminate tiles height shall be 550mm and skirting height of 100mm. There should be no visible gap between the tile and the frame. The skirting shall be snap fitted on both sides with skirting plates made of minimum 0.6mm-1.00mm thick CRCA steel. Wherever switches are provided on the skirting the skirting plates shall have the necessary slots. Switches at the skirting level shall be mounted on the skirting.	72
15.	Providing & Supplying of Centre table of size: Width-1000mm, Height-450 mm, Depth- 650 mm, elegantly crafted in wood and metal, combinations with float glass top. The glass and metal should be joined using UV technology	15
16.	Providing & Supplying of Reception table arc type (3 arc), Rubber Wood Top Clean matt PU finish 18mm thick, Inside radius - 700.0 mm, Outside radius – 1350.0 mm, Depth – 650 mm, Rubberized cork – 18mm thick, Frosted Glass 10mm thick Diamond cut finishing on edges, Inside Radius – 1202.5mm, Outside radius – 1402.5mm, Depth – 200mm Angle sustained within arc surface should be 60 deg. Modesty Panel MS Perforated sheet Below Work surface : 0.8 mm (thick) x665.0 mm (height) x 1345.0 mm (flat length), Above Work surface : 0.8mm (Thick) x 260 mm (height) x 1345.0 mm (flat length), Legs MS tube 1.6 mm thick, Diameter 50.8 mm, Height 604 mm.	01
17.	Providing & Supplying of Security table arc type (2 arc), Rubber Wood Top Clean matt PU finish 18mm thick, Inside radius - 700.0 mm, Outside radius – 1350.0 mm, Depth – 650 mm, Rubberized cork – 18mm thick, Frosted Glass 10mm thick Diamond cut finishing on edges, Inside Radius – 1202.5mm, Outside radius – 1402.5mm, Depth – 200mm Angle sustained within arc surface should be 60 deg. Modesty Panel MS Perforated sheet Below Work surface : 0.8 mm (thick) x665.0 mm (height) x 1345.0 mm (flat length), Above Work surface : 0.8mm (Thick) x 260 mm (height) x 1345.0 mm (flat length), Legs MS tube 1.6 mm thick, Diameter 50.8 mm, Height 604 mm.	01
18.	Providing & Supplying of Conference table with Table top made of 25mm thick MDF/ Particle board with MS Powder coated C legs and OVAL SHAPE corner legs. Overall size of the table 10000mm W X 4200mm. Each table top size is 1500mm with chamfer top at corner supported on corner leg. Below the table these shall be provision of wire management.	01

TERMS & CONDITIONS

- 1) Tenders are invited from Manufacturers or their authorized dealers for supplying of furniture items. In case of dealers quoting for the project, authorization certificate from original manufacturer is to be attached for this project, also confirming that the delivery will be made as per the requirement of tender.
- 2) Manufacturer should be a member of BIFMA, Certificate for the same, to be provided.
- 3) Manufacturers should have Green guard Certificate for modular furniture- proof to be attached.
- 4) Manufacturer should be ISO 9001, 14001, 18001 certified, certificates for the same should be provided.
- 5) Audited balance sheet of the Manufactures should be provided for the last 3 years to show the financial capability of the manufacturer. Annual turnover of the company should be Rs. 20 crores minimum.
- 6) Bidder should quote all the items as per the BOQ of tenders. If any item is left unquoted, the tender of that bidder will be summarily rejected.
- 7) Telegraphic/ Conditional Tender will not be accepted.
- 8) The supplier should own equipment as follows required for the proper and timely execution of the work (CA certified copy to be attached).

- 9) Warranty period of the furniture items will be 1 year from the date of installation
- 10) Delivery period of furniture items will be 90 Days from the date of award of contract.
- 11) Providing, supplying and fixing of furniture items will be at NIT, Kurukshetra.
- 12) Payment will be made after satisfactory installation / fixing.
- 13) Performance security for contractual obligation and warranty period @ 5% of value of items.
- 14) Penalty Clause due to delay in supply of items 0.5% per week and maximum 10%.
- 15) The comparison of rates will be done for all the items together.

Essential Machinery:

- i) Computer controlled Multi station edge bending machine capable of glueing, end trimming, flush trimming, radius scrapping operation in one single bar on a moving conveynor.
- ii) CNC Press brake for laminate precision sheet metal bending.
- iii) Hot press for laminate pressing.
- iv) ConveyORIZED Powder Coating Plant with baking oven capable of 200 degree temperature, electrostatic guns recovery.

Other Machinery:

- i) Multi spindle drilling machine capable of drilling multiple holes simultaneously both in horizontal and vertical direction.
- ii) Flexi punching and cut-to-length line.
- iii) MIG welding machine.
- iv) Pneumatic spot welding machine.
- v) Turret punch press.
- vi) CNC angular panel saw for Particle Board.
- vii) Programmable punching machine LVD.