

NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

Web: www.nitt.edu

Phone: 0431 - 250 3509



TENDER DOCUMENT

Tender Notification No.: NITT/F.No.003/CAP.EXP.35/2017-18/SIEM

Name of the component	: Furniture items
Quantity required	: Refer Annexure-I
EMD Amount	: Rs. 1, 00,000/-
Delivery	: 4 Weeks from the Date of PO
Last Date of submission of Tender	: 13.04.2018
Address for submission of Tender	: The Director, National Institute of Technology, Tiruchirappalli – 620015, Tamilnadu, India Kind ATTN : Dr. M.Duraiselvam, Professor/ Production Engg. Email: durai@nitt.edu
Date of opening of technical bid	: 13.04.2018, 03.30 PM
Date of Pre-bid meeting	: 04.04.2018, 02.30 PM, Committee Room, Department of Production Engineering



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15**

Tender Notification No.: NITT/F.No.003/CAP.EXP.35/2017-18/SIEM

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 component for the Departmental academic/research activities.

Sealed bids under *two bid system* are invited for the following product 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 the component	: Furniture Items
Quantity required	: Refer Annexure-I
EMD	: Rs. 1,00,000/-
Cost of the Tender Document	: NIL
Delivery after placing purchase order	: 4 Weeks from the Date of PO
Last Date of submission of Tender	: 13.04.2018
Address for submission of Tender	: The Director, National Institute of Technology, Tiruchirappalli – 620015, Tamilnadu, India Kind ATTN to: Dr.M.Duraiselvam, Professor/ Production Engg. Email: durai@nitt.edu

Place, Date and time of opening of bid :

Date: 13.04.2018 Time: 03.30 pm Venue: Stores section, Administrative office, NITT

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

INSTRUCTIONS TO BIDDERS

1. This document set contains the following:
 - a) Terms and conditions of the Tender
 - b) Details of the Firm offering this Quote
 - c) Technical Compliance Form
 - d) Quotation form (Price Bid)
 - e) Currency Form (quoted on behalf of the foreign suppliers)
 - f) NIT-T's check list copy
2. The bidder's copy is for your future records. Please fill in and return only NIT-T's copy.
3. 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.
4. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully list of specifications that we have enclosed.
5. Fill in the questionnaire regarding the Firm.
6. The downloaded documents '**Technical Compliance Form**' and '**Quotation Form (Price Bid)**' should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Quotation Form (Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING**".
7. **Do not use** ambiguous terms like "**yes**", "**complied**" or "**available**". Specifically mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
8. Please send the tenders in a sealed envelope superscribed as "**QUOTATIONS AGAINST TENDER NOTIFICATION NO: NITT/F.No.003/CAP.EXP.35/2017-18/SIEM**" so as to reach "The Director, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **13.04.2018 at 03.00 pm along with a Softcopy of the Technical Compliance form (along with cover-2) and Quotation Forms along with MS-Excel file format in a CD/DVD or USB drive in cover-3.**
9. For any further clarifications, contact by E-Mail: durai@nitt.edu or by written request to "The Registrar, National Institute of Technology, Tiruchirappalli - 620 015, India"
10. Pre-bid meeting will be held on 04.04.2018 at 2.30 PM in the Committee Room, Department of Production Engineering

Last Date for receipt of tender at NIT-T : 13.04.2018 upto 03.00 pm

Opening Date for technical bid : 13.04.2018 at 03.30 pm

CHECKLIST TO BE FILLED IN BY BIDDER	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Quotation form (Technical & Price Bid)	YES / NO
4. Currency Form(quoted on behalf of the foreign suppliers)	YES / NO
5. Other technical specifications & pamphlets	YES / NO

- Note:** 1. "Cover" should contain the following:
- a. Form of "**Acceptance of Terms and Conditions**".
 - b. Form of "**Firm details**"
 - c. Pamphlets, if any (in a separate sealed cover)
 - d. Quotation Form (Technical, Price Bid and Currency Form)

Please retain this page with you for your future reference.

SECTION: 1 – TWO BID TENDER

Cover 1: EMD

Cover 1 should contain the following:

(Should be superscribed as 'EMD cover' duly indicating the Tender reference No. and the due date of opening)

Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft/FDR drawn on any Nationalized bank in India in favor of "The Director, NIT, Trichy" payable at Trichy. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.

Cover 2: Technical Bid

(Should be superscribed as 'Technical Bid' duly indicating the Tender reference No. and the due date of opening)

Should contain:

- a. Technical pamphlets*
- b. Detailed technical specification*
- c. Copy of license certificate for manufacture/supply of the item**
- d. Income Tax PAN Number & TIN number /GST number.**
- e. Last three years balance sheet approved by the CA and the IT returns.**
- f. 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 Tender document, the bid is liable to be treated as non-responsive and will be rejected.*
- g. Duly filled up technical questionnaire, if any*
- h. Duly filled up deviation schedules to technical specifications, if any*
- i. Copy of supply orders completed during the last three years*

** Appropriately pertaining to the country of origin.*

Cover 3: Price Bid

(Should be superscribed as 'Price Bid' duly indicating the Tender reference No. and the due date of opening)

Should contain:

- a. Price bid as per the format in Section-4 of the tender document*
- b. Break-up price as per the format in Annexure-A*
- a. If the prices are revealed in cover 1 or in cover 2, the offer will be summarily rejected.*
- b. Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1, Cover 2 and Cover 3) should be sealed individually with the Sellers's distinctive seal and superscribed with the tender reference No. and due date of opening. All 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.*
- c. Mention "Kind Attention: Dr. M. Duraiselvam, Professor, Production Engineering, NIT Trichy and submit at the address given in the Notice Inviting Tender.*
- d. Cover 1 & 2 will be opened on the scheduled date and time mentioned in the tender enquiry.*
- e. Cover 3 of the technically and commercially suitable offers alone will be opened on a date which will be intimated to the qualified bidders.*

SECTION: 2 – TERMS AND CONDITIONS FORM

IMPORTANT: READ THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT

1. The offers should be addressed to “The Director, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed **BID AGAINST TENDER NOTIFICATION No: NITT/F.No.003/CAP.EXP.35/2017-18/SIEM**” so as to reach us **on or before 13.04.2018 up to 03.00pm**
2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered. **Softcopy of the Technical Compliance form (in Cover 2) and Quotation Forms (in Cover 3) should be submitted along with the tender in MS-Excel file format in a CD/DVD or USB drive. However, if there is any dispute between Hard copy and Soft copy, Hard copy will be taken.**
3. The tenders will be opened on **13.04.2018 at 03.30 pm** in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.
4. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without proper technical specifications will be rejected.**
5. The rate quoted should be on unit basis excluding Taxes. Taxes and other charges should be quoted separately, considering exemptions if any.
6. All offers should indicate unit price (excluding taxes and duties applicable), Taxes and other charges should be mentioned separately, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.
7. In case the offered items are to be imported, the rates should be quoted in foreign currency on C.I.F. Chennai Airport basis, and it should include the Freight up to Chennai airport and the insurance cover should be up to National Institute of Technology, Tiruchirappalli. NIT-T shall pay Customs duty if any.
8. If the price quoted is in Indian Rupees, then 100% payment will be made only after installation and commissioning. **No advance payment will be made.**
10. No revision of the price bid will be allowed once the price bids are opened.
11. No increase in price will be allowed after our firm orders are placed.
12. **Payment of excise duty and GST (on ultimate products)** as applicable on the closing date of tender will be to the supplier’s / contractor’s account. Any statutory variation (both plus and minus) in the rate of GST after closing date of tender/revised price bid but before the expiry of the contractual delivery / completion period will be to the account of the office.
13. The bidder(s) should indicate, in their bid, the amount with exact rate of the GST on ultimate finished product, as applicable at tendering stage, separately in the bid. In case the above information subsequently proves wrong, incorrect or misleading (a) this Institute will have no liability to reimburse the excess in the difference in rates of the item under which the duty/tax assessed finally (b) this Institute will have the right to recover the difference in case the rate of duty / tax finally assessed is on the lower side. Any increase in excise duty, GST during extended period of the contract / supply

order will be to supplier's /contractor's account where such extension in delivery of the materials/completion of the project was on the request of supplier / contractor. However, any decrease in GST during extended period of the contract / supply order, will be to the account of this Institute.

14. **This institute is exempted from payment of service tax as per Sl.no. 9 of Government notification No25/2012-ST dated 20th June, 2012. The tenderer should verify the excise duty exemption certificates of this institution and service tax rules before submission of the Bid. It will be assumed on the submission of bid that excise duty exemption will be provided and no other conditions after the issue of purchase order will be accepted. No service tax will be paid by this institute.**
15. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.
16. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted; otherwise it may lead to rejection.
17. The delivery period and other terms should be clearly mentioned.
18. **Eligibility:** Quotation from registered firms/company's / manufacturer under TNGST/CST / other statutory bodies alone will be considered. Any Manufacturer / Supplier / Dealer who has been declared ineligible by World Bank/Government of India shall not be eligible to participate in this bid. Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification. List of beneficiaries especially from Educational Institutions / R & D Institutions should also be enclosed with the quotations.
19. For those instruments Cost exceeding Rs. 5,00,000/- the company should have (i) Three similar works, each of value not less than 40% of the estimated cost put to tender, or (ii) Two similar works, each of value not less than 50% of the estimated cost, or (iii) One similar work of value not less than 80% of the estimated cost, all amounts rounded off to a convenient full figure, in the last 7 years ending on the last day of the month previous to the one in which the tenders are invited.
20. Complete user, technical and service documentation and spare parts catalogue are to be provided along with the supply of the item.
21. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and un-authorized contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
22. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
23. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
24. The tender should be made only on the FORM which is available in our website, otherwise it shall lead to rejection. The FORM should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the features offered by the bidder against each specification.
25. Authorized signatory should sign on all the pages. Bids without authorized signatures or seal of the firm will be rejected.
26. **The manufacturers of the quoted make of the product must be of National / International repute and having ISO /BIS certificate.**
27. **Liquidated damages:** If the bidder/supplier, after accepting the Purchase Order, fails to deliver any or all of the Goods within the period specified in the Order, NIT-T shall, without prejudice to its other remedies under the Rules of Purchase, proceed to cancel the order or agree to accept a delayed delivery on the condition of payment of liquidated damages by the bidder / supplier a sum equivalent to 0.50% of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the total cost. Once the maximum is reached NIT-T may proceed on its own to consider the termination / cancellation of the order.
28. **The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, etc. before placing the final purchase order as per our terms & conditions and 5% of purchase order value in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, installation, and the warranty period.**

29. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
30. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements would be compared.
31. The order will be based on the actual requirement at the time of ordering, optional items may also be ordered based on the actual requirements at the time of ordering.
32. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
33. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
34. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
35. NIT-T reserves the right to purchase decreased number of quantity of the item to be purchased.
36. The agencies should submit their rate as per the format given in Section 4 of the Notice Inviting Tender in this cover. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
37. The tender will be acceptable only from the manufacturers or its authorized supplier.
38. The bid shall be in the format of price schedule given in Section 4. The contract form as per the format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.
39. Details of quantity and the specifications are mentioned in Section 3 appended to this Notice Inviting Tender.
40. 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 working condition.
- 41. Display of items: At the time of opening of Technical bid, the bidders should produce sample furniture items (For items listed in S.No.1 (Revolving Chair-Type-1) and S.No.2 (Workstation Table (Two seater))), and shall remain with the institute till finalization of the tender. The sample of the successful bidder shall remain at the institute till successful completion of the requirements of the purchase order. The technical bid submitted by the suppliers will not be evaluated without the sample furniture items listed in S.No.1 (Revolving Chair-Type-1) and S.No.2 (Workstation Table (Two seater))).**
42. 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.
43. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.
- 44. The Bidder should have green certification for Indoor Air quality by approved agency such as Green Guard or Griha.**
- 45. The Company should have ISO 9001:2015 certification for product manufacturing consistency.**
- 46. The Company should have ISO 14001:2015 certification for manufacturing under environmental friendly conditions.**
- 47. The Company should be a Member of BIFMA (Business Institutional furniture Manufacturers Association).**
- 48. The OEM should have a Permanent Service facility or its authorized representation in the form of Dealer or service provider within 200 km radius from Trichy. Furnish the Firm name, Designation, Address of the Office with Phone Number.**

Release of EMD: The EMD will be released after receipt of performance security from successful bidder.

Validity of bids: The rate quoted should be valid for a minimum of 120 days. No claim for escalation of rate will be considered after opening the Tender.

Imports: In case, goods are to be imported, the Indian agent should furnish authorization certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.

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.

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.

The Institute may at its own discretion extend the last date for the receipt of bids.

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.

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.

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

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR:

ADDRESS:

Signature and seal

“DETAILS OF THE FIRM OFFERING THIS QUOTE”
(Write or print or type in block letters)

1. Name of the firm: _____
2. Date of incorporation: _____
2. Nature of the company (tick one): Government / Public / Private Company / Partnership / Proprietorship
3. Specify the number of years in this line of activity by the Company: ::
4. Quantity of sales in the last three years for the “.....” (same model that you have quoted):

2014-2015	2015-2016	2016-2017

5. Turnover in the last three years (Lakh Indian Rupees):

2014-2015	2015-2016	2016-2017

6. Provide the postal address, telephone & fax numbers, and email address of the nearest service center.
7. Number of service engineers in the above location trained on the product quoted along with their educational qualification, certification and designation (applicable only for instruments):
8. Assured response time for service calls in hours:
9. Delivery period from the date an official purchase order placed (in weeks):
10. Enclose the list of customers to whom you have supplied “.....” during the last 3 years ending 31/03/2017 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the “.....” from the minimum three end users should be furnished.
11. Are you the authorized dealer or distributor or reseller for the products quoted?
12. Have you supplied “.....” to National Institute of Technology, Tiruchirappalli in the last 3 years? If yes, specify the quantity supplied in the last 3 years and last PO reference:
13. Was there any elapse or delay in supplying the goods ordered or any service related issue during the warranty period for the products ordered by NIT-T with your firm? If yes, provide details.
14. On Manufacturer’s Side to whom NITT have to contact in case of delayed in supply and other issues committed by the authorized dealer / distributor / reseller :

Contact Person Name: Address: E-mail ID :	Telephone / Cell Phone :
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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

SECTION: 3 – SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

Name of the product to be procured	:	Furniture items
Specifications	:	Refer Annexure I
Quantity	:	Refer Annexure I
Indicative Diagrams of all furniture items	:	Refer Annexure II
Any other details/requirement	:	Refer Annexure I
Warranty period required (years)	:	Three Years
Delivery schedule expected after release of purchase order (in weeks)	:	4 weeks from PO
EMD (in Rupees)	:	Rs.1,00,000 /-
Performance Security to be given by the successful bidder after release of Purchase order (in Rupees)	:	5 % of the total order cost

SECTION: 4 – PRICE SCHEDULE

To be used by the bidder for submission of the price bid

1. Component Name:
2. Specifications (confirming to Section 3 of Tender document-enclose additional sheets if necessary):
3. Currency and Unit cost (excluding Taxes):
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. Total cost (Inclusive of all taxes) :
8. Warranty period (confirming to the Section 3 of Tender document. This should be mentioned in Technical bid also in order to get qualified for price bid):
9. Delivery Schedule (confirming to the Section 3 of Tender document):
10. Name and address of the firm for placing purchase order:

11. 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

(Note: All column should be filled. No column should be left blank. If any column is not filled-in properly or left empty then the bid will be rejected.)

SECTION: 5 – CONTRACT FORM

To be provided by the bidder in their business letter head

[Name of the Supplier’s Firm] hereby abide to deliver theby the delivery schedule mentioned in the Section 3 of the Tender document for supply of the items if the purchase order is awarded.

The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.

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

MODEL PRICE BID FORMAT FOR INDIAN BIDDERS

Tender No. & Date: NITT/F.No.003/CAP.EXP.35/2017-18/SIEM

Bidder's Offer No. & Date:

S. No.	Description of item	Unit (SET /No)	QTY	Rate /Qty in Rs. (excluding of all taxes)	GST (%)			Total Value in Rs. (inclusive of all taxes)
					CGST	IGST	SGST	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Revolving Chair-Type-1		248					
2	Workstation Table (Two seater)		170					
3	Executive Table-Type-1		1					
4	Executive Table-Type-2		1					
5	Executive Chair-Type-1		2					
6	Visitor Chair-Type-1		6					
7	Glass door storwel		4					
8	Staff Table		10					
9	Executive Chair-Type-2		10					
10	Visitor Chair-Type-2		20					
11	Foldable Table		14					
12	Executive Chair-Type-3		11					
13	Packing & Forwarding charges (extra, if any)							
14	FOR Dispatching station value in Rs.							
15	Freight & Transit insurance charges, extra, if any							
16	Total all-inclusive price delivered, installed and commissioned at NITT							
17	Value of Annual Maintenance Contract							
18	Net cost to be paid by NITT							

Signature & Seal of Vendor

Note: The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is "Not Applicable". If this format is not used or any column is left blank, then the bid will be rejected. Enclose softcopy in MS-Excel file format in a CD/DVD or USB drive in cover-3

Annexure I

Furniture Items

1. **Name of the Furniture Product** : Revolving Chair-Type-1

Quantity Required : 248 Nos.

Technical specification:

Overall Dimension	Back: (W) 46.5 cm x (H) 64.5 cm Seat: (W) 47.0 cm x (D) 48.0 cm Seat Height - min 43.3 to max 54.3cm Height - min93.5 to max 104.5cm Width & Depth of Chair as measured from pedestal - Width-76.3 cm and Depth-76.3 cm
Seat Assembly Design	The seat assembly shall be made up of 1.2 ±0.1cm thick hot-pressed plywood measured as per QA method described in OCP-QLTA-P14-18 and shall be upholstered with fabric upholstery covers and moulded Polyurethane foam. Contoured profile of the back acting as lumbar support for extra comfort. The back shall be upholstered using Net fabric with high tenacity yarn.
Material of Seat	The HR polyurethane foam shall be moulded with density of 45+/-2 kg/m ³ and hardness load 16 ± 2 kgf as per IS: 7888 for 25% compression.
Armrest material & Design	The one-piece armrests shall be injection moulded from black Co-polymer Polypropylene. The mechanism shall be designed with 360° revolving type, 17±2° maximum tilt m pivot at centre, Upright position locking. Tilt tension adjustment.
Height Adjustment	The pneumatic height adjustment shall has an adjustment stroke of 11.0 ±0.3cm. The bellow shall be 3 piece telescopic type and injection moulded in Black Polypropylene.
Pedestal design & material	The pedestal shall be injection moulded in black 33% glass-filled Nylon66 and fitted with 5 nos. twin wheel castors. The pedestal is 66.3 ±0.5cm. Pitch-center dia. (76.3 ±1.0cm with castors). The twin wheel castors shall be injection moulded in Black Nylon.
Note	A chair which ensures good Indoor air Quality as it emits low VOC certified by International Certification Agencies such as SCS GLOBAL, UL or GRIHA (A proof of same to be furnished) to ensure product longevity and recyclability.
Requirement of Sample	At the time of opening of Technical bid, the bidders should produce sample furniture item and shall remain with the institute till finalization of the tender. The sample of the successful bidder shall remain at the institute till successful completion of the requirements of the purchase order. The technical bid submitted by the suppliers will not be evaluated without the sample furniture item.

2. Name of the Furniture Product : Workstation Table (Two seater)

Quantity Required : 170 Nos.

Technical specification:

Overall Dimension	Size: (W) 150 cm x (D) 60 cm x (H) 75 cm
Material of Legs	The entire system is fabricated by CO2 welded MS tube of section 5.08cm x 5.08cm x 0.12cm thick (as per IS: 7138 ERW). This shall be powder coated with average 50 to 60 micron thickness of epoxy powder coating, as per approved shade. This shall be connected to the cross members & to the work surface with screws.
Material of Cross Connectors	The supporting members which span across the leg assemblies and form the understructure of workstation. These shall be fabricated by CO2 welded MS tube of section 5.08cm x 5.08cm x 0.12cm thick (as per IS: 7138 ERW) with two 10 x 5.5 x 0.5cm L-shaped connector brackets (IS: 2062 5mm HR) on either ends, which will have countersunk holes and oblong slots (2nos each).
Material of the worktop	FSC certified E1- Grade boards to be used for Work top to ensure low VOC emissions and it shall be made of 2.5cm thick prelaminated particle board. Bottom shall have a backing laminate of minimum 0.06cm thickness. All the edges of work surface shall be provided with machine pressed 0.2 cm thick PVC Edge band glued with hotmelt EVA glue.
Power Box and wire management	POWER BOX shall be offered for fitting different type of switches and managing cables as per requirement. UNDER TABLE WIRE CARRIER is a modular component. This shall be made of ABS used with conference tables. Overall size of the wire manager shall be 12w x 10d x 2.62cm.
Access Flap	It is to provide access to the power box under the work surface. This shall be made from aluminium extrusion. The flap shall be connected with 90° opening hinge which shall be fitted on the inside edge of the aluminium extrusion making them discreet. This shall be connected to the work surface in the slot provided with the help of screws.
Note	The system is modular Desk/Leg based open plan office system which ensures good Indoor air Quality as it emits low VOC certified by International Certification Agencies such as SCS GLOBAL, UL or GRIHA (A proof of same to be furnished) to ensure product longevity and recyclability.
Requirement of Sample	At the time of opening of Technical bid, the bidders should produce sample furniture item and shall remain with the institute till finalization of the tender. The sample of the successful bidder shall remain at the institute till successful completion of the requirements of the purchase order. The technical bid submitted by the suppliers will not be evaluated without the sample furniture item.

3. Name of the Furniture Product : Executive Table-Type-1

Quantity Required : 1 No

Technical specification:

Overall Dimension	(W)165 cm x (D)195 cm With Return Unit with storage in return also
Primary Work Surface	Made of 2.5cm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 0.2cm thick PVC lipping
Secondary Work Surface	Made of 2.5cm thick MDF-one side pre-laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top. Softclosing access flap with in-build power box are provided on work surface for wire management.
Modesty Panel	Made of 2.5cm thick MDF-one side laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top
Integrated Pedestal	Made of 2.5cm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 0.2cm thick PVC lipping .Drawer fronts made of 2.5cm thick MDF-one side pre-laminate board confirming to IS-14587:1998 with 0.04cm PVC membrane pressed on top Pedestral construction is BOX-BOX-FILE type which uses powder coated 40 cm long metal panel drawer slides. Drawer extension is 32.5cm.Drawers have a soft closing & anti slam mechanism. Handles to be provided for ease of opening. Pedestal is provided with lock for security.

4. Name of the Furniture Product : Executive Table-Type-2

Quantity Required : 1 No

Technical specification:

Overall Dimension	180.4 cm (W) x 45 cm (D) x 75 cm (H)
Other Information	Top shall be made up of PVC membrane pressed of 25 mm thick MDF - one side laminate board with 0.4 mm PVC membrane Pressed on to tops. The top shall be having duck nose and half round profile edges and top is made in only one finish which is European Ash.

5. Name of the Furniture Product : Executive Chair-Type-1

Quantity Required : 2 Nos.

Technical specification:

Seat Assembly	The seat is made up of 1.4 ± 0.1 cm thick hot-pressed plywood, moulded polyurethane foam and upholstered with fabric. Seat Size: (W) 50.0cm x (D)49.0 cm
Back Assembly	The two part assembly upholstered with mesh fabric is made up of back outer injection moulded in glass filled polyamide and back inner injection moulded in glass filled polyamide and back inner injection moulded in glass filled polypropylene. The back consist of adjustable lumbar support made of injection moulded polyoxymethylene (POM) which is upholstered with foam and fabric having an adjustment of 5.5 ± 0.5 cm. Back size: (W) 48.0cm x (H)54.5 cm
Polyurethane foam	The polyurethane foam for seat is of density= 55 ± 3 kg/m ³ .
Four-Way adjustable Arm Rests	It is made of glass filled polyamide arm structure with PU armtop and height adjustment of 9.0 ± 0.5 cm. The armtop has swivel, side-to-side and to-fro movements.
Mechanism	The mechanism is designed with the following features: <ul style="list-style-type: none"> • 360⁰ revolving type • Auto balance synchro-tilt • 4 position (including upright lock) giving option of variable tilt angle to the chair
Seat depth adjustment	Seat depth adjustment is integrated in the seat through a sliding mechanism. Seat depth adjustment range is 4.5 ± 0.5 cm.
Head rest	The head rest is made up of injection moulded in glass filled polyamide, foam and upholstered with fabric. It has an adjustment of 5.0 ± 0.5 cm & it can be retrofit to chair back.
Pneumatic height adjustment	The class-4 pneumatic height adjustment has stroke of 9.5 ± 0.5 cm.
Pedestal assembly	The pedestal is injection moulded in glass polyamide and fitted with 5nos.twin wheel castors. The pedestal is 67.0 ± 0.5 cm P.C.D.
Twin wheel castors	The twin wheel castors are injection moulded in polyamide having 6.0 ± 0.1 cm wheel diameter.

6. Name of the Furniture Product : Visitor Chair-Type-1

Quantity Required : 6 Nos.

Technical specification:

Overall Dimension	Back: (W) 46.5 cm x (H) 64.5 cm Seat: (W) 47.0 cm x (D) 48.0 cm Seat Height - min 46.5cm Width & Depth of Chair - Width-61 cm and Depth- 64.5 cm.
Seat Assembly Design	The seat assembly shall be made up of 1.2 ±0.1cm. thick hot-pressed plywood measured as per QA method described in OCP-QLTA-P14-18 and shall be upholstered with fabric upholstery covers and moulded Polyurethane foam. Contoured profile of the back acting as lumbar support for extra comfort. The back shall be upholstered using Net fabric with high tenacity yarn.
Material of Seat	The HR polyurethane foam shall be moulded with density =45+/-2 kg/m ³ and hardness load 16 ± 2 kgf as per IS: 7888 for 25% compression.
Armrest material & Design	The one-piece armrests shall be injection moulded from black Co-polymer Polypropylene.
Under structure of chair	The powder coated cantilever type frame which is the understructure shall be made of 2.54 ±0.03cm. x 0.2±0.016cm thk powder coated to 40-60 microns M.S E.R.W tube
Note	A chair which ensures good Indoor air Quality as it emits low VOC certified by International Certification Agencies such as SCS GLOBAL, UL or GRIHA (A proof of same to be furnished) to ensure product longevity and recyclability.

7. Name of the Furniture Product : Glass door storwel

Quantity Required : 4 Nos.

Technical specification:

Overall Dimension	(W)91.6cm x(D) 48.6cm x (H)198cm
Thickness & Material	Shelf thickness of 0.07 cm, Back thickness of 0.08cm, Door thickness of 0.08cm (high yield strength) and all other components shall have a thickness of 0.09cm. These components shall be made of CRCA 'D' grade high yield strength as per IS:513.
Other Information	The glass door storwel shall have a brass handle and a 2 way locking mechanism with shooting bolt. It should have a height wise adjustable shelf mounting which shall have a Uniformly Distributed Load Capacity of max 40 Kg. It should also have a M10 Screw type Leveller with Hex plastic base. The finishing shall include Epoxy powder coated to the thickness of 50 microns (+/- 10).

8. Name of the Furniture Product: Staff Table**Quantity Required** : 10 Nos.**Technical specification:**

Work Surface	Made of 2.5cm thick pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 0.2cm thick PVC lipping. Grommet provided on work surface for wire management.
Modesty Panel	Made of 2.5cm thick MDF-one side pre-laminated board confirming to IS-14587:1998 with 0.04cm PVC membrane pressed on to top.
Under-Structure	Made of 2.5cm thick pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 0.2cm thick PVC lipping.
Hinge Door Storage	Made of 2.5cm thick MDF-one side pre-laminated board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top. Handle is provided for ease of opening. Storage is provided with lock for security.

9. Name of the Furniture Product: Executive Chair- Type-2**Quantity Required** : 10 Nos.**Technical specification:**

Seat Material and dimension	The seat shall be made up of 1.2 ±0.1cm. Thick hot pressed plywood measured as per QA method described in OCP-QLTA-P14-18 and the back shall be made up of injection moulded glass filled nylon & upholstered using net fabric with high tenacity yarn. The seat shall be upholstered with fabric and moulded Polyurethane foam.
Back Panel	The dimensions of the back shall be 45.0 cm. (W) x 65.3(H) cm and of seat shall be 47.0 cm. (W) x 51.5 cm. (D). The HR Polyurethane foam shall be moulded with density= 55 ±2 kg/m ³ and Hardness load 16 ± 2 kgf as per IS: 7888 for 25% compression.
Armrest tops	The armrest tops has a thermoplastic elastomer (TPE) and it has a Up and Down adjustment of 8.5±0.5cm.
Lumbar Pad	The lumbar support assembly consists of polypropylene pad with poly urethane foam and covered with polyester fabric. The height of the lumbar pad shall be adjusted through two projecting knobs provided on the rear side of the pad. Lumbar Pad has an adjustment of 8±0.5cm in height. It has a FRONT PIVOT SYNCHRO MECHANISM which is designed with 360 degree revolving type, single point control, front pivot for tilt with feet resting on ground ensuring more comfort, tilt tension adjustment, 4-Position locking with anti-shock feature and seat back tilting ratio 1:2. The height adjustment is achieved through pneumatic system with a stroke of 10 ± 0.3.
Pedestal assembly	The pedestal assembly is injection moulded in black colour with 30% glass filled nylon with 5 Nos twin wheel castor made up of injection moulded.
Note	A chair which ensures good Indoor air Quality as it emits low VOC certified by International Certification Agencies such as SCS GLOBAL, UL or GRIHA (A proof of same to be furnished) to ensure product longevity and recyclability.

10. Name of the Furniture Product: Visitor Chair- Type- 2**Quantity Required** : 20 Nos.**Technical specification:**

Seat assembly	The cushioned seat is made of injection molded plastic outer and inner. Plastic inner is upholstered with foam laminated fabric and moulded high resilience polyurethane foam of Density $45\pm 2\text{kg/m}^3$ and hardness load $16\pm 2\text{kgf}$ as per IS: 7888 for 25% compression.
Seat size	46.0 cm(W) X 48.0 cm(D)
Back assembly	The cushioned back is made of PU Foam with insitu molded MS E.R.W Round tube of size $1.9\pm 0.03\text{cm}$ X $0.16\pm 0.0128\text{cm}$. It upholstered with foam laminated fabric.
Mid Back Size	46.6 cm(W) X 59.6 cm(D)
Visitor Tubular frame	The power coated tubular frame is cantilever type and made of $\Phi 2.54\pm 0.03\text{cm}$ X $0.2\pm 0.016\text{cm}$ thk MS ERW Tube. The back connected to frame through powder coated (DFT 40-60micron) high pressure die cast connector piece.

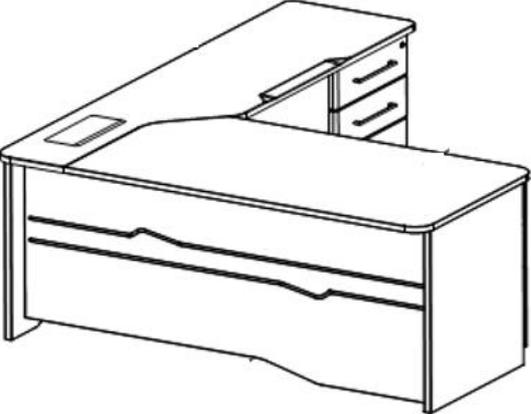
11. Name of the Furniture Product: Foldable Table**Quantity Required** : 14 Nos.**Technical specification:**

Worktop and Modesty Panel	Made of 2.5cm thick pre-laminated twin board interior grade of approved shade conforming to IS: 12823, and Edge banded with matching 2mm thick PVC lipping.
Leg	Leg are made of 5cm x 3cm x 0.16cm thk M.S. electric resistance welding tube as per IS: 7138 and 1 cm thick HR steel as per IS 2062 welded together and powder coated with min 45 micron thickness of epoxy polyester coating.
Leg frame	Modesty holding Leg frame is made of 5cm x 3cm x 0.16cm thk M.S. electric resistance welding tube as per IS: 7138 and 0.3cm thick HR steel as per IS 2062 welded together and powder coated with min 45 micron thickness of epoxy polyester coating.
Cross member assembly	Cross member assembly for top is made of 5cm x 3cm x 0.16cm thk electric resistance welding tube as per IS: 7138 and 0.3cm thick HR steel as per IS 2062 welded together and are powder coated with min 45 micron thickness of epoxy polyester coating.
Pull handle	Pull handle made of $\Phi 16.0$ X 0.12cm thk M.S. electric resistance welding tube as per IS: 7138, powder coated with min 45 micron thickness of epoxy polyester coating.
Housing bracket assembly	Housing bracket assembly is made of 3mm thick HR steel as per IS2062 welded together and is powder coated with min 45 micron thickness of epoxy polyester coating.
Housing bracket carries mechanism	Housing bracket carries mechanism for folding table made of 1cm thick HR steel as per IS2062.
Other Information	Under structure is provided with $\Phi 6.5\text{cm}$ lockable castors for ease of movement and can be locked when required at and position.

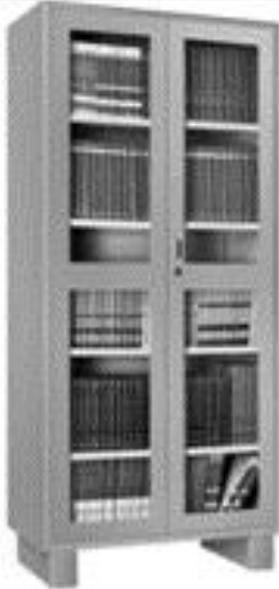
12. Name of the Furniture Product : Executive Chair-Type-3**Quantity Required : 11 Nos.****Technical specification:**

Seat Assembly	The seat is made up of 1.4 ± 0.1 cm thick hot-pressed plywood, moulded polyurethane foam and upholstered with fabric. Seat Size: (W) 48.0cm x (D)49.0 cm
Back Assembly	The two part assembly upholstered with mesh fabric is made up of back outer injection moulded in glass filled polyamide and back inner injection moulded in glass filled polyamide and back inner injection moulded in glass filled polypropylene. The back consist of adjustable lumbar support made of injection moulded polyoxymethylene (POM) which is upholstered with foam and fabric Back size: (W) 47.0cm x (H)53.0 cm
Polyurethane foam	The polyurethane foam for seat is of density= 55 ± 5 kg/m ³ .
Two-Way adjustable Arm Rests	It is made of glass filled polyamide arm structure with PVC armtop and height adjustment of 8.0 ± 0.5 cm. along with to-fro movements.
Tilt Mechanism	The mechanism is designed with the following features: <ul style="list-style-type: none">• 360⁰ revolving type• Tilt tension adjustment• 3 position lock (including upright lock) giving option of variable tilt angle to the chair
Pneumatic height adjustment	The class-3 pneumatic height adjustment has stroke of 10.0 ± 0.5 cm
Pedestal assembly	The pedestal is injection moulded in glass polyamide and fitted with 5nos.twin wheel castors. The pedestal is 67.0 ± 0.5 cm P.C.D.
Twin wheel castors	The twin wheel castors are injection moulded in polyamide having 6.0 ± 0.1 cm wheel diameter.
Sled base frame	The powder coated welder tubular frame is made of 3.55 ± 0.03 cm x 1.9 ± 0.02 cm x 0.15 ± 0.02 cm thk M.S.E.R.W oblong tube. The frame is fitted with plastic cups made of injection moulded glass filled polypropylene

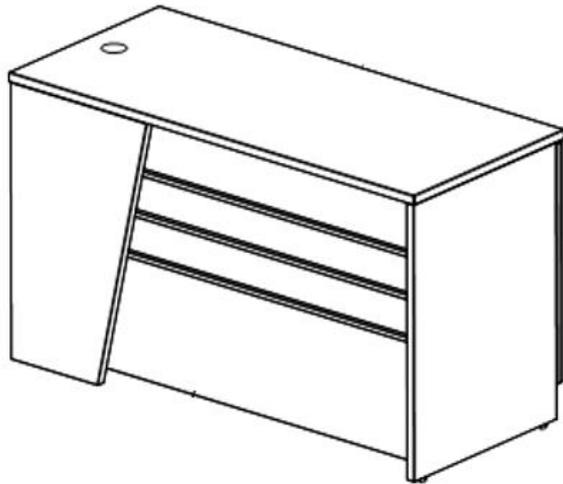
Annexure II

Revolving Chair- Type-1: 248 Numbers	Workstation Table (Two seater): 170 Numbers
	
Executive Table-Type-1: 1 Number	Executive Table-Type-2: 1 Number
	
Executive Chair-Type-1: 2 Numbers	Visitor Chair-Type-1: 6 Numbers
	

Glass door storvel: 4 Numbers



Staff Table: 10 Numbers



Executive Chair-Type-2: 10 Numbers



Visitor Chair-Type-2: 20 Numbers



Foldable Table: 14 Numbers



Executive Chair-Type-3: 11 Numbers

