

**QUOTATION ENQUIRY – OFFICE FURNITURE FOR FACULTY**

No:- IIT Mandi/S&P/PUR- 23/2015-16/1157-58

Date: 14.05.2015

1. Central Public Procurement Portal.

2. IIT Mandi, Institute Website.

Quotations are invited in sealed envelope for the purchase of the following **OFFICE FURNITURE** items as per specifications mentioned below: -

Sr. No.	Specifications	Quantity
1)	<p><b>OFFICE TABLE:</b> Size 1500x750x750mm Table having top and side panels of 25mm having profiled edges duly post formed with 0.6mm thick post form laminate and exposed edges of top provided with machine pressed .8mm thick PVC edge bands, modesty panel made of 18mm pre laminated particle board duly interconnected and attached to top with rastex, dowel and sockets. All the edges of under structure provided with machine pressed 0.8mm thick PVC edge bands. The top is also provided with two nos. cable managers On right as well as left side . The table provided with Mobile pedestal size 450x500x700mm made of 18 mm pre-laminated particle board, all panels of unit are inter connected with rastex , dowel and sockets having three drawers(two drawers of std. size and one file drawer) with SS 96mm handles and fitted on telescopic side mounted ball based channels with full extension with centre locking system. All the edges provided with machine pressed 0.8mm thick PVC edge bands. The table is also provided with key board made of 25 mm thick pre laminated particle board of make interior grade fitted to top with ball based telescopic full extension telescopic channel.</p>	17
2)	<p><b>Executive Revolving HIGH BACK</b> Chair with armrests made of one piece well rounded polyurethane. The seat and back rest are made of 12mm thick moulded ply having polyurethane foam of right density duly upholstered with best quality fabric. The chair provided with pneumatic seat height adjustment with lever, having cushioning effect and swivel mechanism. The seat &amp; back having tilt locking and tilt tension can be adjusted according to preferences. The chair having wide PVC base provided with twin wheel casters (nylon) <b>Overall Dimention</b> Width                      Height                      Depth                      Seat Height                      Seat Size). 73.0cm                      103.0-115cm                      73cm                      44-56cm                      48x45cm</p>	17
3)	<p><b>Side Unit 1050X525X725</b> Side unit having top of 25mm particle board of interior grade having profiled edges duly post formed with 0.6mm thick post form laminate and exposed edges of top provided with machine pressed 0.8mm thick PVC edge bands, the under structure made of 18mm pre laminated particle board of interior grade duly interconnected and attached to top with rastex, dowel and sockets having a cup boards with two equal compartments with shutters fitted on snap on hinges and key board fitted on full extension ball based telescopic channel with mounting brackets in center and space for CPU &amp; UPS under key board. All the edges of under structure provided with machine pressed 0.8mm thick PVC edge bands.</p>	17
4)	<p><b>Visitor Chair</b> With PU cushion arms and 12 mm thick steam pressed curved ply seat &amp; back with molded cushions covered with best quality upholstery cloth and 18 gauge round pipe frame. Seat size                      : 450x450mm Overall height: 760mm</p>	34
5)	<p><b>Almirah size</b> 1980mm(H)x900mm(W)x450mm(D)</p>	17

	<p>manufactured from 22 gauge for body and 20 gauge for doors. The Almirah provided with four shelves making five compartments of standard size. The Almirah with lockable doors having glass duly fitted in MS sheet frame. The almirah equipped with a special three way bolting device with tongue-in groove inter locking mechanism with six lever lock. The handle made from a non ferrous metal alloy, chrome plated. The complete almirah duly painted with synthetic enamel paint of approved shade in and outside</p>	
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The last date & Time of receipt of quotations is **02<sup>nd</sup> June, 2015 till 12:00 Noon.**

**One sample of a Module item as per above mentioned specifications should be made available for inspection at 12:30 P.M. on 02<sup>nd</sup> June, 2015 at the Academic Block. Quotations without samples will not be considered.**

**The financial bids of those firms whose samples are approved by the Technical Committee. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders.**

The Institute reserves the right to split the order between two or more vendors on the rates of lowest quotation.

Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable for rejection.

1. The quotations should be submitted on printed pad preferably with Sales **Tax and PAN number** of the firm.
2. The technical and financial bids should be quoted separately and put in different sealed envelopes marked "**Technical bid**" or "**financial bid**" as applicable. These separate bids envelopes are to be put in an outer envelope which should also be sealed. The drafts for Tender fee & EMD should be kept in the Technical bid envelop.
3. The quotations shall be submitted in a sealed envelope duly marked "Quotation against enquiry no. \_\_\_\_ dated \_\_\_\_ due on \_\_\_\_" on the corner of the envelope.
4. Quotation received after closing date/time will not be considered.
5. A Demand draft of **Rs. 1,000/- (Rupees One Thousand only)** towards non-refundable **tender fee**, and a refundable amount of **EMD 2% of bid value** in the form of **Separate Demand Drafts** favouring "**The Registrar, IIT Mandi**" should be submitted along with the quotation. In the event of any bidder & the awardee bidder backing out, EMD of that bidder will be forfeited.
6. **Return of EMD:**
  - i) The earnest money of unsuccessful bidders will be returned to them without any interest within thirty working days after awarding the contract.
  - ii) The earnest money of the successful bidder will be returned to them without any interest after completing of supply of Material & successful Installation.
7. The rates quoted should include **transportation costs upto IIT Mandi at Kamand** clearly mentioning the percentage/rate of **sales tax / VAT** or all other taxes and

duties. The rates quoted should be valid for at-least 180 days from the date of opening of the quotation.

8. **Clarifications:** In case the bidders require any clarification regarding the tender documents, they are requested to contact our office Ph. No. 01905-267045 & 267039 (e-mail ID: [pradeep@iitmandi.ac.in](mailto:pradeep@iitmandi.ac.in) & [arsp@iitmandi.ac.in](mailto:arsp@iitmandi.ac.in) on or **before 22/05/2015**.
9. The rates must be **quoted both in figures and words** and over writing should be avoided, however all cuttings/corrections must be duly authenticated. In case of any discrepancy in the quoted rates in figures and words, rates quoted in words will be considered.
10. The firm/Vendor may quote rates, only if the firm/vendor agrees to the terms & conditions given in this enquiry letter.
11. **Period required for delivery must be mentioned.**
12. The whole supply as per order shall have to be completed within the prescribed time. In case of failure to deliver by the specified date, liquidation charges @ 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
13. The payment will be made **through e- payment system** on satisfactory receipt of material with regard to quality and quantity and on successful Installation, and on submission of pre-receipted bill by the firm.
14. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.
15. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.
16. **The sealed Quotations must reach on the address below:**  
Assistant Registrar, Stores & Purchase,  
IIT Mandi, Administrative Block  
Mandi. H.P. -175001

Sd/-  
**Assistant Registrar  
Stores & Purchase**