

**QUOTATION ENQUIRY – FURNITURE FOR RESEARCH SCHOLARS**

No:- IIT Mandi/S&P/PUR-158/2015-16/7401-02

Date: 08.12.2015

1. Central Public Procurement Portal.
2. IIT Mandi, Institute Website.

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

Sr. No.	Specifications	Quantity
1)	<b>Workstation Top</b> size 1000W x 600Dx 750H and modesty, made of 18mm pre-laminated medium density fiber/ particle board of interior grade (Action Tessa/Greenlam make) of approved shade attached with partition of size 900Wx1200H made of 25mm pre-laminated medium density fiber/ particle board. The unit having white marker board on one side or fabric pin up board as per choice. The workstation also having foot rest attached to partitions and modesty panel. The workstation also provided with storage above partition height of size 1050 W X 300 D X 300 H having two equal compartments ie. One open and other having shutter fitted on snap on hinges with locking arrangement. All panels of unit are inter connected with rastex , dowel and sockets(Hettich Make). All exposed edges of board are provided with machine pressed 0.8mm thick PVC edge bands (Rehau Make) glued with hot melt EVA glue.	31
2)	Workstation corner unit with Pinup Board, Light and Power Point and both side Partitions, Footrest and Storage above Working Top	9
3)	<b>Printer table:</b> The printer table size 900x750x750 having working top made of 18mm pre-laminated medium density fiber/ particle board of interior grade(Action Tessa/ Greenlam make) of approved shade The top provided with cable manager. The side and modesty panels made of 18mm pre-laminated medium density fiber/particle board with both side decorative lamination , all panels of unit are inter connected with rastex ,dowel and sockets (of Hettich make). The under structure of table provided with one drawer fitted with ball based full extension telescopic channel and one shelf. All the edges provided with machine pressed 0.8mm thick PVC edge bands glued with hot melt EVA glue.	1
4)	<b>Discussion Table:</b> 1500x900x750mm Reading Table in oval shape and double color having top and under structure 25mm thick medium density fiber/particle board faced with 0.8 mm thick laminate and all the exposed edges provided with machine pressed 0.8mm thick PVC edge bands glued with hot melt EVA glue. All the panels are inter connected and attached to top with rastex, dowel and sockets (of Hettich make). All the exposed edges of under structure provided with machine pressed 0.8mm thick PVC edge bands glued with hot melt EVA glue.	1
5)	<b>Workstation Chair:</b> Medium back Chair (Ergonomically designed), 360 revolving type, durable, elegant and comfortable. chair with armrests made of soft PU cushion with chromium plated MS pipe. The seat made of 12mm thick steam press molded ply having polyurethane foam of right density duly upholstered with best quality leather foam. The back having special contours for better back support. The chair provided with pneumatic seat height adjustment with lever, having cushioning effect	47

	and swivel mechanism. The seat & back having tilt locking and tilt tension can be adjusted according to preferences. The chair having 700mm chromium plated metal base provided with twin wheel casters (nylon) .	
6)	<b>Table 900 x 750 x 750</b> : The having working top made of 18mm pre-laminated medium density fiber/particle board of interior grade (Action Tessa/ Greenlam make) of approved shade. The top provided with cable manager. The side and modesty panels made of 18mm pre-laminated medium density fiber/particle board with bothside decorative lamination , all panels of unit are inter connected with rastex , dowel and sockets (of Hettich make). All the edges provided with machine pressed 0.8mm thick PVC edge bands glued with hot melt EVA glue	1

The last date & Time of receipt of quotations is **29<sup>st</sup> December, 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 29<sup>st</sup> December, 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.

Tender document also published on e- tendering (<http://eprocure.gov.in/eprocure/app>). The bidder can also submit bids online.

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 **Rs. 15,400/-** as a **EMD** 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. **EMD Exemption:** Bid Security (also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Ministry or Department.

7. **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.
8. 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.
9. **Clarifications:** In case the bidders require any clarification regarding the tender documents, they are requested to contact our office Ph. No. 01905-267065 & 267039 (e-mail ID: [subrata@iitmandi.ac.in](mailto:subrata@iitmandi.ac.in) & [arsp@iitmandi.ac.in](mailto:arsp@iitmandi.ac.in) on or **before 15/12/2015**.
10. 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.
11. The firm/Vendor may quote rates, only if the firm/vendor agrees to the terms & conditions given in this enquiry letter.
12. **Period required for delivery must be mentioned.**
13. 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.
14. 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.
15. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.
16. In the event of any dispute or difference(s) between the vendee Institute (IIT Mandi) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "The Director, IIT Mandi", Kamand who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties.
17. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
18. All disputes shall be subject to Mandi Jurisdiction only.
19. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

20. **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**