



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110075

Website: <http://ipu.ac.in>

(PURCHASE BRANCH)

Phone No. 011-25302149

011-25302150

3<sup>rd</sup> January, 2012

F.11.2 (28)IPU/PUR/Computer/USE/2011-12/

To,

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## NOTICE INVITING QUOTATION

You are requested to submit your offer in 'Sealed Envelop' (Envelope-1 & Envelope-2) for the Supply of Furniture Items as per details given below:

<b>Name of Work</b>	Supply of Furniture Items for Guru Gobind Singh Indraprastha University at Dwarka Campus, Delhi
<b>Last Date, Time and Venue for submission of tender</b>	Latest by 17.01.2012 (Tuesday) at 02:30 P.M. in the office of ADR (Purchase), Room No. L-010, Ground Floor, Library Block, GGSIPU University, Sector 16C, Dwarka, New Delhi – 110075
<b>Earnest Money Deposit</b>	Rs. 30,000/- (Thirty Thousand Rupees) in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
<b>Completion period of the work</b>	Maximum 20 days (Twenty Days) from the date of award of supply order
<b>Opening of offers in presence of the authorized representatives of bidders, if any.</b>	17.01.2012 (Tuesday) at 03:00 PM

This enquiry has also been uploaded on **University website ([www.ipu.ac.in](http://www.ipu.ac.in))**. Please **superscribe the sealed envelope containing quotation with reference no. of the quotation and quotation for Furniture Items.**

### A. **Firms who fulfill the following requirements shall be eligible to apply:**

1. Earnest Money of Rs. 30,000/- (Rupees Thirty Thousand only) should be deposited alongwith the tender documents in separate envelope in the form of D.D. in favour of Registrar, GGSIPU, Payable at Delhi.
2. Tin Number Certificate OR Registration with Department of VAT.
3. Certificate of Dealership OR Distributor OR Manufacturer indicating the person in Manufacturer, Distributor or Dealer, should be attached.
4. Firm should have to submit **a sample** of all quoted furniture items alongwith bid submission.
5. The firm should have valid ISO 9001:2000, 14001:2004 & OHSAS 18001:2007 certifications for furniture items.
6. Should have minimum average annual financial turn over of Rs. 1.0 Crore during the last three years ending March 2011 duly certified by **Chartered Accountant**.
7. On-site and comprehensive warranty of the required furniture items should be 24 months.
8. Undertaking from the Agency on its company's letterhead that
  - i. it should not have been bared or blacklisted by any of the Central Government/Departments/Organizations/Central PSU.
  - ii. it will ensure fair trade practice
  - iii. the firm has no personnel dealing with the Officials of the University

### B. **Submission of bid in 2 (two) envelop system:-**

**Envelope –1:-** Which consists of 'Technical Bid'-'Separate Envelope'

**Envelope –2:-** Which consists of **Financial/Commercial Bid**-'Separate Envelope'

C. **Documentary/sample for eligibility condition**  
(Necessary enclosures for **Envelope-1**, which consists of Technical Bid):

1. Earnest Money of Rs. 30,000/- (Rupees Thirty Thousand only) should be deposited alongwith the tender documents in separate envelope in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
2. Tin Number Certificate OR Registration with Department of VAT
3. A certificate to be enclosed from the firm certifying guarantee period of 24 months on required furniture items as per specification.
4. Firm should have to submit a **sample** of quoted Furniture items alongwith tender.
5. Certificate of Dealership OR Distributor OR Manufacturer indicating the person in Manufacturer, Distributor or Dealer should be attached.
6. The firm should have valid ISO 9001:2000, 14001:2004 & OSHAS 18001:2007 certifications (copy of certificates should be attached).
7. Should have minimum average annual financial turn over of Rs. 1.0 Crore during the last three years ending March 2011 duly certified by **Chartered Accountant**.
8. Undertaking from the Agency on its company's letterhead that
  - iv. it should not have been bared or blacklisted by any of the Central Government/Departments/Organizations/Central PSU.
  - v. it will ensure fair trade practice
  - vi. the firm has no personnel dealing with the Officials of the University.

D. **Envelope –2** :- Which consists of duly filled **Financial/Commercial Bid** – ‘Separate Envelope’. No cutting and overwriting condition shall be permitted.

**DETAILED SPECIFICATIONS AND QUANTITY**

S.No.	Name of items & Specifications	Qty.	Unit Price	Total Amt. (incl. taxes)
1.	COMPUTER CUSHIONED CHAIR (REVOLVING) – Size: 450Wx450D x 865-985H x 420-540 SH <ul style="list-style-type: none"> <li>▪ Providing &amp; Fixing of mid back chair SEAT/BACK: The seat and back are made up of 1.2 cm. thick hot-pressed plywood, upholstered with fabric and moulded Polyurethane foam, together with moulded seat and back covers. The back foam is designed with contoured.</li> <li>▪ Computer Cushioned chair is a low back revolving and push back chairs with PP Arms. Gas lift is standard mechanism.</li> <li>▪ Seat and Back are made up of Pre Cast Moulded Poly Urethane fitted on 12mm thick Moulded Plywood.</li> <li>▪ The Base is made of PVC with 5 prong and 660mm Diameter.</li> </ul>	40		
2.	Revolving Stool – Size: H: 970 x D:415 x W:415 (Approx.) <ul style="list-style-type: none"> <li>• Revolving Stool with high base having facility of height adjustment.</li> <li>• Cushion on back and seat.</li> <li>• Height adjustment with hydraulic lift</li> <li>• Foot rest / pedestal assemble having five pronged legs fabricated from 0.2 cm thick CR steel powder coated and fitted with twin wheel casters (approx. 5 cm dia.) made of injection moulded in 30% glass filled black nylon.</li> <li>• Circular foot ring of dia 52 cm made from 19 mm dia MS DRWE tube for foot support in high base stool.</li> <li>• Seat to be made with commercial grade ply wood (1.2 mm thick) to be upholstered with replaceable fabric covers.</li> <li>• With moulded polyurethane foam (seat size: approx 40 cm dia, 360 degree revolving type.</li> <li>• Back foam to be designed with contoured Lumber support.</li> <li>• Back size: approx. 45 cm (W) covered with U foam.</li> <li>• Polyurethane foam of density approx 45 kg/m3 and hardness approx 20 +/-2.</li> </ul>	30		
3.	WOODEN BOOK RACK WITH GLASS DOOR (LOCKABLE) – Size: 790W x D400 x H2010 <ul style="list-style-type: none"> <li>▪ Providing and fixing of Wooden Book Rack Glass Door (Lockable) made from a combination of glass Doors &amp; processed wood clad with laminate.</li> <li>▪ Has Adjustability in shelf position at different levels.</li> <li>▪ Lockable hinged door provide on lower side of bookcase unit.</li> <li>▪ Wooden doors 18 mm thick MFC pressed with 2 mm thick PVC edging square lock prideol, fixing using full overlay</li> </ul>	06		

	hinges.			
4.	FACULTY/OFFICE TABLE – Size: 750Hx1199Wx580D Providing & fixing of Table.Tops Worksurface 18mm thk. PreLaminated Board (PLB)(*T104= 25mm Thick Pre Laminated Board – PLB) All work surface edges are duly sealed with 2mm thick PVC beading. Understructure Cfame CRCA MS sheet 0.9 mm Thick. Tubular Frame MS ERW Round Tube : Dia 25.4mm x1.2mm Thick.MS ERW Square Tubes : 25.4mm x25.4mm x 1.2mm Thick. Storage Drawer Unit :(DUN8,DUCN 104,DUN111) Shell : 0.5mm Thick CRCA MS Drawer Tray : 0.5mm Thick CRCA MS Drawer Front : 0.8 Thick CRCA MS Lock : 10 Lever Cam Lock Handles : Built in Plastic.The products should be tested as per BIFMA standards.The product should have ISO-9001:2000 and ISO 14001-2004 /18001 certifications.	06		
5.	PODIUM : Providing & Fixing Podium of overall size 600x600x1050H made of 18mm prelaminated particle board. The top is made up of 25mm thick Particle Board having post formed edge with 0.6mm thick decorative laminate. The Podium also has a shelf below the top made up of 18mm Pre Laminated Particle Board to keep papers etc. All exposed edges are sealed with 2mm thick PVC edge banding and unexposed edges sealed and unexposed edges sealed with 0.6mm PVC edge banding tape pressed at 200o C with hot melt glue on special machines.	01		
6.	TABLE WITH SIDE UNIT (COMPUTER KEY BOARD) Size 6’ x 3’ x 2 ½’ with 3 drawer and side return <ul style="list-style-type: none"> <li>▪ Frame of the table is made up of Steel frame of 16 gauze pipe with leveling adjustment.</li> <li>▪ Tabletop is made up of pre-laminated board of 25 mm in three shades (i.e Natural teak, Rose wood, Silver gray).</li> <li>▪ Side return is also made up of steel frame of 16 gauze square pipe with leveling adjustment.</li> <li>▪ Mobil drawer unit is made up of Zinc passivated steel frame (yellow) fully covered with pre-laminated board of 18 mm.</li> <li>▪ Drawers are made up of prime quality CRCA sheet confirming to IS 513-1986.</li> <li>▪ Delrin bearing ensures smooth sliding of drawer.</li> <li>▪ Each drawer has provided with swivel castors (lockable).</li> <li>▪ All the sheet metal component are given anti rust treatment prior to painting</li> <li>▪ The sheet metal components are coated with superior quality oven baked paint for long lasting finish.</li> <li>▪ Key Board Tray, CPU arrangement in side unit &amp; UPS Trolley.</li> </ul>	04		
7.	WOODEN OVAL SHAPE CENTRE TABLE (8’ x 5’) (i) Frame of 75mm x 25mm tube of 16 guage steel duly supported on four legs made of 50mm dia pipe / tube of 16 guage. The frame should be power coated in seven stage process of minimum of 50 micron thickness. (ii) Commercial Board top of 19mm thick with Greenply laminate	02		
8.	NOTICE BOARD (4’ x 8’) Specially designed 20 Microns anodized aluminium channel (weight: 0.230kg/mtr). Insulation soft board, laminates backing. Velfabric loop pile surface that accepts both Velcro Hook Tape and Pins, PVC/Nylon Corners, Velfabric (N. Blue, Maroon and R. Blue). Fabric to accept. Velcro Velcoins for sticking on exhibits.	02		
Total Amount in Rs. (inclusive taxes)				

Date and time of opening of **Envelope No. 2** i.e. Financial Bid shall be intimated after evaluation the Technical Bids & Sample of Eligible Agencies/Bidders:

**E. Terms & Conditions:**

1. Rate should be quoted net in figures & words, which inclusive of taxes & cartage as applicable with bifurcation of cartage and taxes.
2. Charges for Handling, loading, unloading and placement of furniture items in the University shall be borne by the agency.
3. Quotation should be submitted in sealed envelope marked “Envelope No.-1” & “Envelope No.-2”
4. Delivery :- F.O.R GGSIP University Campus at Sector 16 C, Dwarka, New Delhi -110075
5. Delivery period: Twenty days from the date of supply order.
6. The payment will be made after delivery of material.
7. Offers received without EMD will be summarily rejected.
8. The EMD will be refunded to the Agencies those offers are not finally accepted.
9. In case the successful Firm fails to undertake work or Performance Security Deposit, the university will forfeit the EMD of the firm.

10. The firm will have to submit a **Performance Security Deposit @ 5%** of the Value in form of Demand Draft in favour of Registrar, GGSIP University, payable at Delhi after award the work and the **Earnest Money Deposit** of the lowest bidder shall be adjusted towards performance Security Deposit, if the offer is accepted by the Competent Authority. This amount shall be held during guarantee period for two years.
11. The validity of tender is 120 days from the date of opening of the Tender. (During this period no bidder shall be allowed to withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained on this regard).
12. The rates of successful bidder will be valid for 12 months from the date of issue of Supply Order.
13. Deviation in the quantity of work upto 50 % from the proposed quantity will be acceptable to the bidder at the same rates and terms & conditions.
14. University reserves the right to reject any or all the quotations or accept them in part or to reject lowest quotations without assigning any reason.
15. Quotation received after due date & time shall be summarily rejected.

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S.No	Name of items & Specifications	Reference pictures
1.	COMPUTER CUSHIONED CHAIR (REVOLVING).	
2.	Revolving Stool	

<p>3.</p>	<p>WOODEN BOOK RACK WITH GLASS DOOR (LOCKABLE)</p>	
<p>4.</p>	<p>FACULTY/OFFICE TABLE</p>	
<p>5.</p>	<p><b>PODIUM</b></p>	
<p>6.</p>	<p>TABLE WITH SIDE UNIT (COMPUTER KEY BOARD)</p>	

7.	WOODEN OVAL SHAPE CENTRE TABLE	
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[Pankaj Agrawal]  
**Addl. Dy. Registrar [Purchase]**