



Ref: NPTEL/07/2018/FURNITURE

Date: 23/05/2018

Dear Sir/Madam

On behalf of NPTEL, Indian Institute of Technology Madras, tenders are invited for the
“**PURCHASE OF FURNITURE**” conforming to the specifications given in Annexure-I.

Date of Floating Tender: 24/05/2018

Date of Closing Tender: 13/06/2018

Instructions to the Bidder

1. Preparation of bids: The tender should be submitted in 2 bid system i.e. Technical Bid & Financial Bid.
 - a. The technical bid should consist of all technical specifications mentioned in Annexure-I . The technical bid should have the compliance statement , as per the format provided below, for all the required specifications of all the items mentioned in Annexure-I and qualification criteria.
 - b. Financial bid should indicate price per quantity for each item as per **Annexure-II – FINANCIAL QUOTE** which should be inclusive of all taxes, transportation, delivery charges packing & forwarding etc.
 2. The technical and financial bid should be put in separate sealed covers.
 - a. The sealed envelopes should be marked (i) “Technical Bid for PURCHASE OF FURNITURE –NPTEL” from “Vendor Name”, for technical bid sealed cover
 - b. (ii) “Financial Bid for PURCHASE OF FURNITURE-NPTEL” from “Vendor Name”, for financial bid sealed cover.
 - c. Both the sealed covers should be put in a bigger cover.
 - d. The tender for supply of “PURCHASE OF FURNITURE – NPTEL” should be written on the left side of the outer bigger cover and sealed with Vendor name.
- The Tender shall be sent to the below mentioned addresses either by post or by courier so as to reach the following address on or before **13/06/2018, 2.00 pm. Senior Manager, Project Purchase, 2nd floor, IC & SR Building, I.I.T. Madras -600036.**
3. EMD of Rs. 2,00,000/- has to be paid by means of DD only along with the tender. Demand Draft may be drawn in favour of “**The Registrar, IIT Madras**” payable at Chennai. **The EMD should be put in a separate cover and should be enclosed in the technical bid cover only, else the bid will be rejected due to non-enclosure of EMD.** This Earnest Money will be returned to the unsuccessful tenderers after the final disposal of the tenders. **EMD will not carry any interest.** EMD will not be waived **under any circumstances.** EMD will be forfeited in the case of non-execution of the order within the due date. **Non submission of EMD will lead to rejection of tender at the opening stage itself.**
 4. **Opening of the tender** – The offer/Bids will be opened by a committee duly constituted for this

purpose. The technical bids will be opened first and it will be examined by a technical committee which will decide the suitability of the bid as per our specifications and requirements. The technical bid opening is scheduled on 13/06/2018, 04.00 pm. The venue will be intimated to the vendors. In respect of opening of financial bid, those bidders who are technically qualified only will be called for.

5. **Prices-** The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges as per the annexure II.
6. **Agency Commission :** No agency commission will be paid
7. **Terms of Delivery:** The tenderer should indicate clearly the time required for delivery of the items. The expected delivery period is 4 weeks from the date of confirmation of the contract. In case there is any deviation in the delivery schedule, liquidated damages clause will be enforced or penalty for the delayed supply period will be levied.
8. The offer/bids should be sent only for the items that is commercially available in the market and supplied to a number of customers (Govt of India undertaking, PSUs etc). A list of customers in India with details must accompany the proposals. Prototypes will not be accepted.
9. Original Catalogue (not any photocopy) of the quoted model duly signed by the manufacturer must accompany the proposal in the technical bid. Technical bid should not carry any price details.
10. Documentary proof for the claimed position and repetition accuracies must be obtained from the manufacturer and submitted along with the relevant pages of the standards.
11. Compliance or Conformation report with reference to the specifications and other terms & conditions should also be obtained from the manufacturer.
12. **Validity of Quotation** should be 90 days from the due date of tender.
13. **Risk Purchase Clause:** In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.
14. **Payment:** No advance payment will be made for the purchase. However , 90% payment against delivery and 10% after fixing/assembly are agreed to wherever the assembling is involved.
15. **Warranty/Guarantee:** The offer should clearly specify the warranty or guarantee period for the furniture.
16. **Late Offer:** The offers received after the due date and time will not be considered. The institute shall not be responsible for the late receipt of the Tender on account of postal, courier or any other delay.
17. **Acceptance and Rejections:** IIT Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reasons.
18. Do not quote the optional items or additional items unless otherwise mentioned in the tender documents/specifications.
19. All amendments, time extensions, clarifications etc., will be uploaded on the website only and will not be published in Newspapers. Bidders should regularly visit the IIT tender portal and/or CPP portal to keep themselves updated. No extension in the bid due date/time shall be considered on account of delay in receipt of any document by mail.
20. Lowest bid will be evaluated for all the items mentioned in Annexure-I together and corresponding bidder will be given work order /purchase order for the items.
21. Technically qualified bidders will be invited to show the samples of all the items mentioned in the annexure-1 to the committee. Those bidders who are recommended by the committee after the inspection of the proposed items will be considered for the financial bid .



22. Disputes and Jurisdiction: -

- a. **Settlement of Disputes:** Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate one arbitrator. The Dean IC&SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceeding shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai.
- b. **The Applicable Law:** This Purchase Order shall be construed, Interpreted and governed by the Laws of India, Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under "Specification, Guidelines, Terms and Conditions" of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF TENDERER ALONG
WITH SEAL OF THE COMPANY WITH
DATE**

QUALIFICATION CRITERIA:

1. Average Annual financial turnover during the last 3 years, ending 31st March of the financial year 2017-2018 shall be at least minimum of 250 Lakhs. For 2017-18 provisional reports may be submitted if FY closing is not over.
2. Work Experience: Experience of having successfully completed supplies of furniture of similar requirement during last 3 years. Proof of completion of one similar work costing not less than Rs. 35 lakhs or two similar work with value of 20 lakhs plus each.
3. The bidders shall submit the work order/purchase order copies of supplying similar items. The bidders shall also submit the documentary evidence in respect of satisfactory execution of each of those work orders/purchase orders, in the form of copies of any of the documents (indicating respective work order/ purchase orders and supply of the items).
4. Copy of satisfactory completion / performance certificates declared by 3 central government undertakings, public sector units and/or corporates.
5. In case the bidder is a dealer or authorized channel partner, the bidder should submit the authorization certificate from the manufacturer.
6. The bidder must possess the valid certification of ISO-9001 for quality process. The product quoted should be from the manufacturing facility with valid certification of ISO: 14001 & ISO: 50001. The bidder should submit the proof of documentation for the same.
7. Manufacturer must have in-house testing facility conforming to International Standards. The bidder is required to present the test reports issued by the in-house testing laboratory as conformation to quality standards adhered.
8. Warranty: One year comprehensive and spares support should be for 10 years.
9. The bids of the bidders who are blacklisted by PSU or Government Department/Agency or Government Authority will be rejected. Attach self certified letter.
10. The color of the furniture items shall be matching the ambience and Décor of the Interiors (proposed office interior design layouts along with furniture are attached herewith)
11. The furniture supplied shall be aestically appealing, ergonomic and should have high quality finishing and workmanship. (proposed office interior design layouts along with furniture are attached herewith)

ANNEXURE – I

Sl.No.	Furniture Specifications	Quantity
1	Supply of office staff chairs of required specifications as per attached office and furniture layouts. Mid Back Faculty/Librarian/Senior Faculty	72

2	Supply of office staff working table of required specifications as per attached office and furniture layouts. -Workstation 900 x 600 x 1190 mm +/- 5mm -Tile based system -Frame 50 mm thk. 1190 mm ht +/- 5mm -TopTile -1 no. white board per person, rest Fabric Magnetic -Bottom Tile - Metal (Aisle Side Single Fabric Magnetic Tile) -Wire management - Raceway at skirting level only. Switches to be mounted on bottom metal tile. -Worksurface & Sidepanel - 25mm thk (+/- 5mm). Prelam particle board with PVC Edge Accessories -Metal keyboard tray -Metal CPU Trolley -Plus Cluster Work stations	68
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Sl.No.	Furniture Specifications	Quantity
3	Supply of faculty room working table and chair set of required as per attached office and furniture layouts. -Cabin Table - 1800 x 1800 x 750 mm Ht. (+/- 5mm)	2

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	<p>-Desk Based System -Worksurface - 25mm thk. Prelam particle board with PVC Edge,Main Table 1800 x 750 & Return 1050 x 450. (+/- 5 mm) -Understructure - MS powder coated Legs & Modesty Panel. Accessories -3 draw mobile metal pedestal - 450 x 435 x 632mm (ENCASE PEDESTAL) Box + Box + File (+/- 5 mm) -Storage 900 W x 450 D x 695 mm Ht. (+/- 5 mm) -All 18mm Thick Pre Laminate Particle Board With PVC Edge, Hinged Door Unit. (+/- 1 mm)</p>	
4	<p>Supply of meeting room and sorting room chairs of required specifications required as per attached office and furniture layouts. . Conference Seating - Mid back</p>	22

Sl.No.	Furniture Specifications	Quantity
5	Supply of meeting room table(3000mm x 1500 mm x 800 mm - +/- 5 mm) of required specifications as per drawing. Conference table	1
6	Supply of sorting room table(5100mm x 1500 mm x 800 mm - +/- 5 mm) of required specifications as per drawing. Conference table X 2 UNITS	1
7	Supply of storage cupboard (900mmx500mm +/-5 mm) of required specifications	22

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8	Supply of social space seating of required specifications required as per attached office and furniture layouts. .Lounge seater - 3 seater	5
9	Supply of social space table of required specifications required as per attached office and furniture layouts. . coffe table - 1100X600X460 +/- 5mm	2

TECHNICAL BID COMPLIANCE STATEMENT

VENDOR ELIGIBILITY				
S.No	Description	Comply Yes/ No.	Page No. of the document	Remarks
1	Experience in supply of furniture (copies of purchase/work order costing 35 lakhs, (or two of 20 Lakhs) completion certificate from end user and successful operation certificate from the end user to be attached)			
2	Proof of having well established manufacturing unit with international quality management system and approval from statutory authority . In case of dealer/channel partner – authorization certificate			
3	Proof for financial turnover for the last three years (Audited financial statement for the year 2015-16, 2016-17,2017-18 – Receipts & payments, Profit and Loss and Balance sheets countersigned by Auditor). For 2017-18 provisional if it is not audited			
4	Proof of ISO-9001 for quality,ISO-14001 & ISO 50001 for the products.			
5	Test reports from in-house testing laboratory as conformation to quality standard adhered			
6	Self Declaration Letter stating non blacklist by PSU/Govt Dpt/Corporate, Acknowledge Letter			
7	Conform to design & performance specified by national body – Occupational Therapy/Othopedics Assn			
8	1 Yr Warranty and spares support to 10 Yrs			

ANNEXURE II – FINANCIAL QUOTE

Sl.No.	Furniture Specifications	Quantity	Rate per Unit	Total Amount without GST	GST	Grand Total
1	Supply of office staff chairs of required specifications Mid Back Faculty/Librarian/Senior Faculty	72				
2	Supply of office staff working table of required specifications	68				
3	Supply of faculty room working table and chair set of required specifications	2				
4	Supply of meeting room and sorting room chairs of required specifications	22				
5	Supply of meeting room Conference table	1				
6	Supply of sorting room Conference table X 2 UNITS	1				
7	Supply of storage cupboard	22				
8	Supply of social space seating Lounge seater - 3 seater	5				
9	Supply of social space coffee table	2				

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APPROVAL

1. APPROVED FOR ALL REGULATORY REQUIREMENTS
 2. ALL REQUIREMENTS FOR ALL REGULATORY AND OTHER AUTHORITIES FULFILLED
 3. ALL REQUIREMENTS FOR ALL REGULATORY AND OTHER AUTHORITIES FULFILLED

DRAWING STATUS

FOR THE APPROVAL
 REVISED COPY
 ISSUED FOR CONSTRUCTION
 ALL C

PROJECT
 INTERIOR DESIGN FOR NPTEL IN THIRD FLOOR IC AND SR BUILDING

ARCHITECT
 ARCHESTUDIO CHENNAI PRIVATE LIMITED

NAME OF DRAWING
 VIEW OF ROOMS - OPTION 2

DATE
 14-05-2017

SCALE
 1:100

PROJECT NO.
 NPTEL-001-001

DATE OF SUBMISSION
 14-05-17

PROJECT LOCATION
 IITM Madras

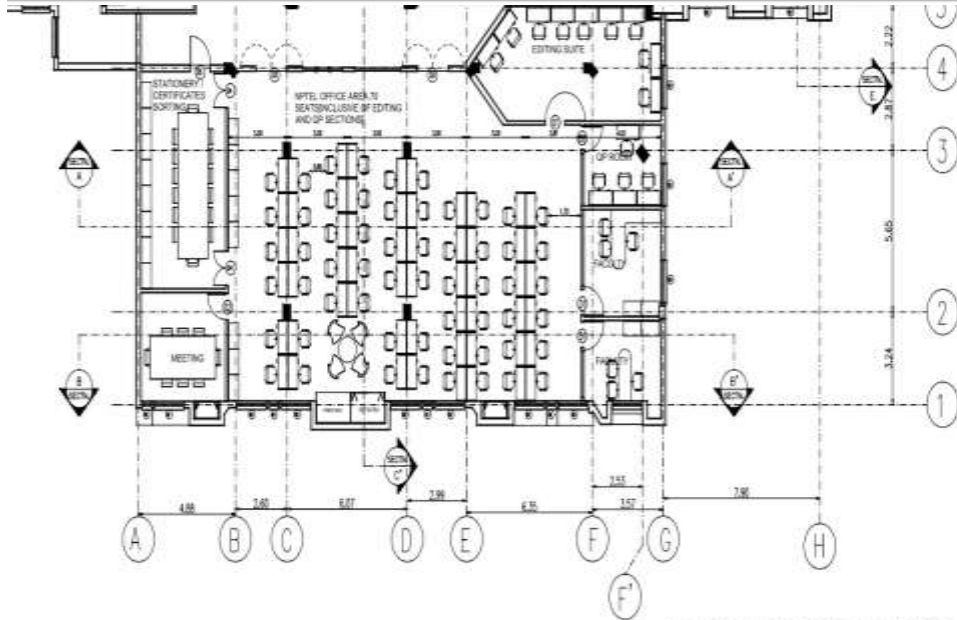
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FURNITURE LAYOUT

DRAWING STATUS

- SCHEME FOR APPROVAL
- ADVANCE COPY
- TENDER DRAWING
- G.F.C.

PROJECT

INTERIOR DESIGN FOR NPTEL
IN THIRD FLOOR IC AND SR BUILDING

ARCHITECT

ARCHESTUDIO CHENNAI PRIVATE LIMITED

NO. 2, 4th Floor, Anna Nagar,
Chennai, Tamil Nadu, India
NPTEL Building, Chennai, India
Email: archstudio@gmail.com

NAME OF DRAWING

FURNITURE LAYOUT

DRAWING NO. TO ORDER
NPTEL/AR/106 - R32 14 / AR / 2017 - I

DATE OF SUBMISSION 22-03-18 32
NOT TO SCALE

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