



DEPARTMENT OF OCEAN ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
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Prof. S. Nallayarasu
Head of the Department

Ref. No. IITM/OE/CONF/TAB/02/2022-23

Dated 6.12.2022

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, Department of Ocean Engineering, tenders are invited for

TABLE FOR CONFERENCE HALL WITH
Length 8500 mm, Breadth 2000 mm, and Height 762 mm

confirming the specifications given in the technical specification document (Annexure I)

1. PURPOSE

Department of Ocean Engineering intends to procure the Conference table in the room located on the First floor.

2. SCOPE OF WORK

Supply the conference table as per the attached drawing and the give Annexure I.

3. VENDOR ELIGIBILITY CRITERIA

The vendor should satisfy the below requirements

Sl. No.	Description	Comply	Remarks
		Yes/ No.	
1	Vendors must have a presence for at least 5 years in this business. (Proof of document to be attached)		

2	Conformance quality and product reliability. (proof to be submitted)		
3	The Supplier should have office at Chennai (with Telephone No., Email ID and Website address) with sufficient manpower to cater the requirement of IIT Madras to handle and solve all types of issues in time. (Proof to be submitted)		
4	The Supplier should have been empanelled vendors for atleast three contract jobs for Government or Private reputed organisations in the past 5 years (period to be specified) to be enclosed. A work completion certificate in this regard needs to be submitted.		

4. IMPORTANT TERMS & CONDITIONS

- a) (i) The offers/bids should be submitted under two bid systems (i.e.) Technical bid and financial bid.
- b) The Technical bid should consist of all technical details/specifications only.
- c) The Financial bid should indicate the price schedule given in Annexure II. It should contain all commercial terms and conditions including taxes, transportation, packing & forwarding, installation, warranty, payment terms, pricing terms etc.
- d) The price and technical proposals shall be placed in two separate envelopes and the two envelopes shall be put in a single envelope and submitted.
- e) Original catalog (not any photocopy) of the quoted model duly signed by the principals must accompany the quotation in the technical bid.
- f) Quotation should have No. and date and please refer our Tender No. & date.
- g) **Validity:** The validity of the Quotation should not be less than 60 days from the due date of the proposal.
- h) **Payment terms :** 100% Payment after delivery, installation, and commissioning.
- i) **Delivery period :** Delivery within 4 weeks from the date of Purchase Order.
- j) **Delivery terms :** Supplier will be fully responsible for the safe carriage of goods up to the **Department of Ocean Engineering**, IIT Madras, or named the place as per P.O.
- k) **On-site set up:** - The item has to be fixed by the successful vendor within a maximum of 10 working days from the date of delivery of the item at the site of the Department of Ocean Engineering, IIT Madras.
- l) The Installation/Commissioning should be completed as specified in our terms & conditions.

- m) **Warranty:** - Supplier should provide a warranty on this product (only for the Conference Table woodwork) for a period of minimum of 3 years and should provide a minimum of one year warranty for the power sockets and communication sockets fixed with the conference table. Any extended warranty offered for the same has to be mentioned separately.
- n) The warranty period provided by the Supplier for the item shall be valid only after the successful installation and commissioning of the system.
- o) **IIT Madras** reserves the full acceptance/rejection of any offer at any stage without assigning any reason.
- p) **Do not quote optional items or additional items unless otherwise mentioned in our specifications.**
- q) **Selection of Successful Vendor:** The order will be awarded to the technically and financially qualified vendor.
- r) Successful Vendor has to register their details in the IIT Vendor registration Link mentioned below. This is mandatory.
Vendor Registration Link: <http://web.iitm.ac.in/supplier/>
- s) **Personal meeting/telephonic communication whatsoever with anybody in the department will not be entertained and all such behaviour will be deemed to be a reason for disqualification.**
- t) **Any clarification/queries must be communicated through email to the Head of the Department, Email ID: <oehead@iitm.ac.in>**
- u) Supplier shall send the signed hard copies along with a technical and commercial bid (signature and seal of Supplier should be on all the pages of the proposal) by Post in a sealed envelope addressed:

To
The Head
Department of Ocean Engineering
Indian Institute of Technology Madras
Chennai – 600 036, India
Email : oehead@iitm.ac.in



HEAD OF THE DEPARTMENT

Dr. S.NALLAYAPASU
Professor & Head
Department of Ocean Engineering
Indian Institute of Technology Madras
Chennai-600 036, India.

Annexure I - TECHNICAL SPECIFICATIONS

A detailed material specification used in the manufacturing of the conference table is provided individually.

Our required specification/dimension

	Our requirements	Vendor's proposing a specification
I	Material	
	Commercial Ply with waterproof Lamination (scratch-resistant)	
II	Table dimension	
	Length 8500 mm, Breadth 2000 mm, and Height 762 mm (diagram is attached on Page No.7)	
III	Material thickness	
	Top : 25mm Leg support : 18mm Finish : Suede Colour : Cherry	
IV	Design specification	
	Rounded corners, with footrest Edges 3 inches curved and polished	
V	Power & Communication Sockets	
	Pop-up boxes - 4 Nos 2 Nos. of Electrical Sockets with individual switch 1 No. of HDMI 1 No. of USB (See attached sketch for more details – Page No.7)	

Note: All the materials used for manufacturing the table should be individually specified for comparison. Parts at which wooden material/table edge material should also be specified.

Signature of the Supplier :

Name & Address of the Supplier:

Seal of the Company with date :

Annexure II - PRICE SCHEDULE

- (i) The bidder shall fill up the price as per the format given in the table below.
- (ii) The offer/bid should be inclusive of taxes. The percentage of tax should be clearly indicated separately. The total value in the price schedule should be indicated in figures & words clearly.

Price Bid Format

Supply of Conference table as per offer is

Sl. No.	Product Description	Qty	Unit price	Amount
1.	Conference Table Length 8500mm, Breadth 2000mm, Height 762mm, Top 25mm, Leg support 18 mm, Finish: Suede, Colour: Cherry, Material: Commercial Ply with Lamination (scratch resistant), Rounded corners, with Footrest, Edges 3 inches curved and polished	1		
	Pop-up boxes – 4 Nos (2 Nos. of Electrical Sockets with individual switch; 1 No. of HDMI and 1 No. of USB)			
	CGST			
	SGST			
	Transportation charges, if any			
	Total			
	Total rupees in words			

Acknowledgment: - It is hereby acknowledged that the OEM/Supplier has gone through all the conditions mentioned above and agrees to abide by them.

Signature of the Supplier :

Name & Address of the Supplier:

Seal of the Company with date:

UNDERTAKING

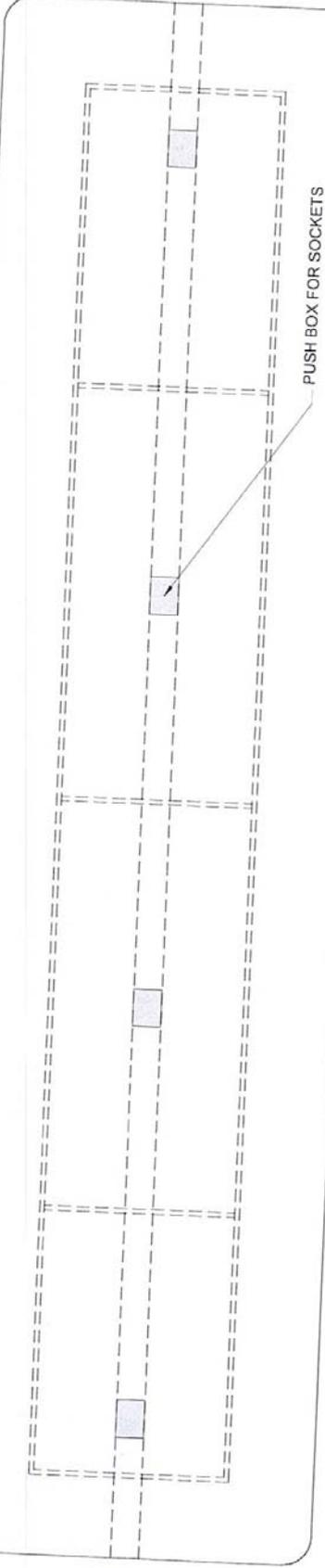
We _____ (Name of the Tenderer) hereby
certify that we have fully read and thoroughly understood the **tender** requirements and accept
all terms and conditions of the **tender** including all corrigendum/addendum issued if any.

Yours faithfully,

Signature of the Tenderer
Seal of tenderer

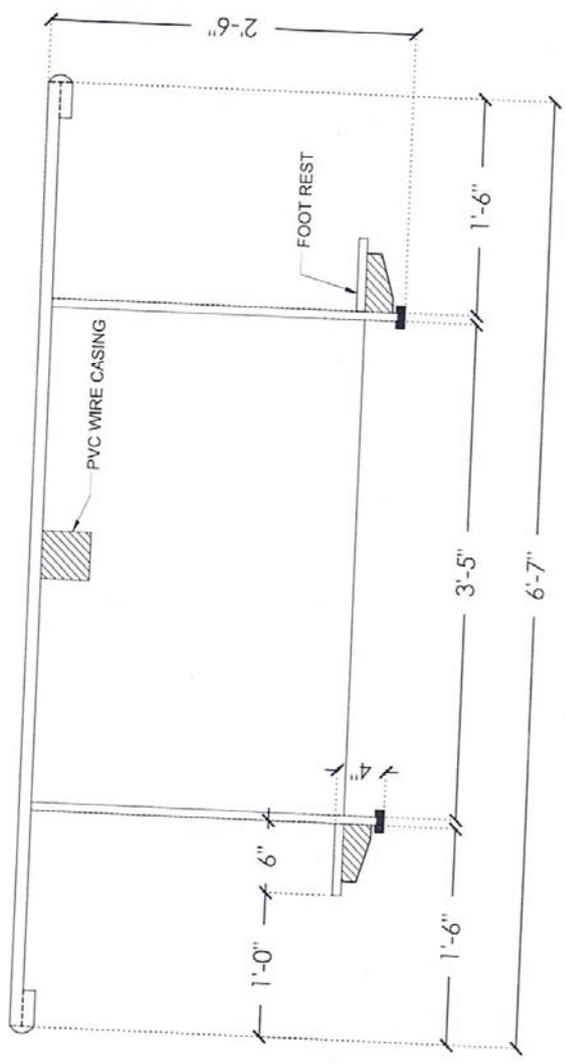
Date:

R6"



PUSH BOX FOR SOCKETS

PLAN



PVC WIRE CASING

FOOT REST

SECTION

