



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No. : IIIT-A/ENQ/JR(S&P)/304 / 2016

Date : 31th October 2016

TENDER NOTICE

Sealed quotations are invited under Two Bid Systems (Technical & Financial) for **Purchase of furniture** at Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II & III**. You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions etc.

The "Technical and Commercial Bids" in two separate sealed envelopes placed in a single envelope with name of the tender, ref. number and closing date subscribed on the top of the envelope addressed to the Joint Registrar (S&P), IIIT-Allahabad upto **23/11/2016 at 12:00 noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

The document may be obtained on payment of ₹500/- (Five Hundred Only) as tender processing fee from the counter at Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site www.iiita.ac.in and be submitted along with ₹500/- of tender processing fee in form of DD.

The technical bid received in prescribed proforma will be opened in the presence of the tenderers, or authorized representatives interested to be present, on **23/11/2016 at 03:30 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee. Basic rate, taxes and freight charges etc. must be quoted separately,

(Dr. Seema Shah)
Joint Registrar (S&P)

Copy to:

➤ Hon'ble Director for kind information.

Annexure-I**Technical Bid****(On letter head of the Firm & in a separately sealed envelope)****PROFORMA FOR APPLICATION**

1. Name of the firm :-
2. Address of the firm :-.....
.....
3. Phone Number (With Code):-
4. Proprietor's name: -
5. Email Id.....
6. Address of Proprietor: -
7. Proprietor's Phone No. :-
8. Details of the firm:-
 - (a) Date from which the firm is operating: -
 - (b) Turnover of the firm during: - FY 2013-14 (₹).....
FY 2014-15 (₹).....
FY 2015-16 (₹).....

(Please attach documentary evidence)

- (c) PAN No. :-
- (d) TIN No. :-

9. **Tender Processing Fee:** An amount of Rs. 500/- (Five Hundred Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.

10. **E.M.D. :** The tenders should be accompanied in a form of a **Demand Draft/FDR** in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders beyond 60 days after supply of items.

Amount of EMD as below:

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	Purchase of furniture	18,000/-	

Annexure-II

Terms and Conditions:

1. F.O.R. destination at Indian Institute of Information Technology, Allahabad
2. Preference will be given to Govt. approved contractors
3. Quoted rate should be valid at least for 60 days from the opening date.
4. Turnover of the firm should be 15 lakh for the last two year.
5. The mention quantity is approx quantity; it may decrease/increase upto 10%.
6. The quality and specification be adhered to strictly. If not found according to specification, supply will not be accepted.
7. Bidder must sign in each and every page of the enclosed tender documents.
8. The vendors are required to furnish copies of minimum 02 work orders amounting to Rs.7 Lakh per annum or more last two year.
9. Enquiry/tender must be quoted in prescribe format on the company/firm letter head.
10. It is most essential that it should be mentioned clearly that the price basis, payment terms, works schedule taxes and duties, validity, transportation charges.
11. Trade/Sales tax/VAT or any other tax or other charges on the material, which has not been mentioned while quoting their rates shall not be paid by the Institute under any circumstances. The firm has to bear all taxes.
12. Upon verification/evaluation/assessment, if in case any information furnished by the Bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. It is the responsibility of bidder to verify the authenticity of any third party document being submitted as part of the eligibility requirements. EMD will be forfeited if any forged or false document is submitted.
13. Payment will be made within fifteen days after completion of work and satisfactory report from engineer/indenter.
14. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, Ph. No. : **0532-2922051**.
15. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
16. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
17. The lowest rate will not be the basis of claim to get the order.
18. Supply of above items should be completed within 6 weeks from the receipt of the purchase order. If the work delayed beyond the stipulated time of completion of supply, penalty of 1% per weeks and maximum upto 10% of the total cost may be imposed at the discretion of competent authority.
19. Conditional tenders will not be considered in any case. They will be summarily rejected.
20. All disputes are subject to jurisdiction of Courts at Allahabad.
21. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.

(Dr. Seema Shah)
Joint Registrar (S&P)

Annexure-III

Financial Bid

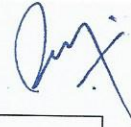
(Bill of quantity)

"Purchase of furniture"

(To be quoted on the company letter head with the below prescribed proforma only)

(Sealed separate envelop)

Sl. No.	Item Description	Unit	Qty.	Unit Rate	Amount (Rs.)
1.	Executive chair high back :- Made on revolving fibre base with hydraulic and base tilting mechanism, and with P.U. arms. Chair to be cushioned with P.U. cushions and upholstered with approved colour of removable and washable cloth, with complete structure painted in powder coated finish.	Nos.	14		
2.	Visitor Chair without arms :- Made in tubular iron frame of 16gauge as per standard specification with P.U. cushions upholstered with approved colour of removable and washable cloth, with complete structure painted in powder coated finish.	Nos.	27		
3.	Library Cabinets :- Size 1980(H)mm x 910(W)mm x 480(D)mm made of 18mm MDF board laminate on both side with approved laminate in required pattern and edge banded on all sides with 2mm edge band tape fixed with hot melt glue with the provision of 5 shelves in equal height S.S. Studs in front door of double leaf and transparent mirror in four section.	Nos.	9		
4.	Tables :-	Nos.			
	a. Size-1800mm x 900mm x 750mm, Specifications:- Top made out of 25mm thick post formed MDF board with sides edge banded with 2mm P.V.C. tape (fixed with hot melt glue). Top to have balancing Laminate at back. Front modesty board : made of 18mm MDF board laminate on both side with approved laminate in required pattern and edge banded on all sides with 2mm edge band tape fixed with hot melt glue. Modesty to be fixed to side unit & drawer cabinet with 32mm dia & 18mm height S.S. Studs on all four corners.	Nos.	9		
	b. Drawer Unit :- 450mm x 480mm x 725mm Made out of 18mm MDF board sides, back & shutter. 12mm MDF ply/ PRELAMINATED BOARD for drawer tray. All visible external sides laminated in 1mm lam. Shutter faces in 1mm lam & all sides edge banded with 2mm PVC tape with hot melt glue. Drawer hardware/ channels - EBCO - Telescopic & S.S.C-Handle.	Nos.	9		
	c. Side Unit :- (Size - 450mm x1550mm x 725mm-ht) made out of 18mm MDF board sides & shelf. Shutter back made out of 6mm MDF. All internal & external visible surfaces to be laminated with 1mm Lam. Visible edges edge banded with 1mm Lam. Shutter to unit to be edge banded with 2mm PVC tape & fitted with Lock & hinge. Adjustable shelf with pin fitting & required adjustment holes at every 50 mm on sides. Top for side unit made out of 18mm thick post formed MDF board with sides edge banded with 1mm edge banding P.V.C Tape. Top to have balancing Lam at back with provision of two openable shutter	Nos.	9		
	d. Side Unit (size -450mm x1550mm x 725mm-ht) made out of 18mm MDF board sides & shelf. Shutter back made out of 6mm MDF. All internal & external visible surfaces to be laminated with 1mm Lam. Visible edges edge banded with 1mm Lam. Shutter to unit to be edge banded with 2mm PVC tape & fitted with Lock & hinge. Adjustable shelf with pin fitting & required	Nos.	9		



out of 18mm thick postformed MDF board with sides edge banded with 1mm edge banding P.V.c. Tape. Top to have balancing Lam at back with the provision one vertical & one shutter box of the half of the length.				
Total Amount-				
Taxes if any-				
Grand Total-				

*Quantity may be increased or decreased.

Note: Financial Bid must be given in this format only on company/vendors letter head.

Signature of the tenderer with seal