



INDRAPRASTHA COLLEGE FOR WOMEN

University of Delhi

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1 /10/2012

NOTICE INVITING LIMITED TENDER

Sealed quotations are invited from Original Manufacturers of furniture items/ Authorised dealers of Godrej, Featherlite and equivalent makes for entering into an Annual Rate Contract (ARC) for the procurement of furniture items. The items required are described in Annexure-I.

The vendor should have the following eligibility:

1. The vendor should be the original manufacturer/authorized dealer.
2. The vendor should have proven ability for supply of furniture items to reputed organizations including Govt. departments in large quantities and should have satisfactorily executed atleast one work order of a value equal to or in excess of the quoted value of this tender during the preceding 12 months. Copies of purchase order should be submitted as proof.
3. The vendor should have a turnover of atleast 25 lakhs in the last financial year with net worth as positive during the last three financial years. Audited balance sheets for the last three financial years should be provided as proof.
4. The bid of any vendor who does not meet the above mentioned criteria, will be summarily rejected without assigning any reason whatsoever.

General terms and conditions:

1. The technical bid and the financial bid should be provided in two separately sealed envelopes. The financial bid of only those vendors would be opened who qualify the technical bid.
2. The vendor should supply one sample of the furniture item in each category with the technical specifications for physical examination in the College Quote without sample and catalogue will not be considered for evaluation.
3. The College reserves the right to physically inspect the furniture items supplied by the vendor in any location.
4. The College reserves the right to physically inspect the furniture items before delivery as pre dispatch inspection for quality compliance.
5. The offer should be valid for one year from the last date of submission of quotation. The ARC will be effective up to one year from the date of award of contract and can be extended if it is felt necessary.
6. Cost of each item should include installation and commissioning, all taxes and statutory levies with a detailed break-up for the same.

7. The rates shall remain valid for a period of one year and there will be no change in the price structure during the currency of the contract except, if the statutory levies are otherwise made applicable by the Govt. through notification/regulations.
8. ARC can be cancelled at any time if the firm found as a habitual defaulter or supplying sub-standard material or for any reason or non compliance of the terms and conditions of the ARC.
9. Mere supply of sample would not qualify the vendor in the technical bid. Comfort levels of the furniture items, Quality for sitting long hours, durability, functioning would be important criteria.
10. A vendor may quote for more than one model in the same category.
11. The College will shortlist technically qualifying vendors and the commercial offers of only those vendors will be opened. After opening Commercial Offer of the short-listed tenderers, and if there is a discrepancy between words and figures, the amount indicated in words will prevail. Evaluation will be done on individual item basis.
12. The selected vendors shall furnish security deposit in the form of Performance Guarantee of 10% of the total value of the purchase order in the form of Bank Guarantee issued by a Scheduled Bank. The performance Guarantee shall remain valid till 90 days after the warranty period. The samples provided by the selected vendor(s) will be retained in the College till the successful completion of the order.
13. One year onsite comprehensive warranty covering all parts & labour from the date of acceptance of satisfactory delivery of the furniture items by the College. During the warranty period, the vendor will have to undertake comprehensive maintenance of the entire Furniture items.
14. The vendor would be required to supply the requisite number of furniture items within four weeks from the date of placement of the order by the College. Penalty of 0.5% per week of delay beyond stipulated delivery period, subject to a maximum of 5% of the total cost.

The vendor shall be responsible for proper packing so as to avoid damage under normal conditions of transport and delivery of the goods in good condition to the college. In the event of any loss, breakage or any shortage, the vendor shall be liable to make good such loss and shortage found at the checking/inspection of the items by the College.
15. Payment will be made to the vendor after completion of successful delivery of the items with the satisfaction of the College at the scheduled destination.
16. The College and the authorized agency of this ARC are entitled to place the supply orders up to the last day of the validity of the ARC though the supplies against such supply orders will be effected beyond the validity period of the ARC. All such supplies will be guided by the terms & conditions of the ARC.
17. The College may, at its discretion, waive any minor non conformity or any minor irregularity in an offer. This shall be binding on all the vendors and the College reserves the right for such waivers.
18. The College reserves the right to cancel the order in the event of delay in supply beyond four weeks, serious discrepancy in the product noticed during the pre dispatch inspection, if any, breach of any of the terms and conditions of the quotations.

19. The College reserves the right to renegotiate the price with the rate contract holders.
20. The College reserves the right to purchase the same item through ad hoc contract with a new supplier in the case of emergency.
21. The College reserves the right to reject any or all quotations without assigning reason thereof. The College will not be obliged to meet and have discussion with any vendor and / or entertain any representation.
22. The College reserves the right to enter into more than one rate contract with different suppliers for the same item as a parallel rate contract.
23. In the case of fall in price of the finished goods due to the reduction in the price of raw material, by adoption of new technology etc. and if the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price to any person or organization during the currency of the rate contract the RC price will be automatically reduced with effect from that date for all the subsequent supplies and the RC will be amended accordingly.\
24. Repeat orders may be placed at the rates and conditions given in the tender, provided that the period is not more than 6 months from the date of the purchase order.

List of Furniture required for the Class Rooms

Sr. No.	Particulars/specification	No of items
1.	<u>Student's Chair</u> <u>Sample for Student's Chair</u>	1340



1. Chair with cushion in seat with leatherite cover (red/maroon) and perforated plastic back.
2. Frame in MS powder coated 16 gauge pipe $\frac{3}{4}$ " thick, with plastic moulded adjustable writing pad on one side and PU cladded arms.
3. Book holder basket below the seat.

2.	<u>Teacher's Chair</u> <u>Sample for Teacher's Chair</u>	35
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1. Chair with cushion in seat with leatherite cover (red/maroon) and perforated plastic back.
2. Frame in chrome plated 16 gauge pipe $\frac{3}{4}$ " thick, with PU cladded arms.

3

Teacher's Table

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- 1 Table Top: 3 feet * 2 feet – 19 mm thick board with 0.8 mm dark coloured sunmica with wooden moulding around the edges.
- 2 Frame : T-Shaped leg (as in computer table) 1” * 2” rectangular pipe 16 gauge for base
No drawer but with a metal cover in front upto six inches from the floor.

The last date of submission of quotations is 22 October, 2012.

Dr. Babli Moitra Saraf
Principal