



AUD/1-10 (152)/ 2015-16/ Furniture/

Dated: 26 February 2016

To,

Subject: Notice Inviting Tender for supply and installation of furniture items

Ambedkar University Delhi (AUD) invites sealed quotations from competent & reputed manufacturers/ authorized distributors/ dealers for supply and installation of furniture items.

Technical & Financial bids are required to be submitted in separate sealed covers addressed to the Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 so as to reach us on or before 17-03-2016 up to 3.00 pm, duly super scribing the work i.e. **“Technical Bid for supply and installation of furniture items”** and **“Financial Bid for supply and installation of furniture items”** on top of the cover.

Tenderers should read the tender document carefully as enclosed and comply strictly with the conditions, while sending their bids. Clarifications, if any, may be sought from the AUD Admin Division on Telephone No 23863655. Tender format can be downloaded from our website 'www.aud.ac.in'.

Deputy Registrar (Admin)

Copy forwarded for information to:-

- 1- Registrar, Ambedkar University Delhi
- 2- Controller of Finance, Ambedkar University Delhi

AMBEDKAR UNIVERSITY DELHI

TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF FURNITURE ITEMS AT AMBEDKAR UNIVERSITY DELHI

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|----|------------|---|-------------------------|
| 1. | Appendix A | : | Schedule of requirement |
| 2. | Appendix B | : | Technical Bid form |
| 3. | Appendix C | : | Financial Bid form |
| 4. | Appendix D | : | Undertaking |

**Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi – 110 006**

SUPPLY AND INSTALLATION OF FURNITURE ITEMS

1. Parties:

The parties to the Contract are the Tendering Firm and Ambedkar University Delhi (AUD).

2. Scope of Work

Supply and installation of furniture items at AUD as described in Appendix-A.

3. Preparation and Submission of Tender:

(a) Tender shall be submitted in official tender form only. If submitted in any other form, the same shall be summarily rejected.

(b) The tender should be submitted in two parts viz. Technical Bid and Financial Bid in the proforma given in Appendix-B and Appendix-C respectively with each bid kept in a separate sealed cover.

(c) Each cover must contain the address of the Bidder, and should be superscribed with the statement “**Technical Bid for supply and installation of furniture items**” and “**Financial Bid for supply and installation of furniture items**”, as the case may be.

(d) These two covers should then be **kept in another sealed cover** addressed to Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006, duly superscribed with the statement “**Tender for supply and installation of furniture items**”.

(e) The tender will be submitted **before 3:00 PM on 17-03-2016**. The Technical bid (Part-I) will be opened at 3:30 PM on 17-03-2016 in the presence of intending tenderers, if any. The Financial bid (Part-II) of the tender will be opened after evaluation of the technical bids and only such bidders, whose bids are qualified in technical evaluation, shall be called for opening of their commercial bids.

(f) Any tender form with any correction, amendments, overwriting etc. shall be considered invalid and shall be rejected, except if duly initialed with seal of the tenderer.

(g) The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.

4. Site Inspection:

The tenderer can inspect the site after taking prior approval between 10 am to 5 pm on all working days. Samples of some of the items listed in Appendix A (as mentioned in the

document), are available with Estate Division, which can be contacted on 23863744 for this purpose. AUD will not be responsible for unawareness of facts.

5. Technical Bid :

- (a) The Technical bid, having details of the firm along with the EMD, should be submitted in the form given in Appendix-B.
- (b) The bidder is required to fill the details in column Nos 4, 5 & 6 of the table given in Appendix A and submit it along with the Technical bid.
- (c) Copies of necessary certificates will be enclosed with the Technical bid.
- (d) The vendor should also submit an undertaking as given in Appendix-D with the technical bid.

6. Financial Bid:

- (a) The Financial Bid should be submitted in the form given in Appendix-C.
- (b) The consolidated price quoted shall be firm and final and payable for the goods delivered, installed and commissioned in the Class Room/ Lab.
- (c) The quoted rates shall include all taxes, duties, VAT etc. as applicable and no extra shall be payable on this account, item wise, wherever applicable.
- (d) TDS as per rule shall be deducted. The tenderer must enclose copy of PAN No supported by copy of PAN Card of the company.
- (e) The rates will be valid for a period of one year, from the date of opening of the tender documents.
- (f) Rates and amount should be written in figure and words clearly for each item.

7. Validity:

The bids shall be valid for a period of 3 (three) months from the date of opening of the tender, subject to 6 (e) above.

8. Criterion for Evaluation of Tenders:

- (a) The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Appendix-B, which is an eliminatory round, and then on the basis of commercial information furnished in form given in Appendix-C. Any inferences drawn by

the tenderers or their representatives during the opening of the technical bid will be their own view and AUD will not be responsible / required to abide by the same.

(b) As a part of the process to evaluate the technical bids, the Tender Evaluation Committee may invite the tenderers to make a presentation before it.

(c) The schedule of requirement is as per Appendix A.

9. Right of Acceptance and Other Provisions:

(a) The acceptance of the tender rests with AUD. The university is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the bids without assigning any reasons thereof. AUD also reserves the right to modify and/ or relax, any terms & conditions of this tender document to safeguard its interest.

(b) The Contractor will have to produce a sample of each item for inspection and approval within 14 days from the date of issue of supply order. The University reserves the right to cancel the supply order if it is found that the items produced for inspection/ supplied do not meet the specifications. Nothing will be payable in this case and the EMD and / or performance security of such vendor may be forfeited.

(c) AUD reserves the right to black list a defaulting vendor.

(d) Any inquiry after submission of the tender will not be entertained.

(e) Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the firm's quotation.

(f) AUD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.

(g) AUD reserves the right to increase or decrease quantity of the items given in the enclosed Appendix - A depending on the prevailing requirement.

(h) The tender document is valid for a period of six months from the date of issue. If Supply order is not issued within this period, the process will have to start afresh.

10. Time Schedule for Completing of Work:

The supply must be completed within 45 (forty five) days from date of issue of the supply order. However, the vendor will have to produce a sample for approval within 14 days from the date of its issue, as referred in 9 (b). AUD will impose penalty as per terms and condition of this tender document, in the case of delay in completion of supply and installation on account of delayed submission of sample.

11. Warranty (12 Months Onsite Warranty including Spare Parts):

- (a) The vendor **will provide minimum 12 months comprehensive Onsite Warranty including spare parts etc**, from the date of completion of supply and installation of the items.
- (b) In case of any claim arising out of this warranty, the Purchaser/ Consignee shall promptly notify the same in writing to the vendor.
- (c) Upon receipt of such notice, the vendor shall, within 48 hours on a 24(hrs) X 7 (days) X 365 (days) basis respond to take action to repair or replace the defective equipment or parts thereof, free of cost, at the ultimate destination. The vendor shall take over the replaced parts/ equipment after providing their replacements and no claim, whatsoever shall lie on the purchaser for such replaced parts/ equipment thereafter. The penalty clause for non-replacement will be applicable as per the penalty clause.
- (d) In the event of replacement of defective equipment during the warranty period, the warranty for the replaced equipment shall be extended for a further period.
- (e) If the vendor, having been notified, fails to respond to take action to replace the defect(s) within 48 hours on a 24(hrs.) X 7 (days) X 365 (days) basis, the purchaser may proceed to take such remedial action(s) as deemed fit by the purchaser, at the risk and expense of the vendor and without prejudice to other contractual rights and remedies, which the purchaser may have against the vendor, including forfeiture of the performance security/ bank guarantee.

12. Delay in the Vendor's Performance:

- (a) The vendor shall deliver the furniture items at Ambedkar University Delhi in conformity with Para 18 (a) and perform the services under the contract within the time schedule specified by the Purchaser/ Consignee in the Schedule of Requirements and as incorporated in the contract. The time and the date schedule of delivery of the equipment mentioned in the Schedule of Requirements (SOR)/ Incorporated in Contract shall be deemed to be of the essence of the contract and the delivery must be completed no later than the date (s) as specified in the contract / supply order.
- (b) Subject to the provisions of the tender, any delay by the vendor in maintaining its contractual obligations towards delivery of the equipment and performance of services shall render the vendor liable to any or all of the following sanctions:
- i) Imposition of liquidated damages,
 - ii) Forfeiture of its performance security and
 - iii) Termination of the contract for default.
 - iv) Blacklisting the vendor.

- 13. Penalty:** In the event of the firm failing to:
- (i) Observe or perform any of the conditions of the work order as set out herein; or
 - (ii) Execute the order in good condition to the satisfaction of AUD or by the time fixed by AUD.
- (a) It shall be lawful for AUD, in its discretion, in the former event to remove or withhold any part of the order, until such times as it may be satisfied that firm is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case may require any order executed otherwise than in a good condition and to the satisfaction of AUD and by the time fixed by it and in both or either of the events aforesaid to make such arrangements as it may think fit for the execution of the order so removed or order in lieu of that so rejected or removed as aforesaid on account and at the risk of the firm.
- (b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, AUD may charge the amount of such excess cost to the firm and the same may at any time thereafter be deducted from any amount that may become due to the firm under this or any other contract, or maybe demanded of him to be paid within fourteen days to the credit of the AUD.
- (c) In the event of discovery of any error or defect due to the fault of the firm/ vendor at any time after the delivery of goods ordered, the firm/ vendor shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by AUD. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected AUD shall have the power to deduct from any payment due to the firm such sum as it may deem expedient.
- (d) If the vendor fails to deliver any or all of the equipment or fails to perform the services within the time frame(s) incorporated in the contract, the Purchaser/ Consignee shall, **without prejudice to other rights and remedies available to the Purchaser/ Consignee under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.50% per week of delay or part thereof on delayed supply of equipment/ replacement parts and/ or services until actual delivery or performance, subject to a maximum of 5% of the contract price.** Once the maximum liquidated damages/ or a period of 45 days, whichever is earlier, are reached, the Purchaser/ Consignee may consider termination of the contract.
- (e) In the event of work being wholly rejected, AUD may at its discretion may either:
- (h) Permit the firm/vendor to re-do the same within such time as it may specify at firm's own cost of all sorts i.e. materials, labour, equipments, overheads, transportation etc;
 - or
 - (ii) Arrange to get the additional supply obtained/ work done elsewhere and by any other person or from any other source than the firm/vendor in which case the

amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub-clause(b) of this clause.

14. Statutory Obligations:

(a) All statutory obligations under various laws from time to time shall be borne by vendor for which no extra payment shall be made at any time during the contractual period.

(b) The vendor shall at all times indemnify and keep indemnified the owner and its officers, employees, agents and students from and against all third party claims whatsoever (including time and shall not be limited to property loss and damages, personal accidents, injury or death of persons or servants or agents of any vendor/sub- vendor(s) and the vendor shall at his own cost and initiative at all time, maintain all liabilities under Workman's Compensation Act, Fatal Accident Act, Personal Injuries, Insurance Act and/or any other relevant Industrial Legislation, which is in force from time to time).

15. Breach of Terms and Conditions:

AUD may terminate the contract without any notice in case the vendor commits a breach of any of the terms of the contract. AUD's decision that a breach has occurred will be final and shall be accepted without demur by the vendor.

16. Subletting of Work:

The vendor shall not assign or sublet the work or any part of it to any other person or party.

17. Right to Call upon Information Regarding Status of work:

AUD has the right to call upon information regarding status of work at any point of time.

18. Terms of Payment:

(a) Items are to be supplied by the tenderer at AUD Kashmere Gate campus on specified address.

(b) Payment shall be made through NEFT transfer only and TDS as applicable will be deducted, after satisfactory supply, installation and commissioning of the said items.

(c) AUD shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in preceding para.

19. Eligibility conditions:

Firms/dealers who fulfil the following requirements shall be eligible to apply (Joint ventures are not accepted):

(a) Should have satisfactorily completed the works as mentioned below in the last three financial years :

- (i) The tenderer should have successfully executed **two similar works** each costing not less than **Rs. 30 lakhs** or **one similar work** costing not less than **Rs. 45 lakhs** in Central/ State Government Departments/ organizations/ reputed educational institutions. (Experience of only Main Firms shall be considered with valid documents).
- (ii) In case of works executed in Private Sector, completion certificate should be accompanied with TDS certificates.

Note: Similar work shall mean works of supplying and/or fixing of office furniture items such as modular furniture, partitions, chairs, office tables, conference tables & storage space etc. The value of executed work shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of application for tender.

(b) Should have had average annual financial turnover of **Rs. one crore** on works during each of the last three years ending **FY 2014- 2015**. (copies certificate certified by CA to be attached).

(c) The Firm should have a solvency of **Rs. 2 Crores** certified by its Bankers. (Certificate issued by bank to be attached).

(d) The bidders should have authorized dealers/ branches/ channel partners at Delhi/NCR with well equipped workshop, to provide maintenance services during warranty period in case of any complaint, addresses of authorized dealers/branches/ channel partners at Delhi/NCR are to be enclosed with the Technical Bid (List to be attached). The University may visit these locations, if required.

(e) The company should be ISO 9001, ISO 14001 and OHSAS 18001 certified Company and/ or a Public Limited Company. Copies of all the above certificates are to be attached with Technical Bid.

(f) Manufacturers or Authorised dealers/ channel partners shall only be allowed to participate in bidding process provided they shall submit proof of valid authorization from Manufacturer and an undertaking of Rs. 100 non judicial stamp paper by original Firm that they shall be responsible for performance of dealer/ channel partners. In this case, requirements as specified under S. No. (d) and (e) above shall be considered of original Firm for Technical evaluation. (Certificates to be attached).

(g) **Certificate of Financial Turn Over:** The bidder may attach copies of the ITR or annual accounts certified by CA mentioning Financial Turnover of the last 3 years along with the technical bid.

(h) The Tenderer should have PAN No., TIN No./ VAT No. and should submit legible attested copies of PAN No., TIN No./ VAT No. with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.

20. Earnest Money Deposit (EMD):

(a) The Technical Bid must be accompanied by Earnest Money Deposit of Rs 30,000/- submitted in the form of Demand Draft/ Banker's Cheque drawn on any Scheduled Bank in favour of "Registrar, Ambedkar University Delhi" payable at Delhi.

(b) The EMD of unsuccessful bidders will be discharged/ returned to them after placing of the order to the successful vendor.

(c) Earnest Money is required to protect the purchaser against the risk of the bidder's conduct, which would warrant the forfeiture of the EMD. Earnest money of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser.

(d) The successful bidder's EMD will be forfeited without prejudice to other rights of the purchaser, if it fails to furnish the required performance security within the specified period.

(e) No interest will accrue on the EMD/ performance security deposit.

21. Performance Security:

The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of the supply order in the form of Demand Draft/ FDR/ Bank Guarantee from any Scheduled Bank in favour of "Registrar, Ambedkar University Delhi" payable at Delhi. In case the Performance Security is submitted in the form of Bank Guarantee, the same should be valid for a period of 2 (two) months beyond the date of expiry of the contract. AUD reserves the right to ask for performance guarantee extension if contractual obligations are not fulfilled.

22. Force Majeure:

(a) For purposes of this clause, Force Majeure means an event beyond the control of the vendor and not involving the vendor's fault or negligence and which is not foreseeable.

(b) Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

(c) If a Force Majeure situation arises, the vendor shall promptly notify the purchaser in writing of such conditions and the cause thereof within fourteen days of occurrence of such event. Unless otherwise directed by the purchaser in writing, the vendor shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

23. Arbitration:


(a) If dispute or difference of any kind shall arise between the AUD and the vendor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.


(b) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Vice Chancellor, AUD at Delhi as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the rules framed there under. His/ Her decision will be final & binding on both the parties. The venue of arbitration shall be Delhi, India.

(c) All legal disputes shall be subject to the jurisdiction of Delhi courts only.

SCHEDULE OF REQUIREMENT



Bidder is required to fill the details in column Nos 4, 5 & 6 of the table given below:


Sl. No. (1)	Name & Specification of the items (2)	Qty Required (3)	Offered Specification, make & model (4)	Whether offered items meeting the tender specifications (Yes/ No) (5)	Deviation from tender specification if any. (6)
1	<p>Steel Almira</p> <p>The overall size of the storage shall be 916mm (W) x 486mm (D) x 1980mm (H).</p> <p>The construction shall be welded construction with 0.7mm thick CRCA for shelf and 0.8mm thick for back. The door shall be made of 0.8mm thick CRCA and all other metal component shall be made of 0.9mm thick CRCA. The locking and handle of the storage shall be mazak handle with three way locking mechanism. The shelving shall be height adjustable and shall have a load capacity of 40kg. The product shall be epoxy powder coated to the thickness of 50 microns(+/- 10)</p> <p>Colour: Grey</p> <p>Or similar specifications</p>  <p>Furniture of only durable brands known for quality such as Godrej, Usha, Wipro, Zuari, Durian etc, approximately of the same size.</p> <p>Sample available with AUD Estate Division</p>	40			
2	<p>Filing Cabinet 4 Drawer with metal top</p> <p>Overall size of the storage shall be 470mm (W) x 1320mm (H) x 620mm (D)</p>	42			


	<p>The construction shall be Rigid Knock Down Construction with CRCA MS 0.7mm Thick (Top, Side & Drawer Front); 0.6 mm Thick (Frames, Drawer- Inside Cover) 0.5mm Thick (Back, Bottom, Drawer Bottom), Drawer front shall be easy to grip Full length Handle recess integrated into Metal Drawer fronts, Label Holder Snap on type plastic label holder on Drawer Fronts.</p> <p>Centralized locking with 10 lever Cam Lock & having anti-tipping arrangement to ensure that when one drawer is opened for use, it does not allow other drawers to be opened, Slide High quality precision ball slide. Each Drawer shall carry 40 kg Uniformly Distributed Load for 75,000 cycles. Plain Triangular Plate shall be pop riveted at the bottom corners for rigidity. All metal parts shall be Epoxy Polyester Powder coated to the thickness of 50 microns (+/-10).</p> <p>Colour: Prince Grey</p> <p>Or similar specifications</p>  <p>Furniture of only durable brands known for quality such as Godrej, Usha, Wipro, Zuari, Durian etc, approximately of the same size. Sample available with AUD Estate Division</p>				
3	<p>Classroom table wooden</p> <p>Executive Desk comprising</p> <p>1. Main desk of dimensions 1500mm (W) x 750mm (D) x 740mm (H). This should be in a range of Post formed desk Constructed entirely from processed wood. The Table top and side panels should be made from</p>	16			


<p>25 mm thick plain particle board clad with 0.6 mm thick post formed laminate and 1 mm thick backing laminate. Flat edge duly sealed with 2 mm thick PVC beading. Modesty Panel is made from 18 mm thick plain particle board clad with 1.0 mm thick Decorative laminate on both sides. Edge sealed with 2 mm thick PVC beading.</p> <p>2. Side Unit of dimensions 1050mm (W) x 450mm (D) x 705mm (H). Side Unit is a range of Post formed desks constructed entirely from processed wood. The Table top and side panels are made from 25 mm thick plain particle board clad with 0.6 mm thick post formed laminate and 1 mm thick backing laminate. Flat edge duly sealed with 2 mm thick PVC beading. Modesty Panel is made from 18 mm thick plain particle board clad with 1.0 mm thick Decorative laminate on both sides. Edge sealed with 2 mm thick PVC beading.</p> <p>3. Drawer Unit : 3 Drawer Unit having flat metal front and top with Central locking. Configuration : Box-Box-File 450mm (W) X 435mm (D) X 646mm (H). Construction & Material of Drawer Unit : Welded Assembled of 0.8mm thick CRCA for Body Shell, Drawer Front & tray, Front Side Stiffener, Rear Side Stiffener & Bottom, 1.2mm thick CRCA Top Stiffener & Bottom stiffener. Drawer Fronts & Metal Front Straight Edge. All Drawers with Double extension precision ball slide shall be provided. For Drawer pulling, side wise tapered recess provided in shell behind Drawer Fronts. Locking · 10 lever Cam Lock & Central RH locking with actuator & lock channel mechanism. Top Panel 0.8mm Thick Metal Straight Edge Top. Castors · Swiveling non-lockable Castors mounted below the body shell. Anti-tipping · Fifth roller arrangement mounted below File drawer to avoid toppling of unit when file drawer is pulled out. Finish · Epoxy Polyester Powder coated to the thickness of 50 microns (+/-10).</p> <p>4. Key Board Pullout Tray : Supplying and Fixing of sliding computer key board tray of 480mm (L) X 280mm (D) X 40mm(H) made out of CRCA steel as per IS : 5131 made of 0.9mm thick powder coated with sliding channels and other fixing fittings. It should also have a sliding system for accommodating mouse.</p> <p>Or similar specifications</p>				
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	 <p>Furniture of only durable brands known for quality such as Godrej, Usha, Wipro, Zuari, Durian etc, approximately of the same size.</p> <p>Sample available with AUD Estate Division</p>				
<p>4</p>	<p>Table wooden</p> <p>Overall Size of the Table shall be 1665mm (L) X 900mm (W) X 725mm (H)</p> <p>Table top shall be made from 25mm thick Pre-laminated board with 2mm thick Matching lipping stiffener provided under the top to give addition strength (1.6 mm thick MS). 2 Drawer Units shall be provided on each site of the table of Size 450mm (W) 750mm (D) x 700mm (H). The Drawer Units shall be made from the combination of processed wood (Pre-Laminated Board) and Mild Steel (MS). It comprises</p> <p>of 2 Box drawers + 1 filing drawer combination for both units Drawer Unit Shell shall be 0.8mm thick Mild Steel, Drawer Tray shall be 0.6mm thick Mild Steel, Drawer Separator shall be 0.6mm Mild Steel, Pedestal Bottom cover 0.6mm Mild Steel, Drawer fronts shall be made from 18mm Pre-Laminated Board to match table top colour.</p> <p>Drawers shall be mounted on Double extension steel telescopic ball slides to gives full access to drawer. Sleek handles shall be provided for easy grip. and Glide screws for leveling at the bottom shall be provided. Each drawer units shall be provided with Independent locking arrangement. A sliding keyboard tray with good quality channels. Legs shall be made from 18 mm thick pre laminated panels.</p> <p>Or similar specifications</p>	<p>30</p>			


	 <p>Furniture of only durable brands known for quality such as Godrej, Usha, Wipro, Zuari, Durian etc, approximately of the same size.</p> <p>Sample available with AUD Estate Division</p>				
<p>5</p>	<p>Computer table wooden</p> <p>Overall size of the Table shall be 1200mm (W) x 600mm (D) x 750mm (H)</p> <p>Table top shall be made of 18mm thick Pre-Laminated board. A sliding keyboard tray with good quality Ball Mechanism channels shall be provided. Legs made up of 18 mm thick pre laminated panels. There shall be three drawers with automatic locking device on left side. Two of these drawers should have dimensions 230mm (W) x 385mm (D) x 100mm (H) and one 230mm (W) x 385mm (D) x 300mm (H). Two racks on the right side should have the dimensions of 230mm (W) x 385mm (D) x 410mm (H) and 230mm (W) x 385mm (D) x 195mm (H) respectively. █</p> <p>Or similar specifications</p>  <p>Furniture of only durable brands known for quality such as Godrej, Usha, Wipro, Zuari, Durian etc, approximately of the same size.</p> <p>Sample available with AUD Estate Division</p>	<p>20</p>			
<p>6</p>	<p>Chairs Medium Size (with wheels)</p>	<p>16</p>			

	<p>The seat / back are made up of 1.2 cm thick hot pressed plywood and upholstered with fabric and moulded polyurethane foam together with moulded seat and back covers.</p> <p>BACK SIZE: 50.0cm. (W) X 72.0cm. (H) SEAT SIZE: 50.0cm. (W) X 46.5cm. (D)</p> <p>The High Resilience Polyurethane foam is moulded with density = 45+/-2 kg/m cube and hardness load 16+/-2 kgf as per IS:7888 for 25% compression. The seat cover is injection moulded in black co-polymer polypropylene and back cover is vacuum formed from ABS sheets. Armrests made of black integral skin polyurethane with 50-70 Shore 'A' Hardness and reinforced with M.S. insert. The chair has mechanism 360 degree revolving type and Tilt tension adjustment. The twin wheel castors are injection moulded in Black Nylon.</p> <p>Or similar specifications</p>  <p>Furniture of only durable brands known for quality such as Godrej, Usha, Wipro, Zuari, Durian etc, approximately of the same size.</p> <p>Sample available with AUD Estate Division</p>				
7	<p>Chairs Low Back (with wheels)</p> <p>The seat / back are made up of 1.2 cm thick hot pressed plywood and upholstered with fabric and moulded Polyurethane foam together with moulded seat and back covers.</p> <p>BACK SIZE: 50.0cm. (W) X 49.0cm. (H) SEAT SIZE: 50.0cm. (W) X 46.5cm. (D)</p>	20			

	<p>The High Resilience Polyurethane foam is moulded with density=45+/-2 kg/m cube and hardness load 16+/-2 kgf as per IS:7888 for 25% compression. The seat and back covers are injection moulded in black co-polymer polypropylene. Armrests made of black integral skin polyurethane with 50-70 Shore 'A' Hardness and reinforced with M.S. insert. The chair has mechanism 360 degree revolving type and Tilt tension adjustment. The twin wheel castors are injection moulded in Black Nylon.</p> <p>Or similar specifications</p>  <p>Furniture of only durable brands known for quality such as Godrej, Usha, Wipro, Zuari, Durian etc, approximately of the same size.</p> <p>Sample available with AUD Estate Division</p>				
8	<p>Chairs (Steel frame)</p> <p>The seat / back are made up of 1.2 cm thick hot pressed plywood and upholstered with fabric and moulded Polyurethane foam together with moulded seat and back covers.</p> <p>BACK SIZE: 50.0cm. (W) X 49.0cm. (H) SEAT SIZE: 50.0cm. (W) X 46.5cm. (D)</p> <p>The High Resilience Polyurethane foam is moulded with density=45+/-2 kg/m cube and hardness load 16+/-2 kgf as per IS:7888 for 25% compression. The seat and back covers are injection moulded in black co-polymer polypropylene. The chair is without armrest. The understructure is a tubular frame in cantiliver type and made up of dia 2.54cm x 0.2cm thick Mild Steel ERW tube and black powder coated.(DFT 40-60 microns).</p>	30			

	<p>Or similar specifications</p>  <p>Furniture of only durable brands known for quality such as Godrej, Usha, Wipro, Zuari, Durian etc, approximately of the same size.</p> <p>Sample available with AUD Estate Division</p>				
9	<p>Workstation</p> <p>Linear Workstations of Size 1500mm (L) x 600mm (D) x 1200mm (H)</p> <p>Providing and placing of panel based modular workstation with partition thickness of 52.4mm thick including powder coated aluminium trims and supported on Legs for better air circulation and helps in keeping floor clean. Panel Size shall be 1500mm (L) X 1240mm (H) X 52.4mm(Thick). The panel should have Top tile as split tile on inside with Fabric tack able and White Board for writing finish and Laminate on the other side, Below 2 intermediate tiles should be laminate on both sides and Bottom tile should be metal on both side which will also act as wire management.</p> <p>Panels Construction - Each panel consists of 2 nos. of vertical extrusions made of Aluminum. Horizontal extrusions made of Aluminum at every division of tile/block. These panels are supported on legs with levelers at various locations depending on the layout requirement. Bottom frame : Fabricated bottom frame for 52.4mm panel comprises of L-channels made of 2mm thick CRCA steel (IS: 513), formed plates of 3mm thick HR steel (IS: 2062) & ERW steel tube of size 35x15x1.6mm thick in oval cross section (IS: 7138) welded together. Powder Coating with average 50 to 60 micron thickness of epoxy powder coating. Size of Bottom frame : 1500mm(L) X 256mm(H) connected to the panel</p>	20			

<p>leg. LEGS : Legs of height 110mm are fixed at the bottom of the panel. Panel legs are fabricated by CO2 welded MS Tube of section 38 mm x 25 mm (IS: 7138 ERW Tube, 38 mm x 25 mm x 16bg) with the base plate of the MS plate of 35x22x5mm (IS: 2062, 5 mm HR) over which an M8 Leveler is fitted. 2 Nos Intermediate blocks made out of a composite construction of MDF and paper honeycomb, 1 No Bottom tile which is press fitted on to the assembly frame of the panel with the help of snap on clips made of nylon-66 and support clips made from PP Co-Polymer. Bottom tile is made up of 0.6mm Thick MS CRCA Grade D as per IS : 513 and powder coated with Epoxy - Polyester finish. TOP TILES : Combination of top tiles are fabric tack able and glass writing board tile. GABLE END PANEL : Gable end panels are made of 25mm thick Pre-Laminated board and brackets are made from 2.0mm thick MS CRCA grade D as per IS : 513. Worksurface : Worktop Size : 1500mm(L) X 600mm(D). Table tops shall be made out of 25mm thick Pre-laminated particle board. All the open edges of work surface shall be provided with machine pressed 2 mm thick PVC lipping glued with hot melt EVA glue. The work surface shall be provided with circular cut out of Dia.65mm as per the requirement, for passing of wires. These cut outs shall be provided with ABS covers. Worksurface is fitted to the panels by worksurface brackets. Brackets are made of 2.0mm thick CRCA grade D steel as per IS : 513-19. Brackets are slid in between end trim and vertical extrusions.</p> <p>Drawer Unit : 3 Drawer Unit having flat metal front and top with Central locking. Configuration : Box-Box-File 450mm (W) X 435mm (D) X 646mm (H). Construction & Material of Drawer Unit : Welded Assembled of 0.8mm thick CRCA for Body Shell, Drawer Front & tray, Front Side Stiffener, Rear Side Stiffener & Bottom, 1.2mm thick CRCA Top Stiffener & Bottom stiffener. Drawer Fronts & Metal Front Straight Edge. All Drawers with Double extension precision ball slide shall be provided. For Drawer pulling, side wise tapered recess provided in shell behind Drawer Fronts. Locking · 10 lever Cam Lock & Central RH locking with actuator & lock channel mechanism. Top Panel 0.8mm Thick Metal Straight Edge Top. Castors · Swiveling non-lockable Castors mounted below the body shell. Anti-tipping · Fifth roller arrangement mounted</p>				
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<p>below File drawer to avoid toppling of unit when file drawer is pulled out. Finish · Epoxy Polyester Powder coated to the thickness of 50 microns (+/-10).</p> <p>Key Board Pullout Tray : Supplying and Fixing of sliding computer key board tray of 480mm (L) X 280mm (D) X 40mm(H) made out of CRCA steel as per IS : 5131 made of 0.9mm thick powder coated with sliding channels and other fixing fittings. It should also have a sliding system for accommodating mouse.</p> <p>CPU Trolley : Supplying and Fixing of CPU Trolley of Size - 345mm(W) x 226mm (D) x 180mm (H) is made of 1.0 mm thick MS CRCA Sheet and Side support is made of 0.8 mm thick MS CRCA Sheet. It consists of 4Nos Non-lockable twin wheel castors are injection molded in Black Nylon.</p> <p>Or similar specifications</p>  <p>Furniture of only durable brands known for quality such as Godrej, Usha, Wipro, Zuari, Durian etc, approximately of the same size.</p> <p>Sample available with AUD Estate Division</p>				
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Seal of the OEM/ Authorized Supplier/ Distributor/ Channel Partner

Name : _____
 Designation _____
 Of Authorized signatory
 Dated _____

Technical Bid

The technical bid shall contain following information in a sealed cover super scribed “**Technical Bid for supply and installation of furniture items**”. It shall consist of the following documents/ information:

1. Name & Postal address of Vendor:

Telephones Nos.:

E-mail:

Fax Nos.

Mobile Nos:

2. Name & address of Owners/ Partners/ Directors :

3. If Registered, Regn No with validity of registration with appropriate authority (Attach Copy of Certificate):

4. TIN/ Sales/ Service Tax Regn No. (Attach Copy of Certificate):

5. PAN No. (Attach Copy of Certificate):

6. Details of the turnover for the last three financial years (**indicate year-wise and attach audited document**) :

- (a) FY 2012-13 -
- (b) FY 2013-14 -
- (c) FY 2014-15 -

7. Attach Work order/ Certificate in support of experience for having undertaken Supply and installation of furniture items in the last three years (at least one proof for each year).

8. List of 3 reputed clients, with at least one client belonging to GOI/ State Govt. Dept./ PSU/ reputed educational institutions with telephone No.:

- (a) Client 1 -
- (b) Client 2 -
- (c) Client 3 -

9. Has your organization been placed in defaulter category by any Govt. Department/ PSU/ Reputed Educational Institution? If not, please submit a self attested certificate to this effect.

10. Are you related in any way with any staff member of the AUD : Yes/ No.

11. Details of clients with name, complete address and contact person with telephone number where the Vendor has done supply and installation of furniture items in Delhi.

- (a) Client 1 -
- (b) Client 2 -
- (c) Client 3 -

12. Details of Earnest Money Deposit (DD No.):

13. The tender document should be **duly signed on each page.**

Check list

S. No.	Check list of documents/ Undertakings	YES/NO	Remarks (Give reasons if answer is No)
1.	Is demand draft/ banker's cheque for a sum of Rs 30,000/- towards EMD, attached?		
2.	Is copy of Sales/ Service Tax Regn certificate/ TIN/ VAT No. attached?		
3.	Is authorization certificate of being authorized dealer/ channel partner of the OEM attached on Rs 100 non judicial stamp paper?		
4.	Is the list of authorized dealers/ branches/ channel partners at Delhi/NCR attached?		
5.	Are the following certifications attached: a. ISO 9001 b. ISO 14001 c. OHSAS 18001		
6.	Is copy of PAN No. attached?		
7.	Is IT Returns/ audited accounts statement of the last three financial years attached?		
8.	Are copies of supply order issued by Govt organizations/ PSUs/ Autonomous bodies/ reputed		

	Educational Institutions attached (Para 19 a)?		
9.	Is solvency certificate attached		
10.	Whether list of three reputed clients (along with telephone numbers of contact persons) attached?		
11.	Is undertaking certifying that the firm is not black listed signed as per Appendix D?		

Signature of the Proprietor/ Authorized Signatory

Rubber Seal indicating complete address

Place :

Date :

Financial Bid

I/We.....
of hereby agree, subject to acceptance of this tender by AUD, to supply furniture items in accordance with the specifications, terms and conditions of the contract as stated in the tender document at the rates and prices given below:

Ser No.	Description (Items/ Particulars)	Brand name & Model No.	Rate in Figures (Rs)	Rate in Words (Rs)	Remarks
1.	Steel Almirah Size - 916mm (W) x 486mm (D) x 1980mm (H).				
2.	Filing Cabinet 4 Drawer with metal top Size - 470mm (W) x 1320mm (H) x 620mm (D)				
3	Classroom table wooden 1. Main desk of 1500mm (W) x 750mm (D) x 740mm (H). 2. Side Unit of dimensions 1050mm (W) x 450mm (D) x 705mm (H). 3. Drawer Unit of dimensions 450mm (W) X 435mm (D) X 646mm (H).				
4	Table wooden 1665mm (L) X 900mm (W) X 725mm (H)				
5	Computer table wooden approximate size Size - 1200mm (W) x 600mm (D) x 750mm (H)				
6	Chairs Medium Size (with wheels)				

	Back Size: 50cm (W) X 72cm (H) Seat Size: 50cm (W) X 46.5cm (D)				
7	Chairs Low Back (with wheels) Back Size: 50cm (W) X 49cm (H) Seat Size: 50cm (W) X 46.5cm (D)				
8	Chairs (Steel frame) Back Size: 50cm (W) X 49cm (H) Seat Size: 50cm (W) X 46.5cm (D)				
9	Workstation Linear Workstations of Size : 1500mm (L) x 600mm (D) x 1200mm (H) Panel Size : 1500mm (L) X 1240mm (H) X 52.4mm(Thick) Worktop Size : 1500mm(L) X 600mm(D) Drawer Unit : 450mm (W) X 435mm (D) X 646mm (H). CPU Trolley : 345mm(W) x 226mm (D) x 180mm (H)				

Details of other items/other accessories offered.....

Signature :
Name & Designation :
Name of the Firm/ Agency :
Seal of tenderer :
Date :

Appendix-D

UNDERTAKING

It is certified that I/ my Firm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Reputed Educational Institution/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State

Government and no criminal case is pending against the said firm/ agency as on _____.

Signature of the Tenderer

Name of the Signatory

Name of the Firm/Agency

Seal of the Firm/Agency

Place:

Date:_____