



NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR  
MAHATMA GANDHI AVENUE  
DURGAPUR -713 209, WEST BENGAL, INDIA

FAX: 0343-2547375; E-mail: [director@admin.nitdgp.ac.in](mailto:director@admin.nitdgp.ac.in); Website: [www.nitdgp.ac.in](http://www.nitdgp.ac.in)  
Telephone: 0343-2546397 (Director)

BID REFERENCE: NITD/EES/Off/2016-17/02

Date: August 18, 2016

To

\_\_\_\_\_

Dear Sir,

**Sub: INVITATION OF QUOTATIONS FOR SUPPLY OF OFFICE FURNITURE**

1. You are invited to submit your most competitive quotation for the goods as per **Annexure-I**.
2. **Bid Price**
  - a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
  - b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price **F.O.R. NIT Durgapur**.
  - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - d) The bid price must be quoted in **Indian Rupees**.
3. Manufacturer/authorized dealers of reputed brands of high technical quality with adequate after-sales support facilities are eligible to apply. The bidder must have supplied similar goods to reputed Indian organizations/Institutions to their full satisfaction and furnish a list of the same.
4. The bid submitted by the bidder must comprise of the following:

**Part – I (Techno-commercial Bid)**

- (a) Detailed technical specifications, conforming to the given specifications [**vide Annexure – I**], and catalogue / literature/drawings/manuals of the goods/services to be supplied. **All the specifications claimed in the submitted documents should be supported by catalogue/literature/manual.**
- (b) Authorized dealership certificate from the original manufacturer (in case of authorized dealer/ distributor)
- (c) Credentials and list of organizations where the bidder supplied similar items
- (d) Warranty period (comprehensive on-site)
- (e) Valid sales-tax / VAT clearance certificate
- (f) Earnest Money of Rs. 40,000/- (Rupees forty thousand only) in the form of Demand Draft on any Nationalized Bank (no other form of EMD will be accepted) has to be furnished in sealed envelope mentioning the subject: "Earnest Money" on the top of the envelope. The Draft to be issued in favour of "National Institute of Technology Durgapur" payable at Durgapur.

**Part – II (Price Bid)**

Price bid (**vide Annexure-II**) to be submitted in separate envelope.

The bid is to be submitted under "TWO BID" system. Viz. Two separate sealed covers, one should contain Techno Commercial bid and other should contain Price bid. Both the covers are to be superscribed separately as "Techno Commercial bid" and "Price bid" and packed in one sealed cover.

5. **Validity of Quotation**  
Quotation shall remain valid for a period not less than **60** days after the deadline date specified for submission.
6. **Evaluation of Quotations**

- The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which  
(a) are properly signed and  
(b) conform to the terms and conditions and specifications.
7. **Award of contract**  
The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price. But the Tender Committee has the full right to ignore the lowest quotation and select the other on the basis of quality/technical reasons.  
Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  8. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
  9. Delivery shall be made at **Department of Earth and Environmental Studies, National Institute of Technology Durgapur, Durgapur 713209, West Bengal.**
  10. Payment shall be made within **30 days** after satisfactory installation, commissioning and acceptance of the goods.
  11. Liquidated Damage will be applicable at the rate of **0.5%** per week. The purchaser has the right to cancel the purchase order when LD accumulates to **10%**.
  12. The bid is to be submitted under "TWO BID" system. Viz. Two separate sealed covers, one should contain Techno Commercial bid and other should contain Price bid. Both the covers are to be superscribed separately as "Techno Commercial bid"(Part-I) and "Price bid" (Part-II) and packed in one sealed cover which is to be superscribed with "**Bid No. NITD/EES/Off/2016-17/02**", and Date of Opening of Bids.
  13. Settlement of any dispute will be made under the jurisdiction of Durgapur Court.
  14. You are requested to provide your offer latest by **11.00 a.m. on September 14, 2016.**
  15. The purchaser will open the bids at **11:30 hours on September 14, 2016 in the Dept. of Earth and Environmental Studies, NIT Durgapur.**
  16. Pre-Bid Conference will be held on August 29, 2016 at 12.00 noon at Dept. of Earth and Environmental Studies, NIT Durgapur.
  17. "Security Deposit" of **7%** of the quoted value to be submitted in the form of Bank Guarantee by the successful bidder.
  18. The bid document must be signed and sealed and enclosed with the bid as a token of acceptance of all terms and conditions in the bid document by the bidder.
  19. The items must be delivered within **60 days** from the date of placement of purchase order. In case of imported equipment, delivery period is 60 days from the date of final L/C or payment instruction.
  20. Comprehensive onsite warranty for **24 months** from the date of satisfactory installation shall be applicable for offered goods.
  21. All other terms and conditions of GFR 2005 of the Government of India will be applicable.
  22. The institute authority reserves the right to accept or reject any or all bids without assigning any reasons whatsoever.
  23. We look forward to receive your quotations and thank you for your interest in this project.

**The bid must be addressed to:**

Dr. Kalyan Adhikari  
Head of the Department  
Department of Earth and Environmental Studies  
NIT Durgapur  
Durgapur -713209, W.B.  
Email ID: k\_adh@yahoo.com



## TENDER SPECIFICATIONS

## DETAILED SPECIFICATIONS

Sl No	Items	Quantity
1	<p><b>Executive Table</b> with side table, joining top, pedestal and suitable leg rest  <b>Main table</b> : 1800 w x 900d x 750h mm approximately  <b>ERU</b>: 1200w x 600d x 730h mm approximately  <b>Joining top</b>: 1050w x 1200d x 750h mm approximately or 1050 w x 900d x 750h mm approximately  <b>Mobile pedestal</b>: 400 w x 560d x 560h mm approximately <b>or higher dimensions</b>  <b>Main Material</b> : Pre-laminated MDF Board  <b>Finishing</b>: MDF + Veneer + PU Coating  <b>Edging</b> : 2 mm PVC Edging  <b>Table Top</b> : Min 25 mm thickness  <b>Modesty Panel</b> : At least 18 mm thick            Leg rest and weir management system should be provided.            Premier grade of materials have to provide for construction of the item.</p>	1
2	<p><b>Faculty Table</b> with ERU, pedestal and suitable leg rest  <b>Main table</b> : 1800 w x 900d x 750h mm approximately  <b>ERU</b>: 1200w x 600d x 730h mm approximately  <b>Mobile Pedestal</b>: 510W x 635H x 445D mm  <b>Main Material</b> : Pre-laminated MDF Board  <b>Finishing</b>: MDF + Veneer + PU Coating  <b>Edging</b> : 2 mm PVC Edging  <b>Table Top</b> : Min 25 mm thickness  <b>Modesty Panel</b> : At least 16 mm thick            Leg rest and weir management system should be provided.            Premier grade of materials have to provide for construction of the item.</p>	3
3	<p><b>Executive high back revolving leather chair</b>            Back size: 53 cm (W)x 95cm (H) (approx.)            Seat Size: 55 cm (w) x 50 cm (D) (approx.)            The seat to be made up of 1.2+ 0.1cm. thick hot pressed plywood measured as per QA method (OCP-QLTA-P14-18) and upholstered with leather and moulded polyurethane foam. The back foam to be designed with contoured lumber support for extra comfort.  <b>Material:</b>            PU Foam: The HR polyurethane foam should be moulded with at least 45kg/m<sup>3</sup> density and min 16 kgf hardness load as per IS:7888 for 25 compression.            Seat – Back connecting spine: The seat and back should be arrested together with spine made of min 0.8cm thick HR Steel and should be black powder-coated (DFT 40-60 microns) or similar type of finishing.            Armrest Assy: The P.U. armrest to be made of black integral skin</p>	5

