



National Institute of Technology Raipur Raipur – 492 010, Chhattisgarh

Advertised (Open) Tender Enquiry for Furniture Items Furniture Procurement Committee

Enquiry No: NITRR/Central Store/ FPC/OT/2014/01/9385

Date: 04/03/2014

Important Dates

To	
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Event	Date	Time
Last Date of submission of quotation	28 th Mar, 2014	3:00 PM
Technical bid Opening date	28 th Mar, 2014	3:30 PM
Price bid Opening	To be Informed to technically successful bidder by mail and phone.	

Dear Sir,

NIT Raipur intends to purchase the furniture items specified in this document and invite quotations in accordance with the terms and conditions detailed in the bid document. If you agree with the terms and conditions mentioned, kindly send your offer with price within the time mentioned above.

Please send your quotation to:

Registrar National Institute of Technology Raipur G. E. Road, Raipur – 492 010, Chhattisgarh
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Yours sincerely,
Sd/-
Registrar
National Institute of Technology,
Raipur

Enclosed:

- (1) Bid Document - Instruction to bidder - containing detailed terms and conditions.
- (2) Check List- Annexure 1
- (3) Covering Letter – Annexure 2
- (4) Certificate as to Authorized Signatory- Annexure 3
- (5) List of Furniture items: Codes and quantities – Annexure 4
- (6) Technical Specification -Annexure 5
- (7) Price Schedule form - Annexure 6
- (8) Bidder 's statement (Table-I and Table-II)- Annexure 7

BID DOCUMENT**INSTRUCTIONS TO BIDDER**

Please go through the enclosed *bid document* carefully for bidding instructions.

- 1. Eligibility Criteria:** The invitation for bids is open to all entities registered in India who fulfill prequalification criteria as specified below:
 - 1.1** The participation is restricted to manufacturer registered in India.
 - 1.2** The Bidder MUST satisfy all of the criteria below on its own.
 - 1.3** The Bidder should be a company registered under Indian Companies Act 1956. The company should be engaged in manufacturing and selling of furniture in India for at least the last 07 (Seven) financial years, including the last financial year, for the year ending 31st March 2013. The bidder shall be a single legal entity.
 - 1.4** The Bidder should be a profitable company for the last three years and must have an Average Annual Turnover of not less than Rs. 10 Crore for last three financial years (2010-2013), from furniture business ONLY. Copies of Balance sheet & Profit and Loss account are to be enclosed along with bid.
 - 1.5** The Bidder must have received purchase orders (for furniture items only) of aggregated value not less than Rs. 50 Lakhs per annum in any ONE of the last 03 (three) financial years (2010-2013), from a single organization among NITs/IITs/IIMs/IIITs/Central Universities/IISERs/CSIR laboratories/PSUs/Central Government Departments and Offices. (NOTE: Copies of purchase orders as a proof should be provided.)
 - 1.6** The bidder should furnish an undertaking to the effect that the firm has not been blacklisted in India by any organization.
 - 1.7** The bidder should have PAN and VAT/CST Registration. A copy of each of these documents along with acknowledgement copies of their IT Returns for the last 3 years should be submitted.
 - 1.8** The bidder should be a bona-fide manufacturer of furniture and must have in-house capacity and infrastructure for designing and fabricating the basic framework and surface treatment/coating of the structure/ framework.
 - 1.9** The bidder should have valid license/ approval of the Pollution Control Board for operating their manufacturing facility.
 - 1.10** The bidder must provide the warranty of 12 (TWELVE) months (minimum) of their products from the date of Installation.
 - 1.11** To offer after sales maintenance and service, the bidders should have an existing *Authorized Service Center*, in Raipur or the company should be able to rectify the complaints reported within 14 days. No subletting will be allowed at any stage.
 - 1.12** The bidder should have minimum two among following valid certifications, and should submit self-attested copies of these: a) ISO 9001:2000/2008 b) ISO 14001:2004 c) OHSAS/IS 18001:2000/2007 d) Green Guard certificate/IGBC

- 1.13 The bidder should adopt minimum two among following standards for manufacturing laboratory or administrative office furniture: a) BIFMA b) ASHAE-110 c) SEFA8 d) EN 12469
- 1.14 Bidder must submit documents in support of eligibility criteria along with the bid. No document in support of minimum eligibility criteria will be accepted/entertained after opening of tender.
- 1.15 All claims made by the bidder in their tender, must be supported by authenticated documents. If any information sought in this document is missing or not clearly specified by the applicant, it will be assumed that the organization is not in a position to supply the information. Technical bid, not accompanied by these documents would be summarily rejected. If need arises, NIT Raipur can call for any additional information *not specified* in this document.

2. Important Notes:

- 2.1 Each bidder shall submit *only one* proposal. Bidder shall bear all cost associated with the preparation and submission of their proposals. Quotations received without tender fee will not be considered.
- 2.2 No request for extension of the due tender date will be considered.
- 2.3 In the event any date indicated above is declared as holiday, the next working day at Institute shall be considered as the due date for receiving & opening of tenders.
- 2.4 The bids shall be opened on date and time as mentioned above. The bidders may send their authorized representatives to attend the bid opening, if they so desire.
- 2.5 Bids received after the deadline of receipt indicated above, shall **not** be taken in to consideration.
- 2.6 The bids may be sent by registered post, so as to reach the office of **The Registrar, National Institute of Technology, Raipur, G. E. Road, Raipur, 492010, C.G., India**, before the last date and time of receipt,

or

Drop the bid in the Tender Box kept in the office of the Registrar, NIT Raipur in normal working day that is Monday to Friday (working hours 10 AM to 5 PM) of the Institute. Please do not hand over the quotation to any person by hand.

- 2.7 **Clarification of bidding documents:** If a prospective bidder requires any clarification in regard to the bidding documents, they may mail to asstreg.str@nitrr.ac.in with copy to anant.rajimwale@gmail.com at least 7 days before the deadline for receipt of bids.
- 2.8 The tender will be opened, evaluated and awarded item wise.
- 2.9 NIT Raipur reserves the right to withdraw this tender if NIT Raipur determines that such action is in the best interest of the Institute.
- 2.10 The bid should remain valid for a period of 180 days from the date of opening of the technical bid. Validity period may be extended without change in bid prices, if required on mutually agreed basis only.

3. Amendment of Bidding Documents

- 3.1** Corrigendum, if any, issued for the tender, shall be part of the Tender Document. Corrigendum will be posted on NIT Raipur website (www.nitr.ac.in). Bidders are requested to visit NIT Raipur website regularly and note the corrigendum / amendments to the tender without fail and submit the revised offer accordingly. NIT Raipur will not be responsible for ignorance of corrigendum.
- 3.2** At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders, modify the bidding documents by amendment. The same would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments. Bidder who has submitted bids before publishing the amendment may revise their bid incorporating the amendments before the last date of tender.
- 3.3** In order to allow prospective Bidder; reasonable time in which to take the amendment into account in preparing their bids, the Institute, at its discretion, may extend the deadline for the submission of bid and host the changes on the website of the Institute.

4. Bid Security (BS)/(Earnest Money Deposit, EMD)/Performance Security Deposit

- 4.1** The Bidder shall furnish, as part of its bid, a bid security (BS/EMD) as shown in Annexure-4, (Earnest money Deposit, EMD). The bid security shall be in Indian Rupees. The bid security/performance security deposit shall be in one of the following forms-A Banker's cheque or demand draft in favor of the Director, NIT Raipur or FDR in favor of the Director, NIT Raipur.
- 4.2** The bid security should be submitted in its original form. Copies shall not be accepted. Any bid without EMD (or bid not secured in accordance with above) will be rejected as non- responsive.
- 4.3** The bid security of unsuccessful Bidder(s) will be discharged /returned as promptly as possible. The bid security will be discharged/returned upon furnishing the performance security deposit @ 10% of the ordered value for successful Bidder.
- 4.4** No interest will be paid on bid security amount/performance security deposit.
- 4.5** The firms registered with DGS&D & NSIC, if any, are exempted from payment of BS, provided such registration includes the item, they are offering which are manufactured by them, and not for selling products manufactured by other companies.
- 4.6** The bid security may be forfeited if a Bidder withdraws/amends/impairs/derogates its bid during the period of bid validity specified by the Bidder.

5. Sealing and Marking of Bids:

5.1 Separate envelopes (i.e. Part-I, Technical and Commercial bid and Part-II, Price Bid) will be used for all the quoted items mentioning their item code. Part-I and Part-II must be enclosed in a single envelop.

5.2 Being a Two-Part Tender (techno-commercial and price bid), fax bids will not be accepted. Please ensure your offers are received on or before tender due date and time. Bidders are requested to download the tender documents from our website (www.nitr.ac.in) and please submit the Demand Draft of Rs. 2000/- towards non-refundable tender fees (in favor of Director NIT Raipur, Demand Draft should not be dated prior to the date of advertisement), in a separate cover along with a covering letter duly marked on the cover "Tender fee in respect of Tender No".

5.3 Part I: Technical & Commercial Bid

5.3.1 Part - (a) Technical

5.3.1.1 This part should contain **detailed specifications of the items along with proposed drawing(s)**, technical literature and leaflets. The proposed drawing will be reviewed, modified if needed, and approved by the Technical Committee of NIT Raipur for successful bidders, before preparation of sample of the ordered-item.

5.3.1.2. A statement, showing the compliance of the item quoted with that of specification of the tendered item, should be prepared and enclosed. Any other information related to technical specifications should be included. Prices should **NOT** be indicated in this cover.

5.3.2 Part - (b) Commercial terms: (WITHOUT PRICE)

5.3.2.1 The commercial terms applicable for the items quoted should be indicated in this part. The Commercial terms such as delivery terms, delivery period, payment terms, Warranty, validity of the offer, installation & commissioning, duties and taxes etc. should be included. Compliance statement for the commercial terms and conditions should be attached in this part. The required **BS/EMD** should be enclosed here. Please note that the PRICE SHOULD NOT BE indicated in this part. All the certificates related to eligibility including

- Proof of establishment of Firms/shop/business/ manufacturing unit etc.
- The Sales Tax/Commercial Tax certificate.
- Proof of turnover by way of Audited Balance Sheet/Auditor's certificate. should be attached.

5.4 Part II: Price Bid

The price applicable for the item in response to the tender shall come into this part in the prescribed format only. ***Bid may be rejected if rates are not quoted in the prescribed format.*** The bidders should quote their offer/rates in clear terms without ambiguity. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct. Each bidder shall submit only **one** bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive. *The bidder has to sign in full at all pages of the bidding document.*

6. Bid Prices

6.1 The Bidder shall indicate **unit prices in the prescribed format (Annexure-6) only.**

6.2 The price of the goods quoted should be F.O.R. NIT Raipur inclusive of all taxes (Excise duty, VAT/ST, etc), charges for inland transportation, insurance and other local services required for delivering, installation, commissioning etc. if any; the goods at the desired destination as specified in the price schedule form. **(Annexure-6)**

6.3 VAT/CST: The Institute is not authorized to give C or D form. CST or VAT should be charged according to applicable rates. However, the bidder is advised to explicitly mention the tax and duty rate in **percentage** as well, of Ex-works, Ex-warehouse, Ex-showroom price. In case of change in any duty or tax on account of change in rules/ legislation by the Government, the actual rates as applicable at the time of supply shall be payable only for taxes and duties which are clearly stated as percentage in the price schedule (Annexure-6). The L1 will not be reassessed for the lowest due to change in taxes. **Entry Tax:** The State of Chhattisgarh may charges entry tax on all goods entering into the State. The amount of entry tax should be mentioned clearly as an amount (and percentage as well) otherwise it will be assumed that the price quoted is inclusive of this component.

7. Responsiveness of Bids

7.1 Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the tender document without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:

7.1.1 Affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in this document; or

7.1.2 Limits in any substantial way, inconsistent with the tender document, the Institute's rights or the Bidder's obligations under the contract; or

7.1.3 If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

7.2 The Institutes' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it will be rejected by the Institute and will not subsequently be made responsive by the Bidders by correction of the material deviation, reservation or omission.

8. Evaluation and comparison of bids

8.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive. To evaluate a bid, the Purchaser shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology shall be permitted. The bids shall be evaluated on the following basis which shall be arrived as under:

8.2 Lowest bid (L1) will be decided by the price of the goods quoted F.O.R. NIT RAIPUR inclusive of all taxes (Excise duty, VAT/CST, etc), charges for inland transportation, installation, commissioning, insurance and other local services required, if any for delivering the goods at the NIT Raipur.

8.3 *Where there is no mention of packing, forwarding, freight, transportation, insurance charges, taxes etc. such offers may be REJECTED as incomplete.*

9. The Institute reserves right to ask for preparation of *sample* before actual production of the ordered item after final approval of the drawing by Technical Committee, NIT Raipur. The Institute also reserves the right to conduct pre-dispatch and post dispatch inspection of goods and the vender should facilitate it at NIT Raipur's cost.

10. Warranty Period: The warranty period should be minimum 1 year with spares from the date of installation with satisfactory performance. For standard items which carry warranty of more than one year, standard warranty shall be applicable.

11. Terms of Payment: The Payment for Goods and Services supplied shall normally be made in Indian Rupees, as follows: 100% payment will be made in account payee cheque or Draft/ online Transfer using RTGS to the Supplier normally within thirty (30) days after the successful installation and commissioning subject to submission of performance security, if any.

12. Performance Security (PS):

12.1 The successful bidder has to furnish **Performance Security of 10% of the ordered value in Indian Rupee**, in the form of Account Payee Demand Draft/ Fixed deposit in favor of the Director, NIT, Raipur, from a nationalized Bank with validity period of sixty (60) days beyond the date of completion of all contractual obligations of supplier including guarantee/ warranty obligations. The Performance Security is to be furnished in favor of the Director, National Institute

of Technology, Raipur, within ten days of intimation, failing which bid security may be forfeited.

12.2 The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days, following the date of completion of the Supplier's performance obligations, including any warranty obligations.

13. Delivery period: Delivery should be made within 90 days from the date of final approval of the drawing(s) by Technical Committee, NIT Raipur or approval of the sample, whichever is later. The supplier should intimate 10 days before the actual arrival of the consignment at NIT Raipur.

14. The Insurance shall be for an amount equal to 110% of the purchase-order value of the contract from within *warehouse to warehouse/installation site (NIT Raipur)* on *all risk basis* including strikes, riots and civil commotion.

15. Delayed delivery: Maximum *one month* extension in delivery period may be given on the receipt of written request of the supplier. Request for extension in delivery period should be made before the last date of supply as mentioned in Purchase Order. However, liquidated damage at the rate of 2% per month or part thereof the value of undelivered item will be recovered from the supplier.

Non delivery beyond extended period: If the Bidder fails to execute the order within the extended-delivery period (90+30 days) as mentioned above the order may be cancelled and performance security will be forfeited by the Institute.

16. Installation time: The supplier must install the furniture within a period of one month from the date of delivery of the furniture at NIT Raipur. However, liquidated damage at the rate of 1% per month or part thereof will be recovered of the ordered value, if the installation is not made within 30 days. The performance security may be forfeited beyond this period. However, storage space for installation of furniture items will be provided by Institute.

17. Site preparation and installation: The Purchase will designate the installation sites before the scheduled installation date to allow the Supplier to perform a site inspection to verify the appropriateness of the sites before the installation, if required.

18. Force Majeure:

18.1 Notwithstanding the Clauses relating to extension of time, penalty and Termination for Default the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- 18.2** For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 18.3** If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within 21 days of its occurrence. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 18.4** If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of force majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussions on either side.

19. Defective Equipment:

- 19.1** If any of the equipment supplied by the supplier is found to be substandard, refurbished, unmerchantable or not in accordance with the description /specification or otherwise faulty, the Institute will have the right to reject the equipment or its part at the time of post dispatch inspection after receiving the goods at NIT Raipur. The prices of such equipment shall be refunded by the supplier with 18% interest/year if such payments for such equipment have already been made to him.
- 19.2 Right to use Defective Goods:** If after delivery, acceptance, installation and within the warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.
- 19.3** All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 15 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges.

- 20.** Any disputes arising out of this enquiry shall be dealt in the Raipur jurisdiction.

Sd/-
Registrar
NIT-Raipur

Annexure-1**CHECK LIST**
(ON THE COMPANY LETTER HEAD OF THE BIDDER)

S. No.	PARTICULARS	To be filled by Bidder		
		Yes	No	Enclosure No
1	A list of all submitted documents			
2	Required tender fee in the form of a Demand draft / Pay order			
3	Annexure – 1 : Check List			
4	Annexure – 2 : Covering Letter from the Bidder			
5	Annexure – 3 : Authorization Letter			
6	Annexure – 4 : List of Furniture items quoted with codes			
7	Annexure – 5 : Technical Specifications Offered			
8	Annexure – 6 : Price Schedule Form			
9	Annexure – 7 : Bidder's Statement			
10	Annexure – G : Details of Certifications			
11	Certificate of Incorporation from Registrar Of Companies (ROC)			
12	Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company.			
13	Copy of Firm's Registration for VAT/CST/LST/TIN/			
14	Copy of the PAN no. of the Firm			
15	Supporting Document showing Annual Turnover for the last 3 years			
	a) Auditor Certified financial statements for the last three financial years; 2010-11, 2011-12, and 2012-13 (Please include only the sections on Profit & Loss, revenue and the Assets, not the entire balance sheet.)			
	b) Certification by the company auditors supporting the revenue break-up for Furniture business.			
16	List of furniture supplied to NITs/IITs/IIMs/IIITs/Central Universities /IISERs/ CSIR laboratories/PSUs/Central Government Departments and Offices, during last 03 (THREE) financial years (2010-2013), as on date of signing the bid.			
17	Financial years wise List of received purchase orders (of furniture items only) of aggregated value not less than Rs. 50 Lakhs per annum in any one of last 03 (THREE) financial years (2010-2013), from a single organization among NITs/IITs/IIMs/IIITs/Central Universities/IISERs/ CSIR laboratories/PSUs/Central Government Departments and Offices, as on date of signing the bid. [NOTE: Copies of purchase orders as a proof should be provided.]			
18	All documentary proofs showing satisfaction of the eligibility criteria, as laid down in the Tender document, are attached.			

19	All relevant Technical Literature/Catalogue/Pamphlets etc.			
20	In case of becoming successful bidder, the bidder agrees to submit a performance Bank Guarantee of 10% of the cost of the material, as per the Purchase Order of NIT Raipur, along with the Acceptance.			
21	In case of becoming successful bidder, the bidder agrees that the supplied furniture will be warranted against all manufacturing defects for the standard warranty period from the date of successful installation and acceptance. In case, a part thereof or the whole equipment is found defective the same will be rectified/replaced on free of charge basis without lapse of time. In case the equipments are not repaired/ replaced within the Service Time quoted, the bidder agrees that suitable action may be taken by the NIT Raipur.			
22	The bidder agrees that all disputes, if arising related to this bid, shall be in courts of Raipur.			
23	The bidder agrees that the submitted bid is duly paginated, from page 1 to the last page, and will be submitted in an organized and structured manner, in a sealed envelope.			

Place:

Date:

Signature and seal of the Manufacturer

Annexure-2**COVERING LETTER**
(ON THE COMPANY LETTER HEAD OF THE BIDDER)

[Date]

To,
The Director
National Institute of Technology,
Raipur, Chhattisgarh.

Subject: Our proposal against your open tender for Supply of Furniture at NIT, Raipur.

Dear Sir,

Having examined the tender document, the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit a bid in response to the tender for Supply of Furniture at NIT, Raipur.

We attach hereto the response as required by the tender, which constitutes our proposal.

Tender No.:				
Tender Fee of amount Rs. 2,000/- (Rs. Two thousand only) SUBMITTED			YES/NO	(Please strike off whatever is not applicable)
Mode	No.	Date of Issue	Name of Bank	Valid up to
Demand Draft/ Pay Order				
Tender No.:				
EMD detail of amount Rs./- (Rs..... only) SUBMITTED			YES/NO	(Please strike off whatever is not applicable)
Mode	No.	Date of Issue	Name of Bank	Valid up to
Demand Draft/ Pay Order				

Primary and Secondary contacts for our company are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Company Name:		
Address:		
Phone:		
Mobile:		
Fax:		
E-Mail:		

- (i) We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.

Annexure-3

CERTIFICATE AS TO AUTHORISED SIGNATORY
(ON THE COMPANY LETTER HEAD OF THE BIDDER)

I, _____ the Company Secretary of

_____ certify that _____

who signed the above bid is authorized to do so and bind the company by authority of its board/ governing body.

Date:

Signature:

(Company Seal)

(Name)

Annexure-4**List of Furniture Items: code and quantity**

S. No	Furniture Item	Item Code	Quantity [‡]	EMD amount (Rs.)
1	Executive Table	DEAN/ET	05	3000/-
2	Executive Chair	DEAN/EC	05	3000/-
3	Faculty Table	FAC/TAB	60	20,000/-
4	Faculty Chair	FAC/CHA	60	15,000/-
5	Visitor Chair	FAC/VC	160	35,000/-
6	Almirah	FAC/ALM	100	50,000/-
7	Bookshelf	FAC/BS	80	40,000/-
8	Computer Table	COM/CT	130	45,000/-
9	Computer Table(CEE)	CEE/CT	33	15,000/-
10	Computer Chair	COM/CC	180	35,000/-
11	Study Table	HOS/ST	220	35,000/-
12	Study Chair	HOS/SC	350	45,000/-
13	Single Door Almirah	ARCH/ALM	10	5,000/-
14	Bag Steel Rack	HOS/BSR	140	35,000/-
15	Cot for Hostel	HOS/COT	130	35,000/-
16	Dual Desk	STU/DD	500	1,00,000/-
17	Stool	COM/STL	500	20,000/-
18	Library Table	LIB/LT	40	10,000/-
19	Industrial Locker	ARCH/IL	20	5,000/-
20	Steel Rack	ARCH/SR	150	15,000/-
21	Wooden Stool	ARCH/WS	100	7,000/-
22	Dining Benches	HOS/DB	10	5,000/-
23	Laboratory Table	COM/LT	30	10,000/-
24	Laboratory Table(Wash Basin)	MET/LT	10	5,000/-
25	Glass Door Almirah	ARCH/GDA	15	9,000/-
26	Student Benches	STU/SB	240	30,000/-
27	Library Bookshelf	LIB/BS	150	60,000/-
28	Book Trolley	LIB/BT	05	2,000/-
29	Newspaper Stand	LIB/NS	05	1,000/-
30	Display Rack with Stand	LIB/DRS	02	1,000/-
31	Vertical Steel File Cabinet	DEAN/SFC	05	3,000/-
32	Drawing Table	STU/DT	250	90,000/-

‡ The quantity mentioned in above table is tentative and may vary up to ± 25% with respect to the mentioned quantity as per the actual need of the Institute at the time of issuing purchase order.

Annexure-5**Technical Specification of Furniture Items**

General Comment: Specification deviation up to 1% of the mentioned specifications is permissible. Specification Deviation beyond 1% of the mentioned specifications may be disqualified.

1	Executive Table	DEAN/ET	05
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The table should be made of steel frame (25 x 25 x 1.2mm) and particle board conforming to IS 12823 interior grade.

- Overall size - 1800 mm (L) x 1200 mm (W) x 760 mm (H)
- Table top - 25mm thick PB with two side post forming and two sides 2mm PVC edge bending.
- Side Panel and modesty panel- 18mm thick PB

Drawer unit should be provided on both sides of table. Each having three sliding drawer. Each unit having overall dimension 460mm (H) x 410mm (W). Drawer unit should be made from prime quality CRCA sheets conforming to IS 5131986.

Steel frame and sheet metal component should be powder coated. All the sheet metal component should be given anti rust treatment prior to powder coating.

2	Executive Chair	DEAN/EC	05
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Seat/Back Assembly: Seat and back should be made up of 12mm thick hot pressed plywood, upholstered with fabric and moulded polyurethane foam with PVC lipping all around. The back foam should be designed with contoured lumbar support for extra comfort.

Seat size 520 mm(W) x 490 mm(D), back size 520 mm(W) x 760 mm(H). Back height from ground level should be 1100 mm. Polyurethane foam density 50kg per metre cube

Armrest: Single piece soft virgin quality PU reinforced with inbuilt steel rib. Armrest should be scratch and weather resistant. Length of armrest should be 400mm.

Centre pivot mechanism: Centre pivot mechanism must have following features –

- 360° revolving type 17° maximum tilt on pivot at center.
- Tilt tension adjustment.
- Upright locking.

Pneumatic Height Adjustment: The pneumatic height adjustment should have adjustment stroke of 125mm.

Pedestal Assembly: The pedestal should be made of HR steel and fitted with 5 nos. twin wheel castors (castor wheel dia. 50 mm). The pedestal should be of 650mm pitch-centre dia. (750mm with castors).

3	Faculty Table	FAC/TAB	60
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The table should be made of steel frame (25 x 25 x 1.2mm) and particle board conforming to IS 12823 interior grade.

Overall size	-	1500 mm (L) x 900 mm (W) x 760 mm (H)
Table top	-	25mm thick PB with two side post forming and two sides 2mm PVC edge bending.

Front covered with 18mm PLPB. Drawer unit should be provided on both sides of table. Each having three sliding drawer. Each unit having overall dimension 460mm (H) x 410mm (W). Drawer unit should be made from prime quality CRCA sheets conforming to IS 5131986. Steel frame and sheet metal component should be powder coated. All the sheet metal component should be given anti rust treatment prior to powder coating.

4	Faculty Chair	FAC/CHA	60
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Seat/Back Assembly: Seat and back should be made up of 12mm thick hot pressed plywood, upholstered with fabric and moulded polyurethane foam with PVC lipping all around. The back foam should be designed with contoured lumbar support for extra comfort.

Seat size 490 mm (W) x 460 mm (D), back size 490 mm (W) x 595 mm (H). Back height from ground level should be 950 mm. Polyurethane foam density 50kg per metre cube.

Armrest: Single piece soft virgin quality PU reinforced with inbuilt steel rib. Armrest should be scratch and weather resistant. Length of armrest should be 400mm.

Centre pivot mechanism: Centre pivot mechanism must have following features –

- 360° revolving type 17° maximum tilt on pivot at center.
- Tilt tension adjustment.
- Upright locking.

Pneumatic Height Adjustment: The pneumatic height adjustment should have adjustment stroke of 125mm.

Pedestal Assembly: The pedestal should be made of HR steel and fitted with 5 nos. twin wheel castors (castor wheel dia. 50 mm). The pedestal should be of 650mm pitch-centre dia. (750mm with castors).

5	Visitor Chair	FAC/VC	160
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Seat/Back Assembly: The seat and back should be made up of 12 mm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam with PVC lipping all around. The back foam should be designed with contoured lumbar support for extra comfort.

The chair size should be – for back – 490 mm(W) x 470mm (H) and for seat – 490mm(W) x 440 mm (D).

Armrest: The armrest tops should be of PU. They should be fitted to tubular armrest supports, and black powder coated. The tubular armrest supports should hold together the seat and back.

Tubular Frame: The tubular frame should be of cantilever type. Tubular frame should be made of powder coated mild steel with 25.4 mm. diameter of 2 mm thickness.

6	Almirah	FAC/ALM	100
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Overall outer size of the almirah 920mm(w) x 485mm(D) x 1880 mm (H)

Construction & Material: Welded construction made of prime quality CRCA steel. Shelf & front panel 0.8 mm thick, all other panels 0.6mm thick. The almirah should be of double door.

Locking and handle: Handle should be provided with 2/3 way locking mechanism with shooting bolt arrangement.

Shelf: Almirah should have 04 fixed full shelves. The uniformly distributed load capacity for each shelf should be 80 kg.

Finish: Epoxy powder coated finish of 50 ± 10 micron thickness.

7	Bookshelf	FAC/BS	80
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Size of the Book Shelf 914 mm (w) x 320mm (D) x 1742 mm (H) with 4 doors

Construction & Material: It should have rigid construction with prime quality CRCA steel – All panels & frame from 0.8 mm thick material.

Door Features/Locking: Each door should have 6 lever good quality lock with common key. Each door should have 3 mm thick transparent glass for clear inside vision secured in a metal frame through rubber gasket. Each door should have a scissor mechanism for receding inside the top of respective compartment & ensures parallel & smooth movement. Each door should have plastic side and caps as handle which is easy to grip.

Behind Storage shelving: Each compartment should have storage shelf with uniformly distributed load capacity per each shelf – 80 kg maximum.

Top panel: Shelf should have inside metal top panel

Finish: It should be epoxy powder coating & thickness of 50 ± 10 micron

8	Computer Table	COM/CT	130
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Table top should be made of 18mm pre laminated particle board. Under structure made up of 50mm x 25mm rectangular pipe. Size of the table is 925mm (L) x 615mm (W) x 760mm (H). Sliding tray for keyboard, platform under the table for holding CPU, and UPS. Side panel covered with 0.8mm thick CR sheet. All metal structure should be powder coated.

9	Computer Table(CEE)	CEE/CT	33
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Table top should be made of 18mm pre laminated particle board. Under structure made up of 50mm x 25mm rectangular pipe.

1. Overall size 1830mm(L) x 610mm(W) x 760(H) to accommodate 3 computers
2. Overall size 1220mm(L) x 610mm(W) x 760(H) to accommodate 2 computers

Other should be as per drawing. All metal structure should be powder coated.

10	Computer Chair	COM/CC	180
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Seat/Back Assembly: Seat and back should be made up of 12mm thick hot pressed plywood, upholstered with fabric and moulded polyurethane foam with PVC lipping all around. The back foam should be designed with contoured lumbar support for extra comfort.

Seat size 490 mm(W) x 440 mm(D), back size 490 mm(W) x 470 mm(H). Back height from ground level should be 820 mm. Polyurethane foam density 50kg per metre cube.

Armrest: Single piece soft virgin quality PV reinforced with inbuilt steel rib. Armrest should be scratch and weather resistant.

Centre pivot mechanism: Centre pivot mechanism must have following features –

- 360° revolving type 17° maximum tilt on pivot at center.
- Tilt tension adjustment.
- Upright locking.

Pneumatic Height Adjustment: The pneumatic height adjustment should have adjustment stroke of 125mm.

Pedestal Assembly: The pedestal should be made of HR steel and fitted with 5 nos. twin wheel castors (castor wheel dia. 50 mm). The pedestal should be of 650mm pitch-centre dia. (750mm with castors).

11	Study Table	HOS/ST	220
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The table should be made of steel frame (25 x 25 x 1.2mm) and particle board conforming to IS 12823 interior grade with one sliding & lockable drawer unit.

Overall size - 1200 mm (L) x 600 mm (W) x 760 mm (H)

Table top - 18mm thick PLPB with all around 2mm PVC edge bending.

All the metal components are to be pre-treated (degreased) with Zinc phosphate and epoxy powder coated for better corrosion resistance. Thickness of powder coating should be 50 ± 10 micron.

12	Study Chair	HOS/SC	350
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Seat/Back Assembly: The seat and back should be made up of 12 mm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam with PVC lipping all around. The back foam should be designed with contoured lumbar support for extra comfort.

The chair size should be – for back – 490 mm(W) x 470mm (H) and for seat – 490mm(W) x 440 mm (D).

Armrest: The armrest tops should be of PU. They should be fitted to tubular armrest supports, and black powder coated. The tubular armrest supports should hold together the seat and back.

Tubular Frame: The tubular frame should be of cantilever type. Tubular frame should be made of powder coated mild steel with 25.4 mm. diameter of 2 mm thickness.

13	Single Door Almirah	ARCH/ALM	10
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Overall outer size of the almirah 920mm(w) x 485mm(D) x 1980 mm (H)

Construction & Material: Welded construction made up of with prime quality CRCA steel. Shelf & front panel 0.8 mm thick, all other panels 0.6mm thick. The almirah should be of single door.

Locking and handle: Handle should be provided with 2/3 way locking mechanism with shooting bolt arrangement.

Shelf: Almirah should have 04 fixed full shelves. The uniformly distributed load capacity for each shelf should be 80 kg.

Finish: Epoxy powder coated finish of 50 ± 10 micron thickness.

14	Bag Steel Rack	HOS/BSR	140
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Overall size 1980mm (H) x 900 mm (W) x 400mm(D)

Bag steel rack made of MS slotted angle frame of 37 x 37 x 5mm.

The rack should have 5 compartments of equal size. Compartment shelf should be made of prime quality CRCA steel 0.8mm thick. Top of the rack should be covered with the same sheet. Rack should be covered with 03 sides by CRCA sheets 0.6mm thick.

Finish: Epoxy powder coated finish of 50 ± 10 micron thickness.

15	Cot for Hostel	HOS/COT	130
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Overall dimension 1905mm (L) x 915 mm (W) x 460mm (H)

Frame: The outer frame made from CRCA Rectangular pipe of 40 x 40 x 1.6mm thick with 3 no. of stiffeners made out of CRCA square pipe 25mm x 25mm x 1.6mm thick welded to outer main frame. Each stiffener shall be provided with 4 no. drilled holes of 5mm dia. for fitting of plywood. The legbow is made from CRCA square pipe of 40mm x 40mm x 1.6mm thick, provided with 1 no. of horizontal support width wise.

Headbow: The outer frame of the head bow is made from round pipe 30mm x 1.6mm thick CRCA round pipe, provided with 2 horizontal width wise and 2 vertical support, made out of CRCA round pipe 30mm x 1.6mm thick. Head bow should be welded to main frame.

Top of cot : Waterproof commercial plywood top of 18mm thick fitted to the main frame with the help of 5mm Philips head self tapping plated screws.

Mosquito net arrangement: The provision for mosquito net shall be provided.

Shoes: Neoprene rubber shoes of suitable dia. shall be provided wherever necessary.

Colour: All dents, burrs and sharp edges shall be removed from the various components and they shall be scrubbed and rinsed to remove grease, rust, scales. All steel parts shall be given phosphating treatment followed by coat of suitable primer such as zinc chromate red oxide. Putty shall be applied to all surface requiring filling. The two coats of stove enamelled olive green or gray or any other shade as per choice shall be applied/painted and baked upto 80 to 120 centigrade.

16	Dual Desk	STU/DD	500
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Size of the desktop 1100 mm (L) x 440 mm (W) x 770 mm (H)

Size of the Seat 1100 mm (L) x 300 mm (W) x 480 mm (H)

Seat backrest 1100 mm (L) x 225 mm (W)

Student dual desk should be ergonomically designed for use in classroom.

Height of the seat & table should be provided to give comfortable seating posture.

The seat, table top and back rest panel should be made of 18mm PLPB with 2 mm PVC edge bending on all sides.

Under structure should be made of powder coated steel tubes 25.4 x 25.4 x 1.25mm thick ERW tubes. The tube should be closed with plastic caps. Additional horizontal support should be placed below the desk and seat to add to the rigidity of the structure. Storage shelf should be provided below the table top made of 0.8mm thick powder coated MS sheet. Level adjusters should be provided to take care of unevenness in the floor.

17	Stool	COM/STL	500
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Seat Assembly: The seat should be made up of 12 mm thick I.S.I. Grade plywood with moulded Polyurethane foam and should be upholstered with fabric. The upholstery should be have good quality fabric.

Seat size: Diameter 400 mm

Adjustments: 360 degree revolving type

Back Assembly: The back foam should be designed with contoured lumbar support for extra comfort. The upholstery should have good quality fabric.

Back size: 450mm (W) x 250mm (H) height above seat; covered with U foam

Adjustment: The manual adjustment should be very easy to operate with the help of a knob. It should be locked at the most comfortable position.

18	Library Table	LIB/LT	40
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The table should made of steel frame (25 x 25 x 1.2mm) and particle board conforming to IS 12823 interior grade.

Overall size	-	2440 mm (L) x 1200 mm (W) x 760 mm (H)
Table top	-	25mm thick PB with two side post forming and two sides 2mm PVC edge bending.

Steel frame and sheet metal component should be powder coated. All the sheet metal component should be given anti rust treatment prior to powder coating.

19	Industrial Locker	ARCH/IL	20
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Overall size: 1980mm (H) x 915mm (W) x 480mm (D)

Locker should be 6 tear. Each tears having 3 compartments. Total no. of lockers in the unit will be 3 x 6 = 18 nos.

Construction & Material: Welded construction made of prime quality CRCA steel. Shelf & front panel should be 0.8mm thick, all other panel 0.6mm thick.

Locking Arrangement: Built in cylinder lock with padlock. Cylinder lock should be provided on each lock separately.

Finish: Epoxy powder coated finish of 50 ± 10 micron thickness.

20	Steel Rack	ARCH/SR	25
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Overall size 1980mm (H) x 900 mm (W) x 400mm (D)

Steel rack made of MS slotted angle frame of 37 x 37 x 5mm.

The rack should have 5 compartments of equal size. Compartment shelf should be made of prime quality CRCA steel 0.8mm thick. Top of the rack should be covered with the same sheet.

Finish: Epoxy powder coated finish of 50 ± 10 micron thickness.

21	Wooden Stool	ARCH/WS	100
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Under structure should made of steel frame 25 x 25 x 1.2mm, table top should be of 18mm waterproof ply board covered with mica.

Stool top size - 300 mm (L) x 300 mm (W) x 685 mm (H)

Steel frame and sheet metal component should be powder coated. All the sheet metal component should be given anti rust treatment prior to powder coating.

22	Dining Benches	HOS/DB	10
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Overall size - 1360 mm (L) x 300 mm (W) x 460 mm (H)

Structure- Under structure should be made of powder coated steel tubes 25.4 x 25.4 x 1.25mm thick ERW tubes. Six legs should be provided to support the seat. Bench top should be provided with 20 SWG stainless steel sheet which should be fixed on 18mm ISI water proof ply board base.

23	Laboratory Table	COM/LT	30
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Under structure should made of steel frame 25 x 25 x 1.2mm, and table top should be 25mm pre laminated particle board.

Overall size - 1830 mm (L) x 915 mm (W) x 990 mm (H)

Steel frame and sheet metal component should be powder coated. All the sheet metal component should be given anti rust treatment prior to powder coating.

24	Laboratory Table(Wash Basin)	MET/LT	10
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Under structure should made of steel frame 25 x 25 x 1.2mm, and table top should be 25mm pre laminated particle board.

Overall size - 1830 mm (L) x 915 mm (W) x 990 mm (H)

Steel frame and sheet metal component should be powder coated. All the sheet metal component should be given anti rust treatment prior to powder coating. One steel wash basin of size 455mm (L) x 300mm (W) x 300mm (D) should be provided on left side of the table.

25	Glass Door Almirah	ARCH/GDA	15
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Overall outer size of the almirah 920mm(w) x 485mm(D) x 1980 mm (H)

Construction & Material: Welded construction made up of with prime quality CRCA steel. Shelf & all other panels 0.8mm thick. Front panel should be made up of 3 mm glass. The almirah should be of double door. Two pieces of glass should be provided on each door.

Locking and handle: Handle should be provided with 2/3 way locking mechanism with shooting bolt arrangement.

Shelf: Almirah should have 04 fixed full shelves. The uniformly distributed load capacity for each shelf should be 80 kg.

Finish: Epoxy powder coated finish of 50 ± 10 micron thickness.

26	Student Benches	STU/SB	240
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Size of the desktop 500 mm (L) x 440 mm (W) x 770 mm (H)

Size of the Seat 500 mm (L) x 300 mm (W) x 480 mm (H)

Seat backrest 500 mm (L) x 225 mm (W)

Student dual desk should be ergonomically designed for use in classroom.

Height of the seat & table should be provided to give comfortable seating posture.

The seat table top and back rest panel should be made of 2 mm PVC edge bending on all sides.

Under structure should be made of powder coated steel tubes 25.4 x 25.4 x 1.25mm thick ERW tubes. The tube should be closed with plastic caps. Additional horizontal support should be placed below the desk and seat to add to the rigidity of the structure. Storage shelf should be provided below the table top made of 0.8mm thick powder coated MS sheet. Level adjusters should be provided to take care of unevenness in the floor.

27	Library Bookshelf	LIB/BS	150
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Book shelf with components fabricated from prime quality steel. The stanchions are uprights of box section with slots on both sides along their length at a pitch of 29mm approximately to permit adjustability for transmitting the load to the floor and supporting the stacks. Shoes have provision for taking foundation bolts. The shelf and shelf brackets are capable of taking a load of 45 to 50 kgs. 2 shelf brackets are to be provided for fixing 1 shelf to stanchion. The shelf brackets are boltless and therefore can be repositioned easily at required levels. To enclose each block of book stacks end covers are to be provided. For each stack two U type horizontal channels are fitted to the stanchions, one at the top and the other at the bottom to form a rigid frame. The moveable book supporters to keep the books in vertical position are provided and top covers are provided to protect the books from dust. The dimensions of a basic plus one add on double faced unit is as follows :

Overall height	2285mm
Width of basic section outside	915 mm (length)
Width of add on section	915 mm (length)
Depth of double faced rack	560mm
Width of each shelf	885mm
Depth of each shelf	230mm
No. of shelf in each rack	28 nos. (7 x 4 = 28 nos.)

Capacity of load in each shelf 45 to 50 kgs.

All vertical & horizontal support 14 gauge

Side panel cover size 2285mm (H) x 560mm (W) x 20 gauge

Shelf side bracket 200mm including folding (10mm) with one corner half round surface: 18 gauge 1 inch square pipe 2 nos. for main & additional 915mm length : 19 gauge. All the steel surface are powder coated.

28	Book Trolley	LIB/BT	05
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Overall size 1060mm (H) x 920mm (L) x 380mm (D)

The structure of the trolley should be made of stainless steel with 1" round/square pipe of 14 gauge. Trolley should be provided with 03 racks to carry the books. The trolley should have provision to move from both sides. The bottom of the trolley should be fitted with 04 no. of tubeless wheels.

29	Newspaper Stand	LIB/NS	05
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Overall size 1370mm (H) x 915mm (L) x 610mm (D)

The structure of the stand should be made of steel frame 25 x 25 x 1.2mm. Double sided inclined top should be made of pre laminated particle board of 18mm. Steel frame should be powder coated.

30	Periodical Display Rack with Stand	LIB/DRS	02
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Overall size 1890mm (H) (including stand height of 85 mm) x 1190mm (W) x 400mm (D)

Total compartments 4(Horizontally) x 5 = 20

The structure should be made of 18mm pre laminated particle board. Each compartment should be provided pivoted inclined metal tray.

31	Vertical Steel File Cabinet	DEAN/SFC	05
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Overall size 470mm (W) x 620mm (D) x 1320mm (H)

Cabinet should have 04 drawers. Minimum thickness of metal component of drawer shall be 22 gauge. Minimum thickness of the metal component for the cabinet shall be 20 gauge. All surface should be epoxy powder coated finish of 50 ± 10 micron thickness.

32	Drawing Table	STU/DT	250
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Specifications

- 1) Drawing Table consists of two parts, the first part is the steel frame structure and second one is drawing board.
- 2) The steel frame structure should be made of 25mm X 25mm square 1.2mm thick.

- 3) All edges of the steel frames and joints should be smooth curve shape not be sharp.
- 4) The legs should be provided with adjustable bushes.
- 5) 2mm thick steel plate for keeping drafting instruments should be provided in the front side 70mm below the drawing board, whose edge should be curved and rounded upward and smoothened without sharp.
- 6) 2mm thick steel mesh (size of the hole maximum 35mm X35 mm) tray for keeping drawing sheets at the back side of the drawing table.
- 7) The drafting board is 760mm X 1070 mm in rectangular size and 15mm thick; board should be made of "Boiling Water Grade" ply wood and laminated.
- 8) The drafting edges on the left and right sides of the drawing board should be lipped by "L" shape 6 mm thick, 15 mm x15mm wide aluminium channels section fixed. The edges must be straight without any undulation. The board has to be fixed on top of the steel frame support.
- 9) Teak beading should be done in the front side edge of the drawing board and has to be projected 15mm above the top surface. The edges of the beading and also the rear edge of the board should be smooth curve shape not be sharp.
- 10) **Painting and finishing:** after finishing and preparation of surface one coat of steel primer/ base coating and two coats of Enamel paint with fine finish in Black colour, including steel mesh and steel plates.
- 11) **Painting and finishing of the Bottom side of the drawing board:** after finishing and preparation of surface one coat of base coating and two coats of Enamel paint with fine finish in Black colour.

Annexure-6 (ON THE COMPANY LETTER HEAD OF THE BIDDER)

Price Schedule form: Price Schedule for Goods Being offered from India in INR
(Separate form to be used for each item offered)

Name of the Bidder:

Name of offered good and Item Code:

Tender No.:

Sl. No.	Details	Price per Unit in INR	Remark
1	Ex-works, Ex-warehouse, Ex-show room price (inclusive of all taxes already paid)		
2	VAT & other taxes like excise duty payable**, if contract is awarded		Please Mention the Percentage.
3	Packing & forwarding up to station of dispatch, if any		
4	Charges for inland transportation, insurance to ultimate destination i.e. NIT, Raipur, if any		
5	Installation and Commissioning charges, If any		
6.	Entry Tax**, if applicable		Percentage.
7.	Any other charges (Please specify)		
Total Price (Sum of S. No 1 to 6) FOR NIT RAIPUR			

** Explicitly mention the tax and duty rate in **percentage** as well, of Ex-works, Ex-warehouse, Ex-showroom price. In case of change in any duty or tax on account of change in rules/ legislation by the Government, the actual rates as applicable at the time of supply shall be payable only for taxes and duties which are clearly stated as percentage. The L1 will not be reassessed for the lowest due to change in taxes.

Total Bid price in Indian currency _____

In words: _____ Name _____

Business Address

Signature of Bidder

Annexure - 7**BIDDER'S STATEMENT (TABLE-1 and TABLE-2)**
(ON THE COMPANY LETTER HEAD OF THE BIDDER)

[NOTE: Bidders MUST submit ALL required documents in support of minimum eligibility criteria along with the bid. No document in support of minimum eligibility criteria will be accepted / entertained after last date for submission of the bid. A list of all submitted documents should be provided.]

TABLE-1				
1	Name & Address of the Bidder organization/firm			
2	Website of firm			
3	Nature of the legal status in India			
4	Legal status reference details			
5	Place & Date of the firm's Incorporation			
6	Registration No. (Copy to be enclosed)			
	Mandatory Supporting Documents:			
	a) Certificate of Incorporation from Registrar Of Companies (ROC)			
7	Date of Commencement of Business			
8	Address of the Headquarters			
9	Address of the Registered Office in India			
10	Constitution of the firm (Pvt. Ltd., Public, Proprietary)			
11	Nature of business in India			
	Mandatory Supporting Documents:			
	a) Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company.			
12	Name of the Chief Executive of the firm			
13	Permanent Account No. (Income Tax) (Attach attested copy)			
14	Annual Turnover for the last three (03) financial years from furniture business ONLY (Attach supporting documents)			
	Financial Information	FY 2010-11	FY 2011-12	FY 2012-13
	(i) Revenue (in INR crores)			
	(ii) Profit Before Tax (in INR crores)			
	(iii) Revenue from FURNITURE business ONLY (in INR crores)			
	(iv) Other Relevant Information, if any			
	Mandatory Supporting Documents:			
	a) Auditor Certified financial statements for the last three financial years; 2010-11, 2011-12, and 2012-13 (Please include only the sections on Profit & Loss, revenue and the Assets, not the entire balance sheet.)			
	b) Certification by the company auditors supporting the revenue break-up for Furniture business.			
	Average Annual Turnover for last THREE financial years, ending 31st March 2013.			
17.	Classifications of Bidder			

	(i)	Manufacturer								
	(ii)	Others (please specify)								
18	Name and address of the contact person to whom all references shall be made regarding this bid.									
	(i)	Name								
	(ii)	Address								
	(iii)	Telephone No.								
	(iv)	Fax No.								
	(v)	Mobile No								
	(vi)	e-Mail								
19	Details of furniture, supplied to reputed Indian organizations, especially NITs/ IITs/IIITs/ Central Universities/ IISERs/CSIR labs etc., during last THREE financial years (2010-2013) , as on date of signing the bid. (Attach supporting documents)									
	Sr. No.	Order Placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered Furniture	Value Of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Has the FURNITURE been installed Satisfactory? (Attach a certificate from the purchaser/ Consignee)	purchase/ Consignee Contact person along with Telephone No., FAX No. and email address	
	(i)									
	(ii)									
	(iii)									
	(iv)									
	(v)									
20	Details of received purchase orders (of furniture items only) of AGGREGATED VALUE NOT LESS THAN RS. 50 LAKH PER ANNUM IN ANY ONE OF LAST 03 (THREE) FINANCIAL YEARS (2010-2013), FROM A SINGLE ORGANIZATION among NITs/IITs/IIITs/Central Universities/IISERs/CSIR laboratories/PSUs/Central Government Departments and Offices, as on date of signing the EOI proposal. [NOTE: Copies of purchase orders as a proof should be provided.]									
	Financial Year	Sl. No.	Order Placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Has the FURNITURE been installed satisfactorily? (Attach a certificate from the purchaser/ Consignee)	Purchaser's Contact person long with Telephone No., FAX No. and email address
	2010-11	(i)								
		(ii)								
		(iii)								
		(iv)								
		(v)								
	2	(vi)								

		(vii)									
		(viii)									
		(ix)									
		(x)									
		(xi)									
	2012-13	(xii)									
		(xiii)									
		(xiv)									
		(xv)									
	21	Details of valid Certifications/ Assessments available with bidder (Attach supporting documents)									
		Sl. No.	Name of valid certification	Date of Assessment	Validity of the Assessment	Name of the Assessing company and their contact details				Units /Locations Assessed	
		(i)									
		(ii)									
		(iii)									
	(iv)										
	(v)										
22	Details of service centers at Raipur(if any).										
	(i)	Address									
	(ii)	Phone No.									
	(iii)	Year of Establishmen									
	(iv)	Name of contact person and contact details									
	(v)	Status of working Days and Hours									
	(vi)	No. of skilled employees									
	(vii)	No. of Unskilled employees									
	(viii)	No. of Engineering employees									
	(ix)	No. of Administrative employees									
	(x)	List of special repair/workshop facilities available									
	(xi)	Storage space available for spares (sq.m.)									
	(xii)	Value of minimum stock of spares available at all the service centers in Indian currency									

TABLE-2		
1)	Do you have in-house department for following in your manufacturing unit:	Provide Details with proof.
	(i) Design	
	(ii) Research & Development	
	(iii) Quality control	
	(iv) Testing & Inspection	
2)	In-house facilities for testing & Inspection	
	Description	
	Capacity Nos.	
	Nos.	
	Year of Manufacturing	
	Make	
	Approver's Qualification	
3)	If in-house testing facilities are not available provide source of testing with details	
	Source of testing	
	Description	
	Capacity Nos.	
	Nos.	
	Year of manufacturing	
	Make	
	Approver's Qualification	
4)	Details of any other laboratory available with firm/company	

Place:

Date:

Signature and seal of the Manufacturer