

Tender for  
Supply & Installation of  
Furniture  
at IIT Guwahati

NIQ No. : IITG/S&P/NIT/91/2018/4362 dt 09.05.2018  
Last Date of Submission: 29-05-2018 up to 1300 HRS



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI  
आमबारी, गोपीनाथ बोरदोलोई (जी.एन.बी.) मार्ग, गुवाहाटी-781001, भारत  
Ambari, Gopinath Bordoloi (G.N.B.) Road, Guwahati-781001, India  
Phone: +91-361-2630015, Fax: +91-361-2630035, Website: www.iiitg.ac.in email: snpoffice@iiitg.ac.in

## **Notice Inviting Tender**

The Director, Indian Institute of Information Technology Guwahati, invites bids in Two Bid System for supply and installation of furniture as per detail mentioned in the **ANNEXURE-I (Specs)** and **ANNEXURE-II (photographs)**, attached herewith. The last date for submission of bids to the undersigned is on or before **29-05-2018, 1300 HRS.**

Please note:

- i) Tender document is divided into four parts i.e.
  - (1) Instruction to Bidders,
  - (2) Terms & Conditions
  - (3) Annexure I to VIII
- ii) There is no Tender fee.
- iii) Duly filled, signed and sealed quotation along with the related documents as directed in the instruction, Annexure-III and Terms & Conditions is to be submitted.
- iv) The bid document is NOT transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.
- v) Corrigendum/ Addendum in regards to terms and condition and technical specification, if any, will be published/ intimated only in the official website i.e. [www.iiitg.ac.in](http://www.iiitg.ac.in).

Kindly read both the Instructions and Terms & Conditions properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms & conditions.

Thanking you.

Yours Sincerely,

Sd/-  
**(Gautam Barua)**  
**Director, IIITG**

## 1. INSTRUCTION TO BIDDERS

### 1.1 Important date, time and place:

- a. **Last date & time of submission:** 29-05-2018, 1300 HRS
- b. **Date & time of opening of Technical Bid:** 29-05-2018, 1330 HRS
- c. **Place of opening quotations:** Conference Room, IIIT Guwahati, G.N.B. Road, Ambari.
- d. **Late and delayed tender:** Late and delayed tender will not be accepted.
- e. **Unscheduled Holiday:** In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

- 1.2 The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

<p><b>QUOTATION FOR SUPPLY OF FURNITURE</b> <b>NIT Ref. IIITG/S&amp;P/NIT/91/2018/4362 dt 09.05.2018</b> <b>LAST DATE OF SUBMISSION: 29-05-2018 (1300 HRS)</b></p> <p style="text-align: right;"><b>To,</b> <b>Director</b> <b>IIIT Guwahati</b> <b>Assam Textile Institute Campus</b> <b>G.NB. Road, Ambari</b> <b>Guwahati 781 001, Assam, India.</b></p> <p>From: M/s _____ Phone No. : _____ Email ID : _____</p>
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- 1.3 Quotations will have to be submitted in TWO PARTS i.e. Technical Bid and Price Bid, in two separate properly sealed envelopes and both these covers will have to be again put in to a single sealed cover.

#### 1.3.1 Technical Bid

In the part relating to Technical Bid, the bidder must provide the followings:

- a. An Earnest Money Deposit (**EMD**) for an amount of ₹ 74,000/- (Rupees Seventy Four Thousand) only, in the form of Demand Draft drawn in favour of the "Director, IIIT Guwahati" payable at Guwahati, issued from a Nationalized Bank. Firms which are specifically registered for the required items with DGS&D or with NSIC are exempted from production of EMD. Copy of valid registration must be enclosed along with the quotation.
- b. Duly filled and signed Compliance Certificate as per format at ANNEXURE -III must be enclosed.
- c. Duly filled and signed Product Compliance Certificate as per format at ANNEXURE – IV (A-D) must be enclosed.
- d. Duly filled Annexures-V, VI and VII.
- e. After Sales Service: The name, address & contact nos of the nearest available authorized service centre at Guwahati , must be submitted.

### 1.3.2 Price Bid

In the part relating to Price Bid, the vendor must provide the followings:

The rates quoted must be in INR(₹) and as per Annexure-VIII. The bid must mention prices of all items asked for individually and sealed in separate envelopes for each product quoted.

**1.4 Bid not transferable:** The bid document is not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.

## 2 TERMS & CONDITIONS

**2.1 Company/ organization/ firm interested to participate should meet the following minimum eligibility criteria:**

*Important: Any company/ organization/firm must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the Bid submitted.*

**A company/ organization/firm shall have and should possess:**

- a. Minimum 03 (three) year of experience in supplying office furniture as on Bid submission deadline (Ref: Annexure-VI and also submit supporting documents).
- b. Should have average annual turnover of ₹ 50,00,000.00 (Rupees Fifty Lakhs only) during the last three financial years ( Ref: Annexure-VII and also submit supporting documents).
- c. Proof of Registration under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
- d. Copies of PAN Card, GST Registration Certificate.
- e. Filled in declaration as per the format enclosed (Annexure-V)
- f. Copy of the complete NIQ document with signature and seal in each page as a token of acceptance of all the terms & conditions of this NIQ.

**2.2 Rates:** Rates quoted must be in INR(₹) and should be on FOR IIIT Guwahati at Bongora, P.O.: Bongora, Dist:- Kamrup, PIN: 781015, Assam, on DOOR DELIVERY basis, with break-ups as per **Annexure-VIII** . For each and every product offered, the rate should be quoted separately and sealed in separate envelopes with proper marking for identification. Further, all these separate price bid for different products are to be put in a single envelope super scribed as Cover-B (Price-Bid).

**2.3 Opening of Tenders:**

**2.3.1 Technical bid(s) :** Technical bid(s) will be opened on May 29, 2018 at 01:30 PM in the Conference Hall, IIITG, G.N.B. Road, Ambari, Guwahati 781001 in the

presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.

- 2.3.2 Financial bid(s):** Date and time of the opening of the financial bid(s) will be decided after the technical bid(s) have been evaluated by the Institute. The financial bid(s) of only those tenderer(s) will be opened, who qualifies the technical evaluation. The date, time & place of opening of the financial bid(s) will be intimated in due course of time over email/telephonically.
- 2.4 Validity of Quotation:** Quoted rates must be valid for **120 days** from the last date of submission of quotation.
- 2.5 Warranty:** The quoted furniture must be warranted for a minimum of 02 (two) years.
- 2.6 Pre-delivery Product Demonstration:** The successful L1 bidder(s) may be asked to arrange demonstration of the offered item(s) prior to final deliveries.
- 2.7 After Sales Service:** Bidders should clearly state the available nearest after sales service centre in Guwahati, without which their offers shall be liable for rejection.
- 2.8 Earnest Money:** An Earnest Money Deposit (**EMD**) for an amount of ₹ 74,000/- (Rupees Seventy Four Thousand) only, in the form of Demand Draft drawn in favour of the Director, IIIT Guwahati, issued from a Nationalized Bank, will have to be submitted along with the quotation. Offers received without Earnest Money or valid Certificate are liable to be rejected. Firms which are specifically registered for the required items with DGS&D or with NSIC are exempted from production of EMD. Copy of valid registration must be enclosed along with the quotation.
- 2.9 Performance Security:** The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of furniture in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of "IIIT Guwahati" payable at "Guwahati, Assam". 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 Warranty Period of the Furniture. Agreement or failure to supply the goods on time or supply sub-standard goods or make any false declaration or fails to provide satisfactory after sales service to the Institute. In such a situation appropriate penalty will be imposed not excluding deduction/ forfeiture of the PBG provided by the vendor. The decision of the authority of IIITG shall be final.
- 2.10 Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIIT/Institutes and other Government Organization.
- 2.11 Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IIITG.
- 2.12 Goods and Service Tax:** All the bidders/tenders should ensure that they are GST compliant and their quoted tax structure /rates are as per GST Law.

### 2.13 Delivery:

- a) **Delivery address:** IIIT Guwahati, Bongora, P.O: Bongora, Dist: Kamrup, PIN 781015, Assam.
  - b) **Time Limit:** Maximum within 45 (Forty Five) days from the date of issue of purchase order.
  - c) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of IIIT user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tempered with shall form the basis for certifying the receipt in good condition.
  - d) **Insurance:** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at IIIT Guwahati.
  - e) **Part Delivery:** Part delivery is not allowed.
  - f) **Penalty Delay delivery:** The date of delivery should be strictly adhered to otherwise the Director, IIITG reserves the right not to accept delivery in part or full . Please refer to clause no 2.16 on Liquidated damage.
- 2.14 **Payment:** 100% Payment within 30 days from the date of delivery, successful installation and commissioning/ acceptance of ordered goods at IIIT Guwahati, through electronic transfer (NEFT/RTGS).
- 2.15 **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
- 2.16 **Liquidated damage:** If the supplier fails to deliver any or all of the goods or fails to perform the service within the time frame(s) incorporated in the tender, the Purchaser shall, without prejudice to other right and remedies available to the Purchaser under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of the quoted price .Once maximum is reached Purchaser may consider termination of the tender.
- 2.17 **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (IIIT Guwahati) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
- 2.18 **Acceptance of quotations:** The acceptance of the quotation will rest solely with the Director, IIITG, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
- 2.19 **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- (a) Any law, statute or ordinance, order action or regulations of the Government of India,
- (b) Any kind of natural disaster, and
- (c) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

**2.20 Termination for default:** Default is said to have occurred:

- (a) If the furniture or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by IIIT.
- (c) If the supplier fails to perform any other obligation(s) under the contract.
- (d) Under the above circumstances IIIT may terminate the contract / purchase order in whole or in part and forfeit the EMD as applicable. In addition to above, IIIT may at its discretion also take the following actions: IIIT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate IIIT for any extra expenditure involved towards goods and services obtained.

**2.21 Applicable Law:**

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director IIIT Guwahati, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-  
**(Gautam Barua)**  
**Director, IIITG**

**3.1 LIST OF FURNITURES WITH SPECIFICATION**

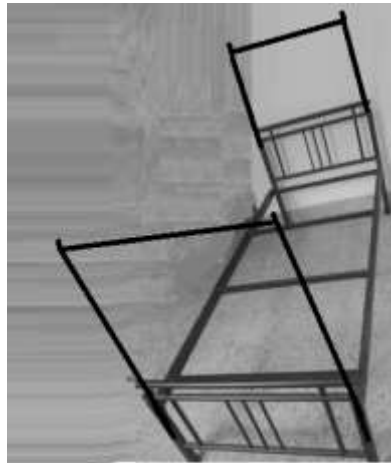
Sl No	Description	Quantity
1	<p><b>Hostel Bed</b> (<i>Product photograph at Annexure-II</i>)</p> <ol style="list-style-type: none"> <li>1. Size: Length: 6.5Feet Breadth: 3Feet , Height: Head Side 762mm, Foot Side: 610mm</li> <li>2. The bed should be made of MS Pipe 16 Gauge using 50x25 mm main frame on two sides(along the length) bolted on frames of head side and foot side made of MS square pipe 32 mm and round pipes diameter 32mm, 25mm and 18mm as per design attached as photograph.</li> <li>3. The surface of the bed (bed Top) shall be made of 18 mm thick ISI marked ply wood board.</li> <li>4. The metallic portion of bed to be spray painted in Black colour with 45-50 micron thickness.</li> <li>5. The bed should be equipped with a mosquito stand (Height 3-4 ft) as shown in the illustrative photo in the annexure-II.</li> <li>6. All the sharp edges should be removed for safety reasons.</li> </ol>	220 Nos
2	<p><b>Hostel Chair</b> (<i>Product photograph at Annexure-II</i>)</p> <p>Chair with seat and back to be moulded in strong virgin polymers and frame to be made of high quality stainless steel.</p> <p>Colour- Seat: Black  Frame: Stainless steel</p> <p>Dimensions :</p> <p>Height (H) : 780mm  Width (W) : 460mm  Depth (D) : 560mm</p>	250 Nos
3	<p><b>Study Table</b> (<i>Product photograph at Annexure-II</i>)</p> <p>The study table is made of CRCA pipe and CRCA sheet, pre-laminated MDF board possessing the following specification:</p> <ol style="list-style-type: none"> <li>1. Size: 1199mm L x 590mm D x 750mm H</li> <li>2. Tops:-The top panel should be made from 18±0.5 mm thick Pre-laminated Boards as per with 2mm thick PVC Edge banding on all sides.</li> <li>3. Understructure:- <ol style="list-style-type: none"> <li>a. <b>C Frame</b>:- Made from 0.9±0.09 mm thick powder coated 45-50 microns (±10) CRCA MS</li> <li>b. <b>Tubular Frame</b>:- Sq 25.4± 0.3mm x 1.2±0.096mm thick MS ERW tube</li> <li>c. <b>Modesty Panel</b>:- Made from 1.0±0.09 mm thick powder coated 45-50 microns CRCA MS</li> </ol> </li> </ol>	220 Nos



	<p>5. The legs should be equipped with nylon grommets to prevent scratches on the floor.</p> <p>6. All the sharp edges should be removed for safety reasons.</p>	
4	<p><b>Desk cum Bench [2 Seater]</b> (<i>Product photograph at Annexure-II</i>)</p> <ul style="list-style-type: none"> <li>• Understructure:- All side metal frames and cross connectors should be made from combination 25.4 x 1.2mm thk (approx. 18 SWG) Round ERW tubes, 31.8 x 1.2mm thk (approx.. 18 SWG) Round ERW tubes and 28.6 x 1.2 ,, thk (approx. 18SWG) Round ERW tubes which to be welded together. The welded structures and cross connectors are coated with min. 45-50 micron thickness of powder coated.</li> <li>• Back supports which are to be provided at the rear back and are to be made of 50.8 x 25.4 x 1.2mm thk (approx.. 18SWG) rectangular ERW tubes . The tubes are to be coated with min 45-50 micron thickness of powder coating.</li> <li>• The storage shelves are to be made from 0.6 mm thk MS Sheet fixed below the desk top panel and are to be coated with min 45-50 micron thickness of powder coating.</li> <li>• Hooks are to be provided on the vertical side frames on both sides of the desk for hanging bags/bottles. They are to be made from 2mm thk MS Sheet are coated with min 45-50 micron thickness powder coating.</li> <li>• Level adjustors are to be fitted.</li> <li>• <b>Specification for Compact Laminate panel components:-</b>All panels are to be made of minimum 11mm thick compact laminate board with decorative paper on both sides. The panels should have corners rounded for safety.</li> <li>• <b>Specification for Pre-laminated twin panel components:-</b> All panels are made from 18mm thick pre-laminated twin board with PVC edge banding on all sides. The panels have corners rounded for safety usage.</li> <li>• Dimension :- 1140mm W x 1095 mm D x 700mm H (Details as in photograph)</li> <li>• All the sharp edges should be removed for safety reasons.</li> </ul>	110 Sets

**3.2 PHOTOGRAPHS OF THE FURNITURE**

**1. Hostel Bed**



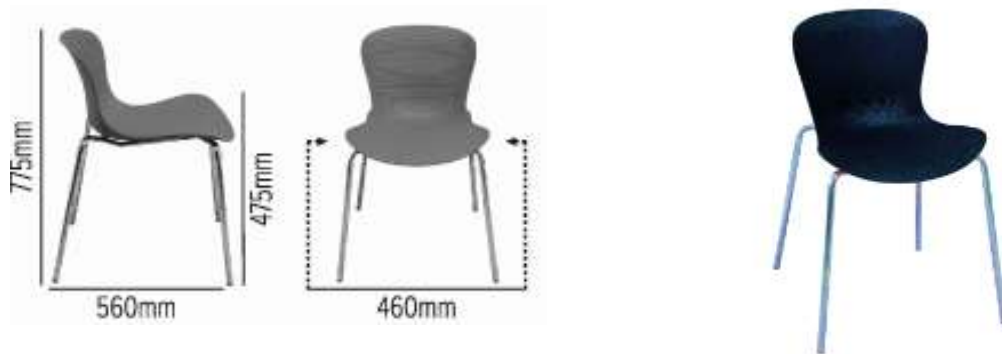
← Illustrative photo with Mosquito stand

**2. Study Table**



W	D	H
1199	590	750

### 3. Hostel Chair



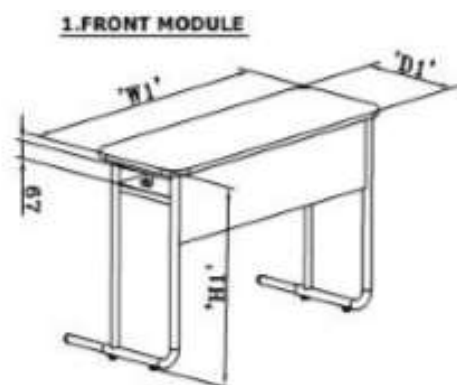
### 4. Desk cum Bench, 2 Seater



Details:-

Front Module:-

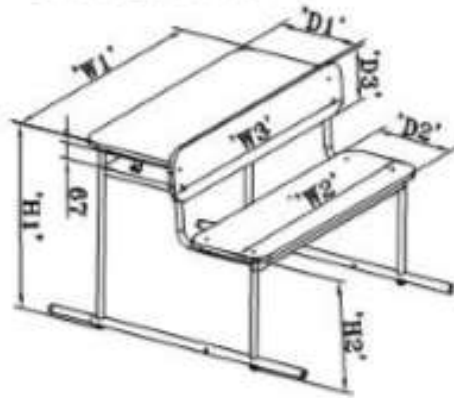
W1:- 1100 mm  
D1: 400 mm  
H1: 700 mm



### Middle Module

- W1: 1100 mm
- D1: 400mm
- H1: 700mm
- W2: 1100mm
- D2: 330mm
- H2: 420mm
- D3: 195mm
- W3: 1140mm

**2.MIDDLE MODULE**



### Rear Module:-

- W2: 1100mm
- D2: 330mm
- H2: 420mm
- W3: 1140mm
- D3: 195mm

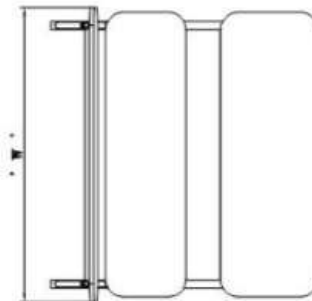
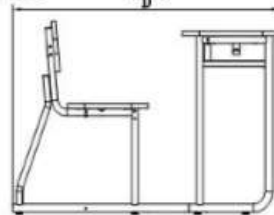
**3.REAR MODULE**



### Foot Print: Front- Rear module:-

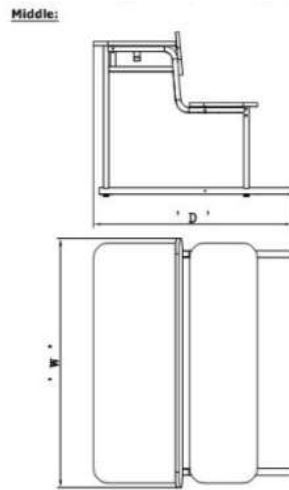
- D: 1095mm
- W: 1140mm

**Front-Rear**



**Middle module:**

D: 795mm  
W: 1140mm



**3.3 COMPLIANCE CERTIFICATE**

**(A certificate of compliance to NIT term to be enclosed in the Technical bid)**

<b>Sl. No.</b>	<b>NIT Terms and Conditions</b>	<b>Yes / No</b>	<b>Deviations , if any</b>
01	<b>Product Wise Compliance Certificate</b> as per Annexure-IV (A-D) submitted		
02	<b>Rate</b> quoted as per instruction (Separate quote for each item quoted)		
03	<b>AMC rate</b> after warranty provided		
04	<b>Validity</b> of quoted rate for 120 days agreed		
05	<b>EMD</b> submitted (appropriate certificate enclosed)		
06	<b>Performance Security</b> term agreed		
07	<b>Payment</b> term agreed		
08	<b>Delivery terms</b> agreed (Delivery within 45 Days from the date of Purchase order)		
09	<b>Warranty period</b> agreed (02 Years on site warranty)		
10	<b>Sales Service</b> :address of after Sales Service centre in Guwahati provided		
11	<b>Applicable law</b> terms agreed		
12	<b>All other terms and conditions of the tender agreed</b>		

Signature: .....

Name & Full Address M/s .....

of Vendor:

.....

Phone Nos.: .....

.....

E-mail: .....

Official seal of the vendor

**3.4.1 PRODUCT COMPLIANCE CERTIFICATE****(This certificate of compliance is to be enclosed in the Technical bid)****Name of Item:- Hostel Bed****Whether quoted (Yes/No):-**

<b>Sl. No.</b>	<b>Product Parameters</b>	<b>Compliance (Yes / No)</b>	<b>Deviations , if any</b>
01	Size: 6.5Feet Breadth: 3Feet , Height: Head Side 762mm, Foot Side: 610mm		
02	The bed will be made of MS Pipe 16 Gauge using 50x25 mm main frame on two sides(along the length) bolted on frames of head side and foot side made of MS square pipe 32 mm and round pipes diameter 32mm, 25mm and 18mm as per design photograph.		
03	The surface of the bed (bed Top) shall be made of 18 mm thick ISI marked ply wood board.		
04	The metallic portion of bed to be spray painted in Black colour with 45-50 micron thickness.		
05	The bed should be equipped with a mosquito stand.(Height 3-4 ft)		
06	All the sharp edges will be removed for safety reasons..		

Signature: .....

Name &amp; Full Address M/s .....

of Vendor:

.....

Phone Nos.: .....

.....

E-mail: .....

Official seal of the vendor

**3.4.2 PRODUCT COMPLIANCE CERTIFICATE****(This certificate of compliance is to be enclosed in the Technical bid)****Name of Item:- Hostel Chair****Whether quoted (Yes/No):-**

<b>Sl. No.</b>	<b>Product Parameters</b>	<b>Compliance (Yes / No)</b>	<b>Deviations , if any</b>
01	Chair with seat and back to be moulded in strong virgin polymers and frame to be made of high quality stainless steel.  Colour- Seat: Black Frame: Stainless steel Dimensions : Height (H) : 780mm Width (W) : 460mm Depth (D) : 560mm		
02	Colour- Seat: Black Frame: Stainless steel		
03	Dimensions : Height (H) : 780mm Width (W) : 460mm Depth (D) : 560mm		

Signature: .....

Name &amp; Full Address M/s .....

of Vendor:

.....

Phone Nos.: .....

.....

E-mail: .....

Official seal of the vendor



**3.4.3 PRODUCT COMPLIANCE CERTIFICATE****(This certificate of compliance is to be enclosed in the Technical bid)****Name of Item:- Study Table****Whether quoted (Yes/No):-**

Sl. No.	Product Parameters	Compliance (Yes / No)	Deviations , if any
01	The study table is made of CRCA pipe and CRCA sheet, pre-laminated MDF board possessing.		
02	Size: 1199mm L x 590mm D x 750mm H		
03	Tops:-The top panel should be made from $18 \pm 0.5$ mm thick Pre-laminated Boards as per with 2mm thick PVC Edge banding on all sides.		
04	Understructure:- a. <b>C Frame:-</b> Made from $0.9 \pm 0.09$ mm thick powder coated 45-50 microns ( $\pm 10$ ) CRCA MS b. <b>Tubular Frame:-</b> Sq $25.4 \pm 0.3$ mm x $1.2 \pm 0.096$ mm thick MS ERW tube c. <b>Modesty Panel:-</b> Made from $1.0 \pm 0.09$ mm thick powder coated 45-50 microns CRCA MS		
05	The legs should be equipped with nylon grommets to prevent scratches on the floor.		
06	All the sharp edges will be removed for safety reasons.		

Signature: .....

Name &amp; Full Address M/s .....

of Vendor:

.....

Phone Nos.: .....

E-mail: .....

Official seal of the vendor

**3.4.4 PRODUCT COMPLIANCE CERTIFICATE****(This certificate of compliance is to be enclosed in the Technical bid)****Name of Item:- Desk cum Bench [2 Seater]****Whether quoted (Yes/No):-**

Sl. No.	Product Parameters	Compliance (Yes / No)	Deviations , if any
01	Understructure:- All side metal frames and cross connectors should be made from combination 25.4 x 1.2mm thk (approx. 18 SWG) Round ERW tubes, 31.8 x 1.2mm thk (approx.. 18 SWG) Round ERW tubes and 28.6 x 1.2 ,, thk (approx. 18SWG) Round ERW tubes which to be welded together. The welded structures and cross connectors are coated with min. 45-50 micron thickness of powder coated.		
02	Back supports which are to be provided at the rear back and are to be made of 50.8 x 25.4 x 1.2mm thk (approx.. 18SWG) rectangular ERW tubes . The tubes are to be coated with min 45-50 micron thickness of powder coating.		
03	The storage shelves are to be made from 0.6 mm thk MS Sheet fixed below the desk top panel and are to be coated with min 45-50 micron thickness of powder coating.		
04	Hooks are to be provided on the vertical side frames on both sides of the desk for hanging bags/bottles. They are to be made from 2mm thk MS Sheet are coated with min 45-50 micron thickness powder coating.		
05	Level adjustors are to be fitted.		
06	<b>Specification for Compact Laminate panel components:-</b> All panels are to be made of minimum 11mm thick compact laminate board with decorative paper on both sides. The panels should have corners rounded for safety.		
07	<b>Specification for Pre-laminated twin panel components:-</b> All panels are made from 18mm thick pre-laminated twin board with PVC edge banding on all sides. The panels have corners rounded for safety usage.		
08	Dimension :- 1140mm W x 1095 mm D x 700mm H (Details as in photograph)		
09	All the sharp edges will be removed for safety reasons.		

Signature: .....

Name &amp; Full Address M/s .....

of Vendor:

.....

Phone Nos.: .....

E-mail: .....

Official seal of the vendor

## **DRAFT LETTER FOR SUBMISSION OF TENDER**

From: (The name & address of the company/ organization/firm)

**To**

The Director  
Indian Institute of Information Technology Guwahati  
G.N.B Road, Ambari  
Guwahati - 781001,  
Assam, India.

**Sub: Submission of bid for Supply & Installation of Furniture at IIIT Guwahati**

Sir,

Having examined the details given in Notice/Advertisement and NIT document for the above work, I/We hereby submit the bid document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
2. I/We have carefully read and understood all the terms and conditions of the NIT and hereby convey my acceptance of the same.
3. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. The information/ documents furnished along with the above application are true and authentic to the best of my / our knowledge and belief.
4. I/We also authorise the Authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We shall abide by the rules & regulations of the Institute in regard to the selection process of the firm and the final decision.
6. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the applicant(s) with full address, date and office seal)

**Annexure:**

1. Annexure-III
2. Annexure-IV(A-D)
3. Annexure-V
4. Annexure-VI
5. Annexure-VII
6. Annexure-VIII (Price Bid)
7. Any other relevant document (Please specify)

## **ORGANISATIONAL STRUCTURE**

- 1) Name & Address of the applicant with Telephone No. / Fax No. / E mail:-
- 2) a) Year of Establishment:-  
b) Year of commencement of business:-
- 3) Legal status of the applicant (attach copies of original document defining the legal status)
  - a) A proprietary firm
  - b) A firm in partnership
  - c) A limited company or Corporation
  - d) Any other

- 4) Particulars of registration with various Government bodies (attach attested photo-copies)

Organization / Place of registration

Registration No.

- i)
- ii)
- iii)

- 5) Names and Titles of directors' or partners and officers with Designation with organisation chart:
- 6) Designation of individuals authorized to act on behalf of the organization.:
- 7) Was the applicant required to suspend any project for a period more than six months continuously after commencement of planning? If so, give the name of the project and reasons of suspension of project.
- 7) Has the applicant or any constituent partner in case of-partnership firm, ever abandoned the awarded project before its completion? If so, give name of the Project and reasons for abandonment:-
- 8) Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing

in any organization at any time? If so, give details.

- 9) Has the applicant or any constituent partner in case of partnership firms, ever been convicted by a court of law? If so, give details.
- 10) In which field does the applicant has specialization and interest?
- 11) Details of GST registration & Income tax return, PAN, Cess details etc.
- 12) Any other information considered necessary but not included above.

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Signature of Firm with seal

**Details of similar orders completed during last three years as on bid submission deadline**

Sl. No.	Name of Organization and address	Purchase Order No	Items ordered	Cost of the items ordered (in ₹)	Whether supplied within the stipulated delivery period (yes/no)	Remarks, if any
(1)	(2)		(3)	(4)	(5)	(6)

Signature of Firm with seal

**Details of annual turnover during the last three financial years**

Sl No	Financial Year	Turnover in ₹ (Lakhs)
01	2015-2016	
02	2016-2017	
03	2017-2018	

Average of last three years:-

Signature of Firm with seal

**Price Bid Format**

**(To be submitted separately for each item quoted in separate envelopes)**

**Item Name:-**

	<b>Particulars</b>	<b>Unit Rate (in ₹)</b>
I	Basic Price	
II	GST	
III	Transportation charge up to IIITG Office/Hostel Premises	
IV	Transit Insurance covering All Risk up to 10 days after delivery	
V	Installation & Commissioning Charge, if any	
VI	<b>Grand total</b> on door delivery at IIIT Guwahati (at Bongora, P.O: Bongora, Dist: Kamrup, PIN 781015, Assam)	

Annual Maintenance Contract (AMC) rate in ₹ per year  
(after expiry of warranty period in % of the basic rate):-

**Note:-** Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail.