



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

EXPRESSION OF INTEREST FOR SUPPLY OF FURNITURE ITEMS

For and on behalf of Vice Chancellor Islamic University of Science and Technology, Awantipora, Expression of Interest (EOI) is invited for supply of furniture items to the Islamic University of Science and Technology, Awantipora Pulwama from the authorised manufacturers/dealers/suppliers dealing with supply of furniture items. The Documents can be had from the office of the **Member Secretary Central Purchase Committee, IUST Awantipora** or can be downloaded from the University website: www.islamicuniversity.edu.in. The EOI, should be accompanied by DD of **Rs. 500/-** (non refundable) as cost of the tender document. Interested parties can submit their offers duly superscripted **“EOI for Supply of Furniture Items”** along with FDR of **Rs. 50,000/-** as EMD drawn from any scheduled bank favouring Islamic University of Science and Technology, Awantipora Pulwama (J&K) in sealed envelopes on or before **16-05-2019 (02:00 pm)**.

Sd/-
Member Secretary
(Central Purchase Committee)

No. IUST/Reg-P&S/Tender_Furniture/19/452

Dated: - 04-05-2019

The Bidders are expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.

ELIGIBILITY CRITERIA

1. Bidder must be either manufacturers or authorized dealer/supplier. The authorization letter from the manufacturer should be attached along with the EOI in case of the authorized dealer/supplier.
2. Should have average turnover of Rs. 50 lakhs during the last three years.
3. Should have at least 03 years experience in manufacturing or supplying office furniture.
4. The bidder must submit GST registration Certificate.
5. The Proposal should be accompanied by Earnest Money Deposit (EMD) of Rs. 50,000/- in shape of FDR drawn from any scheduled bank favouring Islamic University of Science and Technology, Awantipora Pulwama.

SUBMISSION OF EOI

1. The technical and the financial bids are required to be submitted in separate envelopes. Envelope containing financial bid shall not include any other document related to bidding. Both technical and financial bid containing envelopes are to be enclosed in one envelope which shall be addressed to the **Member Secretary Central Purchase Committee** Islamic University of Science and Technology, Awantipora Pulwama superscripted **“EOI for Supply of Furniture Items”**.

EVALUATION OF BIDS (Three Bid System)

The bids shall be evaluated in three stages.

1. **Stage–1**, Technical bid (Part-I) shall be opened and only those bidders shall qualify for stage–2 of bidding, whose technical bid meets the eligibility criteria mentioned in the foregoing clauses.
2. **Stage-2** The successful bidders of stage-1 shall be required to submit the samples of tendered furniture items.
3. **Stage–3**, Financial Bids (Part-3) of only those bidders shall be opened whose samples are selected by the Committee constituted for the purpose. On the basis of the rate comparison, the contract shall be awarded to Lowest 1.

PERIOD OF VALIDITY OF BIDS:

Bids shall remain valid upto 31st March, 2020.

GENERAL TERMS & CONDITIONS

1. The EOI duly completed and signed shall be submitted in a sealed envelope.
2. The supply, transportation etc. of the items will be sole responsibility and at the risk of the firm till the acceptance by the University.
3. All the items and other accessories supplies made under this EOI notice will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications,

the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such event, the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.

4. The University reserves the right to reject or accept any EOI without assigning any reason or cancel or withdraw the EOI. The University reserves the right to relax any condition enumerated or arising out of this EOI, without assigning any reason/s thereof. If the supply of the required items are not affected before the specified period, the University shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
5. The EMD may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity.
 - (b) If at any stage it is proven that the information given by the bidder is incorrect.
 - (c) In case of a successful Bidder, if the Bidder fails:
 - to execute the supply within the stipulated time.
 - if the items are not as per the specifications.
6. The University may, for any reason, whether suo-moto or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment, any time prior to the last date for submission of bids.
7. EOI received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.
8. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
9. The bidder shall submit a Certificate of service support after sale wherever necessary.
10. Proof of legal status.
11. The rates shall be quoted FOR IUST Stores, Awantipora including transportation, installation/commissioning/fixing but excluding GST. **GST shall be paid as applicable at the time of supply of the items.**
12. Bid price should be without over writing; however minor over writing should be clearly signed by the bidder. In case of any discrepancy between price quoted in figures and words, the price quoted in words shall be accepted.
13. The rates should be covered with transparent tape.
14. Settlement of any dispute will be made under the jurisdiction of Srinagar court only.
15. Experience proof documents in shape of supply orders of similar nature of work.
- 16. The supply order shall be placed as per the requirement of the University.**
- 17. No Advance will be paid against the order placed by this office.**
- 18. The University has mentioned basic specification of required items. The bidders may quote the items of higher/ standard specification(s).**
- 19. The University reserves the right to select the samples of the items of higher/ Standard specifications only .**
20. The University reserves the right to forfeit the Security Deposit in the following cases.
 - (i) Poor and unsatisfactory performance / defective or damaged or substandard material is supplied by supplier.
 - (ii) Delay in the supply of the required item/s from the last day of the scheduled delivery.
 - (iii) Backing out from the tender rates.

Award of contract

- a. Contract shall be awarded to the bidder whose bid is commercially, technically responsive and offered at lowest evaluated price out of the selected bidders.

- b. Successful bidder shall be informed about the award of the contract where in terms and conditions of supply shall be incorporated.

Payment

- a. 100% payment shall be made against delivery of items, successful verification/inspection of items by the University Verification Committee.

Documents to be placed in technical bid:

- a. GST Registration Certificate.
- b. PAN Card
- c. Authorised Dealership/ Manufacturer/Unit certificate.
- d. EMD of Rs. 50,000/-
- e. DD of Rs. 500/-
- f. Turn over certificate (Annexure-I).
- g. Experience proof documents (supply orders of similar nature etc.)

Documents to be placed in Financial bid:

- a. Financial Bid (Annexure-II)

I/We hereby declare that the information furnished in the EOI is true and correct and also I/We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. In case the information provided is found incorrect at any stage, the University may take appropriate action as warranted.

Name and sign of the authorized person of the firm along with seal

Place:

Date:

Annexure-I

On the letter pad of Chartered Accountant

This is to certify that the total turnover in the case of M/s
..... having PAN ----- and GST
Registration No..... as under:

Financial Year/Period	Amount in Rupees(Figures)	Amount in Rupees(words)
2018-19		
2017-18		
2016-17		
Total		

Average= Total/3

It is further certified that the above mentioned amounts have been derived from the books of accounts presented before us for the above mentioned periods.

Chartered Accountant

ANNEXURE - II

FINANCIAL BID FURNITURE ITEMS (2019-20) valid upto 31-03-2020			
SI	ITEMS	DESCRIPTION	Rate per No. Inclusive of all charges but Excluding GST
CHAIRS			
1	Executive Chair / Revolving Chair	Executive high back revolving chair with a dual-layered high density PU foam for the seat & back, Torsion bar Mechanism with tension knob to adjust according to body weight, upright position lock facility for locking the tilting mechanism, Chrome plated fixed armrest with cushioning on the arms, providing gas lift with gaslift cover for height adjustment of seat, chrome plated base Nylon twin wheel castors.	
2	Executive Chair / Revolving Chair (Medium)	Executive medium back revolving chair, chair back high quality mesh upholstered on Metal frame with sheet metal fitted on back side of the back for better strength, PU moulded seat with fabric upholstery, synchro tilt mechanism with single upright position lock with tension knob to adjust according to body weight, providing gas lift with gaslift cover for height adjustment of seat, Metal inserted base, nylon wheels.	
3	Lab. Chair	Revolving Laboratory chairs for students without arms of standard size.	
4	Visiting Chair	Non-Revolving Visitor chair, powder coated cantilever frame visitor chair with PU moulded seat & Back with fabric upholstery, PU padded arms of standard size.	
5	Study Chair	Non-revolving chair for Hostel Students, PU moulded seat & back, powder coated cantilever frame, without armrest.	
6	Hostel Mess Dining Chairs	Student dining chairs without arms of standard size for Hostel.	
TABLES/ DESKS			
7	Two seater scholar desk	Size (Top) 42" x 15", (Seat) 42" x 13", Back (42" x 10") made up of 20 mm or higher pre-laminated Medium Density Fibre (MDF) Board. MDF/Wood/ Steel combination shall be preferred.	
8	Three Seater for waiting rooms	Three Seater for waiting rooms: SS 202 frame with cushioned seat & back, 3 Seater sofa.	
9	Three Seater for gardens	Three Seater for gardens, Perforated powder coated seat & back, Seat perforated & Powder Coated 1.2mm thick, back perforated & power coated 0.8mm thickness, Leg frame 1.6mm thick round pipe, hand rest is made up of metal powder coated of 32mm X 15mm pipe, Base Frame 340H X 1585L X 430W mm, Frame leg pipe dia.50mm, Seat 407W X 405D mm.	

10	Executive Wooden Table	<p>Size 5' (L), 3' (W), 2.5' (H) Made up of 25mm thick particle board post formed top with 2mm thick edge band, 18mm thick Pre laminated particle board with 2mm thick edge band legs and modesty, cable manager on table top, Fixed two drawers wooden pedestal attached on top with lock and wooden Key Board tray.</p>	
		<p>L shaped Ergonomics table both Right/Left with 25 mm thick Prelaminated particle board top with 2MM thick H bending legs of MS steel powder coated Size of main table 1800x1200x750x600x760 mm and mobile Pedestal of Prelaminated 18 mm particle board of size 400x545x600 mm and key board</p>	
11	Wooden office Table	<p>Size 4' (L), 3' (W), 2.5' (H) Made up of 25mm thick particle board post formed top with 2mm thick edge band, 18mm thick Pre laminated particle board with 2mm thick edge band legs and modesty, cable manager on table top, Fixed two drawers wooden pedestal attached on top with lock and wooden Key Board tray.</p>	
		<p>Ergonomics table with 25 mm thick Prelaminated particle board top with 2MM thick H bending legs of MS steel powder coated Size of main table 1500x750x760 mm and mobile Pedestal of 18 mm of Prelaminated particle board with 2 mm thick H edge banding of size 400x545x600 mm and key board</p>	
12	Wooden Side Table	<p>Size 3' (L), 1.5' (W), 2.5' (H) Made up of 25mm thick particle board post formed top with 2mm thick edge band, 18mm thick Pre laminated particle board with 2mm thick edge band legs and modesty, cable manager on table top, Fixed two drawers wooden pedestal attached on top with lock and wooden Key Board tray.</p>	
13	Dining Table for hostel	<p>Size 8' (L), 4' (W), 2.5' (H) Made up of 25 mm pre-laminated Medium Density Fibre (MDF) Board / 18 mm ply board laminated with 0.8 mm Mica on both sides and all work surface edges are duly sealed with 2 mm thick PVC beading fixed on powder coated pipe structure.</p>	
14	Study Table	<p>Study table for hoteliers Size 3' (L), 2' (W), 2.5' (H). Two Drawers on R.H.S with locks.</p>	
		<p>Study table for hoteliers without drawers Size 3' (L), 2' (W), 2.5' (H).</p>	

15	Lecture Stand	Size 4' (H), 2' (L), 1.5' (W), top made up of 25 mm pre-laminated Medium Density Fibre (MDF) Board / 18 mm ply board laminated with 0.8 mm Mica on both sides and all work surface edges are duly sealed with 2 mm thick PVC beeding/ Wood on powder coated pipe structure	
LOCKERS AND RACKS			
16	Steel Lockers	Size 78" (H), 33" (B), 18" (W) Five Shelves, six compartments 03 way locking system. 20 Gauge CR Sheet, Powder Coated.	
17	File Cabinet (Steel)	Size 50" (H), 24" (W), 18" (B) : Four Drawers having separate locks, 22 Gauge, powder coated.	
18	Bookcase (Steel)	Size 66" (H), 32" (B), 14" (W) Four compartments, with separate locks, each door having transparent glass of 3.5mm Each door should have a scissor mechanism for receding inside the top of respective compartment & ensures parallel & smooth movement. 22 Guage CR sheet with powder coated.	
19	Steel Racks	Size 78" (H), 32" (B), 17" (W) eight Shelves, seven compartments, each side open Slotted Angle fitted with nuts and bolts 22 Gauge powder coated.	
20	Centre Table	Glass/Metal/Wood of standard size	
21	Hostel Beds	HOSTEL BED 1. Size: 72" x 36" , Hostel Bed should be made of CRCA sheet and CRCA pipe, The frame work should be made of CRCA 25x50mm 18G, with four legs made of 40x40mm CRCA pipe 1.2mm thick. Suitably strengthened at corners by MS angle or other appropriate material, the surface should consists of ISI mark 12mm thick water resistant ply sheet in the metal frame. The bed should be equipped with a head rest made of square pipe of size 25x25mm, 1.2mm thick, head bent in a round shape with MDF board of ISI mark. Leg 50 cm or 20" [Total height excluding head rest]. The CRCA sheet and Pipe should be power coated.	
SOFA SET			
22	Sofa Set	Seat: wooden structure upholstered with leatherette & HD foam 32 softy. SS Chrome leg Arm Rest: solid wood handles with polished Under structure: solid wood structures with heavy quality spring for maximum comfort ,taper type 25 mm round spiral spring Legs: round pipe SS Chrome leg	

Note : 1. Bidder shall quote rates in INR excluding GST. GST shall be paid as applicable at the time of supply of items.

2. The University has mentioned basic specification of required items. The bidders may quote the items of higher/ standard specification(s).

3. The University reserves the right to select the samples of the items of higher specifications only.

Name and sign of the authorized person of the firm along with seal

Place:

Date: