

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Diamond Harbour Road, Sarisha, South 24 Parganas, Pin – 743368.

Phone: 03174-245801/245802 Website: www.dhwu.ac.in

Tender No. NIT/OF/19/DHWU

Date: 25.10.2017

Tender Notice for Supply of Office Furniture

Sealed Quotations are invited from the reliable and nationally renowned manufacturers/ companies/vendors/dealers for supply of the items enclosed in the **Annexure –I** with specifications. University is looking for interested bidders who have experience in supplying the type of items specified in the Annexure I. Bidder may download the tender documents from the University website www.dhwu.ac.in at free of cost.

Each quotation should include a Demand Draft for Rs. 5,000/- (Rupees Five thousand only) in favor of **Diamond Harbour Women's University** payable at Diamond Harbour towards EMD. Quotations without EMD will not be considered. Earnest Money will be returned to unsuccessful bidders after finalization of the Contract.

- **Last date of submission of the Tender in the University Office: 03.11.2017 up to 11.30 a.m.**
- **Date and time of opening the Tender: 03.11.2017 at 12 noon.**
- **Tender will only be accepted in the University Office on all working days from 11 a.m. to 3 p.m. and in holiday you can dropped the sealed envelope in the designated tender box.**

Registrar

1. Eligibility Criteria:

- a. Bidders shall have OEM authorization or channel partners or authorized distributors / dealers
- b. Bidders shall have been in existence for not less than three years.
- c. Bidders shall be having credentials of similar nature of work of the minimum Rs 4 lac in a single purchase order within last two years.
- d. Bidders shall have experience of supplying orders for Govt. Dept. / PSU/Universities etc. for more than 3 years and shall have PAN/TAN number, GST registration. It is not blacklisted by any Ministry/ Department of the Government of India or any PSU or Govt. of West Bengal or any other organization.
- e. Must have the following certifications:
 - BIFMA for at least 3 years
 - BS OHSAS 18001-2007Preference will be given to the manufacturers engaged in manufacturing high quality “Green Furniture “duly certified by some international agency. Attested copies of such Certificate should be attached with the bid.
- f. Bids without EMD will be summarily rejected.

2 Terms and Conditions:

2.1 Delivery Schedule: The Company/supplier shall be able to deliver the required items within 30 days of the receipt of order.

2.2Warranty: The bidder must give warranty of at least 12 months of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.

2.3 Payment: There is no provision for making advance payment to the Company/suppliers. Payment will be made after vendor submits the Job completion report signed by our inspection committee.

2.4 Purchase Order: The purchase order for the entire quantity can be placed either in one lump sum or as per the requirement through repeat order subject to availability of fund of the required items. The quantity shown is tentative and may increase or decrease.

2.5 The bidder should clearly indicate the availability **of service and maintenance facilities** at Sarisha, South 24 Parganas, West Bengal for the items quoted.

2.6 The above mentioned details particularly the GST or any other duty, if not quoted properly, the bid can be cancelled.

2.7 The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.

2.8 The bidder must submit along with the bids the copies of **OEM license or authority from the manufacturer.**

2.9 Diamond Harbour Women's University , Sarisha , South 24 Parganas , reserves the right to reject any or all tenders without assigning any reason whatsoever.

2.10 No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, and installation/testing.

2.11 All damaged or unapproved goods shall be returned at the bidder's risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.

2.12 On acceptance of tender, the date of delivery should be strictly adhered to otherwise; the authority of the Diamond Harbour Womens University reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, the Diamond Harbour Women's University will be at liberty to make purchases through other sources.

2.13 Acceptance of this tender form and submission of the quote within the stipulated time would be treated as: (a) The tenderer has understood all requirements as described in the Tender document. b) Agreed to execute order to the satisfaction of Diamond Harbour Women's University.

2.14 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 "Diamond Harbour Women's University" payable at "Diamond Harbour, South 24 parganas".

2.15 No Part Bid Allowed: Bidders have to quote all the items mentioned in tender document. No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.

2.16 Inclusion of freight & insurance : Price quoted should be inclusive of freight & insurance upto the delivery locations.

2.17 Governing Laws : This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata and/or Diamond Harbour shall have exclusive jurisdiction in all matters arising under the contract.

2.18 Late Proposals: Any proposal received by the University after the deadline for submission of proposals, as referred below shall not be accepted.

2.19 Language of Proposal & Correspondence: The proposal submitted by the Bidder should be in English language only.

2.20 Proposal Currency: Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, etc.

3. Bidders must submit the following documents along with the quotations:-

- a. Copies of valid PAN along with I-T return documents, for Financial Year 2014 2015, 2015-2016, 2016-2017, are to be enclosed with the bid.
- b. Copy of Registration Certificate for GST is to be enclosed with the bid.
- c. Copy of valid Trade License is to be enclosed with the bid.
- e. Demand draft for EMD.
- f. Copies of **OEM license or authority from the manufacturer.**
- f. Documents related to eligibility criteria.


4. IMPORTANT DATES:


- **Last date of submission of the Tender in the University Office: 03.11.2017 up to 11.30 a.m.**
- **Date and time of opening the Tender: 03.11.2017 at 12 noon.**
- **Tender will only be accepted in the University Office on all working days from 11 a.m. to 3 p.m. and in holiday you can dropped the sealed envelope in the designated tender box.**


Registrar

Note: For further inquiry University Office (03174-245801) may be contacted.

Annexure-I

SL NO	MODEL	SPECIFICATION	TENTATIVE PHOTOGRAPH	QTR	RATE	GST	TOTAL	TOTAL AMOUNT(including all GST)
1	Premium lounge 2 seater	<p>The side frame assembly shall be fitted to the two ends of the connecting beam assembly to form the leg-cum-armrest assembly. It shall be made of 0 3.81 ±0.03cm. x 0.2±0.016cm. thick cmx0.16cm and black powder coated (DFT 40-60 microns). The ends shall be fitted with ABS moulded end caps. It shall be the connecting beam assy. which holds the two side frames to each other. 2 nos tie members shall be used to connect the side frames. The tie-member shall be of dia 3.81 ±0.03cm x 02±0.016cm. thick cm x 0.16cm and black powder coated (DFT 40-60 microns). The seat/back assemblies shall be mounted on one of the tie-member which shall has 5.0 ±0.1cm x 5.0 ±0.1 cm x 0.5±0.1cm. thk 5.5 ±0.1cm Long MS. Std. angles welded to mount the seat and back. The seat rest assembly shall be consists of a fabricated inner-frame assembly insitu-moulded High Resilience (HR) Polyurethane foam having density = 45 +/-2 Kg/cm3 with Hardness load=25±2kgf as per IS:7888 for 25% compression of the foam. The complete moulded seat rest assembly shall be covered with a replaceable fabric upholstery cover. The dimensions of seat shall be: 52.0cm. (W) X 50.0cm. (D) X 6.0cm. (T). The backrest assembly shall be flexing type and consists of a fabricated inner-frame assembly insitu-moulded with High Resilience (HR) Polyurethane foam having density = 45 +/- 2 Kg/cm3 with Hardness load 14± 2 kgf as per IS:7888 for 25% compression of the foam. The complete moulded backrest assembly shall be covered with a replaceable fabric upholstery cover. The size of the back shall be 52.0cm. (W) X 59.0cm. (H) X 6.0cm. (T) The adj. glide shall be injection moulded in black Nylon & fitted to the front end of side frame assembly along with ABS moulded adj. Glide base to take care or unlevelled floor surface. Overall Dimensions of Chair shall be Seat Height - 43.5 cm, Height - 78.5cm, Width & Depth of Chair as measured from pedestal - Width-113.0cm and Depth-70.0 cm. Any equivalent specifications.</p> <p>The metal parts to be pre treated with 6 steps of Degreasing, Water Rinse, Phosphating and Passivation and the Powder coating to be done following 7 Tank spray phosphating system followed by Oven drying at 140° C EMT after Pretreatment Camel Hump Oven for baking powder at 180° C and in-built cooling loop after Oven baking. The manufactures should have in house quality checking, steel processing and powder coating unit. Manufacturer should have Green Guard certification and should also have International Member Certificate of BIFMA for last 3 years along with products certifications like; BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA. Other certificates ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007 is mandatory. Manufacturer should have Green Guard Certification for few of its products. All the ISO certificates should be obtained from NABCB (central Govt) accredited organization otherwise certificates will not be accepted. The manufacturer should have the service set up in the district where materials will be delivered at least for last 3 years.Sample and factory visit is mandatory to inspect as per the requisite.</p>		10				

2	Chair	<p>The seat and back shall be made up of 1.2 ±0.1cm. thick hot-pressed plywood measured as per QA method described in OCP-QLTA-P14-18 and upholstered with fabric upholstery covers and moulded Polyurethane foam. The back foam shall be designed with contoured lumbar support for extra comfort. The seat shall be extra thick foam on front edge to give comfort to popliteal area. The dimensions of back shall be 47.5 cm(W) x 58.0 cm(H) and of seat shall be 47.0 cm (W) x 48.0 cm (D). The HR polyurethane foam shall be moulded with density= 45±2 kg/m³ and hardness load 16 ± 2 kgf as. per IS:7888 for 25% compression. The one-piece armrests shall be injection moulded from black Co.polymer Polypropylene. The mechanism shall be designed with 360° revolving type, Upright-position locking, Tilt tension adjustment, Seat/back tilting ratio of 1:3. The pneumatic height adjustment shall has an adjustment stroke of 12.0 ±0.3cm. The bellow shall be 3 piece telescopic type and injection moulded in black Polypropylene. The pedestal shall be injection moulded in black 33% glass-filled Nylon-66 and fitted with 5 nos. twin wheel castors. The pedestal shall be 66.3 ±0.5cm. pitch-center dia. (76.3 ±1.0cm with castors). The twin wheel castors shall be injection moulded in Black Nylon. Overall Dimensions of Chair shall be Seat Height - min 42.5 to max 54.5cm, Height - min85.5 to max 97.5cm, Width & Depth of Chair as measured from pedestal - Width-76.3 cm and Depth-76.3 cm. The metal parts to be pre treated with 6 steps of Degreasing, Water Rinse, Phosphating and Passivation and the Powder coating to be done following 7 Tank spray phosphating system followed by Oven drying at 140° C EMT after Pretreatment Camel Hump Oven for baking powder at 180° C and in-built cooling loop after Oven baking. Or any equivalent specifications .The manufactures should have in house quality checking, steel processing and powder coating unit. Manufacturer should have Green Guard certification and should also have International Member Certificate of BIFMA for last 3 years along with products certifications like; BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA. Other certificates ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007 is mandatory. Manufacturer should have Green Guard Certification for few of its products. All the ISO certificates should be obtained from NABCB (central Govt) accredited organization otherwise certificates will not be accepted. The manufacturer should have the service set up in the district where materials will be delivered at least for last 3 years.Sample and factory visit is mandatory to inspect as per the requisite.</p>		15				
---	-------	--	---	----	--	--	--	--

3	Chair	<p>The seat and back shall be made from seasoned wood and plywood. The same shall be upholstered with black synthetic leather and polyurethane foam. The dimensions of Back shall be 46.0cm. (W) X 27.0cm. (H) and of seat shall be 46.0cm. (W) X 40.0cm. (D). The armrest tube shall be made of dia 2.54 ±0.03cm. x 0.2±0.016cm.thk. M.S. E.R.W. tube and powder coated (DFT 40-60 microns). The armrest shall be gas-assisted injection moulded from black Polypropylene. The understructure assembly shall be a cantilever type frame made of dia 2.54 ±0.03cm. x 0.2 ±0.016cm.thk. M.S. E.R.W tube and powder coated (DFT 40-60 microns). Overall Dimensions of Chair shall be Seat Height - 48.0 cm, Height - 87.5cm, Width & Depth of Chair as measured from pedestal - Width-58.0 cm and Depth-56.5 cm.</p> <p>The metal parts to be pre treated with 6 steps of Degreasing, Water Rinse, Phosphating and Passivation and the Powder coating to be done following 7 Tank spray phosphating system followed by Oven drying at 140° C EMT after Pretreatment Camel Hump Oven for baking powder at 180° C and in-built cooling loop after Oven baking.Or any equivalent specifications. The manufactures should have in house quality checking, steel processing and powder coating unit. Manufacturer should have Green Guard certification and should also have International Member Certificate of BIFMA for last 10 years along with products certifications like; BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA. Other certificates ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007 is mandatory. Manufacturer should have Green Guard Certification for few of its products. All the ISO certificates should be obtained from NABCB (central Govt) accredited organization otherwise certificates will not be accepted. The manufacturer should have the service set up in the district where materials will be delivered at least for last 3 years.Sample and factory visit is mandatory to inspect as per the requisite.</p>		48				
---	-------	---	---	----	--	--	--	--