TENDER DOCUMENT

(Tender Notice no. OAA/2023-24/044 Dated: 08.05.2023)

FOR

Supply and Installation of Furniture

AT

Indian Institute of Technology Kharagpur

Office of Dean Outreach & Alumni Affairs

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR – 721302
WEST BENGAL
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NOTICE INVITING TENDER

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites sealed bids from all Indian Manufacturers/Service providers or their authorized vendors, having registered office in India who fulfill the criteria mentioned in the Tender document and have adequate credential, for supply and installation of furniture at the Office of Dean Outreach & Alumni Affairs, Nalanda Complex, IIT Kharagpur.

Interested parties may submit their sealed bids under Two-Bids system as per Technical Specifications given at Annexure I and General Terms & Conditions and other formats given at Annexure II to XII. Two covers (Technical Bid and Price Bid) are to be sealed separately and placed in one large Cover superscribed with tender reference number (Tender No: OAA/2023-24/044 DT: 08-05-2023) and submitted to “Chairman, Purchase Committee, Office of Alumni Affairs, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721302 on or before the last date of bid submission, i.e., 29/05/2023 at 6.00 PM . The Technical Bids will be opened on 30/05/2023 at 11.00AM.

The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids. Price bids will be opened on 31-05-2023.

Kindly refer to the Institute website www.iitkgp.ac.in [link: Tenders] for complete tender details. The same is also available in the CPP Portal [https://eprocure.gov.in/epublish/app]. If there is any corrigendum/addendum, it shall only be published on Institute’s Website and Central Public Procurement Portal.

Signature of the Chairman

Purchase Committee

Office of Alumni Affairs, IIT Kharagpur

To

1. Institute Website
2. CPP Portal
3. Department Notice Board

Signature and seal of Bidder
## TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES

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<th>Tender No. &amp; Date</th>
<th>OAA/2023-24/044 &amp; Date: 08-05-2023</th>
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<tr>
<td>Brief Description of Tender</td>
<td>(Supply and Installation of Furniture at the Office of Dean Outreach &amp; Alumni Affairs, Nalanda Complex, IIT Kharagpur)</td>
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<tr>
<td>Estimated cost, if any</td>
<td>Rs.47.50 Lakhs</td>
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<tr>
<td>Tender fee (Non refundable)</td>
<td>Rs.1000/- (Rupees one thousand only) (By way of Demand draft from any of the Commercial Bank in India and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur)</td>
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<tr>
<td>EMD (Refundable)</td>
<td>Rs.1,00,000/- (Rupees one lakh only) (By way of demand draft / Fixed Deposit Receipt / Banker’s Cheque / Insurance Surety Bonds / Bank Guarantee from any of the commercial banks in India and paid in favour of &quot;Indian Institute of Technology Kharagpur&quot;, payable at Kharagpur)</td>
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<td>Pre -bid Meeting, if any</td>
<td>Date: 15-05-2023, Time: 11.00 A.M</td>
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<td></td>
<td>Venue: Office of Dean Outreach, IIT Kharagpur</td>
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<tr>
<td>Bid Publishing Date</td>
<td>08-05-2023</td>
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<tr>
<td>Bid submission start date &amp; time</td>
<td>08-05-2023 at 03.00 P.M</td>
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<tr>
<td>Last date &amp; time for submission of sealed tenders/quotations</td>
<td>29-05-2023 at 06.00 P.M</td>
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<td>Pre -qualification &amp; Technical Bid opening date &amp; time</td>
<td>30-05-2023 at 11.00 AM</td>
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<td>Two bids – (i) Technical and (ii) Price bid, in two separate sealed envelope placed &amp; sealed in one envelope</td>
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<td>120 Days from the date of opening of Technical Bid</td>
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<td>Submission of bids (by speed post) (Addressed to)</td>
<td>Chairman Departmental Purchase Committee Office of Alumni Affairs, IIT Kharagpur West Bengal (State), Pin Code- 721302</td>
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<td>Bid opening place</td>
<td>Office of Dean Outreach, IIT Kharagpur, Kharagpur, West Bengal (State), Pin Code–721302</td>
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<tr>
<td>Any clarification</td>
<td>Telephone No: 03222-281858</td>
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<tr>
<td></td>
<td>E Mail ID: <a href="mailto:anirban.biswas@adm.iitkgp.ac.in">anirban.biswas@adm.iitkgp.ac.in</a></td>
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**Note:**
1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.
2. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
3. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
4. The Director, IIT Kharagpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.
5. The addendum/ corrigendum if any shall only be published on Institute’s website and CPP Portal.
## TECHNICAL SPECIFICATIONS

Supply and Installation of Furniture

*(Tender No-OAA/2023-24/044 Dated 08/05/2023)*

<table>
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<tr>
<th>S. No.</th>
<th>Name of the item &amp; Specifications</th>
<th>Unit</th>
<th>Quantity</th>
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<td>1</td>
<td><strong>L SHAPE TABLE WITH LOW HT BACK UNIT</strong>&lt;br&gt;L Shap Table: Size: 2100x2250x750&lt;br&gt;Primary Work Surface: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping.&lt;br&gt;Secondary Work Surface: Made of 25mm thick MDF one side pre-laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top. Soft closing access flap with in-build power box are provided on work surface for wire management.&lt;br&gt;Modesty Panel: Made of 25mm thick MDF one side laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top.&lt;br&gt;Under-structure: Made of 25mm thick MDF one side laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top.&lt;br&gt;Integrated Pedestal: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Drawer fronts made of 25mm thick MDF one side pre-laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to to top Pedestal construction is BOX-BOX-FILE type which Uses powder coated 400 MM long metal Panel Drawer Slides. Drawer extension is 325 MM. Drawers have a soft closing &amp; anti slam mechanism. Handles are provided for ease of opening. Pedestal is provided with lock for security.&lt;br&gt;Top Panel: Made of 25mm thick MDF one side pre-laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top.&lt;br&gt;Slide Door Unit: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping for body panels like side, bottom, back and shelves. Shutters are made of 25mm thick MDF one side pre-laminate board with 0.4mm PVC membrane pressed on to top. Shutters have a soft closing &amp; anti slam mechanism. Handles are provided for ease of opening. Storage is provided with lock for security.**</td>
<td>Pcs</td>
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<td><strong>Back Unit:</strong> Size: 1650 mm (L) X 500 mm (D) X 750 mm (H)&lt;br&gt;Top Panel: Made of 25mm thick MDF one side pre-laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top.&lt;br&gt;Slide Door Unit: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade, Edge banded with matching 2 mm thick PVC lipping for body panels like side, bottom, back and shelves. Shutters are made of 25mm thick MDF one side pre-laminate board with 0.4mm PVC membrane pressed on to top. Shutters have a soft closing &amp; anti slam mechanism. Handles are provided for ease of opening. Storage is provided with lock for security. <strong>Note: Variation of ± 5% in dimension is permitted.</strong></td>
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Signature and seal of Bidder
### EXECUTIVE HIGH BACK REVOLVING CHAIR WITH ARMS

**Size:** 76cm (W) X 102.5-111.5 Cm (H)

Thickness of Cushion: Minimum thickness of the chair cushion with compressed HR Polyurethane Foam should be 55 mm.

Seat/Back Assembly: The seat is made up of 1.2±0.1cm. Thick hot pressed plywood measured as per QA method and upholstered with fabric or synthetic leather and moulded polyurethane Foam. The Back is made up 1.2±0.1cm. Thick hot pressed plywood upholstered with replaceable fabric or synthetic leather upholstery covers and moulded polyurethane foam. The back ply and foam is designed with contoured lumbar support for comfortable seating posture.

High Back Revolving, with Arm & Gas Lift Mechanism, Upholstered Thick Cushioned and Wider Contoured Seat and Back,

**Seat:** Width: 763mm, Depth: 763 mm, Height: 1025-1115 mm, Seat Height: 460-560 mm, or nearer

**Colour:** As approved by Engineer In Charge

High Resilience (HR) Polyurethane Foam: The HR polyurethane foam for seat and back is moulded with density =45+/ -2kg/m3 and Hardness load 16 ± 2 kgf as per IS:7888 for 25% compression.

Armrests: The Armrest top is made of moulded polyurethane (P.U) and mounted on a fixed type M.S. tubular armrest support chrome plated. The arm support has static vertical adjustment for ±1.5±0.05cm.

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### EXECUTIVE TABLE WITH ERU ATTACHED PEDESTAL WITH WIRE MANAGER

**Size:** 1800x2100x750 or nearer

**Specification:**

Supply And installation of Table with ERU and pedestal having the following specifications: Primary Work Surface: Made of 25mm thick MDF one side pre-laminate board confirming to IS:14587:1998 with 0.4mm PVC membrane pressed on to top Soft closing access flap with in-build power box are provided on work surface for wire management. Secondary Work Surface: Made of 25mm thick MDF one side pre-laminate board confirming to IS:14587:1998 with 0.4mm PVC membrane pressed on to top. Modesty Panel: Made of 25mm thick MDF one side pre-laminate board confirming to IS:14587:1998 with 0.4mm PVC membrane pressed on to top. Understructure: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS:12823:1990, Edge banded with matching 2 mm thick PVC lipping. Integrated Pedestal: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS:12823:1990, Edge banded with matching 2 mm thick PVC lipping. Drawer fronts made of 25mm thick MDF one side pre-laminate board confirming to IS:14587:1998 with 0.4mm PVC membrane pressed on to top. Pedestal construction is BOX-BOX-FILE type which Uses powder coated 400 MM long metal Panel Drawer Slides. Drawer extension is 325 MM. Drawers have a soft closing & anti slam mechanism. Handles are provided for ease of opening. Pedestals are provided with lock for security.

| Pcs | 4 |

### L SHAPE TABLE WITH LOW HT BACK UNIT

**L Shap Table:** Size: 1650x1950x750

Primary Work Surface: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS:12823:1990, Edge banded with matching 2 mm thick PVC lipping.

Secondary Work Surface: Made of 25mm thick MDF one side pre-laminate board confirming to IS:14587:1998 with 0.4mm PVC membrane pressed on to top. Soft closing access flap with in-build power box are provided on work surface for wire management.

Modesty Panel: Made of 25mm thick MDF one side laminate board confirming to IS:14587:1998 with 0.4mm PVC membrane pressed on to top.

Understructure: Made of 25mm thick MDF one side laminate board confirming to IS:14587:1998 with 0.4mm PVC membrane pressed on to top.

Integrated Pedestal: Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade confirming to IS:12823:1990, Edge banded with matching 2 mm thick PVC lipping. Drawer fronts made of 25mm thick MDF one side pre-laminate board confirming to IS:14587:1998 with 0.4mm PVC membrane pressed on to top. Pedestal construction is BOX-BOX-FILE type which Uses powder coated 400 MM long metal Panel Drawer Slides. Drawer extension is 325 MM. Drawers have a soft closing & anti slam mechanism. Handles are provided for ease of opening. Pedestal is provided with lock for security.

| Pcs | 1 |

### Signature and seal of Bidder

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bottom, back and shelves. Shutters are made of 25mm thick MDF one side pre-laminate board with 0.4mm PVC membrane pressed on to top. Shutters have a soft closing & anti slam mechanism. Handles are provided for ease of opening. Storage is provided with lock for security.

**HIGH BACK CHAIR WITH ADJUSTABLE ARM AND BACK REST (CODE-12)**

SIZE: 761 mm (W) X 761 mm (D) X 1136-1311 mm (H) X 444-544 mm (SH) or nearer

The cushioned seat is made of injection moulded plastic outer & inner and plastic inner is upholstered with leatherette and spacer fabric and moulded polyurethane foam of density of 45± kg/ m³ and has a hardness load 16±2 kgf as per IS :7888 for 25% compression.

Back Assembly: The cushioned back assembly is made of PU foam with insitu moulded MS ERW Round Tube. It is upholstered with leatherette. The armrests are made of moulded polyurethane (PU) and mounted on to a drop lift adjustable type tubular armrest support made of MS ERW tube having chrome plated finish. The chair is equipped with active bio synchro mechanism with the features like 360 degree revolving type, front pivot for tilt and feet resting on the ground and continuous lumbar support for for ensuring more comfort. The tilt tension adjustment can be operated in seating position. Five position tilt limiter is given for variable tolt option. Seat depth adjustment is available in this chair.

The pedestal assembly is made of injection moulded in black 33% glass-filled Nylon 66 and fitted with 5 nos wheel castors.

Note: Variation of ± 5% in dimension is permitted.

**TABLE WITH SIDE TABLE & DRAWER UNIT**

Main Desk Size: 1650 mm (W) x 700 (D) x 743 (H)
ERU Size: 1000 mm (W) X 450 mm (D) X 743 mm (H)
Top shall be of 18 mm thickness made of PLT board with 2 mm Edge banding. Wenge and savannah Maple PLT board shall be used. The Under structure shall be in prelaminated panels made with PLT boards. 2- Drawer and 3 - Drawer storage units with different combinations to support tops made with 18 mm PLT boards of different colours. Modesty and back panels made with 18 mm PLT boards. The pedestals / storages shall be fitted with necessary locks. Product should have in-house Test Certificates.

Note: Variation of ± 5% in dimension is permitted.

**MEDIUM BACK RECLINING CHAIR**

Size: 76.10 cm (L) X 76.10 cm (D) X 98-108 cm (H) X 44-54 cm (SH)

Seat/Back Assembly: The seat is made up of 1.210.1cm thk. hot pressed plywood measured as per QA method described in OCP-OLTA-PL14-18.

The Back is made up of injection moulded glass filled nylon & upholstered using Net fabric with high tenacity yarn.

Seat Size: 47.0 cm (W) x 51.5 (D) or nearer
Back Size 45.0 cm (W) x 65.3 cm (H) or nearer

Polyurethane Foam: The HR polyurethane foam is moulded with density = 55+/2 kg/m³ and hardness 16 1 2 kgf as per 15:7888 for 25% compression.

Armrests (Adjustable): The armrests have an Up-Down adjustment of 8.5±0.5cm which is provided in armrest structure. Armrest Top has an integrated layer of Thermoplastic Elastomer (TPE).

Lumbar Support Assembly: The Lumbar support consists of polypropylene pad with moulded polyurethane foam & covered with polyester fabric. The Height of Lumbar pad can be adjusted through two projecting knobs provided on the rear side of the pad. Lumbar pad has an adjustment of 8.0 10.5 cm in height.

Front Pivot Synchro Mechanism: The adjustable tilting mechanism is designed with the following features:
> 360° revolving type. Single point control.
> Front-pivot for tilt with feet resting on ground ensuring more comfort.
> Tilt tension adjustment
> 4-position locking with anti-shock feature.
> Seatback tilting ratio of 1:2

Pneumatic Height Adjustment: The pneumatic height adjustment has an adjustment stroke of 10.0 ± 0.3 cm.

Pedestal Assembly: The pedestal is injection moulded in black 30% glass-filled Nylon and fitted with 5 nos twin wheel castor. The pedestal pitch- Centre dia is 66.1 ± 0.5cm

Twin Wheel Castors: The twin wheel castors are injection moulded in black Nylon.

Note: Variation of ± 5% in dimension is permitted.
### The Panel Structure

**1.1 Uprights & Horizontals (for 52.4mm):** These uprights and horizontals shall be made of aluminum extrusion having material AL96063-T6 & have average wall thickness of 1.2 mm & powder coated with epoxy-polyester powder.

**1.2 Bottom Frame Assembly:** Fabricated bottom frame for 52.4mm shall comprise of L-channels made of 2mm thick Cold Rolled Closed Annealed steel (IS:513), formed plates of 3mm thick HR steel (IS:2062) & ERW (Electric resistance welding) steel tube of size 35x15x1.6mm in oval cross section (IS:7138) welded together. This shall be coated with average 50 to 60 micron thickness of epoxy powder coating. This shall be bolted to the uprights with M6 screws.

**1.3 Blocks For 52.4mm:** A block for 5.4mm panel’s thickness shall comprise of 38mm thick paper honeycomb with 3mm MDF on each side and 0.6mm decorative laminate or fabric on both sides. Particle board framing shall be used on outer boundary of these blocks as well as intermittently at certain locations forming conduit for passing cables. These blocks will be located in the middle bands of the panels.

**1.4 Tiles For 52.4mm**

- **Top Tiles/Intermediate Tiles/Bottom Tiles:** These tiles shall be slid in to the panels from top before fixing the top horizontal. These tiles shall be supported from top & bottom side with clips made from PP copolymer fitted in horizontal extrusion.
  - **Bottom Tiles:** All bottom tiles shall be press fitted on to the assembly frame of the panel with the help of snap on clips made of nylon-66 and support clips made from PP polymer.
  - **Split Tiles for 52.4mm Thick Panel:** These tiles shall be used for offering two different finishes in single panel. Split tiles shall be offered in fabric magnetic tiles, Whiteboard tiles, laminated tiles, Powder coated metal tiles, clear glass & back painted glass tiles.

**1.4.2 Tile Finishes:**

- **Fabric Magnetic Tiles:** Fabric magnetic tiles shall be fabric upholstered metal tiles in 0.6mm thick G.I. Grade O as per IS: 277. The fabrics shall be upholstered with adhesives.
- **Laminated Tiles:** Laminated tiles shall be 9.0 to 9.5 mm thick pre-laminated particle board conforming to IS: 12823 having all its edges with minimum 0.5 mm thick PVC edging.
- **White Board Tiles:** White board tiles shall be made of 8.0 mm thick particle board conforming to IS: 12823 laminated with 0.6mm thick white glossy high pressure laminate on outer side & 0.6mm backing laminate on inner surface and will be having all its edges with minimum 0.5 mm thick PVC edging.
- **Glass Tiles:** The Glass tiles shall be 4mm thick toughened clear glass. It shall be fitted onto both sides of the panel using horizontal and vertical stiffeners made from 0.6mm powder coated cold rolled closed annealed steel Grade D as per IS: 513. Glass tiles shall be offered in Split tile configuration only if the other split tile adjacent to it is not in glass finish.

**Aluminum Extrusions:** The top trims and end trims for 52.4mm shall be made from aluminum extrusion having material AL96063-T6. All kinds of extrusions for 52.4mm shall have average wall thickness of 1.2mm & having finish of powder coating. Top trim in 52.4mm thick panel shall be press fitted on the horizontal extrusion with the help of top trim connector made from PP copolymer 3530 grade. End trim for 52.4mm thick panel shall be slide fitted with the help of end trim connector made from 2.0mm thick M.S. cold rolled closed annealed Grade D as per IS: 513.

**6. Stability Post:** End stability post shall be fitted at the end of the free panel, to avoid movement of freestanding panels. The post shall be made in two parts. 1. The MS post which shall be grouted to the floor with Hilti make anchor bolts. 2. A cover extrusion of aluminium alloy shall cover the grouted MS stability bracket. The top end of the extrusion shall be covered with a powder coated aluminium cap.

**7. Panel Joinery Post:** The panel shall be joined to each other directly with 1800 joinery or with the help of post to form different layouts. The types available are 90° 2 way, 3 way & 4 way, 120° 2 way, 3 way & fin post 2way, 3way & 4way. The panel joinery post shall be made up of aluminium extrusion having material AL-96063-T6. It shall have average wall thickness of 1.2mm. It shall be coated with 50 to 60 micron thickness of epoxy powder coating. These joineries will be covered with die cast caps of powder coated aluminium alloy ADC 12 (ADC12 is Japanese industrial standard alloy). All the caps shall be press fitted on the respective extrusions.

**8. Worktops:**
8.1: WORKTOP 25 MM THICK PRELAMINATED (with PVC edge band): Work top shall be made of 25 mm thick Prelaminated particle board interior grade (As per IS: 12823). Bottom shall have a backing laminate of minimum 0.6 mm thickness. All the edges of work surface shall be provided with machine pressed 2 mm thick PVC Edge band glued with hot melt Ethylene Vinyl Acetate glue.

WORKTOP 25 MM THICK LAMINATED (with PVC edge band): Work top shall be made of 25 mm thick Plain particle board of interior grade (As per IS: 12823) as a Substrate. The top shall be laminated with laminate of 0.6 mm thickness of approved shade as per IS: 2046-1995. Bottom shall have a backing laminate of 0.6 mm thickness. All the edges of work surface shall be provided with machine pressed 2 mm thick PVC edge band glued with hot melt ethylene vinyl acetate glue.

- Work top shall be mounted onto the partition panels for work stations by means of cantilever brackets made from 2.0 mm thick Cold Rolled Closed Annealed grade D steel as per IS: 513-1994 duly pretreated and powder coated.
- The work surface shall be provided with circular (grommet) cut out of Dia. 65 mm as per the requirement, for passing of wires. These cut outs shall be provided with ABS covers.

BRACKETS: There are various brackets used for supporting and fixing together the components of the system.

WORK SURFACE BRACKET: Work surface bracket shall be mounted on to the Horizontal extrusion. Work surface bracket shall be made from 2.0 mm thick Cold Rolled Closed Annealed grade D steel as per IS: 513-19. Ribs shall be provided in the bracket for strengthening purpose. All the work surfaces are mounted on the work surface brackets.

HOLDER BRACKET: Holder bracket shall be made from 2.0 mm thick Cold Rolled Closed Annealed grade D steel as per IS: 513-19. It shall slid in between end trim & vertical extrusion, & mounted on work surface with the help of pop rivet.

11. LEG ASSEMBLIES:

11.1 PANEL LEG ASSEMBLY: The panel legs used for supporting panels. The height of a panel leg shall be 126 mm. Panel legs shall be fabricated by CO2 welding MS Tube of section 38 mm x 25 mm (IS: 7138 ERW Tube) with the base plate of the MS plate of 35 x 22 x 5 mm (IS: 2062, 5 mm HR) over which an M8 Leveler shall be fitted, which allows for adjustment of the height by 50 mm. It will be coated with min. 45 micron thickness of epoxy powder coating.

11.2 SINGLE SIDE LEG ASSEMBLY: The single side legs shall be used for supporting panels & work surface on one side only. Single side legs shall be fabricated by CO2 welding MS Tube of section 38 mm x 25 mm (IS: 7138 ERW Tube) with the base plate of the MS plate of 35 x 22 x 5 mm (IS: 2062, 5 mm HR) over which an M8 Leveler shall be fitted, which shall allow for adjustment of the height by 50 mm. This shall be coated with min. 45 micron thickness of epoxy powder coating.

11.3 DOUBLE SIDE LEG ASSEMBLY: The double side legs shall be used for supporting panels & work surface on both sides. Double side legs shall be fabricated by CO2 welding MS Tube of section 38 mm x 25 mm (IS: 7138 ERW Tube) with the base plate of the MS plate of 35 x 22 x 5 mm (IS: 2062, 5 mm HR) over which an M8 Leveler shall be fitted, which shall allow for adjustment of the height by 50 mm. This shall be coated with min. 45 micron thickness of epoxy powder coating.

11.4 DOUBLE SIDED LEG FOR PENTA RETURN SCREEN: The double sided leg shall be used for supporting penta work surfaces with 22.8 mm return screens. Double side legs shall be fabricated by CO2 welding vertical and horizontal MS Tubes of section 38 mm x 25 mm (IS: 7138 ERW Tube) which shall be fitted with leveler holder MS plate of 34 x 21 x 5 mm (IS: 2062, 5 mm HR) over which an M8 Leveler shall be fitted, which shall allow for adjustment of the height by 50 mm. This shall be coated with min. 45 micron thickness of epoxy powder coating with MS channel 2 mm thick grade D as per IS: 513-1994 and square connector plate.

11.5 PANEL LEG (52.4 MM PANEL): Panel legs shall be fabricated by CO2 welding MS Tube of section 38 mm x 25 mm (IS: 7138 ERW Tube) with the base plate of the MS plate of 35 x 22 x 5 mm (IS: 2062, 5 mm HR) over which an M8 Leveler shall be fitted. The height of the panel leg will be 126 mm. This shall be coated with min. 45 micron thickness of epoxy powder coating.

CABLE DUCT: Cable duct shall be made from 0.8 mm thick M.S. Cold Rolled Closed Annealed Grade D as per IS: 513-1994. It is constructed with two parts, one is body & another is cover. It holds the cables & gives aesthetic appearance by covering all cables entry, which are moving upward to the panels. Size of Cable duct is 107 mm W x 154 mm H x 21 mm D.

Specification of Nova Pedestal: Free Standing Pedestal of dimension 646 X 390 X 585. Welded construction, 0.8 thick CRCA for Body Shell, Side Stiffeners and Bottom Panel. 1.2 thick CRCA for Top and Bottom Stiffeners, 0.6 thick CRCA for drawer front and 0.5 thick CRCA for Drawer side-bottom-side and Drawer Back. All Drawer with double extension precision ball slide. Cam lock and Central RH Locking with actuator & lock channel mechanism for Box. Epoxy polyester powder coated to the thickness of 50 micron.

Note: Variation of ± 5% in dimension is permitted.
### L SHAP TABLE WITH DRAWER UNIT

**MD SIZE:** 1350 x 750 x 750  **ERU SIZE** 1200 x 450 x 750 or nearer

**PRODUCT SPECIFICATIONS:** All dimensions in mm

Please note: All dimensions can vary by +/5mm.

**Tops / Worksurfaces:** (White Cedar) Made from 18mm thick PLB with PVC lipping.

**Side Panels:** (Black) Made form 18mm thick PLT with PVC lipping.

**Modesty Panel:** Made form 18mm thick PLT with PVC lipping. Bigger upper panel in Black and smaller lower panel in white Cedar.

**Shelf Storage units and Open shelf ERU:** (Black) Made form 18mm thick PLT with PVC lipping.

**Mobile Pedestal:** One Box and one Filing drawer with 18mm thick PLB fronts and top.

**Handles:** Black Powder coated Die cast Aluminum alloy handles.

**Mobile Pedestal and HDU are fitted with central Lock.**

Revised Mobiles Pedestal is available in one size: 390 x 435 x 529mm. The top & drawer fronts are in white cedar while the other components are in black.

| Pcs | 2 |

### MEDIUM BACK REVOLVING CHAIR

**Size:** 76.30 cm (L) X 76.30 cm (D) X 89.50-100.50 cm (H) X 43.3-54.3 cm (SH)

**Seat/ Back Assembly:** The Seat assembly is made up of 1.2 ± 0.1 cm. thick hot-pressed plywood measured as per QA method described in OCP-QLTA-P14-18, upholstered with fabric upholstery cover and moulded polyurethane foam. The back assembly is made of powder coated (DFT 40-60 microns) tubular frame of Ø2.54 ± 0.03cm. x 0.2±0.016cm thick MS ERW tube designed with contoured lumber support for extra comfort. The back is upholstered using Net fabric with high tenacity yam.

**Seat Size:** 47.0 cm (W) x 48.0 cm (D)

**Back Size:** 46.5 cm (W) x 60.5 cm (H)

**Polyurethane Foam:** The HR polyurethane foam is moulded with density =45+/− 2 kg/m³ and hardness load 16 ± 2 kgf as per IS:7888 for 25% Compression.

**Armrests:** The one-piece armrests are injection moulded from black Co-Polymer Polypropylene.

**Centre-Tilt Mechanism:** The mechanism is designed with the following features:

- 360⁰ revolving type
- 17⁰ ± 2⁰ maximum tilt on pivot at center
- Upright position locking
- Tilt tension adjustment.

**Pneumatic Height Adjustment:** The pneumatic height adjustment has an adjustment stroke of 11.0 ± 0.3cm

**Telescopic Bellow Assembly:** The bellow is 3piece telescopic type and injection moulded in Black Polypropylene.

**Pedestal Assembly:** The pedestal is injection moulded in black 33% glass-filed Nylon66 and fitted with 5 no’s twin wheel castors. The pedestal is 66.3 ± 0.0 cm pitch-center dia. (76.3 ± 1.0 cm with castor).

**Twin Wheel Castors:** The twin wheel castors are injection moulded in Black Nylon.

**Note:** Variation of ± 5% in dimension is permitted.

| Pcs | 25 |

### “S” TYPE VISITOR CHAIR WITH MESH BACK

**Specification:**

**Seat Assembly:** The Seat assembly is made up of 1.2 ± 0.1 cm. thick hot-pressed plywood measured as per QA method described in OCP-QLTA-P14-18, upholstered with fabric upholstery cover and moulded polyurethane foam.

**Back Assembly:** The back assembly is made of powder coated (DFT 40-60 microns) tubular frame of Ø2.54 ± 0.03cm. x 0.2±0.016cm thick MS ERW tube designed with contoured lumber support for extra comfort. The back is upholstered using Net fabric with high tenacity yam.

**Back Size:** 46.5 (W) x 60.5cm (H) or nearer

**High Resilience (HR) Polyurethane Foam:** The HR polyurethane foam is moulded with density =45+/− 2 kg/m³ and hardness load 16 ± 2 kgf as per IS:7888 for 25% Compression.

**Armrests:** The one-piece armrests are injection moulded from black Co-Polymer Polypropylene.

**Tubular Frame:** The powder coated (DFT 40-60 Micron) tubular frame is cantilever type & made of dia 2.54+− 0.03cm X 0.2+− 0.016cm thick MS ERW Tube.

**Note:** Variation of ± 5% in dimension is permitted.

| Pcs | 27 |
### THREE SEATER SOFA
**SEAT FOAM:** The seat should be made of PU foam with Density 32 ± 2 kg/cu.mtr having an additional top layer of J PU foam with Density 28 ± 2 kg/cu.mtr. Seat should be upholstered with fabric or leatherette.  
**BACK FOAM:** The back should be made of PU foam with Density 28 ± 2 kg/cu.mtr with two additional top layer of supersoft foam of density 23±2 kg/cu.mtr, upholstered with fabric or leatherette.  
**UNDERSTRUCTURE:** Under-structure should be made up of 1.2±0.1 cm. thick hot pressed plywood OCP-QLTA-PL14-18-4. Dia 4mm zigzag spring assembly should be mounted in under-structure for support and additional cushioning purpose.  
**LEG ASSEMBLY:** It should be a welded assembly made in Stainless steel (grade SS 202) tube & plate.  
Note: Variation of ± 5% in dimension is permitted.

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### TWO SEATER SOFA
**SEAT FOAM:** The seat should be made of PU foam with Density 32 ± 2 kg/cu.mtr having an additional top layer of J PU foam with Density 28 ± 2 kg/cu.mtr. Seat should be upholstered with fabric or leatherette.  
**BACK FOAM:** The back should be made of PU foam with Density 28 ± 2 kg/cu.mtr with two additional top layer of supersoft foam of density 23±2 kg/cu.mtr, upholstered with fabric or leatherette.  
**UNDERSTRUCTURE:** Under-structure should be made up of 1.2±0.1 cm. thick hot pressed plywood OCP-QLTA-PL14-18-4. Dia 4mm zigzag spring assembly should be mounted in under-structure for support and additional cushioning purpose.  
**LEG ASSEMBLY:** It should be a welded assembly made in Stainless steel (grade SS 202) tube & plate.  
Note: Variation of ± 5% in dimension is permitted.

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### CENTRE TABLE
**Table Size:** Width 1000mm* Breadth 650mm* Depth 450mm or nearer.  
Made up of 10mm toughened glass of with understructure of paper laminated MDF.  
Note: Variation of ± 5% in dimension is permitted.

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### CORNER TABLE
**Table Size:** Width 600mm* Breadth 600mm* Depth 351mm or nearer  
**Table Glass:** It should be 12 ±0.3 mm thick black tinted Toughened glass UV glued with bushes made in SS 202 grade for fixing with understructure.  
**Understructure:** It should be a welded Assembly made in SS202 grade having Dia. 12±0.04 as per should be 1762.  
Overall dimension: Width 1120 mm, Depth 600 mm, Height 351 mm. or Nearer  
Note: Variation of ± 5% in dimension is permitted.

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### 6 SEATER CONFERENCE
**SIZE:** 2100 X 1150 X 740 mm or nearer  
**Work Surface:** Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade conforming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Plastic ABS access flap is provided for easy access to wires and cables. Work top is available in various shapes as shown above.  
**Understructure:** It consist of 18mm Thick Pre-laminated twin board of E1-P2 grade and approved shade conforming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Aluminum alloy 63400 - WP profile is used for connecting panels together. The product has a knock-down construction  
**Modesty Panel:** Made of 18mm Thick Pre-laminated twin board of E1-P2 grade and approved shade conforming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Powder coated accent metal strip provided below work surface to enhance aesthetics. It is made of 0.8mm CRCA as per IS 513, epoxy polyester powder coated (DFT 40-60 microns).  
**Wire Management:** An array of panels made of 0.8mm CRCA MS IS:513, epoxy polyester powder coated (DFT 40-60 microns) is used for flow of wires and cables. Provision to mount Anchor Roma 6 module plate is provided below worktop. Cutout on top with two-piece injection moulded plastic part polymer component is fitted to pull out audio, video cables onto  
Note: Variation of ± 5% in dimension is permitted.

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### 12 SEATER CONFERENCE

**SIZE:** 3600 X 1500 X 740 mm or nearer

**Work Surface:** Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade conforming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Plastic ABS access flap is provided for easy access to wires and cables. Work top is available in various shapes as shown above.

**Understructure:** It consist of 18mm Thick Pre-laminated twin board of E1-P2 grade and approved shade conforming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Aluminium alloy 63400 - WP profile is used for connecting panels together. The product has a knock-down construction.

**Modesty Panel:** Made of 18mm Thick Pre-laminated twin board of E1-P2 grade and approved shade conforming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Powder coated accent metal strip provided below work surface to enhance aesthetics. It is made of 0.8mm CRCA as per IS 513, epoxy polyester powder coated (DFT 40-60 microns).

**Wire Management:** An array of panels made of 0.8mm CRCA IS:513, epoxy polyester powder coated (DFT 40-60 microns) is used for flow of wires and cables. Provision to mount Anchor Roma 6 module plate is provided below worktop. Cutout on top with two-piece injection moulded plastic part polymer component is fitted to pull out audio, video cables onto

*Note: Variation of ± 5% in dimension is permitted.*

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### CONFERENCE CHAIR

**SEAT/BACK ASSEMBLY:** The cushioned seat assembly consists of seat base moulded in glass-filled Poly-amide, moulded Polyurethane foam & upholstered with high stretch knitted polyester fabric. The cushioned back assembly consists of back inner moulded in Polypropylene in-situ moulded with Polyurethane foam & upholstered with high stretch knitted polyester fabric.

**Dimension:** 76W x 99.5-108.8H x 76D cm or nearer

**Seat Height:** 44.5-53.8 cm or nearer

**HIGH RESILIENCE (HR) POLYURETHANE FOAM:** The HR polyurethane foam used in seat and back cushion is moulded in Density 45±2 kg/m³, and hardness load 16 ± 2 kgf as per 15:7888 for 25% compression.

**TILT MECHANISM, SPINES & SPINE CONNECTOR:** The seat and back are firmly connected to the base frame and are cantilevered in such a way that it gives a multi-dimensional movement possibility just with a simple lean on the sides or back, without need for complex manual adjustments. The cantilevered seat offers impact cushioning while sitting and synchronises with the back movement during posture changes. The “S” shaped spines moulded in high strength glass-filled Poly-amide and the spine connector moulded in glass-filled Poly-amide form the back-spine structure involved in multi-dimensional recline motion. The variable tilt angle recline motion can be adjusted with 3 position Tilt Limit feature which is inbuilt in seat base and the tension (return force) is user weight dependent.

**ADJUSTABLE ARMRESTS:** The assembly consists of armrest housing sliding over the armrest structure, both moulded in glass-filled Poly-amide. The height adjustment feature is button operated having adjustment of 6.6±0.5cm. The Armrest Top is made up of integral skin PU moulded over plastic inner moulded in glass-filled Poly-amide.

**PNEUMATIC HEIGHT ADJUSTMENT:** The seating height can be adjusted with a pneumatic gas-lift having an adjustment stroke of 9.2 ± 0.3 cm

**PEDESTAL ASSEMBLY:** The pedestal is injection moulded in glass-filled Poly-amide and fitted with 5 nos. in wheel castors. The pedestal is 66.0±0.5 cm. pitch centre diameter and 76.0±1.0 cm. with castors.

**TWIN WHEEL CASTORS:** 5 nos. twin wheel castors are injection moulded in Poly-amide having 5.0±0.1cm heel diameter and assembled to the pedestal.

*Note: Variation of ± 5% in dimension is permitted.*

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### OFFICE 4 SHELVES ALMIRAH

**Dimensions:** 910 mm (W) x 480 mm (D) x 1980 mm (H), Or nearer
- Should be made of 0.8 mm thick CRCA for back, shelf 0.9 mm thick CRCA and for all other components. (CRCA is D grade as per IS:513). Argon - Co2 welding instead of only Co2 shielded welding enable almost zero blow holes causing increased rust resistance. Apply of chemical at all welded joiner which improve paint ahearance at welded joiner causing improved rust resistance.
- Locking and Handle: Should have 3 way locking mechanism with shooting bolt having Mazak Handle.
- 4 nos. height adjustable shelf with uniformly distributed load capacity per full shelf is 40 kg maximum.
- Finish of Epoxy polyester powder coated to the thickness of 50 microns (+/-10).

**Note:** Variation of ± 5% in dimension is permitted.

| Pcs | 2 |

### LOW HEIGHT STORAGE

**Size:** 922 x 1200 x 460 or nearer

Supply and installation of modular storage units. These units can be stacked with any of the reserve range of storage. The units can be stacked such that its front door is opposite to that of other units. Nd units with shared units in between can be joined/stacked adjacent to each other. Construction and material: Construction is knock down construction of 25 mm thick and 18 mm thick pre-laminated particle boards with metal cladding of 0.8 mm thick CRCA (as per IS: 513) from outside. Side metal cladding is coated with epoxy polyester powder of 50±10 microns thickness. Other wooden top and metal top option is there for specific sizes. The doors are made of 18 mm thick pre-laminated particle board with decorative laminate on one side and backing laminate on the other side. Shelving: Height wise adjustable shelf mounting holes provided on side panels for easy interchange of shelf height as required. Both fixed shelf along with adjustable shelf provided. A4 size files can be stored vertically. The skirtings are provided with 150 mm high skirting made of 0.8 mm thick CRCA and is coated with epoxy polyester powder. The leveler is screw type adjustable leveler with plastic base provides vertical adjustment for floor unevenness and leveling of units. The locking mechanism is three way nickel plated wooden furniture locks provided for effective and positive locking of doors...

| Pcs | 4 |

### HEAVY DUTY MOVABLE STORAGE

**Size:** (LAYOUT ATTACHED)

- SL - 1NO-2047H x 2400W x 400D or nearer
- SS - 1NO- 2047H x 2400W x 400D or nearer
- TW- 3NO- 2047H x 2400W x 800D or nearer
- RAIL-4000 XX 124D X 31H or nearer

**Specification:**
- Main Body: Construction: Rigid Knock Down construction made of 0.8 thk. CRCA Steel conforming to IS: 513 Gr.D. Each body block consists of 1 Main unit & then Add-on units (0, 1, 2, 3, 4 respectively). Each unit has 5 loading levels formed by 4 nos. adjustable shelves for 1980 Height body and 6 loading levels with 5 nos. adjustable shelves for 2361 Height body.
- Body units are mounted on an understructure which is fixed or moving.
- The body comprises the following components:
  1. Front Cover: It is the foremost panel of the body on which the handles (Push pull)/ Drive unit (Drive Type) are fixed. It is made of 0.8 thk. CRCA Steel conforming to IS: 513 Gr.D. The front cover has a pattern of holes on the front surface for ventilation purpose.
  2. Back Cover: It is the backmost panel of the body and is the mirror image of the front cover. It is made of 0.8 thk. CRCA Steel conforming to IS: 513 Gr.D. The back cover has a pattern of holes on the surface for ventilation purpose.
  3. Back Panel: The back panels are made of 0.6 thk. CRCA Steel conforming to IS: 513 Gr.D. There are two back panels – Top back panel and Bottom back panel for 1980H unit as well as 2361H unit. The two back panels are fixed together using machine screws. The purpose of the back panel is to act as a divider between 2 opposite shelves in twin body (TM/TD). When the entire optimizer layout is locked it also prevents access to inside files from the outside in case of single body (SS/SD/SL/LD).
- Shared Panel: The shared panel acts as a partition between two adjacent bodies. It is made of 0.8 thk. CRCA Steel conforming to IS: 513 Gr.D.
- Height for Push Pull Optimizer: Optimizer Height from ground is 2080 mm (1980 body + 65 undercarriage + 61.5 channel system).
- Finish: The bodies including shelves are given antirust surface treatment & are coated with epoxy polyester powder. It involves an 8-step treatment consisting of Hot water rinse, Knock of degreasing, degreasing, cold water rinse, phosphating, cold water rinse, and passivation & dry off oven treatment.

| Pcs | 1 |
Final finish consists of epoxy polyester powder coating of approved color & shade with a Dry Film Thickness of minimum 40 microns. The testing of paint is done for various physical & chemical properties as per IS: 101. The material is then oven baked with a controlled temperature of 180 deg.C to 200 deg.C.

Shelf: Construction: It is made of 0.7 thk CRCA steel conforming to IS: 513 Gr.D or DD. Its max load bearing capacity is 100 Kg uniformly distributed per shelf. For P1 and P2 type of Configuration recommended shelf load is less than 100kg (Refer UDL chart below). This is done to ensure that the unit is light enough for one person to pull/push with a handle even at recommended full load capacity. Shelf can be placed at clear height of 386mm from bottom in everybody. The last loading level for shelf is 1721mm from ground level for 1980H body and 2107mm from ground for 2361H body.

Shelves are mounted on support brackets & shelf level can be adjusted at approx. 25.4 pitches. There are 4 adjustable shelves per body for 1980H and 5 adjustable shelves per body for 2361H, giving 5 and 6 loading levels for 1980H and 2361H body respectively.

Storage capacity per shelf: The shelf is 1180mm in length and can hold up to 13 nos. of box files of size 85mm x 345mm x 285mm.

Understructure: Construction: Push Pull Understructure: The Understructure is a welded frame suitably fabricated to bear the loads based on configuration. The frame consists of the following parts: Main channel, body-fixing channel, body-fixing angle and bearing-fixing angle. All the components are made of CRCA sheet 2 mm thk conforming to IS:513.

Finish: The understructure, after pre-treatment, is coated with final finish consisting of epoxy polyester powder coat of approved color & shade with a Dry Film Thickness of minimum 40 microns.

Movements of the System: Push-Pull Configuration: Movement of units achieved by pushing or pulling a pair of ‘C type plastic handles’ (mounted on SL & TM units). These handles are rigidly fixed at an ergonomically suitable height on side of each moving body. Each movable body also has an understructure with 4 nos. of antifriction ball bearings for rolling on channels. The twin moving body, i.e. TM, has 4 nos. of bearing fitted horizontally to restrict the lateral movement of the body on rail while the single moving body, i.e. SL, body has 2 nos. of a special anti-tilt bearing assembly fitted to the understructure which not only restricts lateral movement but also prevents SL from toppling.

Fittings: (Push Pull Optimizer Centralized Locking: A Centralized locking arrangement is provided through Locking Stiffener mounted onto back of Single Last unit, i.e. SL body. It gets locked into the channels when all the units are brought together, and the lock is turned. The Recess handle lock is of Godrej make & placed at a height of 940mm from ground level. The locking stiffener is made of 1.2 mm thk conforming to IS:513.

Rail Channels (for Push-pull and Drive type with no platform):
It consists of ‘C’ section 2 mm thk HR sheet & Square 25.4mm X 2mm thk ERW tube – both connected by screws. Prior to the grouting of the guide channels with the help of raul plug & screw, ensure the ground is level. The rail channels are of 3 lengths i.e., 800mm, 1600mm and 2400mm.

Connection of rail channels: The requirement of rail channels depends on the number of rows of bodies. In any configuration there is only one fixed body (SS/SD). There will be only one movable single body (SM/LD) or no movable single body depending on the layout. The number of twin bodies (TM/TD) depends on the layout and customer. In case of any layout there will always be one 2400mm long rail channel. The 800mm and 1600mm rail channels are connected to the 2400mm rail channel, depending on number of rows. The 2400mm rail channel is connected to 800mm/1600mm rail channel using a Square 19.1mm X 2mm thk ERW tube. This tube is connected to both channels using screws from bottom side.

(e) Label Holder: It is an aluminium extrusion of length 396mm for LD/SD and 796mm for TD, fitted on to front cover of body. The Paper is 300GSM matt milky white sticker paper, to be inserted into the aluminium extrusion. The length of paper is 394mm for LD/SD and 794mm for TD. Over that a transparent plastic of corresponding length of 150-200 micron polythene is to be inserted

PERIODICAL DISPLAY RACKS
SIZE: 1830H X 900W X 450D Nearer
Made of ALL STEEL

Pcs 1
### Table

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<th>Description</th>
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<tr>
<td>23</td>
<td><strong>ROUND TABLE WITH WIRE MANAGER</strong>&lt;br&gt;SIZE: 1000(Dia) x 740 or nearer</td>
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<td>Pcs</td>
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<tr>
<td>24</td>
<td><strong>AV STORAGE WITH WIRE MANAGER</strong>&lt;br&gt;SIZE: 1745 x 670 x 740 or nearer</td>
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**Warranty of above item(s), if any**

Warranty 5 years after successful installation and demonstration

### Note:

i. L=Length; W=Width; H=Height; D=Depth; SH=Seat Height

ii. Warranty of above items: **Five (05) year onsite comprehensive OEM warranty from the date of successful installation and commissioning.** The OEM/Vendor must be able to supply of spares for a minimum period of Ten (10) years.

iii. A variation of ± 5% in dimension is acceptable for all the furniture items mentioned above.
Tentative layout of furniture installation
GENERAL TERMS AND CONDITIONS

1. **Tender Fee (Non-refundable):** Tender fee of Rs. 1000.00 /- (Rupees one thousand only) (By way of Demand Draft from any of the Commercial Bank in India and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur). **IIT Kharagpur** will give exemption for submission of tender fee who are registered with MSME, NSIC or start-ups as recognised by DIPP. However proper and valid document in this regard must be submitted by the bidders in support of their claim. Tender fee should be kept in separate covers and place in technical bid cover.

2. **Earnest Money Deposit (EMD):** EMD of Rs 1,00,000/- (Rupees one lakh only) to be deposited along with the tender documents in the form of Insurance surety bonds / Demand Draft / Fixed Deposit receipt / Banker's Cheque / Bank Guarantee from any of the commercial bank in India and paid in favour of "Indian Institute of Technology Kharagpur", Payable at Kharagpur. EMD in the form of Insurance Surety Bonds or Bank Guarantee shall remain valid for a period of 45 days beyond the final bid validity period. Any bid without EMD will summarily be rejected. No interest is payable on EMD. EMD will be refunded to the unsuccessful bidder after finalization of the tender process stage by stage i.e., Technical evaluation and Financial evaluation. The EMD of the vendor awarded the contract may be treated as per of security deposit towards Performance Guarantee. EMD shall be forfeited if the selected vendor after award of the contract fails to execute the same.

   However, **IIT Kharagpur** will give exemption for submission of **Tender Fee & EMD** who are registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro and Small Enterprises (MSME) or are registered with the Central Purchase Organisation or the Concern Ministry or Department or Startups as recognised by Department of Industrial Policy & Promotion (DIPP). However proper and valid document in this regard must be submitted by the bidders in support of their claim.

3. **Site visit and Pre-bid conference:** Before submitting the quotation, the interested bidders may visit the site for more information / Technical clarification required, if any. Also, a Pre-bid meeting open to all prospective bidders will be on **15-05-2023 at 11.00 AM**, at Office of Dean Outreach, IIT Kharagpur, West Bengal, Pin Code-721302 wherein the prospective bidders will have an opportunity to obtain clarifications regarding work and tender conditions. The cost for site visit and attending the pre-bid meeting shall be borne by the participating bidders. Thus, the interested bidders willing to make site visit and/or participating in Pre-bid meeting may send their willingness by writing an email to **anirban.biswas@adm.iitkgp.ac.in** for making necessary arrangements by the Institute. At any time prior to the last date of submission of tenders, IIT KGP may modify the tender document. Such modification will be hosted online Institute website & CPP portal.

4. **Payment Terms & Performance Bank Guarantee (PBG):** 90% payment shall be made after receipt of stores in good order and condition, successful installation and demonstration thereafter certification by the Department. Balance 10% may be released against submission of Performance Security or on completion of warranty period. No advance/mobilization support, is payable against supply of stores.

Signature and seal of Bidder
5. The Performance Security in the form of Bank Guarantee / Insurance Surety Bond / Demand Draft / Fixed Deposit Receipt of the amount equivalent to the 3% of the cost of total contract value issued from any of the Commercial Bank in India and must remain valid for a period 60 (sixty) days beyond the expiry of the warranty period.

6. **Liquidated Damages:** In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

7. **Warranty/Guarantee & On-site skill support:** Five (5) years onsite comprehensive OEM warranty from the date of successful installation and commissioning.

8. **Defect Liability Period:** 5 years from the date of completion of installation work.

9. **Supply of spares and accessories:** Interested vendors must be able to supply adequate spares and consumable during five years of comprehensive warranty. Vendor should also ensure trouble free service and performance for another five years beyond five years Comprehensive Warranty Period with adequate spares and accessories.

10. **Delivery of Stores:** The store (Furniture) are to be supplied within 60 days from the date of receipt of the Purchase Order.

11. **Price:**
    a) The Price should be quoted in INR only.
    b) The price should be quoted "FOR IIT Kharagpur" basis. The price should be all inclusive.
    c) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
    d) Discount, if any, should be indicated separately/prominently.
    e) Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.

12. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. **Tender Fee & EMD/Exemption Certificate, if any should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.**

13. **Award of the Contract:** The order shall be placed to successful L1 bidder.

14. **Acceptance of Tender:** The Authority of IIT Kharagpur does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

15. The addendum/corrigendum if any shall be published on Institute’s **Website i.e. www.iitkgp.ac.in and on CPP Portal.**
16. **Compliance List:** The proposal should be properly indexed and a compliance list against the technical specifications should be provided.

17. **Service:** Response to ensure quality of services, the deputed Engineer from the OEM/Vendor shall have a minimum of 2 years of experience in the relevant field and must be in the payroll of the OEM/Vendor.

18. **Installation and Commissioning:** Free of cost at (Office of Dean Outreach & Alumni Affairs), Nalanda Complex, IIT Kharagpur. The supplier must ensure timely installation of Experimental test setup with necessary support to the indenters, as per details and lists to be made available by the Stores & Purchase Section or the indenting Departments/Centres/Schools.

19. The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to IIT Kharagpur by the selected OEM/vendor.

20. Past Performance of the Vendors will be judged at the time of Technical Evaluation.

21. The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.

22. **Bidders should enclose the following documents:**
   a) Purchase order to be placed on: Should be mentioned in the quotation with full address, email address, phone number.
   b) Proforma Price Bid (without mentioning the price rate) may be attached with technical bids.
   c) Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories (if applicable).

23. All tenders are to be handed over in a sealed box in the Office of Alumni Affairs, IIT Kharagpur-721302. The bids (technical and price bid) once submitted shall be the property of the Institute and shall not be returned to the vendor in future. For speed post, the Postal Address is

   **Chairman**
   Departmental Purchase Committee
   Office of Alumni Affairs, IIT Kharagpur
   WestBengal (State), Pin Code-721302
24. **Opening of Price Bids:** The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). **The date for the opening of price bids will be 31-05-2023 at 11.00 AM.**

25. Tenderer or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

26. **Disqualification of Tender:** The tenders are liable for rejection in the following circumstances:

   a) If they are not in line with the terms and conditions of this tender notice
   b) Conditional quotations
   c) Incomplete tenders
   d) Tenders without Tender Fee & EMD and/or Exemption Certificate
   e) Tenders submitted through Fax or e-mail
   f) If two bid system is not followed
   g) The Firm need to quote all the charges /prices as per the tender requirement, if any firm quote nil charges/consideration, the bid shall be treated as Unresponsive bid and will not be considered.

27. **IMPORTANT**

   a) Director may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
   b) A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.
   c) In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
   d) In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.
   e) The Bidders are requested to submit the bids after issue of clarifications only considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, in their bid.
INSTRUCTIONS & SPECIAL CONDITIONS

1. **General**: Only Indian Manufacturers/Service provider or their authorized vendors, having registered office in India are invited to quote.

   **A. Compliance under Rule 144 (xi) of the General Financial Rules (GFRs) 2017**

   I. As per Ministry of Finance, Department of Expenditure, Public Procurement Division Order (Public Procurement No.1) issued from file No.6/18/2019-PPD dated 23rd July, 2020 & the Order issued from time to time regarding Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) 2017, it is directed that any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority i.e. the Department for Promotion of Industry and Internal Trade (DPIIT).

   II. **"Bidder"** (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participated in a procurement process.

   III. "Bidders from a country which shares a land border with India" for the purpose of this Order means:

      a) An entity incorporated, established or registered in such a country; or

      b) A subsidiary of an entity incorporated, established or registered in such a country; or

      c) An entity substantially controlled through entities incorporated, established or registered in such a country; or

      d) An entity whose beneficial owner is situated in such a country; or

      e) An Indian (or other) agent of such an entity; or

      f) A natural person who is the citizen of such a country; or

      g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

   IV. The **beneficial owner** for the purpose of above will be as under:

      1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercise control through other means.
Explanation-

a) “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of share or capital or profit of the company;
b) “Control” shall include the right to appoint majority of the directors or to control the management of policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership

V. An agent is a person employed to do any act for another, or to represent another in dealings with third person.

VI. For Works contracts, including Turnkey contracts, the successful bidder shall not be allowed to subcontract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

A certificate (duly filled & signed) shall be submitted by bidders in the tender documents regarding their compliance with the said order as per Annexure X. If the certificate submitted by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

**B. Compliance under Rule 153 (iii) of the General Financial Rules (GFRs) 2017**

It is mandatory for bidders to quote items having 20% or more local content. Refer revised Public Procurement (Preference to Make in India), Order 2017 P-45021/2/2017-B.E-II dated 16.09.2020 and the order issued from time to time by Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India. (Submit duly filled Annexure XI for the same).

Also, as per DPIIT, Ministry of Commerce and Industry OM vide no: P-45021/102/2019-BE-II-Part(1) (E-50310) dated 04.03.2021, bidders can’t claim themselves as Class-I local supplier / Class-II local supplier by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.

Signature and seal of Bidder
2. **Deviation from Specifications**: It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements. Otherwise, your tender will not be considered at all.

3. **TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER**: (i) Complete address and tele links for contact persons of manufacturers/service providers/authorized vendors offices dealing with this purchase. (ii) Name and full address of the manufacturers/service providers/authorized vendors (iii) **Country of origin** is to be provided for each item. (iv) Purchase order to be placed on: Should be mentioned in the quotation with full address.

4. **Guarantee**: The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications.

5. **Patent Rights**: The Supplier shall indemnify IIT Kharagpur against all third-party claims of infringement of patent, trademark or industrial design rights, copy rights arising from use of the Goods or any part thereof in India.

6. **Indemnity**: The vendor shall indemnify, protect and save IIT Kharagpur against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment(s) supplied by him.

7. **Jurisdiction**: All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e. Jurisdiction of KOLKATA HIGH COURT. Acceptance to this effect is also necessary at the time of opening of Technical Bid.

8. **Acknowledgment**: It is hereby acknowledged that we have gone through all the points listed under "Instructions & Special Conditions” outlined above, and those in the accompanying note on “Important Conditions”, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.
MINIMUM ELIGIBILITY CRITERIA / PRE-QUALIFICATION CRITERIA

1. **Registration Certificate(s):** Certificate of incorporation, PAN, GST, Trade License shall be provided with the bid document.

2. **Past Experience of the bidder:**
   
a) The bidder must have at least five years experience of supply and installation furniture at Central/State Government/PSUs / Reputed Organisations as on tender submission due date. Necessary supporting documents shall be furnished.

   b) The bidder must have successfully executed/completed similar contract (i.e., supply and installation of furniture) over the last five years i.e. the current financial year and the last five financial years:
      
      i. 03 (Three) similar completed work/services costing not less than the amount equal to 40% (Forty per cent i.e. Rs.19,00,000/-) of the estimated cost; or

      ii. 02 (Two) similar completed work/services costing not less than the amount equal to 50% (Fifty per cent i.e. Rs.23,75,000/-) of the estimated cost; or

      iii. 01 (One) similar completed work/services costing not less than the amount equal to 80% (Eighty per cent i.e. Rs.38,00,000/-) of the estimated cost.

   Necessary supporting document with work orders/Purchase Order, list of satisfactory clients, completion certificate shall be enclosed with the bid document.

3. **ISO Certification, if any:** The ISO 9001:2015 certificate should be obtained from NABCB (Central Govt.) accredited organization or Equivalent or similar organization. Supporting document must be enclosed with the bid document.

4. **OEM should have the following certificates:** Business and Institutional Furniture Manufacturers Association's (BIFMA) Certification, Green Guard (by UL), some product have IAQ (by SCS), Green Pro, certificates. Supporting documents must be enclosed with the Tender document.

5. **Annual Average turnover for last three Financial Year:** Average Annual financial turnover during the last three years, ending 31st March 2022, should be at least 30% of the estimated cost (i.e., Rs.14,25,000/-). Bidder shall enclose CA Certificate/Audited statement along with the ITR certificates of last three years, i.e., 2019-20, 2020-21, 2021-22.

6. **Non-blacklisting certificate:** The bidder should not have been suspended or blacklisted by any Govt. Organization. **(An undertaking to this effect must be submitted by the bidder that the firm has not been suspended or blacklisted by any Govt. Organization in the past or as on the date of bidding).**
## TECHNICAL BID

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>Submitted (Yes / No) (If Yes- Page No.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender Fee(s) of Rs. 1000.00 and EMD of Rs.1,00,000/- or Exemption Certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Certificate of Incorporation / Registration Certificate / Trade Licence</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PAN and GST Certificates</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Status of the Tenderer (attach documents, if registered company/ partnership / propriety ship)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Manufacturer (OEM certificate) or Service Provider / Dealer (Authorization and OEM certificate from Manufactures )</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Details of key top official/authorized official with e-mail id and contact number</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Experience certificate (Previous Work Orders/Purchase Orders, list of satisfactory clients with address and contact number, completion certificates, etc.)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Technical Compliance Statement, as per Annexure - VI</td>
<td></td>
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<tr>
<td>9</td>
<td>The ISO 9001:2015 certificate should be obtained from NABCB (Central Govt.) or Equivalent or Similar organisation, if any</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Business and Institutional Furniture Manufacturers Association’s (BIFMA) Certification, Green Guard (by UL), some product have IAQ (by SCS), Green Pro, certificates.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Average turnover of company in last three Financial years. Bidder shall enclose CA Certificate/Audited statement and copy of Income Tax Return asper Annexure - VII</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Declaration as per Annexure - VIII</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Undertaking / Self-Certification of non-blacklisting as per Annexure - IX</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Certification on compliance under Rule 144 (xi) of the General Financial Rules (GFRs) 2017 as per Annexure – X</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Certification on Compliance under Rule 153 (iii) of the General Financial Rules (GFRs) 2017 / Declaration for Local content as per Annexure - XI</td>
<td></td>
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<tr>
<td>16</td>
<td>Other documents like literature, catalogues etc.,(if any)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

1. **Attach all relevant documents in the same serial order as above, properly indexed, duly signed.**
2. **This is to be submitted in a separate sealed envelope** super scribing “TECHNICAL BID”, Notice inviting **Tender Reference no.** and name of the bidder.
3. **Price bid of that company/firm only will be opened which do technically qualify, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.**

**Signature and seal of the Bidder**
## TECHNICAL COMPLIANCE STATEMENT

<table>
<thead>
<tr>
<th>S No.</th>
<th>Name of the item &amp; Specification</th>
<th>Unit</th>
<th>QTY</th>
<th>Make &amp; Model (If any)</th>
<th>Complied (Yes / No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>L SHAPE TABLE WITH LOW HT BACK UNIT</strong>&lt;br&gt;L Shap Table: Size: 2100x2250x750 or nearer&lt;br&gt;Back Unit Size: 1650 mm (L) X 500 mm (D) X 750 mm (H)</td>
<td>PCS</td>
<td>01</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td><strong>EXECUTIVE HIGH BACK REVOLVING CHAIR WITH ARMS</strong>&lt;br&gt;Size: 76cm (W) X 102.5-111.5 Cm (H) Or nearer</td>
<td>PCS</td>
<td>01</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td><strong>EXECUTIVE TABLE WITH ERU ATTACHED PEDESTAL WITH WIRE MANAGER</strong>&lt;br&gt;SIZE: 1800x2100x750 or nearer</td>
<td>PCS</td>
<td>04</td>
<td></td>
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<tr>
<td>4</td>
<td><strong>L SHAPE TABLE WITH LOW HT BACK UNIT</strong>&lt;br&gt;L Shap Table: Size: 1650x1950x750 or nearer</td>
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<td>01</td>
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<td>5</td>
<td><strong>HIGH BACK CHAIR WITH ADJUSTABLE ARM AND BACK REST</strong>&lt;br&gt;SIZE: 761 mm (W) X 761 mm (D) X 1136-1311 mm (H) X 444-544 mm (SH) or nearer</td>
<td>PCS</td>
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<tr>
<td>6</td>
<td><strong>TABLE WITH SIDE TABLE &amp; DRAWER UNIT</strong>&lt;br&gt;Main Desk Size: 1650 mm (W) x 700 (D) x 743 (H) or nearer &amp; E RU Size: 1000 mm (W) X 450 mm (D) X 743 mm (H) or nearer</td>
<td>PCS</td>
<td>03</td>
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<tr>
<td>7</td>
<td><strong>MEDIUM BACK REVOLVING CHAIR</strong>&lt;br&gt;Size: 76.10 cm (L) X 76.10 cm (D) X 98-108 cm (H) X 44-54 cm (SH) or nearer</td>
<td>PCS</td>
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<tr>
<td>8</td>
<td><strong>23 SEATER WORKSTATION WITH PEDESTAL, CPU TROLLY &amp; KEYBOARD TRAY</strong>&lt;br&gt;SIZE: AS PER LAYOUT (FIG):&lt;br&gt;12 SEATER : 3000 W X 9000L X 1200 PATITION HT X 725 DESK HT X 600 DEPTH or nearer-01NO&lt;br&gt;3 SEATER : 3000 W X 4050L X 1200 PATITION HT X 725 DESK HT X 600 DEPTH or nearer -01 NO&lt;br&gt;2 SEATER : 1350 W X 2700L X 1200 PATITION HT X 725 DESK HT 600 DEPTH or nearer -01 NO&lt;br&gt;2 SEATER : 2400 W X 600L X 1200 PATITION HT X 725 DESK HTX 600 DEPTH or nearer -02 NOS&lt;br&gt;2 SEATER : 4500 W X 1500L X 1200 PATITION HT X 725 DESK HT X 600 DEPTH or nearer -01 NO</td>
<td>SET</td>
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<td>9</td>
<td><strong>L SHAP TABLE WITH DRAWER UNIT</strong>&lt;br&gt;MD SIZE: 1350 x 750 x 750 E RU SIZE 1200 x 450 x 750 or nearer</td>
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<td>10</td>
<td><strong>MEDIUM BACK REVOLVING CHAIR</strong>&lt;br&gt;Size: 76.30 cm (L) X 76.30 cm (D) X 89.50-100.50 cm (H) X 43.3-54.3 cm (SH) or nearer</td>
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<tr>
<td>12</td>
<td><strong>THREE SEATER SOFA</strong></td>
<td>PCS</td>
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<tr>
<td>13</td>
<td><strong>TWO SEATER SOFA</strong></td>
<td>PCS</td>
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<td><strong>CORNER TABLE</strong>&lt;br&gt;Table Size: Width 600mm* Breadth 600mm* Depth 351mm or nearer</td>
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<td></td>
<td>DESCRIPTION</td>
<td>SIZE/DETAILS</td>
<td>PCS</td>
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<tr>
<td>16</td>
<td>6 SEATER CONFERENCE</td>
<td>SIZE: 2100 X 1150 X 740 mm or nearer</td>
<td>02</td>
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<td>17</td>
<td>12 SEATER CONFERENCE</td>
<td>SIZE: 3600 X 1500 X 740 mm or nearer</td>
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<td>18</td>
<td>CONFERENCE CHAIR</td>
<td>Dimention: 76W x 99.5-108.8H x 76Dvcm or nearer</td>
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<td></td>
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<td></td>
<td>Seating Height: 44.5-53.8 cm or nearer</td>
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<td>19</td>
<td>OFFICE 4 SHELF ALMIRAH</td>
<td>Dimensions: 910 mm (W) x 480 mm (D) x 1980 mm (H) or nearer</td>
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<td>LOW HEIGHE STORAGE</td>
<td>SIZE: 922x1200x460 or nearer</td>
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<td>21</td>
<td>HEAVY DUTY MOVABLE STORAGE</td>
<td>SIZE: SL - 1NO-2047H x 2400W x 400D or nearer</td>
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<tr>
<td></td>
<td>SS - 1NO-2047H x 2400W x 400D or nearer</td>
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<tr>
<td></td>
<td>TW-3NO-2047H x 2400W x 800D or nearer</td>
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<td>RAIL-4000 XX 124D X 31H or nearer</td>
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<tr>
<td>22</td>
<td>PERIODICAL DISPLAY RACKS</td>
<td>SIZE: 1830H X 900W X 450D Nearer</td>
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<td>Made of ALL STEEL</td>
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<td>23</td>
<td>ROUND TABLE</td>
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<td>24</td>
<td>AV STORAGE</td>
<td>SIZE: 1745 X 670 X 740 OR nearer</td>
<td>01</td>
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<td></td>
</tr>
</tbody>
</table>
ANNEXURE – VII

FINANCIAL INFORMATION

Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three preceding years (Financial years) duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
<th>Year ending 31st March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2019-20</td>
</tr>
<tr>
<td>01</td>
<td>Gross annual turnover in the similar works</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Profit (+) / Loss (-)</td>
<td></td>
</tr>
</tbody>
</table>

1. Income Tax Return  
2. Audited Account of the company for last three years  
3. Income Tax, PAN Details  
4. GST No.

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

Dated: Signature of Chartered Accountant with seal and membership number
DECLARATION

1. I, -----------------Son /Daughter of Shri -----------------Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s.---------------- am competent to sign this declaration and execute this tender document.

2. Tender ref no: ________________________ dt:_______ I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/we am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Person

Date: --------------------------

Full Name: ----------------------

Place: --------------------------

Company Seal: --------------
UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT
(On Company / firm’s Letterhead)

I/We hereby confirm and declare that we, M/s ______________________________________, is not blacklisted/ Deregistered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services as on date.

Signature of the Authorized Person

Date: __________________________

Full Name: ______________________

Place: _________________________

Company Seal: ________________
CERTIFICATE

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is not from such a country and is eligible to be considered.

OR (whichever is applicable)

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is from ________(Name of Country) and has been registered with the Competent Authority. I/we also certify that this bidder fulfils all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached with the bid document)

Signature of the Authorized Person

Date: --------------------------

Full Name: --------------------------

Place: --------------------------

Company Seal: --------------------------
DECLARATION OF LOCAL CONTENT

(To be given on Company Letter Head – For tender value upto Rs.10 Crores)
(To be given by Statutory Auditor/Cost Auditor/ Practising Cost Accountant/ Practising Chartered Accountant for tender value in excess of Rs.10 Crores)

Tender No:........................................... Dated:..............................................

To
The Chairman
Departmental Purchase Committee
Office of Alumni Affairs
IIT Kharagpur
PIN: 721302

Subject: Declaration of Local Content-reg.

1. Country of origin of Goods being offered:.................................................................
2. We hereby declare that items offered has.............% local content.
   (Clarification for Local content calculation as per OM No: P-45021/102/2019-BE-II-Part (1) (E-50310), dated 4th March 2021 of Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India.)
3. The details of the location(s) at which local value addition is made are given in the below table;

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the item</th>
<th>Location(s) of local value addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

"Local Content" means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Important:
"False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules 2017 for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules 2017 along with such other actions as may be permissible under law."

Date:

Yours faithfully,

(Signature of the bidder, with Official Seal)
ANNEXURE – XII

(on the official Letterhead of the company/firm)

FINANCIAL BID FORMAT

Tender No.: OAA/2023-24/044 dated: 08-05-2023

Tender for Supply and Installation of Furniture & Fixture with (05) years of warranty at Office of Dean Outreach & Alumni Affairs, Nalanda Complex, IIT Kharagpur.

<table>
<thead>
<tr>
<th>S No.</th>
<th>Name of the item &amp; Specification</th>
<th>Unit</th>
<th>QTY</th>
<th>Unit Price (in Rs.)</th>
<th>Tax Rate in %</th>
<th>Tax Amount (in Rs.)</th>
<th>Unit Price With Tax (in Rs.)</th>
<th>Total Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>L SHAPE TABLE WITH LOW HT BACK UNIT</td>
<td>PCS</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>L Shap Table: Size: 2100x2250x750 or nearer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Back Unit Size: 1650 mm (L) X 500 mm (D) X 750 mm (H)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EXECUTIVE HIGH BACK REVOLVING CHAIR WITH ARMS</td>
<td>PCS</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Size: 76cm (W) X 102.5-111.5 Cm (H) or nearer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EXECUTIVE TABLE WITH ERU ATTACHED PEDESTAL WITH WIRE MANAGER</td>
<td>PCS</td>
<td>04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SIZE: 1800x2100x750 or nearer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>L SHAPE TABLE WITH LOW HT BACK UNIT</td>
<td>PCS</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>L Shap Table: Size: 1650x1950x750 or nearer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HIGH BACK CHAIR WITH ADJUSTABLE ARM AND BACK REST</td>
<td>PCS</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SIZE: 761 mm (W) X 761 mm (D) X 1136-1311 mm (H) X 444-544 mm (SH) or nearer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>TABLE WITH SIDE TABLE &amp; DRAWER UNIT</td>
<td>PCS</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Main Desk Size: 1650 mm (W) x 700 (D) x 743 (H) or nearer &amp; ERU Size: 1000 mm (W) X 450 mm (D) X 743 mm (H) or nearer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>MEDIUM BACK REVOLVING CHAIR</td>
<td>PCS</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Size: 76.10 cm (L) X 76.10 cm (D) X 98-108 cm (H) X 44-54 cm (SH) or nearer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>23 SEATER WORKSTATION WITH PEDESTAL, CPU TROLLY &amp; KEYBOARD TRAY SIZE: AS PER LAYOUT (FIG):</td>
<td>SET</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12 SEATER : 3000 W X 9000L X 1200 PATITION HT X 725 DESK HT X 600 DEPTH or nearer-01NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 SEATER : 3000 W X 4050L X 1200 PATITION HT X 725 DESK HT X 600</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature and seal of Bidder
<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Quantity (PCS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>L SHAP TABLE WITH DRAWER UNIT MD SIZE: 1350 x 750 x 750 ERU SIZE 1200 x 450 x 750 or nearer</td>
<td>02</td>
</tr>
<tr>
<td>10</td>
<td>MEDIUM BACK REVOLVING CHAIR Size: 76.30 cm (L) x 76.30 cm (D) x 89.50-100.50 cm (H) x 43.3-54.3 cm (SH) or nearer</td>
<td>25</td>
</tr>
<tr>
<td>11</td>
<td>“S” TYPE VISITOR CHAIR WITH MESH BACK Back Size: 46.5 (W) x 60.5cm (H) or nearer</td>
<td>27</td>
</tr>
<tr>
<td>12</td>
<td>THREE SEATER SOFA</td>
<td>02</td>
</tr>
<tr>
<td>13</td>
<td>TWO SEATER SOFA</td>
<td>02</td>
</tr>
<tr>
<td>14</td>
<td>CENTRE TABLE Table Size : Width 1000mm* Breadth 650mm* Depth 450mm or nearer.</td>
<td>01</td>
</tr>
<tr>
<td>15</td>
<td>CORNER TABLE Table Size: Width 600mm* Breadth 600mm* Depth 351mm or nearer</td>
<td>05</td>
</tr>
<tr>
<td>16</td>
<td>6 SEATER CONFERENCE SIZE: 2100 X 1150 X 740 mm or nearer</td>
<td>02</td>
</tr>
<tr>
<td>17</td>
<td>12 SEATER CONFERENCE SIZE: 3600 X 1500 X 740 mm or nearer</td>
<td>01</td>
</tr>
<tr>
<td>18</td>
<td>CONFERENCE CHAIR Dimention: 76W x 99.5-108.8H x 76Dcm or nearer Seat Height : 44.5-53.8 cm or nearer</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>OFFICE 4 SHELF ALMIRAH Dimensions: 910 mm (W) x 480 mm (D) x 1980 mm (H), Or nearer</td>
<td>02</td>
</tr>
<tr>
<td>20</td>
<td>LOW HEIGHE STORAGE SIZE : 922x1200x460 or nearer</td>
<td>04</td>
</tr>
<tr>
<td>21</td>
<td>HEAVY DUTY MOVABLE STORAGE SIZE: SL - 1NO-2047H x 2400W x 400D or nearer SS - 1NO- 2047H x 2400W x 400D or nearer TW- 3NO-2047H x 2400W x 800D or nearer RAIL-4000 XX 124D X 31H or nearer</td>
<td>01</td>
</tr>
<tr>
<td>22</td>
<td>PERIODICAL DISPLAY RACKS SIZE: 1830H X 900W X 450D Nearer Made of ALL STEEL</td>
<td>01</td>
</tr>
<tr>
<td>23</td>
<td>ROUND TABLE SIZE: 1000(Dia) x 740 Or nearer</td>
<td>01</td>
</tr>
<tr>
<td>24</td>
<td>AV STORAGE SIZE: 1745 X 670 X 740 OR nearer</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total (in figure)</strong></td>
<td></td>
</tr>
</tbody>
</table>
Total in words: Rupees ________________________________

Note:

1. As the project will be awarded on turnkey basis, the L-1 will be determined by the total all inclusive price only.

2. Non-conformities between Figures and Words:
   a. If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price shall be corrected accordingly;
   b. If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
   c. If there is a discrepancy between words and figures, the amount in words shall prevail.

Signature of the bidder along with seal
Checklist
(Bidder should fill up YES or NO without fail)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/ No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical Bid (Envelope – A)</strong> contains the following documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Tender fee of Rs.1000/- / Exemption Certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EMD of Rs.1,00,000/- / Exemption Certificate</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical Bid as per <strong>Annexure – V</strong> along with all supporting annexures, documents etc. as mentioned in the Tender document as per given sequence</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Signed Notice Inviting Tender (NIT) and corrigenda thereon, if any</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Any other supporting/ additional document/ information</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Bid (Envelope – B)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Price Bid (As per the format given at <strong>Annexure – XII</strong>)</td>
<td></td>
</tr>
</tbody>
</table>

Note: All pages of the bid documents must be serially numbered and signed.

***************