



DHARMASHASTRA NATIONAL LAW UNIVERSITY, JABALPUR

(BRBRAITT, South Civil Lines, Ridge Road, Jabalpur (MP), 482001)

Telephone No. 0761-2602222, 2605555

Ref No 42/DNLU/2018

Dated: 03.08.2018

TENDER DOCUMENT

For

**Supply, Installation, Commissioning and Maintenance of
Customised/Modular & Standard Furniture At Dharmashastra National Law
University, Jabalpur**

Important Dates

1.	Start Date for Bid Document Submission	From 04 th August 2018 at 10:00 am
2.	Last Date for Bid Document Submission	Upto 3:00 pm on 24 th August 2018
3.	Technical Bid Opening Date	At 4:30 pm on 24 th August 2018
4.	Financial Bid Opening Date	At 4:00 pm on 28 th August 2018

**Venue for submission of tender : Vice Chancellor Office, DNLU,
and opening of Bid**

BRBRAITT, South Civil Lines,
Ridge -Road, Jabalpur

Cost of Tender Document : Rs. 1000/- (One Thousand Rupees Only)

Earnest Money Deposit(EMD) : Rs. 1,00,000/- (One Lakh Rupees Only)

Tender Document is also available on the official website of the University :-

www.mpdnlu.ac.in

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Tender document for Supply, Installation, Commissioning and Maintenance of Customised/Modular & Standard Furniture At Dharmashastra National Law University, Jabalpur

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Note: This document contains total 56 pages including cover. No change and modification in the document by the bidder is permissible.



Dharmashastra National Law University, Jabalpur

(BRBRAITT, South Civil Lines, Ridge Road, Jabalpur (MP), 482001)

Telephone No. 0761-2602222, 2605555

NOTICE INVITING TENDER

Ref No. 42/DNLU/2018

Dated: 03.08.2018

Dharmashastra National Law University, Jabalpur invites tender from Original Equipment Manufacturers or their authorised dealers for the “Supply, Installation, Commissioning and Maintenance of Customised/Modular & Standard Furniture at Dharmashastra National Law University, Jabalpur.”

Sl. No.	Earnest Money Deposit (EMD) (In Rs.)	Cost of Tender Document (in Rs.)	Last Date / Time of Submission of Bid Document	Date and Time of Opening of Technical Bid	Date and Time of Opening of Financial Bid	Time for Completion of the Work
1.	1.00 Lac	1,000/-	24th August, 2018 upto 3:00 PM	24th August, 2018 at 4:30 PM	28th August, 2018 at 4:00 PM	30 days

1. Tender document can only be downloaded from the official website of the University :- www.mpdnlu.ac.in.
2. The tender is not transferable. Only one tender shall be submitted by one organisation/firm/company.
3. The tender, complete in all respect, must be received at the address given below before the due time on the due date. The tenders received after the due date and time will not be considered.
4. All further notifications / amendments, if any shall be posted on the official website of the University www.mpdnlu.ac.in only. No separate communication shall be made with the individual Bidders.

All other terms and conditions for submission of tender are contained in this document. If the date of submitting/opening of the Bid is declared as holiday then the bids shall be submitted / opened on next working day.

The Vice Chancellor, Dharmashastra National Law University, Jabalpur (M.P.) reserves the right to accept or reject all or any of the bids without assigning any reason thereof.

Address for communication:

Registrar,

Dharmashastra National Law University,

BRBRAITT, Ridge Road, Jabalpur (M.P.), 482001

Email: info@mpdnlu.ac.in, Landline: 0761-2602222, 2605555

2. INSTRUCTIONS TO BIDDERS:-

2.1 DEFINITIONS:- In this document the following words and expressions have the meaning hereby assigned to them:-

- (a) **Applicant:-** Means the individual proprietary firm, firm in partnership limited company, private or public or corporation.
- (b) **“Bidder”** means a firm or Joint Venture or Consortium which participates in the tender and submits its proposal.
- (c) **“Contractor”** means the Bidder, whose proposal for supply, installation, commissioning and maintenance of customized/modular and standard furniture at DNLU, Jabalpur has been accepted and the 'Letter of Award' is issued by the University.
- (d) **“Contract Price”** means the price payable to the Successful Bidder under the Letter of Award for the full and proper performance of its contractual obligations. The Contract Price shall be deemed as **“Contract Value”** appearing anywhere in the document.
- (e) **“Premises”** means the Academic and Administrative campus of the University and it includes the Hostels of the University namely 'Raman Bhawan' and 'Vikram Bhawan' situated in the University Campus.
- (f) **“NIT”** is the Notice Inviting Tender. It is essentially the Press Notification of the Tender.
- (g) **“OEM”** - means Original Equipment Manufacturer.
- (h) **“Purchaser”** means The Vice Chancellor, Dharmashastra National Law University Jabalpur (M.P.), for Dharmashastra National Law University Jabalpur (M.P.)
- (i) **“Registrar”:-** means the Registrar including Registrar Incharge of Dharmashastra National Law University Jabalpur (M.P.) executing the contract and supervising the execution of the tender on behalf of the Vice Chancellor of the University.
- (j) **“Services”** means supply, installation, commissioning, and maintenance of Customised/Modular & Standard Furniture along with related accessories at the premises of Dharmashastra National Law University, Jabalpur (M.P.)

(k) **"Similar Work"** means work of Customized /Modular furniture or

Single Furniture in Commercial, Corporate, Hotels, Banks, Institutional and other buildings as per requirement.

- (l) **“Site Acceptance Test (SAT)”** is a process of testing the contracted services provided by the Bidder at **Dharmashastra National Law University, Jabalpur (M.P.)** of the Purchaser. SAT comprises of Product Acceptance Tests with respect to Technical Specifications and Bill of Materials as specified in this tender, checking the installation, commissioning and integration of sub-components and giving Training at the site.
- (m) **“Successful Bidder”** means the Bidder, who, after the complete evaluation process, gets the Letter of Award. The Successful Bidder shall be deemed as “Contractor” appearing anywhere in the document.
- (n) **“The Letter of Award”** means the issue of a signed letter by the Purchaser of its intention to award the work mentioning the total Contract Price. The timeline for delivery of products and services will start from the date of issue of Letter of Award.
- (o) **“University”** means Dharmashastra National Law University, BRBRAITT, South Civil Lines, Ridge Road, Jabalpur (M.P.)
- (p) **“Year”** shall mean "Financial Year" unless stated otherwise
- (q) This tender is subject to availability of Budget / Funds with the Dharmashastra National Law University, Jabalpur.

2.2 BID DOCUMENT:-

- 2.2.1 The process and procedures of bidding, the materials to be supplied and the various terms and conditions of this tender are provided in the Bid Document.
- 2.2.2 The Bidder should carefully read all the instructions, terms and conditions, specifications and various forms that are provided in the Bid Document. The tender may be rejected if any or all of the information asked for in this document are not furnished along with the tender or if the tender is not responsive with the Bid Document.
- 2.2.3 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be

provided in a column, a "nil "or "no such case" entry should be mentioned/made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information called for in the technical document or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or Fax and those received late will not be entertained.

2.2.4 The Bids should be typed on computer and print out on good quality paper should be submitted. The applicant should sign each page of the Tender Document.

2.2.5 Over writing should be avoided. Correction, if any, should be made by neatly crossing out, initiating, dating and rewriting. Pages of the technical bid documents are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

2.2.6 Since the University is in nascent stage, due to administrative and technical constraints e-procurement could not be done. The tender document is available only on the official website of the University ie; www.mpdnlu.ac.in.

2.3 AMENDMENT OF BID DOCUMENTS:-

At any time, prior to the date of submission of Bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify bid documents by amendments.

2.4 COST OF BIDDING:-

The Bidder has to bear all the costs associated with the preparation and submission of the bid. Purchaser will, in no case, be responsible or liable for any of the costs, regardless of the conduct or outcome of the bidding process.

2.5 APPLICATION FEE (AF) AND EARNEST MONEY DEPOSIT (EMD) :-

2.5.1 The proposal should be submitted along with an application fee of **Rs.**

1,000/- (Rupees One Thousand only) in the form of demand draft and Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lac Only) in the form of a demand draft / pay order / unconditional Bank Guarantee drawn in favour of “**Registrar, Dharmashastra National Law University, Jabalpur.**” of any Nationalized / Scheduled bank payable at **Jabalpur**. Bid submitted without EMD and/or the application fee shall be summarily rejected. No interest will be payable on the EMD, in any case whatsoever. *Firms registered under NSIC are exempted from submission of Earnest Money Deposit.*

2.5.2 The EMD of the successful Bidder will be returned when the Bidder has furnished the required Performance Guarantee.

2.5.3 The EMD will be forfeited:

(i) If a Bidder withdraws its bid during the period of bid validity.

or

(ii) If the Bidder fails to accept the Purchaser’s corrections of arithmetic errors in the Bidder’s bid (if any),

or

(iii) If the Successful Bidder fails to furnish the Performance Guarantee within the stipulated time.

or

(iv) If the Successful Bidder fails to render the services within stipulated time under the Letter of Award.

2.5.6 The EMD of unsuccessful bidders shall be returned after the completion of tender process and finalisation of the bid.

2.6 BID PRICES:-

The Bidder shall give the pricing as individual and as a total composite price inclusive of all levies, taxes & expences i.e. GST, packing, forwarding, freight and insurance etc.

2.7 DISCOUNTS:-

The Bidders are informed that discount, if any, should be included in the total price.

2.8 BID VALIDITY:-

The bids shall remain valid for a period of **one year** from the last date of submission.

2.9 ONLY ONE BID PER PARTY:-

Each bidder is permitted to submit ONLY ONE BID irrespective of whether he is the sole bidder, or the Leader or Member of a duly formed JV or Consortium. In case it is found that any party has submitted more than one bid for the subject work(s) in any of the above capacities, all bids so submitted may be summarily rejected and the purchaser shall not entertain any further request/ correspondence in this matter.

2.10 SUBMISSION OF PROPOSALS:-

2.10.1 All proposals will have to be submitted ONLY in HARD BOUND (Hard bound implies such binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the document) form with all pages sequentially numbered either at the top or at the bottom right corner of each page. It should also have an index giving page wise information of above documents. Incomplete proposal or those received without hard bound shall summarily be rejected. All the Pages and Papers are to be sealed and signed.

2.10.2 The Bidders are required to fill up and submit the documents with their proposals.

2.10.3 The proposals shall be submitted in three parts, viz.,

(a) **Envelope-1:** Containing application fee of Rs. 1,000/- (Rs. One Thousand only) & EMD of Rs. 1,00,000/- (Rs. One Lac only). The envelope should be superscribed as **“Envelope 1 – EMD & Application FEE” at the top left corner.**

(b) **Envelope-2:** Pre-qualification Proposal and Technical Proposal superscribed as **“Envelope 2 – Pre-qualification and Technical Proposal”** (Containing duly signed PRE-QUALIFICATION PROPOSAL SUBMISSION FORM as prescribed in **the tender**, Other required Pre-qualification documents, clause-by-clause compliance to the technical specifications of the equipments as prescribed in **tender**, all technical literature, brochures, any other related material etc.). In the technical proposal, there should not be any indication about the prices (printed or otherwise) of any of the products offered.

(c) **Envelope-3:** Commercial Proposal As per Annexure IV superscribed as **“Envelope 3 – Financial Proposal”**.

2.10.4 All the sealed envelopes should again be placed in a sealed cover superscribed as “Supply, Installation, Commissioning and Maintenance of Customised/Modular & Standard Furniture At Dharmashastra National Law University, Jabalpur from: M/s” “NOT TO BE OPENED BEFORE 3.00 P.M on 24th August, 2018”, which will be received and time mentioned in the Schedule of Events (Cover page) of this document. The Bid is to be submitted to the Registrar, Dharmashastra National Law University, Jabalpur (M.P.)

2.10.5 The Bids and all correspondence and documents relating to the bids, shall be written in the English language.

2.11 LATE BIDS:-

Any bid received by the Purchaser after the time and date for receipt of bids prescribed by the Purchaser in the tender shall be rejected.

2.12 MODIFICATION AND WITHDRAWAL OF BIDS:-

2.12.1 The Bidder is allowed to withdraw its submitted bid any time prior to the last date prescribed for receipt of bids, by giving a written notice to the Purchaser.

2.12.2 Subsequent to the last date for receipt of bids, no modification/withdrawal of bids shall be allowed.

2.12.3 The Bidders cannot withdraw the bid in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the Bid. Such withdrawal shall result in the forfeiture of its EMD from the Bidder.

2.12.3 No modification in Bid shall be allowed after its submission.

2.13 LOCAL CONDITIONS:-

2.13.1 Each Bidder is expected to get fully acquainted with the local conditions and factors, which would have any effect on the performance of the contract and /or the cost.

2.13.2 The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Award as described in the Bid documents. The Purchaser shall not entertain any request for clarification from the Bidder regarding such local conditions.

2.14 CONTACTING THE PURCHASER:-

Any effort by a Bidder influencing the Purchaser’s bid evaluation, bid

comparison or contract award decisions may result in the rejection of the bid.

2.15 OPENING OF PROPOSAL:-

- 2.15.1 The Registrar or his authorized representative will open the tenders. The technical Bid shall be opened at the Vice Chancellor's Office, DNLU, Ridge Road, Jabalpur on 24th August 2018 at 4:30 PM.
- 2.15.2 The Financial Bid of only those bidders who will be found eligible as per technical Bid will be opened on 28th August 2018 at 4:00 PM.
- 2.15.3 The Bids shall be opened in the presence of the bidders. Representatives, if any, of the bidder(s) seeking to be present shall submit a letter of Authority issued by the bidder on printed letter head along with the identity proof. The bidders/representatives need to be present at the scheduled time and place mentioned above at their own cost.
- 2.15.4 In case any of the above mentioned dates is declared holiday, the Technical or Financial Bid, as the case may be, shall be opened at the same time and place on the next working day. No separate notice shall be issued to the bidders in this respect.

2.16 EVALUATION:-

- 2.16.1 The Purchaser reserves the right to modify the Evaluation Process at any time during the Tender Process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.
- 2.16.2 At any time during the process of evaluation, the Purchaser may seek for clarifications from any or all Bidders.
- 2.16.3 **PHASE-1: APPLICATION FEE & EMD:** First, the envelope containing Application fee and Earnest Money Deposit will be opened and if both are found furnished by the Bidders in the prescribed manner, then the second envelope containing Pre-Qualification & Technical Proposal documents shall be opened. At any stage during the evaluation, if the EMD is found invalid, the respective Bidder's bid will be summarily rejected.

PHASE-2:PRE-QUALIFICATION AND TECHNICAL PROPOSAL EVALUATION: The Bidder shall have to fulfill all the Pre-qualification Criteria. These documents will be scrutinized along with the Technical Proposal in this phase of evaluation. Those bidders who do not fulfill the

terms and conditions of Pre-qualification Criteria as specified in this tender or whose Technical Proposal is non-responsive will not be eligible for further communication. Technical Proposals of the Bidders would be evaluated for the clause-by-clause compliance of the technical specifications as mentioned in the Bid document. Evaluation of Pre-qualification and Technical Proposal by Registrar, DNLU, Jabalpur shall not be questioned by any of the Bidders. The Purchaser reserves the right to ask for a technical elaboration/clarification in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point of time before opening of the Commercial Proposal. The proposals shall be opened in presence of their representatives who choose to attend.

PHASE-3: FINANCIAL BID EVALUATION:- The Financial Proposal Evaluation will be based on the “individual cost” of an item and “Total Cost” of the items, which would be the total pay outs including all taxes, duties and levies for the Supply, Installation and Commissioning of Customised/Modular & Standard Furniture and maintenance cost. The bid shall be treated as a complete package. However, the University reserves the right to accept a Bid in full or in part or to accept different Bids for different items.

2.17 DECIDING AWARD OF CONTRACT:-

2.17.1 The Purchaser reserves the right to ask for a technical elaboration/clarification in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point of time after opening the proposal. The Bidder has to present the required information to the Registrar, DNLU, Jabalpur or its appointed representative on the date asked for, at no cost to the Purchaser.

2.17.2 Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, his bid will be rejected. If there is a discrepancy between words and figures, the amount mentioned in words will prevail.

2.17.3 The Purchaser will notify the Successful Bidder on its intention to award

the work through “Letter of Award” mentioning the total purchase Value. The timeline for delivery of products and services will start from the date of issue of Letter of Award.

2.18 GENERAL INSTRUCTIONS TO THE BIDDERS:-

- 2.18.1 The cost of preparing a proposal, cost involved for the technical presentation and of visits to the DNLU, Jabalpur is not reimbursable.
- 2.18.2 All cutting, overwriting in the proposal should be authenticated by the initials of the authorized signatory. In case of any calculation error the unit rates would prevail. The amount will also have to be written in words.
- 2.18.3 Successful bidder must ensure his/its establishment in India and in Madhya Pradesh and location mentioned above for post-installation services and support.
- 2.18.4 Canvassing in any form will lead to disqualification of the bid.

3. SCOPE OF WORK

SCOPE OF WORK:- Tender for Supply, Installation, Commissioning and Maintenance of Customised/Modular & Standard Furniture at Dharmashastra National Law University Jabalpur (M.P.).

3.1 Salient details of the work for which tenders are invited.

Name of Work	Period of completion
Supplying, Installation, Commissioning and Maintenance of Customised/Modular & Standard Furniture at Dharmashastra National Law University, Jabalpur	30 days

3.2 The Scope of Work shall consist of :-

(i) design, fabrication, assembling, providing Modular based furniture, maintenance, and completing the entire project.

(ii) Preparation for design drawings and getting the drawing duly approved by the Registrar, Dharmashastra National Law University Jabalpur drawings with additions, alteration and modification made from time to time as required by Registrar, Dharmashastra National Law University Jabalpur (M.P.) during actual execution.

(iii) Erecting one full size, complete in all respect, a sample piece for each item and obtaining approval thereof before undertaking mass production and placing in position at site."

(iv) All the test required for all material as desired by the Registrar, Dharmashastra National Law University Jabalpur (M.P.) or the Officer nominated by him.

3.3 The scope of work involves supply as well as installation of the furniture as mentioned in the Letter of Award **at the premises** of Dharmashastra National Law University Jabalpur.

3.4 On the basis of lowest bid for various items, University will decide without assigning any reasons, the number of bidders to be listed under lowest bidders and a chance may be given to all such bidders or reject few and offer to others for submitting rebate on their offer. The decision of the University will be final and binding on all bidders.

3.5 Site Location: The furniture is to be provided at **premises of** Dharmashastra National Law University, BRBRAITT, Ridge Road Jabalpur (M.P.). The office will try to provide a vacant space as far as possible and in the event of not providing a vacant working space, the contractor should be prepared to work after office hours and on Saturdays and Sundays.

4. ELIGIBILITY CRITERIA FOR TECHNICAL BID

The criteria of eligibility of experienced, technically and financially sound, reputed manufactures of Customized/ modular office furniture etc shall be as under:-

- 4.1 Manufactures/Vendors must be either itself a OEM or authorised vendor of the manufacturer. Authorized Dealer can submit the bid on behalf of Original Equipment Manufacturer (OEM), but the Dealer should fulfill all eligibility criteria as per the tender document otherwise his bid shall not be considered.
- 4.2 The Manufactures/Vendors should have experience of having successfully completed works during the past 05 years ending last day of the month previous to the one in which tenders are invited: Minimum five work order copies are to be enclosed with the Bid each not less than Rs.50 Lakhs, Out of which two work order copies should be from Govt. Sector and remaining may be from reputed Private Sector. Applicant should furnish the list of all works of similar class successfully completed during the last 05 years .
- 4.3 The Manufactures/Vendors should have had average annual financial turnover (gross) of Rs. 5 crores per annum during the last three financial years in the field of Customized/ modular office furniture.(Audited Balance Sheet of Financial Year 2015-16, 2016-17 and 2017-18 to be enclosed)
- 4.4 The manufacturer should have dealer bases in Madhya Pradesh or in a city near Jabalpur for at least past three years (2016, 2017 and 2018) to prove its capability to provide after sales service as and when required;
- 4.5 The Manufactures/Vendors should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit a list of those employees, stating clearly how those would be involved in this work. The company profile has also to be submitted.
- 4.6 The Manufactures/Vendors shall clearly specify whether the bid is submitted on his own or on behalf of partnership concern. In later case, the certified copies of partnership deed be submitted along

with technical bid.

- 4.7 The Manufactures/Vendors will agree/undertake for comprehensive warranty for supplied/fixed items for one year and three years' post warranty services and maintenance. The bidder must also undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.
- 4.8 The period of warranty offered for the product will be a criterion for award of work in case more than one bidder meets the above criterion.
- 4.9 The applicant should have state of the art factory for making Customized/ Modular and other Furniture items.
- 4.10 Supply and installation of material shall be **within 30 days** from the date of placing the work order by the University. The bidder must note that the first Academic Session of the University is to be started soon and hence considering the urgent need of the University, **“the time shall be the essence of the Contract.”**
- 4.11 The successful bidder should give a performance guarantee in the form of bank guarantee amounting to 10% of the order value. The performance guarantee should be furnished after order for supply is placed, and shall be valid up to expiry of the maintenance period.
- 4.12 Successful bidder shall be required to make layout plan of Office and also be required to supply the material as per the approved plan.
- 4.13 The quantity of furniture/items as mentioned in *ANNEXURE-IV* shall be as per the final layout plan approved by the Registrar and therefore the quantity mentioned in the Letter of Award may be less or more than the quantity mentioned in *Annexure -IV*. ***Hence it is advisable for the prospective bidders to have a site inspection of the premises at their own cost before participating in the bid;***
- 4.14 The Tenderer must have PAN/GSTin No. and must submit legible attested copies of PAN/GSTin No. with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.
- 4.15 The tenderer should not have been black listed/non conformity of contract from any State Government, Central Government or any PSU – Self Certification to be provided notarized on stamp paper of Rs 100/-

4.16 All criteria are mandatory to qualify. The purchaser reserves the right, without being liable for any damages or obligation to inform the applicant to;

- (a) Amend the scope and value of contract to the applicant.
- (b) Reject any or all of the applications without assigning any reasons.
- (c) Restrict the list of qualified contractors to any number deemed suitable by it.

4.17 Applicant is required to submit the following information in respect of his organization :

- (a) Name & Postal Address, Telephone, Fax Number, E-mail etc.
- (b) Copies of original documents defining the legal status, place of Registration and principal places of business.
- (c) Names & Title of Directors and Officers concerned with the work, with designation of individuals authorized to act for the organization.

5. GENERAL TERMS AND CONDITIONS

(1) PARTIES:

The parties to the Contract are the Tendering Firm and the Dharmashastra National Law University, Jabalpur (DNLU).

(2) ADDRESSES:-

For all purposes of the contract including arbitration thereunder, the address of the firm mentioned in the tender shall be final unless the firm notifies a change of address by a separate letter sent by Speed Post/ registered Post with acknowledgement due. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

(3) SITE VISIT :-

All prospective bidders are advised to visit the present premise (Dharmashastra National Law University, Ridge Road Jabalpur (M.P.) to take stock of required Modular furniture/ standard Furniture and also site of work, at their own cost, and examine it and its surroundings by themselves, collect all information that they consider necessary for proper assessment of the prospective assignment/job.

(4) SIGNING OF TENDER:-

Individual signing the tender or other documents connected with contract must specify whether he/she signs as:-

- (a) A “sole proprietor” of the firm or constituted attorney of such sole proprietor;
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.
- (d) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, DNLU shall, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (e) The tenderer should sign and affix his/her firm’s stamp **at each page of the tender** and all its Annexure as the acceptance of the

offer made by the tenderer will be deemed as a contract.

(5) TECHNICAL BID:-

The Technical bid should be submitted in form given in (Annexure-III) All columns of the proforma should be filled and accompanied by Demand Draft/PayOrder/Unconditional Bank Guarantee towards Earnest Money Deposit, cost of tender document and documentary evidence in support of the information provided against different columns, failing which the Bid would be liable to be rejected. Against bidders compliance column in technical specifications, only Yes/No, as the case may be, should be mentioned. Any bid without any of the above mentioned mandatory requirement, if deposited and opened, shall be deemed disqualified and shall be summarily rejected.

(6) FINANCIAL BID:-

5.6.1 The Financial Bid should be submitted in form given in Annexure-IV. The Financial Bids of only those bidders who are short-listed after evaluation of Technical Bids will be opened at the scheduled time and place.

5.6.2 A consolidated price should be quoted for the item along with its break up showing different items of charge. The consolidated price quoted shall be firm and final and payable for the goods delivered, installed and commissioned in the University/Office/Class Room/Library/Hostel indicated in Scope of Work. No payments other than the amount shown as consolidated price shall be made by the University. If any statutory levy is found applicable, the same shall be borne by the tendering firm. The total consolidated price quoted for each item shall be the basis of determining the lowest bidder.

5.6.3 At the time of payment of bills, the Income Tax and GST, if any, shall be deducted at source as per Government Rules and guidelines as may be prevailing at the time of payment.

5.6.4 The detail specifications of furniture are available in Annexure-II. These details are merely indicative and will be subject to change as per actual site requirement.

(7) VALIDITY:-

The bids shall be valid for a period of **one year** from the date of opening of the tenders. Offers/Price bids or rates if offered valid and open for acceptance for a period less than One year from the date of opening of tender will be rejected and EMD will be forfeited.

(8) DRAWINGS AND DOCUMENTS:-

5.8.1 The Vendor/Tenderer have to submit the drawings/ documents/ brochures along with the Tender Document.

5.8.2 However, no extra claim whatsoever shall be entertained for variation, if any, during actual execution of work.

(9) TEMPORARY WORKS:-

All Temporary and ancillary works including enabling works connected with the work shall be responsibility of the Contractor and the price quoted by them shall be deemed to have included the cost of such works which shall be removed by the contractor at his cost, immediately after completion of the work.

(10) TAXES :-

Taxes / Duties which are mandatory for deduction at source, shall be deducted at source at the rates notified by Govt. of India or respective State Govt. and nothing shall be paid to the vendor.

(11) PERFORMANCE GUARANTEE:-

Within seven days from the date of issue of the Letter of Award, the contractor shall submit to University a Bank Guarantee from any Nationalized Bank equivalent to **10%** of the order value towards performance guarantee. The Bank Guarantee submitted by the Contractor should be valid for the period of minimum 02 years.

(12) CRITERION FOR EVALUATION OF TENDERS:-

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-III and then on the basis of Financial information furnished in form given in Annexure-IV. The Financial Bid (Annexure-IV) of only those firms that are found eligible based on technical parameters and eligibility conditions will be opened. The reasons for selection or rejection of a particular tender will not be disclosed. The decision of University in this regard shall be final and binding on all bidders.

(13) RIGHT OF ACCEPTANCE:-

5.13.1 DNLU reserves all rights to reject any tender including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of DNLU in this regard shall be final and binding and shall not be

questioned in any forum.

5.13.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the firm's quotation.

(14) COMMUNICATION OF ACCEPTANCE:-

Successful bidder will be informed of the acceptance of his bid by speed post/on phone.

(15) TIME SCHEDULE FOR COMPLETING OF WORK AND LIQUIDATED DAMAGES:-

5.15.1 The work must be completed within 30 (Thirty) days of receipt of the Letter of Award. However, the Vice Chancellor, DNLU may extend the time for completing the non urgent work.

5.15.2 The first Academic Session of the University is to be started soon and hence considering the urgent need of the University, **“the time shall be the essence of the Contract.”**

5.15.3 If the contractor fails to maintain the required speed and the work is not completed during the stipulated time period, the University shall recover liquidated damages at the rate of 1/4% (one quarter percent) of the total cost of the work per week of delay subject to a maximum of 20% (Twenty percent) of the total cost of work, or such smaller amount as may be fixed by the Vice Chancellor.

(16) PENALTY:-

In the event of the firm failing to:-

(i) Observe or perform any of the conditions of the Letter of Award as set out herein;

or

(ii) Execute the order in good condition to the satisfaction of DNLU or by the time fixed by DNLU;

5.16.1 It shall be lawful for DNLU, in its discretion, in the former event to remove or withhold any part of the order until such times as it may be satisfied that firm is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case may require any order executed otherwise than in a good condition and to the satisfaction of DNLU and by the time fixed by it and in both or either of the events aforesaid to make such arrangements as it may think fit for the execution of the order so removed or order in lieu of that so rejected or removed as aforesaid on account and at the risk of the firm.

5.16.2 Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, DNLU may charge the amount of such excess cost to the firm and the same may at any time thereafter be deducted from any amount that may become due to the firm under this or any other contract or maybe demanded of him to be paid within seven days to the credit of the DNLU.

5.16.3 In the event of discovery of any error or defect due to the fault of the firm/vendor at any time after the delivery of goods ordered, the firm/vendor shall be bound if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by DNLU. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected DNLU shall have the power to deduct from any payment due to the firm such sum as it may deem expedient.

5.16.4 In the event of work being wholly rejected, DNLU may at its discretion either:-

(i) Permit the firm/vendor to re-do the same within such time as it may specify at firms own cost of all sorts i.e. materials, labour, equipment's, overheads, transportation etc; or

(ii) Arrange to get the additional work done elsewhere and by any other person or from any other source than the firm/vendor in which case the amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub-clause(b) of this clause.

(17) BREACH OF TERMS AND CONDITIONS:-

In case of breach of any of terms and conditions mentioned above, the Vice Chancellor will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by DNLU in that event. It may also result in forfeiture of EMD and Performance Guarantee.

(18) SUBLETTING OF WORK:-

The firm shall not assign or sublet the work or any part of it to any other person or party.

(19) TOLERANCE CLAUSE:-

5.19.1 DNLU/the purchaser reserves the right to place the orders on the successful tenderer for any additional quantity at the same rates quoted by the bidder. At the option of the purchaser, the quantity can also be reduced when felt necessary.

5.19.2 The tenderers are bound to accept the orders for additional quantity under this clause if orders are issued at the time of placement of contract, or during the currency of the contract.

5.19.3 If different rates for specific items of stores or slab rates are quoted, the tenderer shall apply the additional quantity in respect of each specific item and each slab at the respective rates quoted by the firm for these items at these slabs.

5.19.4 The withdrawal of any slab rates after opening of tender will render entire tender invalid and invite action which may result banning of business dealing with firms/suppliers including in such practices, besides forfeiture of the Earnest Money Deposits.

(20) TERMS OF PAYMENT:-

5.20.1 Material is to be supplied by the tenderer FOR at DNLU office on specified address.

5.20.2 All payments shall be made by Accounts Payee cheque only after satisfactory supply, installation and commissioning of the said items.

5.20.3 DNLU shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in preceding para.

5.20.4 The term “payment” mentioned in this para includes all types of payments due to the firm/vendor arising on account of this contract.

21. CANCELLATION OF CONTRACT IN FULL OR IN PART:-

If the Contractor:

(a) At any time makes default in proceeding with the installation and delivery of furniture items with due diligence and continues to do so after a notice in writing of 7 days from the Registrar, Dharmashastra National Law University Jabalpur (M.P.).

(b) Commits default in complying with any of the terms and conditions of the Contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Registrar; or

(c) Fails to supply or install furniture item within the stipulated period or before the date(s) of completion;

the University, may rescind, alter or cancel the contract, in full or in part, and the Contractor shall also be liable to pay damages caused to the University by non-

performance of the contract.

(22) ARBITRATION AND LAWS:-

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specification designs, drawings and instructions hereinafter mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specification estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitrator as may be appointed by the Vice-Chancellor of University. There will be no objection if the arbitrator so appointed is an employee of University and that he had no deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters of dispute or difference. The arbitrator to whom the matter is originally referred being transferred or vacated his office or being to act for any reason, the appointing authority for arbitrator, as aforesaid at the time of such an office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

(23) FINANCIAL DECISION MAKING AUTHORITY:-

The purchaser reserves the right to accept or reject any bid and to annul the tender process and reject all applications at any time, without assigning any reasons or incurring any liability to the bidders.

(24) PERFORMANCE GUARANTEE:-

The vendor selected would be required to furnish a Performance Guarantee equal to 10% of the cost of furniture in the form of Demand Draft/PO/Bank Guarantee in favour of “**Registrar, Dharmashastra National Law University, Jabalpur.**” of any Nationalized / Scheduled bank payable at **Jabalpur.** In case the Performance Guarantee is submitted in the Form of Bank Guarantee the same should be valid for a period of 2 (two) months beyond the date of expiry of Warranty Period of the Furniture.

(25) GENERAL:

5.25.1 The Furniture delivered by the Contractor are subject to checks by the officer of the University.

5.25.2 The contractor shall have to make his own arrangements for the space required for storing & stacking of the material, T &P etc.at site.

5.25.3 The manufacturer must submit pre-receipted Bill for payment after satisfactory supply and installation of the product at the premises of DNLU.

5.25.2 Any violation of the terms and conditions or supply of inferior quality of material shall result in total rejection of the items apart from taking appropriate remedial action at the risk and cost of the bidder.

5.25.3 The receipt of the Purchase Order should be acknowledged by return post.

5.25.4 The decision of DNLU in any matter of dispute shall be final and binding.

26. GUIDELINES FOR FILLING UP THE FINANCIAL BID

5.26.1 The Financial Bid Document shall be read in conjunction with the Instructions to Tenderers, General and Special Conditions of Contract Technical Specifications.

5.26.2 The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractors and verified by the officer of the University and valued at the rates and prices tendered in the priced Bid Document where applicable and otherwise at such rates and prices as the officer may fix within the terms of the Contract.

5.26.3 The rates and prices tendered in the financial price bid document shall, except in so far as it is otherwise provide under the Contract, include all constructional plan, labour supervision, material, erection, maintenance, insurance, profit, state commercial Taxes and other duties as applicable.

5.26.4 The tenderer should quote rate against each item in figure and as well as words.

5.26.5 Tenderers shall price the schedule of quantities in Indian Rupees only.

- 5.26.6 Rate should be quoted for all items for which quantity given.
- 5.26.7 Rate may also be quoted for the items quantity not given as in case of necessity at site, the same will be executed.
- 5.26.8 Any unfilled and incomplete financial bid will be summarily rejected.

ANNEXURE-I
ACCEPTANCE LETTER
(TO BE SUBMITTED IN ENVELOPE NO. 1)

To,

The Registrar,
Dharmashastra National Law University
Jabalpur (M.P.)

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(A) I/We have read and examined the following documents relating to the work.

“Notice Inviting Tender, Instructions to Bidders, Scope of work, Eligibility criteria for technical bid, General terms and conditions, Technical specifications of the furniture to be supplied etc.”

(B) In consideration of I/We being invited to tender and promise by **the University** to consider the award of work if I/We are found to be the lowest responsive bidder as stipulated in the conditions of contract. If the work is awarded the item rates will remain valid for one year from the date of award by the University.

(C) A sum of **Rs. One Lakh** is hereby forwarded in the form of Demand Draft/Pay order/ Bank Guarantee in favour of “**Registrar, Dharmashastra National Law University, Jabalpur.**” of any Nationalized / Scheduled bank payable at **Jabalpur.**, as earnest money.

(D) I/We agree that should **University** decide to forfeit earnest money as aforesaid unless a sum equal to the earnest money mentioned above is paid by me/us forthwith, the **University** may at its option recover it out of the deposit and in the event of deficiency, from any other moneys due to me/us or otherwise.

(E) I/We agree that if the tender is accepted, the earnest money deposited at the time of tender shall be treated as part of security deposit and the balance security deposit shall be paid by me/us or **University** shall collect the same by deductions from my/our running bills as per conditions of contract.

(F) I/We agree that if after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any

remarks/conditions (except unconditional rebate on quoted prices if any) in / along with the tender enclosed in "**Cover No.2**" and the same has been followed in the present case.

I/We hereby unconditionally accept the tender conditions of University tender documents in it are entirely for the above work unconditionally.

Yours faithfully

(Signature of the tenderer/s with rubber stamp)

Address with Stamp Tel.No.

Date:

Witness

Name/Address/Telephone:

LETTER OF TRANSMITTAL

From,

To ,

The Registrar,
Dharmashastra National Law University
Jabalpur (M.P.),

Sub:- Submission of Technical Bid and Financial Bid for Supply, Installation, Commissioning & Maintenance of Customized/Modular Standard Furniture at Dharmashastra National Law University Jabalpur (M.P.)

---0000---

Sir,

Having examined the details given in Notice Inviting Tender, Press-Notice and Technical Bid document & Financial Bid document for the above work, I/We hereby submit the Technical Bid document and other relevant information.

- (i) I / We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statement are true and correct.
- (ii) I / We have furnished all information and details necessary for technical bid evaluation and have no further pertinent information to supply.
- (iii) I / We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following works:-
.....(Add as per requirement).....

Name of Work:

Enclosures:

Seal of Applicant, if any:

Date of submission:

ANNEXURE II

6. TECHNICAL SPECIFICATIONS OF THE ITEMS TO BE SUPPLIED

NOTE:- The Specifications mentioned hereinafter are indicative only and meant for the quality of the items required by the purchaser. The specifications must be followed as far as possible. The bidder may deviate from the specification with quoting reasons for the said deviation. However, the quality of the product shall be given preference.

6.1 EXECUTIVE TABLE WITH BACK UNIT:-

The main table is of size 2400mm (W) x 900mm (D) x 750mm (H), with top thickness of 65 mm. The side table is of size 1200mm (W) x 450mm (D) x 660mm (H), top thickness of 25 mm, in matching finish of the main table. The top of main table and ERU is to be made of Medium Density Fiber Board. Veneer with PU coating is to be pasted on this MDF. Drawer unit is to be made of MDF, Veneer to be pasted on the same and then PU coating is to be applied. Size should be W – 510 mm x D – 635 mm x H – 445 mm. Modesty panel of size 164 x 60 x 1.6 Cms thickness to be provided (same material as of the table top). PU coating hardness should be 1.5H.

The back unit size of 2211mm(W)x410mm(D)x2000mm(H) ,Top panel 2211x410mm Made of 22mm Thick pre-laminated particle board, Side panel 1978x390mm made of 17 mm thick particle board, Back panel 3 nos. made of 4mm thick pre-laminated MDF, Bottom panel 3 nos. made of 16mm thick pre laminated particle board Top hinged door panel 440x1150mm made of 17mm thick particles board, Glass door panel 440x1150mm made of 17 mm thick particle board frame with tempered glass., bottom hinged door panel 440x766mm made of 17 mm pre-laminated particle board, Shelf panels 3 nos. made of 22mm thick pre laminated particle board, Surface finish (side panels/doors) veneer face, coted with clear lacquer & all other panels are pre laminated .

6.2 EXECUTIVE CHAIR:-

Executive High Back Chair shall be made up of 1.2 +/- 0.1cm. thick hot pressed plywood and upholstered with leather and moulded polyurethane foam. The back foam is designed with contoured lumber support . Seat size: 54.6 cm(W) X 49.0 cm(D). (VERY HIGH BACK): 53.0 cm (W) X 95.4 cm (H).

POLYURETHANE FOAM : The Polyurethane foam shall be moulded in Density 45 +/- 2 KG/M³, Hardness load 16 +/- 2 kgf as per IS: 7888 for 25% compression. SEAT BACK CONNECTING SPINE: The seat and back are arrested together with spine made of 0.8 +/- 0.05 cm thick HR steel and is black powder coated (DFT 40-60 Microns). ARMRESTS : The armrests comprises of three parts VIZ. the armrest support tube and PU armrest and armrest top. The armrest tube assembly is made of 2.54 +/- 0.03cm x 0.16 +/- 0.0128cm M.S E.R.W support tubes and chrome plated. The PU armrest is made of black integral skin polyurethane and reinforced with M.S. inserts. The armrest top is made of ABS & upholstered with foam & leather.

FRONT PIVOT SYNCHRO TILT MECHANISM : The synchronized mechanism shall be designed with the following features: 360° revolving type. Seat back tilting ratio of 1:1.5. Front pivot for tilt with feet resting on ground ensuring more comfort. Tilt tension adjustment. 5 position locking with anti-shock back mechanism. Static seat back adjustment =5.0 +/- 0.5 cm with 5 position locking. PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment shall have an adjustment stroke of 9.0 +/- 0.3cm cm. PEDESTAL: The pedestal shall be Die cast Aluminium buffing finish. The pedestal pitch-centre dia. is 77.0cm. TWIN WHEEL CASTOR : 5 Nos. twin wheel castors shall be injection moulded in Black PP having 60mm wheel Diameter and assembled to Aluminium pedestal.

6.3 SOFA SET 3+2:-

Sofa set of Three plus Two having upholstery made up of Microfiber with Polyester Laminate. The Frame of Sofa shall be made up of Kiln dried wood. Seat Foam shall have Slab stock foam with recron layer. Also bonded foam used as a supporting material beneath slab stock. Foam Density : 34 kg/cubic m. Back Foam shall be Slab stock foam with recron fill at back and arms Foam Density : 34 kg/cubic m. Webbing Material - S- spring along with nylon strips. Overall sizw of 2072 W x 912 D x 830H.

6.4 CENTRE TABLE:-

Centre Table with dimensions of 1100x600x 500 having 8 mm top tempered glass, Bottom Glass shall be 6mm tempered glass. Under structure shall be sliver powder coated. Glass shall be connected with under structure with M8 UV disc. Shall have a load bearing capacity 30Kgs.

6.5 EXECUTIVE TABLE WITH BACK UNIT:-

The main table is of size 1800mm (W) x 900mm (D) x 750mm (H), with top thickness of 65 mm. The side table is of size 1200mm (W) x 450mm (D) x 660mm (H), top thickness of 25 mm, in matching finish of the main table. The top of main table and ERU is to be made of Medium Density Fiber Board. Veneer with PU coating is to be pasted on this MDF. Drawer unit is to be made of MDF, Veneer to be pasted on the same and then PU coating is to be applied. Size should be W – 510 mm x D – 635 mm x H – 445 mm. Modesty panel of size 164 x 60 x 1.6 Cms thickness to be provided (same material as of the table top). PU coating hardness should be 1.5H.

The back unit size of 2211mm(W)x410mm(D)x2000mm(H) ,Top panel 2211x410mmMade of 22mm Thick pre-laminated particle board, Side panel 1978x390mm made of 17 mm thick particle board, Back panel 3 nos. made of 4mm thick pre-laminated MDF, Bottom panel 3 nos. made of 16mm thick pre laminated particle board Top hinged door panel 440x1150mm made of 17mm thick participle board, Glass door panel 440x1150mm made of 17 mm thick particle board frame with tempered glass., bottom hinged door panel 440x766mm made of 17 mm pre-laminated partial board, Shelf panels 3 nos. made of 22mm thick pre laminated particle board, Surface finish (side panels/doors) veneer face, coated with clear lacquer & all other panels are pre laminated .

6.6 EXECUTIVE VISITORS CHAIRS:-

The chair shall be of size - WIDTH (W). 59.0 CM. DEPTH (D): 68.5 CM. HEIGHT (H): 89.5 CM. SEAT HEIGHT (SH): 46 5 CM Seat should be made of 1.2 + 0.1 cm. thick hot pressed plywood measured as per QA method described in OCP-QLTA-P14-18 and upholstered with leather and moulded Polyurethane Foam. The back foam is designed with contoured lumber support for extra comfort. Back should be of size 53.0cm.(W) X 73.0cm.(H). & Seat should be of size - 54.6cm.(W) X 49.0cm.(D) The High Resilience polyurethane foam shall be moulded with density = 45 +2 kg/m³ and Hardness load 16 + 2 kgf as per IS:7888 for 25% compression. The Chair should have fixed type mechanism and made with a 0.8 k0.05 cm thick HR Steel-spine-welded to it and black powder coated- (DFT 40-60 microns-). 4. UNDERSTRUCTURE: The

Under structure shall be made up of M.S.E.R.W. Elliptical tube of size 4.5 & 0.03cm x 1.9 + 0.02cm x 0.25 + 0.025cm welded to M.S.E.R.W Tube of 0 1.6 + 0.02cm x 0.2 + 0.016cm thick. The under structure shall be powder coated (DFT 40-60 microns) in Silver metallic grey.

6.7 SOFA THREE SEATER:-

Three Seater Sofa should be of Size- 2060 W x 905 D x 820 H mm. With Seating Area of Width 450mm. The seat should be made up of 28 Density PU Foam +/- 2 Kg/cu.mtr with an additional top layer of super soft PU foam of 32 Density +/- 2kg/cu.mtr and upholster with fabric. The back should be made up of 28 Density PU Foam +/- 2 Kg/cu.mtr with an additional top layer of super soft PU foam of 32 Density +/- 2kg/cu.mtr and upholster with fabric. The under structure should be made of 120mm thick hot pressed plywood (moisture resistance & termite proof as per IS : 303) & pinewood of cross section devoid of major knots & surface defects 6 Nos. per seat & 3.8 mm Dia zigzag spring assembly is mounted over under structure for cushioning purpose. legs should be made of stainless steel (grade SS 202) tube & plate with plastic end cap.

6.8 TABLE FOR PS:-

Table office 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. Grommet provided on work surface for wire management. 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. Under structure 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. Hinge Door Storage Made of 25mm thick MDF one side pre-laminate board confirming to IS-14587:1998 with 0.4mm PVC membrane pressed on to top. Handle is provided for ease of opening. Storage is provided with lock for security. Overall unit size of 1350mm W x600 D x 750mm D

6.9 TABLE FOR FACULTY ROOM (14 seater):-

Supply & Installation of 24Seater Boat Convex: The top thickness should be 31 mm Thick \pm 1.5 mm (18 mm \pm 12 mm MDF as per IS 12406 + 0.6 MM Post laminate on Top surface and balancing laminate on bottom surface) with PVC banding on straight top side edge and specially designed T beading

fixed side edge for sleek look. The legs should be made from 1.6 mm Matt Silver anodized Aluminium Extrusion, leg assembled together with a plastic holder at bottom and 5 mm HR Steel (IS:2062) which is powder coated (DFT 40-60 microns). The plastic glide holder is having provisions for wire entry & glide fixing. The wire carrying is facilitated through the hollow space between two leg extrusions and the wires are concealed between removable rigid PVC extrusion in the leg. The veil and cross members should be made from 18 mm thick PLT \pm 1 mm as per IS - 12823 and PVC Edge banding on all the sides. The access flap and switch mounting tray should be made of Matt silver Anodized Aluminium extrusion and plastic moulded components to facilitate access of Electrical / data/ Voice Sockets access from top. Powder coated (DFT 40-60 Microns) switch mounting tray made from 0.8 / 1.2 mm CR steel IS - 513. The switches to be mounted on tray as per requirement. It should provide 8 module Anchor Roma switch plate on switch mounting tray. The overall size should be W - 4200 X 1200 X 750

6.10 CHAIR FOR FACULTY ROOM:-

It should be executive mid back chair and should be tested on BIFMA standards with Seat Slide for All Division In charge with MID BACK SIZE: 51.6 cm. (W) x 65.7 cm. (H)- SEAT/BACK ASSEMBLY to be made up of 1.2 \pm 0.1cm thick. hot pressed plywood upholstered with knitted fabric ,over moulded High Resilience Polyurethane foam. SEAT SIZE should be 49.0 cm. (W) x 51.4 cm. (D).The HR polyurethane foam should moulded with density = 55 \pm 2 kg/m³ and hardness 16 \pm 2 kgf as per IS:7888 for 25% compression. The adjustable armrest shall have following features :

- Up-Down adjustment– 8 steps (8.0 \pm 0.5 cm range)
- Height adjustable armrest structure which is powder coated & fitted with an armrest top.
- Fixed Armrest Top is PU moulded over metal insert.

Chair should have FRONT PIVOT SYNCHRO MECHANISM with 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.
- Seat/back tilting ratio of 1:2.

Chair Back can be adjusted in 5 positions manually. Stroke of height adjustable spines shall be 7 cm. Chair should have PEDESTAL ASSEMBLY WITH CASTORS which shall be injection moulded in black 30% glass-filled Nylon and fitted with 5 nos. twin wheel castors. The pedestal pitch-centre dia is $\text{Ø}66.1 \pm 0.5$ cm. (76.1 ± 1.0 cm. with castors). Seat can be slide horizontally as per user convenience. Stroke of seat slide shall be 4 cm- 5 cm.

6.11 TABLE FOR GIRLS' AND BOYS' COMMON ROOM:-

Table having Work-Surface PVC foiled 25mm Thick (± 1 mm) having Base Material - 25mm MDF board should have PVC Membrane foil on top. 8X2mm deep groove on centre of the table as graphics. Specially profiled edge to prevent striping of foil & comfortable touch shall have Brown laminate on bottom surface. Under structure Bend pipe under structure of MS. Powder coated. Pipe dia 38mm, 2mm thick. Under structure fitted with top by SS machine screws. Table bottom have metal insert for better holding of screw. 3 Legs 4 Glide Plastic Glide fixed at the under structure to prevent the damage of table top during stacking. Overall dimensions of Table shall be 1734 x 1175 x 750.

6.12 CHAIR FOR GIRLS' AND BOYS' COMMON ROOM:-

The seat and back of the chair should be made of Injection melted high impact strength polypropylene polymer compound with indoor grade UV resistance. Seat Size : 52.5 cm (W) x 53.2 cm (D). Back Size: 51.6 cm (W) x 50.5 cm (H). S.S. UNDERSTRUCTURE: The tubular welded frame is made from dia 2.22 +/- 0.03 cm X 0.12 +/- 0.0128 cm and 3.5 +/- 0.03 cm X 1.5 +/- 0.03 cm X 0.12 +/- 0.0128 cm stainless steel 202 grade tube. The tubes are buff polished to give shiny finish. SHOE: the shoes are made of high impact strength Polypropylenes Polymer compound with indoor grade UV resistance and pressed fitted with tubular frame.

6.13 BACK STORAGE:-

Wooden storage comprising Low height to medium height wooden Hinge Door Unit Body : Body is made from 18mm PLB with all the edges sealed

with 0.8 mm thick PVC Edge band. The Back panel is 9mm White PLT. The entire construction is ready to assemble unit and is assembled with suitable KD fittings. The shelves is made from 18 mm white PLT and edges are sealed with 0.8 mm edge band. The bottom shelf is fixed and other shelves have one step adjustment for optimizing the space. Doors : Door Panels are made from 18 mm PLB with 2 mm Edge band on all edges ad a flush Plastic handle is fitted vertically at the centre of the door. The hinge door has suitable hinges and HDU is fitted with an adjustable fitting for height adjustment. Locking armament: Hinge Door Unit has a three point locking system Overall Size of unit: 1050mm W x 450mm D x 1219mm H

6.14 BOOK SHELVES:-

It should have multi bend construction with interlocking design and full length over lapping doors and sides. It should have two way bolting mechanism. It should have see through glass doors. All steel components should undergo eight tank anti rust treatment and oven baked epoxy polyester powder coated with 50-60 dry film thickness. The CRCA(Cold Rolled Close Annealed) steel sheet used for the body should be 0.9 mm thick, as per IS-513 1994. It should have 4 shelves made of 0.8 mm thick CRCA steel sheet. The glass used should be 3 mm thick. It should have six lever Mazak Zinc Plated Lock (Godrej or equivalent) and chrome plated Mazak 'C' Handle. It should have scratch hardness of 3 Kgs as BS-3900 part E2 1970, IS-101. It should sustain salt spray test of 1000 hrs. as per IS 101. Overall size: 198 cm (H) x 91.5 cm (W) x 48.0 cm (D).

6.15 CHAIRS FOR LIBRARY:-

Visitor Chair with arms- SEAT/BACK: The seat and back shall be made up of 1.2 cm thick hot pressed plywood, upholstered with changeable fabric upholstery covers and moulded Polyurethane foam, together with moulded back-spine cover. The back foam shall be designed with contoured lumbar support for extra comfort having back size of 47.5 cm.(W) x 58 cm.(H) & seat size 47.0 cm.(W) x 48.0 cm.(D). The Foam used in chair shall be Polyurethane foam which shall be moulded with density = 45 +/- 2 kg/m³ and Hardness = 20 +/- 2kg on Hampden machine at 25% compression. ARMRESTS (FIXED): The one-piece armrests are injected moulded from Black co-polymer polypropylene. The armrests shall be scratch and weather resistant. The armrests shall be fitted

to the seat with armrest brackets made of 0.5cm. thick. HR steel. Tubular Frame :- It shall be powder coated cantilever type and made up of dia 25.4mm x 2mm thick M.S.ERW. Tube Overall dimensions of Chair shall be Width- 61 cm, Depth- 64.5cm, Height- 89.5cm, Seat Height- 46.5cm.

6.16 MODULAR DESKING:-

Supply and installation of Panel Based Open Plan Office System comprise panels. 52.4 mm thickness for Spine panels Each panel should comprise of 2 Nos. vertical extrusions made of aluminium, horizontal extrusions made of aluminium at every division of tile / block, blocks made of composite construction of MDF and paper honeycomb, 1 number of fabricated bottom frame as a welded structure of steel component, 2 Nos. bottom tiles, 2 Nos. top tiles, 1 No. top trim made of aluminium extrusion. All the panels must be supported on legs with levellers, with height adjustment up to + 50 mm. 52.4 mm thick panels must have cable management facility. Die cast Caps are to be used to cover exposed top edge of the Panel and Extrusions. These are to be made from Aluminium alloy, having material AQL96063-T6 and average wall thickness of 1.2 mm. Various types of Tiles to be used, White Board, Plain metal, Fabric tiles, etc. The System give an elevated look from the floor approx. 150 mm from floor) Work Surfaces :-The work top to be 25mm thick , Adequate supports to be provided to the work surface for preventing it from sagging. To provide total flexibility of the work surface cable management, the work top should be with continuous open able flap with brush at the longer side of the work surface. All the open edge of the work surfaces to be provided with 2 mm thick PVC lipping glued with hot melt EVA ue, machine pressed. Modesty panel made of 23mm thick Pre-laminated particle board finished with high pressure laminate with visitor option .Under Structure: -The open table base should be assembled from the main beams, end legs and intermediate legs. The table base should be made of either Steel or Aluminium as per specified and approved powder coating. The under structure must set in at least 400 mm from the edge of the work surface, this should allow the free leg moment around the desk. The design of the beam and cantilevered bracket must have the flexibility to adjust the height of the work surface. Bottom Frame Assembly of panel to be made from L channels made of 2 mm thick CRCA Steel (IS: 513), formed plate of 3 mm thick HR Steel)IS: 2002) & ERW steel tube of size 35 x 15 x 1.6 mm thick overall cross section (IS: 7318) welded together. Legs are to be fabricated by

CO2 welded MS tubes of section 38 x 25 mm x 16 BG (IS: 7138 ERW Tube) with MS Base Plate of 35 x 22 x 5 mm (IS: 2062, 5 mm HR), with M8 Leveller. The system should use Single Sided and two Sided Leg Assemblies. Coated with 50 to 60 microns of Epoxy Powder Coating. Storage Drawer Unit :- Made up of CRCA steel duly powder coated of thickness 22 SWG. A welded assembly is fitted at the bottom to fix this pedestal with worktop. Pedestal is fixed to worktop with screws through top stiffeners of the pedestal and with a bracket fixed to the panel. Pedestal leg assembly is fabricated by CO2 welding vertical MS tube section of size 38 x 25mm x 16 BG (IS: 7138 ERW tube) inside which leveller holder plates of size 34 x 21 x 5 mm (IS: 2062, 5 mm HR) are welded with horizontal bottom channel made of 2 mm thick MS CRCA, Grade D as per (IS513) Pedestal height is 600 mm without leg assembly and 720 mm with leg assembly up to bottom of worktop. Overall size is : i) 646 H x 390 W x 435 D

CPU Trolley :- CPU trolley made of size 220x250x250 mm having adjustable width and lockable castors at base, made of 1.60mm thick complete as per salient technical features, specifications, drawings

Key Board Tray :- Key Board Tray made of 0.8mm thick Metal MS Sheet of size 600 x 350 mm made out of MS sheet (with BIFMA Level-2)

- A. H Module with Rectangular Work surface of size 1200x600mm (2 Person)
- B. T Module with Rectangular Work surface of size 1200x600mm (2 Person)
- C. U Module with Rectangular Work surface of size 1200x600mm (1 Person)
- D. L Module with Rectangular Work surface of size 1350x600mm (1 Person)

6.17 CHAIR FOR OFFICE/PS/STAFF:-

High Back Chairs - SEAT/BACK: The seat and back shall be made up of 1.2 cm thick hot pressed plywood, upholstered with changeable fabric upholstery covers and moulded Polyurethane foam, together with moulded back-spine cover. The back foam shall be designed with contoured lumbar support for extra comfort having back size of 47.5 cm.(W) x 69.5 cm.(H) & seat size 47.0 cm.(W) x 48.0 cm.(D). The Foam used in chair shall be Polyurethane foam which shall be moulded with density = 45 +/- 2 kg/m³ and Hardness = 20 +/- 2kg on Hampden machine at 25% compression. ARMRESTS (FIXED): The

one-piece armrests are injected moulded from Black co-polymer polypropylene. The armrests shall be scratch and weather resistant. The armrests shall be fitted to the seat with armrest brackets made of 0.5cm. thick. HR steel. CENTRE TILT SYNCRO MECHANISM: The mechanism shall be designed with the following features: 360° revolving type, Upright position locking, Seat/back tilting ratio of 1:3 & Tilt tension adjustment (6 DEG SEAT TILT/18 DEG BACK TILT). PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment shall have an adjustment stroke of 12.0 cm. TELESCOPIC BELLOW ASSEMBLY: The bellow shall be 3-piece telescopic type and it is injection moulded in black Polypropylene. PEDESTAL ASSEMBLY: The pedestal is injected moulded in black 33% glass filled Nylon -66 and fitted with 5 twin wheel castors. The pedestal shall be 66.3cm. pitch-centre dia. (76.3 cm with castors). TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in 30% glass filled black Nylon. Overall dimensions of Chair shall be Width- 76.3 cm, Depth- 76.3cm, Height- 98.5cm-110.5cm, Seat Height- 42.5cm-54.5cm.

6.18 VISITOR CHAIRS FOR OFFICE/PS/STAFF:-

SEAT/BACK: The seat and back shall be made up of 1.2 cm thick hot pressed plywood, upholstered with changeable fabric upholstery covers and moulded Polyurethane foam, together with moulded back-spine cover. The back foam shall be designed with contoured lumbar support for extra comfort having back size of 47.5 cm.(W) x 58 cm.(H) & seat size 47.0 cm.(W) x 48.0 cm.(D). The Foam used in chair shall be Polyurethane foam which shall be moulded with density = 45 +/- 2 kg/m³ and Hardness = 20 +/- 2kg on Hampden machine at 25% compression. ARMRESTS (FIXED): The one-piece armrests are injected moulded from Black co-polymer polypropylene. The armrests shall be scratch and weather resistant. The armrests shall be fitted to the seat with armrest brackets made of 0.5cm. thk. HR steel. Tubular Frame :- It shall be powder coated cantilever type and made up of dia 25.4mm x 2mm thick M.S.ERW. Tube Overall dimensions of Chair shall be Width- 61 cm, Depth- 64.5cm, Height- 89.5cm, Seat Height- 46.5cm.

6.19 FILING CABINET FOR STORAGE:-

It should have multi bend construction with press fit fasteners free design. It should have roll formed side, back and sides of drawers. It should have 10 lever cam lock. All the drawers should be mounted on nickel chrome plated

ball slides. It should have anti tilt mechanism and anti rebound mechanism. All steel components should undergo eight tank anti rust treatment and oven baked epoxy polyester powder coated with 50-60 dry film thickness. The CRCA steel sheet used should be 0.6 mm thick as per IS-513 1994. It should have scratch hardness of 3 Kgs as BS-3900 part E2 1970, IS-101. It should sustain salt spray test of 1000 hrs. as IS 101. Overall size for the 4 Drawer Filing Cabinet: 132 cm (H) x 47 cm (W) x 62 cm (D).

6.20 STEEL ALMIRAH FOR STORAGE :-

Storage: It should have multi bend construction with interlocking design and full length over lapping doors and sides. It should have three way bolting mechanism. All steel components should undergo eight tank anti rust treatment and oven baked epoxy polyester powder coated with 50-60 dry film thickness. The CRCA steel sheet used for the body is of 20 SWG / gauge, as per IS-513 1994. It should have 5 shelves made of 22 SWG / gauge CRCA steel sheet. It has six lever Mazak Zinc Plated Lock(Godrej or equivalent). It should have scratch hardness of 3 Kgs as BS-3900 part E2 1970, IS-101. It sustains salt spray test of 1000 hrs. as per IS 101. It should have 4 shelves made of 0.8 mm thick CRCA steel sheet. It should have six lever Mazak Zinc Plated Lock (Godrej or equivalent). It should sustain salt spray test of 1000 hrs. as per IS 101. Overall size: 198.0 cm (H) x 91.5 cm (W) x 48.5S cm (D).

6.21 COMPUTER TABLES:-

Table for computer use Work surface of size 1350 mm W x 600 mm D X 728 mm H to be made of 18mm thick. Pre Laminated Particle Board (PLB) All work surface edges to be duly sealed with 2mm thick PVC Edge banding. Under structure - Modesty Panel to be made of 18mm thick. Pre Laminated Particle Board (PLB) All work surface edges to be duly sealed with 2mm thick PVC Edge banding Rectangular Frame to be made of fabricated component in 1.2mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester). Legs to be made of fabricated component in 38mmx25mmx1.2mm thick MS ERW Tube (IS:7138), Finish: Powder coat (Epoxy polyester)

Plastic Cap for Cable to be Injection Moulded Polypropylene. Leveller glide for Leg to be nylon 6 & MS Bolt

Storage/Pedestal - Shell to be made of 0.6mm thick CRCA (IS:513) , Finish: Powder coat (Epoxy polyester). Drawer tray to be made of 0.6mm thick CRCA

(IS:513), Finish: Powder coat (Epoxy polyester). Drawer front to be made of 0.8mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester). Frame assembly to be made of 1.2mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester). Lock to be 10 Lever Cam Lock. Handle to be Injection Moulded Polypropylene. Leveller to be of nylon 6 & MS Bolt

Wire Management- Horizontal Wire Carrier to be made of 0.7mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester) Vertical Wire Carrier to be made of 0.8mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester).

6.22 RECEPTION TABLE:-

The work top should be Clean matt PU finish of 18mm thick Inside radius 700.0 mm Outside radius – 1350.0 mm & Depth – 650 mm and Rubberized cork – 18mm thick. The Frosted Glass should be 10mm thick Diamond cut finishing on edges Inside Radius – 1202.5mm, Outside radius – 1402.5mm, Depth – 200mm. The modesty panel should be of MS Perforated sheet with Below Work surface : 0.8 mm (thick) x 665.0 mm (height) x 1345.0 mm (flat length) and Above Work surface : 0.8mm (Thick) x 260 mm (height) x 1345.0 mm (flat length). The legs should be of MS tube 1.6 mm thick Diameter 50.8 mm & Height 604 mm. The overall size: W -2410.0 mm x D - 1065.0 mm x H - 725.0 mm Work surface & 1035.0 mm Counter.

6.23 CLASS ROOM FURNITURE:-

Class room furniture platform based design with self-closing seat & desk opening closing system . (A) Under structure : The under structure is made with steel ERW tube section(IS:228) of size 80x40x2.5mm thick with powder coat finish . - Under structure consists of two welded leg assemblies connected by means of welded seat side tube assy and welded desk side tube assy on both sides. -Sturdy anchoring by anchor bolts on to base of 10mm thick plate for proper resting of structure-Plastic clad & shoe main clad made of glass filled 30% nylon-6 for covering anchor bolts. B) Side clads: Two side clads made of 35mm thick plt with 2mm thick pvc lipping. Desk side clad made of 18mm thick plt & seat side clad &connecting clad made of 25mm thick plt . (C) Desk let:- Desk has opening & closing mechanism by means of desk slider and slider sleeve made of 30% glass filled nylon-6. -Desk comprises of plt desk with aluminium section anodized finish on two sides and TPE rubber on to aluminium section outer side for cushioning effect for desk opening closing.-Desk made of

18mm thick plt fixed with aluminium extrusion on two sides for desk opening closing. (D)Seat: Seat has self-closing mechanism which will operate by means of spring.-Seat under structure is a combination of welded fabricated structure made of Ø19X2mmthk ERW tube with powder coat finish which is covered by 0.8mm thick sheet metal cover and upholster with moulded foam inside and leatherier cover. -Seat back comprises of ply with moulded foam upholster inside & leatherier cover. (E) Wire carrier: Wire carrier made of 0.8mm thick sheet metal for holding wire passing's. (F)Switch box: Switch box made of 1.2mm thick sheet metal for switch plate mounting suitable for anchor roma plates. (G) Front clad Mounting: Front clad mounting made of 18MM thick plt with sheet metal cover and bracket for holding on to top and mounting box for holding of clad with seat side clad.

- A. 3 Seater set Front Module, module size 2044 mmx 698mmx 890mm
- B. 3 Seater set Middle Module, module size of 2044 mmx 1080mmx 890mm
- C. 3 Seater set Rear Module, module size of 2044 mmx 751mmx 890mm
- D. 4 Seater set Front Module, module size of 2713 mmx 698mmx 890mm
- E. 4 Seater set Middle Module, module size of 2713 mmx 1080mmx 890mm
- F. 4 Seater set Rear Module, module size of 2713 mmx 751mmx 890mm

6.24 LOUNGE SEATER CHAIR FOR WAITING AREA:-

Public Seating 3 Seater chair with 2 arms: SEAT SHELL : The Seat is made from high density self-skin PU foam reinforced with 3mm M.S. perforated sheet insert. The PU foam having density of 520 ± 10 kg/m³ with a Shore 'A' hardness of 55 ± 5 . SEAT SIZE : 52.0 cm (W) x 46.5 cm (D) BACK SHELL : The Back is made from high density self-skin PU foam reinforced with 3mm M.S. perforated sheet insert. The Pu Foam having density of 520 ± 10 kg/m³ with Shore 'A' hardness of 55 ± 5 . BACK SIZE : 52.0 cm (W)x 51.5 cm (H) CROSS BEAM : Cross Beam made up of black powder coated M.S E.R.W. square tube of size 6.0 ± 0.05 cm x 6.0 ± 0.05 cm x 0.18 ± 0.016 cm thick fitted with polypropylene end caps. LEG & ARM REST: Leg & Armrest are made up of powder coated High pressure Aluminium Die cast. Leg Are fitted with soft grip PVC level adjusting shoes. Width (W) = 165.5 cm Depth (D) = 66.5 cm Seat Height (SH) = 42.5 cm Height (H) = 87.0 cm

6.25 CHAIR (COMMON ROOM):-

Visitor Chair: The seat is to be made of 1.2 cm thick hot pressed

plywood upholstered with fabric and moulded polyurethane foam. The back is to be made of 1.2 cm thick hot pressed plywood upholstered with replaceable fabric upholstery and moulded polyurethane foam. Both are designed with countered lumber support. Seat width is 500 mm and seat depth is 495 mm. Back Size is Width – 480 mm and Height – 660 mm. The polyurethane foam for seat is moulded with density 45 +/- 2 Kg/m³ and hardness 20 +/- 2 on Hampden machine at 2% compression. The armrest top is PU moulded, MS tubular armrest support, chrome plated.

6.26 SINGLE BED:-

Supply & placement of king size bed of size 2046mm (L)x1875mm (W) x910mm (H).

Material : Bed structure consists of metal frame of thickness 25mm square-Pipes in 1.2 mm thickness-MS Channel in 1.0 thickness Partition Panel and plinths are made of 25 mm thickness Pre-laminated Particle Board Headboard, tailboard, side board, mattress panel and bottom panel are made of 18 mm thickness Pre-laminated Particle Board All exposed edges are banded with 0.8 mm thickness PVC edge banding Finish:•18 mm thick Pre laminated Particle Board in Imperial Oak. Metal frames are powder coated in Metallic Silver Grey shade of thickness 50 microns (+/-10) Lamination : •MIP (Melamine Impregnated paper) on PLB Construction : Knock down .

6.27 BED SIDE TABLE:-

Supply & placement of bed side table Material : Body panels are made of 18 mm hick pre-laminated particle board ,Drawer front are made of 18 mm thick pre-laminated particle board, Drawer bottom are made of 9 mm thick pre-laminated particle board ,All exposed edges are banded with 0.8 mm thickness of edge banding Hardware : Rollers slides, Hinges, minifix and wooden dowels are made of Hittich. Finish : 18 mm thick Pre-laminated Particle Board in Imperial Oak. Metal frames are powder coated in Metallic Silver Grey shade of thickness 50 microns (+/- 10) Lamination : MIP (Melamine Impregnated paper) on PLB Construction : Knock down.

Annexure III
7. PROFORMA OF TECHNICAL BID
(A) PRE QUALIFICATION CRITERIA (ENVELOPE – ‘2’)

S. No.	PRE QUALIFICATION CRITERIA	Supporting Documents Required	Whether attached Yes/No
1	Manufactures/Vendors must be either itself a manufacturer or authorised vendor of the manufacturer. Authorized Dealer can submit the bid on behalf of Original Equipment Manufacturer (OEM), but the Dealer should fulfil all eligible criteria as per the tender document otherwise his bid shall not be considered.	Certificate of being manufacturer or authorized dealer.	
2	The Manufactures/Vendors should have experience of having successfully completed works during the 05 years ending last day of the month previous to the one in which applications are invited: (Supply orders be enclosed). Minimum five work order copies are to be enclosed with the Bid each not less than Rs.50 Lakhs. Out of which two work order copies should be from Govt. Sector and remaining from reputed Private Sector.	Relevant PO Copies as per required	
3	The Manufactures/Vendors should have had average annual financial turnover (gross) of Rs. 5 crores per annum during the last three financial years in the field of Customized/ modular office furniture.(Audited Balance Sheet of Financial Year 2015-16, 2016-17 and 2017-18 to be enclosed)	CA Certified / Audited report copy of Balance Sheet.	
4	The applicant / OEM should have state of the art factory for making Customized/ Modular and other Furniture items.	Self certified acceptance & proof of OEM manufacturing	
5	The successful bidder should give a performance guarantee in the form of bank guarantee amounts to 10% of the order value. The performance guarantee should be furnished after order for supply is placed, and shall be valid up to expiry of the maintenance period.	Acceptance for submission of desired Bank Guarantee.	
6	Mock up of the qualified bidders should be called for physical, technical evaluation of the furniture as per the designs approved by the Registrar. The bidder should have registered manufacturing capacity of the furniture offered to ensure timely supplies and execution. The vendors will be given 07 days to supply and install their Mock-Up furniture at the premises. Selection of products will be done by the Registrar, who reserves the right to accept/reject any or all products, which will be binding to all the bidders and no communication, will be entertained in this regard. Bidder should never have been black listed/non conformity of contract from any state government, central government or any PSU – Self Certification to be provided notarized on stamp paper of Rs 100/-	Self certificate undertaking for acceptance of the respective terms.	
7	Manufacturer should be a member of BIFMA – Business and Institutional Furniture Manufacturers Association.	Copy of such membership documents.	

(B) TECHNICAL QUALIFICATION CRITERIA (ENVELOPE- '2')

S. No.	TECHNICAL BID CRITERIA	Supporting Documents Required	Whether Attached Yes/ No
1	COST OF TENDER DOCUMENT	INR 1,000/-	
2	Earnest Money Deposit	1,00000/- (Rupees one Lakh Only) submitted in the Form of Demand Draft/Pay Order/Unconditional Bank Guarantee in favour of "Registrar, Dharmashastra National Law University, Jabalpur." of any Nationalized / Scheduled bank payable at Jabalpur. Note :- Cost of tender document and EMD should be placed separately in Envelope No.1	
3	<p>ISO – 9001:2008 – The manufacturer must have ISO- 9001 and a robust Quality Management System (QMS).</p> <p>ISO 14001:2004 – The manufacturer must have ISO- 14001 and a detailed Environment Management System (EMS), which should have systematic framework to manage the immediate and long term environmental impacts of an organization's products, services and processes.</p> <p>ISO 18001:2007 (officially BSOHSAS 18001) – The manufacturer must have ISO 18001 – the Occupational Health and Safety Management Systems in place.</p> <p>ISO 50001:2011 – The manufacturer must have ISO 50001- Energy management systems.</p> <p>GREEN GUARD CERTIFICATION: The manufacturing facilities of the vendors should be certified for comprehensive GREEN MANUFACTURING certification of International repute. The manufacturer should have products which are certified for being environment friendly, which are important to confirm that the products that have been offered meet rigorous emissions standards—helping reduce indoor air pollution and the risk of chemical exposure while aiding in the creation of healthier indoor environments with IAQ certificate.</p>	Copies of such certifications.	
4	The Manufactures/Vendors will agree/undertake for comprehensive AMC for supplied/fixed items for one year and three years' post warranty services and maintenance. The bidder must also undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.	Confirmation of acceptance of guarantee warranty & AMC term as per TE clause.	
5	Goods and Service Tax Registration certificate with code number.	Registration certificate copies of the original document/certificate.	
6	The manufacturing facilities of the vendors should be certified for comprehensive GREEN MANUFACTURING certification of International repute.	Copy of certificate.	
7	PAN Card stating the PAN number issued by Income Tax Department of India.	The attested copies (2 in nos.) of original document/certificate.	
8	IT Returns.	Copies (duly certified by Chartered Accountant) of its Income Tax	

		Returns filed for last three financial years.	
9	Undertaking for mandatory compliance of all statutory liabilities and other terms and conditions as specified in bid documents.	Affidavit to be furnished on Non judicial stamp paper of INR 100/- duly registered by notary as per the Proforma for Undertaking given in Annexure.	
10	Deviations from Terms and Conditions of Bid Document along with the technical specifications of tendered requirement	Only those deviations will be considered which are mentioned in the "Deviation Proforma" attached as Annexure V	
11	Supply and installation of material shall be within 15 days from the date of placing the work order by the University. The bidder must note that the first Academic Session of the University is to be started soon and hence considering the urgent need of the University, "the time shall be the essence of the Contract."	Invariable acceptance of delivery schedule.	
12	The quantity of furniture/items as mentioned in ANNEXURE-IV shall be as per the final layout plan approved by the Registrar and therefore the quantity mentioned in the work order may be less or more than the quantity mentioned in Annexure - . Hence it is advisable for the prospective bidders to have a site inspection of the premises at their own cost before participating in the bid	An Undertaking to this effect.	

Annexure IV
8. PROFORMA OF FINANCIAL BID

Sr.	Item	Specification	QUANTITY	UNIT	PRICE PER UNIT	AMOUNT
1.	Executive table with back unit	As per the Specifications mentioned in Clause 6.1 of Chapter 6 (<i>Annexure II</i>)	1	Each		
2.	Executive Chair	As per the Specifications mentioned in Clause 6.2 of Chapter 6 (<i>Annexure II</i>)	4	Each		
3.	Sofa set 3+2	As per the Specifications mentioned in Clause 6.3 of Chapter 6 (<i>Annexure II</i>)	3	Each		
4.	Centre table	As per the Specifications mentioned in Clause 6.4 of Chapter 6 (<i>Annexure II</i>)	5	Each		
5.	Executive table with back unit	As per the Specifications mentioned in Clause 6.5 of Chapter 6 (<i>Annexure II</i>)	3	Each		
6.	Executive visitors chairs	As per the Specifications mentioned in Clause 6.6 of Chapter 6 (<i>Annexure II</i>)	20	Each		
7.	Sofa 3 seater	As per the Specifications mentioned in Clause 6.7 of Chapter 6 (<i>Annexure II</i>)	6	Each		
8.	Table for PS	As per the Specifications mentioned in Clause 6.8 of Chapter 6 (<i>Annexure II</i>)	4	Each		
9.	Table for Faculty Room 14 seater	As per the Specifications mentioned in Clause 6.9 of Chapter 6 (<i>Annexure II</i>)	1	Each		
10.	Chair for Faculty Room	As per the Specifications mentioned in Clause 6.10 of Chapter 6 (<i>Annexure II</i>)	14	Each		
11.	Table for Girls' and Boys' Common Room	As per the Specifications mentioned in Clause 6.11 of Chapter 6 (<i>Annexure II</i>)	20	Each		
12.	Chair for Girls' and Boys' Common Room	As per the Specifications mentioned in Clause 6.12 of Chapter 6 (<i>Annexure II</i>)	120	Each		
13.	Back Storage	As per the Specifications mentioned in Clause 6.13 of Chapter 6 (<i>Annexure II</i>)	60	Each		
14.	Book Shelves	As per the Specifications mentioned in Clause 6.14 of Chapter 6 (<i>Annexure II</i>)	30	Each		
15.	Chairs for Library	As per the Specifications mentioned in Clause 6.15 of Chapter 6 (<i>Annexure II</i>)	50	Each		
16.	Modular Desking	As per the Specifications mentioned in Clause 6.16 of Chapter 6 (<i>Annexure II</i>)				
		A H Module	4	Each		
		B T Module	10	Each		
		C U Module	3	Each		
		D L Module	10	Each		
17.	Chair for Office/PS/Staff	As per the Specifications mentioned in Clause 6.17 of Chapter 6 (<i>Annexure II</i>)	60	Each		
18.	Visitor Chairs for Office/PS/Staff	As per the Specifications mentioned in Clause 6.18 of Chapter 6 (<i>Annexure II</i>)	20	Each		
19.	Filing cabinet for storage	As per the Specifications mentioned in Clause 6.19 of Chapter 6 (<i>Annexure II</i>)	5	Each		
20.	ALMIRAH for storage	As per the Specifications mentioned in Clause 6.20 of Chapter 6 (<i>Annexure II</i>)	20	Each		
21.	Computer Tables	As per the Specifications mentioned in Clause 6.21 of Chapter 6 (<i>Annexure II</i>)	15	Each		
22.	Reception table	As per the Specifications mentioned in Clause 6.22 of Chapter 6 (<i>Annexure II</i>)	1	Each		
23.	Class Room Furniture	As per the Specifications mentioned in Clause 6.23 of Chapter 6 (<i>Annexure II</i>)				
		A 3 seater set front module	4	Each		

		B 3 seater set middle module	24	Each		
		C 3 seater set rear module	4	Each		
		D 4 seater set front module	2	Each		
		E 4 seater set middle module	12	Each		
		F 4 seater set rear module	2	Each		
24.	Lounge seater chair for waiting area	As per the Specifications mentioned in Clause 6.24 of Chapter 6 (Annexure II)	5	Each		
25.	Chair (common room)	As per the Specifications mentioned in Clause 6.25 of Chapter 6 (Annexure II)	160	Each		
26.	SINGLE BED	As per the Specifications mentioned in Clause 6.26 of Chapter 6 (Annexure II)	0	Each		
27.	BED SIDE TABLE	As per the Specifications mentioned in Clause 6.27 of Chapter 6 (Annexure II)	30	Each		
Sub Total (Amount)						
GST @.....						
Grand Total(Amount)						
Total Amount in Words.....						

Note :-The amount stated above should be inclusive of one year's comprehensive warranty for supplied/fixed items and three years' post warranty services and maintenance cost .

ANNEXURE V

9. Forms and Certificates

Form A

AFFIDAVIT

(On Non-Judicial Stamp Paper of value as per prevailing rules of the State Government)

I,.....S/o.....age.....Years, occupation businessT/o do hereby state on oath as under: That I am residing in locality of District since last years.

That I am the sole proprietor of a proprietary concern name and style as "....." having its office at.....District dealing in business of installation and delivery of furniture items attached. Hence this affidavit.

DEPONENT

Note : This Affidavit should be notarized

SIGNATURE OF BIDDER

FORM NO.B
WORK DETAILS

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING LAST FIVE YEARS.

(Separate proforma to be filled for each work)

1	2	3	4	5	6	7	8	9
No	Name of the work/ project and location	Owner of Project	Cost of Work order in Rs. (Lacs)	Date of Comment as per contract	Stipulated date of completion	Actual date of Completion	Litigation/ Arbitration pending / in progress with details*	Name and address/ telephone number of officer whom reference may be made
1								
2								
3								
4								
5								

Note : Please enclosed the copies of Contract / Work

Signature of Applicant(s)

Form No. C

DEVIATION STATEMENT FORMAT

The Bidder is required to provide the details of the deviations of the tender clauses **(in any section of the tender)** in the following format.

Sl. No.	Section No.	Clause No	Clause Description	Non Compliance/ Partial Compliance	Remarks

Yours Sincerely,

(Signature of Authorized Signatory)

Name and Designation of the Authorized Signatory:

Name and address of the Bidder Company:

Seal:

Form No. D
Undertaking / Declaration by the tenderer

The following declaration/Undertaking must be submitted by all the bidders on non-judicial stamp paper worth Rs.100/- duly notarized.

(A) “Regarding Conflicting of Interest ”

I sole proprietor / partner / Director of M/s, under take that I am not interested as a proprietor and/or partner and/or in any other party/firm, participated in tender No. ----- of *The Vice Chancellor, Dharmashastra National Law University, Jabalpur (M.P.)* due for opening on ____/____/20__ for procurement of

(B) “Regarding Black listing/Debarring of the firm ”

We hereby undertake and submit the declaration that our firm/company is not debarred / black listed for future business with any central government / state government or any other PUU OR Govt. Undertaking

In case, at any stage if the above declaration is found false or incorrect, the *The Vice Chancellor, Dharmashastra National Law University, Jabalpur (M.P.)* shall be free to take any punitive / legal action against us, as may be deemed fit, which shall be acceptable / binding on us and the consequences shall be to our account.

(C) “Regarding information/details given”

I, Sole proprietor/ partner / Directors of M/s.
..... is giving undertaking that details given are correct to the best of my knowledge and I agree to abide by all your tender/order terms and conditions.

PLACE:
Date:

SIGNATURE OF TENDERER
NAME IN FULL
Designation / Status in the firm
Company Seal

Form No. E
Pro-forma for Conflict of interest

Set out below is the form of the declaration to be provided by the Bidder I, (name of the authorized representative) of (address) hereby states that:

I am currently a (designation) of_____.

I understand that _____ has provided an offer in relation to Supply, Installation, Commissioning and Maintenance of Customised/Modular & Standard Furniture At Dharmashastra National Law University, Jabalpur

I confirm that neither the bidder nor any of the bidder's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this project.

I confirm that I have made enquiries of all appropriate persons and taken other steps as appropriate so as to obtain the knowledge and information as required to make this declaration.

Words and expressions which are defined in the tender document issued by _____ have the same meaning when used in this Declaration.

I confirm that I have responded to this tender document strictly in line with it's requirement as per the formats provided in the same and I understand that deviation from any clause/instruction except as mentioned in Tender Document shall result in rejection of my proposal at any phase of the bid evaluation.

AND I MAKE this solemn declaration conscientiously believing the same to be true.

MADE AND DECLARED at this ____ day of _____.

(Name and Designation)
(seal of the Bidder)

Form No. F
Annex Format for blacklisting

Set out below is the form of the declaration to be provided by the Bidder

- I, (name of the authorized representative) of (address) hereby states that:
- I am currently a (designation) of _____.
- I confirm that we and each of our consortium members have not been blacklisted by any department of Central / State government organisations, PSU, Universities, Government Undertaking or its successor companies in the last three years for any duration.
- I confirm that in case of false declaration, I shall be disqualified from the tender process.
- I confirm that I have made enquiries of all appropriate persons and taken other steps as appropriate so as to obtain the knowledge and information as required to make this declaration.

And I make this solemn declaration conscientiously believing the same to be true.

MADE AND DECLARED at this _____ day of _____.

(Name and Designation)