

EXPRESSION OF INTEREST FOR SUPPLY OF FURNITURE ITEMS

For and on behalf of Vice Chancellor Islamic University of Science and Technology, Awantipora, Expression of Interest (EOI) is invited for supply of furniture items to the Islamic University of Science and Technology, Awantipora Pulwama from the authorised manufactures/dealers/suppliers dealing with supply of furniture items. The Documents can be had from the office of the **Member Secretary Central Purchase Committee, IUST Awantipora** or can be downloaded from the University website: www.islamicuniversity.edu.in. The EOI, should be accompanied by DD of ₹ **1000/-** (non refundable) as cost of the tender document. Interested parties can submit their offers duly superscripted "**EOI for Supply of Furniture Items**" along with FDR of ₹ **50,000/-** as EMD drawn from any scheduled bank favouring Islamic University of Science and Technology, Awantipora Pulwama (J&K) in sealed envelopes on or before **07-05-2018 (02:00 pm)**.

Sd/-
Member Secretary
(Central Purchase Committee)

No. IUST/Reg-P&S/Tender_Furniture/17/363
Dated: - 27-04-2018

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

ELIGIBILITY CRITERIA

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

SUBMISSION OF EOI

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

EVALUATION OF BIDS (Three Bid System)

The bids shall be evaluated in three stages.

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

PERIOD OF VALIDITY OF BIDS:

Bids shall remain valid upto 31st March, 2019.

GENERAL TERMS & CONDITIONS

1. The EOI duly completed and signed shall be submitted in a sealed envelope.
2. The supply, transportation etc. of the items will be sole responsibility and at the risk of the firm till the acceptance by the University.
3. All the items and other accessories supplies made under this EOI notice will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such event, the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.
4. The University reserves the right to reject or accept any EOI without assigning any reason or cancel or withdraw the EOI. The University reserves the right to relax any condition enumerated or arising out of this EOI, without assigning any reason/s thereof. If the supply of the required items are not affected before the specified period, the University shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
5. The EMD may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity.
 - (b) If at any stage it is proven that the information given by the bidder is incorrect.
 - (c) In case of a successful Bidder, if the Bidder fails:
 - to execute the supply within the stipulated time.
 - if the items are not as per the specifications.
6. The University may, for any reason, whether suo-moto or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment, any time prior to the last date for submission of bids.
7. EOI received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.
8. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
9. The bidder shall submit a Certificate of service support after sale wherever necessary.
10. Proof of legal status.
11. The rates shall be quoted FOR IUST Stores, Awantipora including transportation, installation/commissioning/fixing but excluding GST. **GST shall be paid as applicable at the time of supply of the items.**
12. Bid price should be without over writing; however minor over writing should be clearly signed by the bidder. In case of any discrepancy between price quoted in figures and words, the price quoted in words shall be accepted.
13. The rates should be covered with transparent tape.
14. Settlement of any dispute will be made under the jurisdiction of Srinagar court only.
15. Experience proof documents in shape of supply orders of similar nature of work.

16. The supply order shall be placed as per the requirement of the University.

17. No Advance will be paid against the order placed by this office.

18. The University reserves the right to forfeit the Security Deposit in the following cases.

(i) Poor and unsatisfactory performance / defective or damaged or substandard material is supplied by supplier.

(ii) Delay in the supply of the required item/s from the last day of the scheduled delivery.

(iii) Backing out from the tender rates.

Award of contract

- a. Contract shall be awarded to the bidder whose bid is commercially, technically responsive and offered at lowest evaluated price out of the selected bidders.
- b. Successful bidder shall be informed about the award of the contract where in terms and conditions of supply shall be incorporated.

Payment

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

Documents to be placed in technical bid:

- a. GST Registration Certificate.
- b. Authorised Dealership/ Manufacturer/Unit certificate.
- c. EMD of ₹ 50,000/-
- d. DD of ₹ 1,000/-
- e. Turn over certificate (Annexure-I).
- f. Experience proof documents (supply orders of similar nature etc.)

Documents to be placed in Financial bid:

- a. Financial Bid (Annexure-II)

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

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

Place:

Date:

Annexure-I

On the letter pad of Chartered Accountant

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

Financial Year/Period	Amount in Rupees(Figures)	Amount in Rupees(words)
2017-18		
2016-17		
2015-16		
Total		

Average= Total/3

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

Chartered Accountant

ANNEXURE - II

FINANCIAL BID FURNITURE ITEMS (2018-19) valid upto 31-03-2019

SI	ITEMS	DESCRIPTION	Rate per No. Inclusive of all charges but Excluding GST
CHAIRS			
1	Executive Chair / Revolving Chair	Executive high back revolving chair with a dual-layered moulded high density PU foam for the seat & back, upright lock facility for locking the tilting mechanism.. Providing gas lift mechanism for automatic height adjustment of seat.	
2	Executive Chair / Revolving Chair (Medium)	Executive medium back revolving chair with a dual-layered moulded high density PU foam for the seat & back, upright lock facility for locking the tilting mechanism.. Providing gas lift mechanism for automatic height adjustment of seat.	
3	Lab. Chair	Revolving Laboratory chairs for students without arms of standard size.	
4	Visiting Chair	Non-revolving chair for visitors etc. with arms of standard size.	
5	Study Chair	Non-revolving chair for Hostel Students without arms of standard size.	
6	Hostel Mess Dining Chairs	Student dining chairs without arms of standard size for Hostel.	
TABLES/ DESKS			
7	Two seater scholar desk	Size (Top) 36" x 15" , (Seat) 36" x 13" , Back (36" x 10") made up of 25 mm pre-laminated Medium Density Fibre (MDF) Board/ wooden / 18 mm ply board laminated with 0.8 mm Mica on both sides and all work surface edges are duly sealed with 2mm thick PVC beeding having storage shelf	
8	Three Seater for waiting rooms	Three Seater for waiting rooms	

9	Three Seater for gardens	Three Seater for gardens	
10	Executive Wooden Table	Size 5' (L), 3' (W), 2.5' (H) Made up of 25 mm pre-laminated Medium Density Fibre (MDF) Board / 18 mm ply board laminated with 0.8 mm Mica on both sides and all work surface edges are duly sealed with 2 mm thick PVC beeding. Two Drawers on R.H.S with locks and one key board	
11	Wooden office Table	Size 4' (L), 3' (W), 2.5' (H) Made up of 25 mm pre-laminated Medium Density Fibre (MDF) Board / 18 mm ply board laminated with 0.8 mm Mica on both sides and all work surface edges are duly sealed with 2 mm thick PVC beeding. Two Drawers on R.H.S with locks and one key board	
12	Wooden Side Table	Size 3' (L), 1.5' (W), 2.5' (H) Made up of 25 mm pre-laminated Medium Density Fibre (MDF) Board / 18 mm ply board laminated with 0.8 mm Mica on both sides and all work surface edges are duly sealed with 2 mm thick PVC beeding. Two Drawers on R.H.S with locks and one key board	
13	Reading Tables for Library	Size 8' (L), 4' (W), 2.5' (H) Made up of 25 mm pre-laminated Medium Density Fibre (MDF) Board / 18 mm ply board laminated with 0.8 mm Mica on both sides and all work surface edges are duly sealed with 2 mm thick PVC beeding fixed on powder coated pipe structure.	
14	Study Table	Study table for hoteliers Size 3' (L), 2' (W), 2.5' (H). Two Drawers on R.H.S with locks.	
		Study table for hoteliers without drawers Size 3' (L), 2' (W), 2.5' (H).	
15	Lecture Stand	Size 4' (H), 2' (L), 1.5' (W), top made up of 25 mm pre-laminated Medium Density Fibre (MDF) Board / 18 mm ply board laminated with 0.8 mm Mica on both sides and all work surface edges are duly sealed with 2 mm thick PVC beeding/ Wood on powder coated pipe structure	

LOCKERS AND RACKS

16	Steel Lockers	Size 78" (H), 33" (B), 18" (W) Five Shelves, six compartments 03 way locking system. 20 Gauge CR Sheet	
17	File Cabinet	Size 54" (H), 27" (W), 18" (B) : Four Drawers having separate locks, 22 Gauge,	
18	Bookcase	Size 66" (H), 32" (B), 14" (W) Four compartments, with separate locks, each door having transparent glass of 3.5mm Each door should have a scissor mechanism for receding inside the top of respective compartment & ensures parallel & smooth movement.22 Guage CR sheet	
19	Steel Racks	Size 78" (H), 32" (B), 17" (W) Six Shelves, seven compartments, each side open Slotted Angle fitted with nuts and bolts 22 Gauge	
20	Double Sided Steel Book Rack Base Unit and Add on Unit	Dimensions should be 900mm (W) ×600 mm (D) × 1850mm (H). Material used should be CRCA 0.8mm thick. The Stack ability should be add-on units can be stacked width wise to form a bank of racks having common side panel. Number of adjustable shelf should be five with 12 loading levels. Uniformly distributed load capacity per each shelf should be 80 kg maximum. Shelf back stiffener at the rear end of the shelves should be provided. These are to support books on the rear side. Label holder & range indicator on each main unit for inserting labels are to be kept. (please quote rates separately for Base Unit and Add on Unit.	
		Base Unit	
		Add on Unit	

21	Magazine Display Rack	Free standing Magazine Display rack of Size 7' (H), 3' (B), 1.5' (W) with 15 compartments of equal size made of 25 mm pre laminated Medium Density Fibre (MDF) Board. Each compartment has to have an opening operated independently with slide in shutters. Sides of Rack and front of each plank having laminate made of best quality material complete with fittings duly polished.	
22	Centre Table	Glass/Metal/Wood of standard size	
23	Hostel Beds	HOSTEL BED 1. Size : 72" x 36" , Hostel Bed should be made of CRCA sheet and CRCA pipe, The frame work should be made of CRCA 25x50mm 18G, with four legs made of 40x40mm CRCA pipe 1.2mm thick. Suitably strengthened at corners by MS angle or other appropriate material, The surface should consists of ISI mark 12mm thick water resistant ply sheet in the metal frame. The bed should be equipped with a head rest made of square pipe of size 25x25mm, 1.2mm thick, head bent in a round shape with MDF board of ISI mark. Leg 50 cm or 20" [Total height excluding head rest].	
SOFA SET			
24	Sofa Set	Standard, 3 Seater.	

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

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

Place:

Date: