



NOTICE INVITING QUOTATIONS

Sealed quotations are invited from the manufacturers/reputed firms/suppliers of steel furniture items for entering into an Annual Rate Contract (ARC) for the procurement of furniture items for different departments/offices/centres of JMI. Bid document can be downloaded from JMI Website www.jmi.ac.in and submitted to the Asstt. Registrar, Purchase & Inventory Control Office, JMI up to **05.09.2013 by 04:00 p.m.**

Sd/-

(Prof. Shahid Ashraf)
Registrar

**PURCHASE AND INVENTORY CONTROL OFFICE
JAMIA MILLIA ISLAMIA
NEW DELHI-110025
TELE FAX-26982759**

NIQ-2/Furniture/PICO/RO/JMI/13

Date:

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ELIGIBILITY CRITERIA

1. The bidder should be manufacturer/ reputed supplier
2. The bids under sealed cover duly superscribed "Bid for ARC for Supply of Steel Furniture" and complete in all respect along with tender fee of Rs. 200/- with notified EMD in the form of DD in favour of "The Registrar, JMI" should reach the Office of The Assistant Registrar (PICO), Registrar Office, Jamia Millia Islamia, New Delhi-110025 on or before **05.09.2013** up to **4:00 pm**. The bids shall be opened on **06.09.2013** at **4:00 pm** in PICO, JMI, New Delhi.
3. No tender after the last date shall be entertained.

Sequence of documents to be provided /enclosed with the bids

1. Proof of being Manufacturer/Reputed firm/ Supplier.
2. Latest income tax clearance certificate.
3. Copy of the registration of TIN No./ VAT & PAN No.
4. List of customer to whom similar materials supplied by the manufacturer/firm with addresses and telephone numbers of the customers.
5. Name of address of registered office, Head Office, Regional Office of the manufacturer company with name and email address, telephone numbers of key persons.
6. Particulars of the manufacturer/Reputed firm/Supplier at Annexure-I
7. Self declaration at Annexure-II .
8. Financial Bid at Annexure-III

(Iqbal Ahmad Hakim)
Assistant Registrar (PICO)

Terms and conditions

1. The bidder shall be required to deposit an EMD of Rs. 25000/- (Refundable) in the form of DD/ Bank Guarantee in favour of the Registrar, Jamia Millia Islamia, as security money/deposit. No bid shall be accepted without the tender fee and Earnest Money Deposit.
2. Quotation must be submitted in the enclosed format and strictly as per given specifications & quality in Annexure-III. Any deviation from this, may lead to rejection of the quotation.
3. Jamia Millia Islamia shall not be responsible for any delay, loss or non-receipt of bid documents sent by post. Such quotations shall be considered as belated and not considered for further evaluation.
4. Submission of bid documents should not automatically be construed that the bidder is considered qualified. The JMI Authority has the right to reject any bid on technical grounds without assigning any reason. In such an eventuality JMI only will return the EMDs of the participant bidders. No interest shall be paid on EMD in any case.
- 5.. The bidders may submit their duly sealed quotation by post or by hand at the address specified in the Notice inviting Bids not later than the time and date specified therein. In the event of the specified date for the submission of tender being declared a holiday for the JMI, the tender shall be received upto the appointed time on the next working day.
6. In case of complaint regarding repairing/replacement of furniture items/ any part thereof within the warranty period, the supplier will provide repair/replacement within 48 hours. In case of noncompliance, supplier will be penalised with an amount to the cost of the repair and it would be deducted from security deposit.
7. The rates of furniture items to be quoted should be the same or lower as are/were being supplied by the bidder to other Govt. Institutions/Organisations/Universities. If it is found that these items are being supplied elsewhere by the supplier on lower rates, difference shall be recovered from the security.
8. Jamia Millia Islamia reserves the right to physically inspect the furniture items supplied by the vendor in any location.
9. .Jamia Millia Islmia reserves the right to physically inspect the furniture items before delivery as pre dispatch inspection for quality compliance.
10. The Annual Rate Contract will be effective up to one year from the date of finalising quotation and there will be no change in the price structure during the currency of the contract, except the

Statutory Levies are otherwise made applicable by the Govt. through notification /regulations.

11. ARC can be extended on the same rates for another one year or part thereof subject to the mutual agreement of both the parties.
12. The JMI reserves the right to purchase the same item through ad-hoc contract with a new supplier in the case of emergency.
13. The rates should be quoted in words as well as in figures in respect of each item.
14. The Sale tax or any other kind of levies, if any should be mentioned separately.
15. The Rates should be quoted at JMI .destination.
16. Payment will be made to the vendor after completion of successful delivery of the items at the scheduled distribution and satisfaction of the JMI/department.
17. ARC can be cancelled at any time if the firm found as a habitual defaulter or supplying sub-standard material or for any reason or non compliance of the terms and conditions of the ARC.
18. In case of defective supply , the same shall have to be replaced by the firm, failing which the Security Money /EMD money deposited by the firm shall be forfeited or deducted from the bill to the value of the items.
19. One year onsite comprehensive warranty covering all parts & labour from the date of acceptance of satisfactory delivery of the furniture items by the approved supplier. During the warranty period, the vendor will have to undertake comprehensive maintenance of the entire furniture items.
20. The vendor would be required to supply the requisite number of furniture items within four weeks from the date of placement of the order by JMI. Penalty of 1% per week of delay beyond stipulated delivery period, subject to a maximum of 5% of the total cost. The vendor shall be responsible for proper packing so as to avoid damage under normal conditions of transport and delivery of the goods in good condition to the JMI. In the event of any loss, breakage or any shortage, the vendor shall be liable to make good such loss and shortage found at the checking/inspection of the items by the JMI
21. The JMI reserves the right to cancel the order in the event of delay in supply beyond four weeks, serious discrepancy in the product noticed during the pre dispatch, if any, breach of any of the terms and conditions of the quotations.

22. The JMI reserves the right to renegotiate the price with the rate contract holders.
23. In the case of fall in price of the finished goods due to the reduction in the price of raw material by adoption of new technology etc. and if the rate contract holder reduces its price or sells or even offers to sell the contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price to any person or organization during the currency of the rate contract the RC price will automatically be reduced with effect from that date for all the subsequent supplies and the RC will be amended accordingly.
24. The Vice Chancellor, JMI shall be the final authority for settlement of any dispute and his interpretation of any clause/term/condition(s) of this document shall be final and binding and the jurisdiction of Court of Law shall be Delhi/New Delhi.

Name of authorised signetury:.....

Name of Firm.....

Address with rubber Stamp.....

Dated.....

ANNEXURE-I

SELF DECLARATION TO BE GIVEN BY THE BIDDER

Tender's Reference No.

Date.....

Tenderer's Name & Address:

Person to be contacted:

Designation:

Telephone No.

Fax No:

Email:

The Registrar
Jamia Millia Islamia
Jamia Nagar, New Delhi-110025.

Sir,

We , the undersigned Tenderer, having carefully read and examined in detail the Terms and Conditions, and all bidding document in regard to the ARC for the procurement of steel furniture items at Jamia Millia Islamia and accept the same and also do hereby declare:

1. That we have not been blacklisted / debarred by any Government Organisation/Department or not any case of blacklisting etc. is pending against the manufacturer/firm at the time of submission of bids.
2. That the bid submitted by us is properly prepared, sealed and super scribed so as to prevent any subsequent alteration and replacement.
3. That the Jamia Millia Islamia is not bound to accept any bid that it may receive.

For and on behalf of the firm

(Firm's Name & Address)

(Signature of Authorised Signatory)

Name:

Designation:

Phone No.

E-mail:

Seal:

Place.....

Date.....

ANNEXURE-II

PARTICULARS OF MANUFACTURER/FIRM

Quotation for ARC of Steel Furniture JMI/01//2013-2014

The tender fee Rs. 200/- only.

Demand Draft No..... Date.....issued from.....

1. Name of Proprietor/Authorised Signatory.....
2. Name & address of the Participating manufacture Firm/ Company/
Manufacturer.....
.....
3. Name of the Directors/Partners / Proprietor of the Manufacturing Unit/Firm.
4. Telephone/Mobile No.
5. Fax No.
6. Email:
7. Tin No./VAT/CAT (Attached copy)
8. Firm Registration No. (if any)
9. NSIC/Kendriya Bhandar Registration No.(if any).....
10. PAN (attach photocopy)
11. Minimum experience in the trade as well as list of references of the Organizations where the furniture items supplied(Attached documentary proof)

(Signature with Seal)

(Firm's Name & Address)

(Signature of Authorised Signatory)

Name:

Designation:

Phone No.

E-mail:

Seal:

FINANCIAL BID

S.No.	Items	Basic Unit Rates	Taxes
1.	<u>Steel Almirah Big Size</u> having safe system machine & double control bank lock made by 14 gauge door & 18 gauge body size 78" x 42" x 23".		
2.	<u>Steel Almirah Small Size,</u> having safe system machine & double control bank lock made by 14 gauge door & 18 gauge body size 54" x 30" x 20".		
3.	<u>Office Steel Almirah</u> Made of CRCA prime quality Steel, Door 20 gauge, Body & Shelves 22 gauge with superior quality High micron powder coated. A three way bolting device and Six Level Lock. Size : 78" x 36" x 19" with 4-Shelves making 5-Compartments (Without Locker) a) Size : 78" x 36" x 19" with 4-Shelves making 5-Compartments (With Locker) b) Size : 50" x 30" x 17" with 3-Shelves making 4-Compartments (Without Locker)		
4.	<u>Steel Wardrobe/Cupboard</u> 78" x 38" x 22" Made of CACA Prime Quality Steel, Door – 18 gauge, Body & Shelves 22 gauge with superior quality High Micron Powder Coated, Providing fully hanging rod, Fully width Shelf, Letter Pocket, Tie Rod & Hanging facilities on door also, A – 3 way bolting device and 6 – Lever Lock.		
5.	<u>Steel Pigeon Hole/Lockers</u> Size 78" x 36" x 19" Made of CRCA Prime Quality Steel, Door-20 gauge, Body & Shelves 22 gauge with Superior Quality oven baked paint. 455 x 305 x 430 mm – 12 Door Lockers. a) 305 x 305 x 430 mm – 18 Door Lockers.		
6.	<u>Steel Filling Cabinet</u> Made of Prime Quality CRCA Steel with Superior Quality High Micron Powder Coated. Providing Telescopic slide Channels for Smooth movements filled with brass locks 6- lever. Size 1380 x 470 x 700 mm with 4 - Drawers.		

7.	<p><u>Steel Book Case</u> Made of CRCA Steel with Superior Quality oven baked point. All door frame fixed 4 mm thick best quality transparent glass with supporting rubber beading. Providing 6 lever locks & steel handle.</p> <p>(a) Size 66" x 33" x 12" with 4-Sliding Door.</p> <p>(b) Size 66" x 33" x 15" with 4-Sliding Door.</p> <p>(c) Size 82" x 33" x 15" with 5-Sliding Door.</p>		
8.	<p><u>Metal Shelving Rack (Modular)</u> Slotted Angel 40 x 40 x 2 mm & Shelves of 1 mm thick with gussets 1mm thickness & 75 mm Long. Closed type Rack having side & back 0.8 mm. Duly Superior Quality oven baked paint.</p> <p>a) Size 30" x 36" x 15" (Open Type) 3 – Shelves</p> <p>b) Size 30" x 36" x 15" (Closed Type) 3 – Shelves</p> <p>c) Size 72" x 36" x 15" (Open Type) 5 – Shelves</p> <p>d) Size 72" x 36" x 15" (Closed Type) 5 – Shelves</p> <p>e) Size 84" x 36" x 15" (Open Type) 6 – Shelves</p> <p>f) Size 84" x 36" x 15" (Closed Type) 6 – Shelves</p> <p>g) Size 96" x 36" x 18" (Open Type) 7 – Shelves</p> <p>h) Size 96" x 36" x 18" (Closed Type) 7 – Shelves</p>		
9.	<p><u>Computer Table (Steel)</u> Providing Sliding Key Board, Separate Shelf for CPU & other Storage. Frame : Made of CRCA Rectangular Pipe 25 x 50 mm & 25mm Square Pipe of 1.2 mm thick. Back Cover & Side Panel : Made of 0.6 thick CRC Sheet of Box type Construction fixed with frame. All Steel parts & Frame duly oven baked paints. Top, Shelves & Keyboard : Made of 18 mm ISI marked Pre-lam board (Novapan or Merino Make), edges are protected with 2mm thick machine fixed PVC liping.</p> <p>a) Size : 36" x 24" x 30" (Without Drawers)</p> <p>b) Size : 36" x 24" x 30" (With one</p>		

	<p>Drawers)</p> <p>c) Size : 48" x 24" x 30" (Without Drawers)</p> <p>d) Size : 48" x 24" x 30" (With three Drawers)</p>		
10.	<p><u>Steel Office Table</u></p> <p>Made of CRCA Steel, drawers Box 0.8 mm, Drawers 0.63mm, Locker body 0.8mm, tubalac/frame made of 25 mm Square & 1.2mm thick with Superior Quality oven baked paint. Providing brass lock & 6-lever. Top : made of 18mm, ISI Marked pre-lam particle board (Novapan or Merino make) with edges are protected & mm thick PVC lippinig machine fixed.</p> <p>a) Size : 36" x 24" x 30" with three drawers on right side.</p> <p>b) Size : 48" x 24" x 30" with three drawers on right side.</p> <p>c) Size : 54" x 30" x 30" with three drawers & one cupboard, Front Panel Covered.</p> <p>d) Size : 60" x 36" x 30" with three drawers & one cupboard, Front Panel Covered.</p> <p>e) Size : 72" x 36" x 30" with three drawers & one cupboard, Front Panel Covered.</p>		
11.	<p><u>Drawing/Plan Filing Cabinet</u></p> <p>Having special systems for the systematic storage of large plans, documents, maps & drawings etc. Made of Prime Quality CRC Steel duly oven baked paint.</p> <p>Size : (HT) 38" x (width) 47" x (Depth) 33" having 6 drawers.</p>		
12.	<p><u>Premium Executive High Back Revolving Chair</u></p> <p>with high density PU molded seat & back, contoured lumber support duly upholstered in Superior Quality Fabrics. Providing SWIVEL tilting mechanism with upright lock facilities for locking of seat. Providing PU Arms Rest, Steel Inforced 5-Pronged Nylon base with twin wheel castors & best quality gas lift (Hydraulic) mechanism.</p>		
13.	<p><u>Premium Executive Medium Back Revolving Chair</u></p> <p>with high density PU molded seat & back, contoured lumber support duly upholstered in Superior Quality Fabrics. Providing SWIVEL tilting mechanism with upright lock facilities for locking of seat. Providing PU Arms Rest, Steel Inforced 5-</p>		

	Pronged Nylon base with twin wheel castors & best quality gas lift (Hydraulic) mechanism.		
14.	<u>Premium Executive Visitors Chair</u> with high density PU molded seat & back duly upholstered in Superior Quality Fabrics. Frame made of 32mm OD & 1.6mm thick reinforced CRC tubular cantilever frame duly epoxy powder coated.		
15. a)	<u>Higher Officer/Director High Back Revolving Chair</u> having complete steel body ³ / ₄ CRC Pipe with flexible steel spring coil added comfort & durability, Special contoured for the human body with lumber support which protect the spine. Used best quality high density foam with machine stitched cover duly superior quality fabric/leatherite (upto Rs. 350/- per mtr.). Provided 5 pronged wide 26" chrome plated solid base with superior quality castors, fitted with smooth PU arm rest & gas lift (hydraulic) mechanism.		
15.b)	<u>Higher Officer/Director Medium Back Revolving Chair.</u> (Other Specifications same as (Sl. No. 15a)		
15.c)	<u>Higher Officer/Director Visitors Chair</u> Frame Made of 32mm OD & 2mm. thick reinforced CRC tubular cantilever frame duly epoxy powder coated. (Other Specifications same as Sl.No. 15a)		
16.a)	<u>Standard Executive Revolving Chair High Back</u> with High Density PU foam in Seat & Back with Superior Quality Cotton Fabric. Having 5 pronged Nylon Base/Steel Base of 26" wide, Fixed with Superior Quality ABS Castors. Providing smooth PU arms rest & gas lift (hydraulic) mechanism.		
16.b)	<u>Standard Executive Revolving Chair Medium Back</u> other specifications same as Sl. No.(16.a)		
16.c)	<u>Standard Visitors Chair.</u> Frame Made of Semi Elliptical Pipe of 1.6mm thick CRC Steel duly epoxy powder coated. (other specifications same as Sl. No. 16.a)		
17.	<u>Visitors/Multipurpose without arm chair.</u> Made of 12mm thick Solid Steel Bar duly		

	chrome plated. Seat & Back made of High Density U Foam fix with 12mm thick bend plywood duly upholstered cotton fabric/leatherette.		
18.(a)	<u>Visitors/Multipurpose without arm chair.</u>		
(b)	Made of 19mm & 16 gauge thick pipe with seat & back 18 gauge thick perforated CRC Steel, duly epoxy powder coated. Visitors/Multipurpose with arm chair. Made of 19mm & 16 gauge thick pipe with seat & back 18 gauge thick perforated CRC Steel, duly epoxy powder coated.		
19.(a)	<u>Class Room Furniture (Perforated Chair with Book-Rest arms).</u>		
19.(b)	Specification : Perforated book-rest chair, frame made of 19mm and 16 gauge thick pipe with seat & back rest strong 18 gauge thick perforated CRCA steel and book-rest (Writing Arm) of the size : length 18.5" x 8.5" (carved shape). Made out of ISI marked 18mm thick block board with 1mm thick superior leaping duly spirit polish. Base of writing arm 16 gauge steel. Pipe with addition support under the Book-Rest, duly Epoxy Powder coating (As per required colour and combination of Book Rest arm). Book Shelf of 18 gauge thick made of perforated CRCA steel under the seat of the chair, duly Epoxy powder coated. Size : 16" x 17" fixed with all the legs of the chair. FINISH : 1.All dents, burrs and sharp edges should be removed from steel frame. 2.No sharp edges, prevents moisture absorption as the edges and completely sealed with teak wood leaping of 6mm thick duly polish. 3.All Steel frames pre-treated for anti-rust treatment (Phosphating) and proper superior quality Epoxy powder coating of layer of 60-70 microns. 4.Use ISI mark 18mm thick block board with anti-terminate treated. 5.Laminate fix with best quality glue without any bubble and chipping.		
20.	<u>Steel Perforated Visitor/Multipurpose Seating Bench</u> Steel perforated bench : Frame made of 50mm & 1.6mm thick tublar vertical frame		

	<p>with joint 35 x 70mm Rectangular 2mm thick Steel Beam. Seat & Back made of 18 gauge thick CRC perforated steel with fixed 19mm & 1.6mm thick pipe.</p> <p>All frame duly epoxy powder coated. Providing heavy duty 1st Quality Floor Level adjuster.</p> <p>a) Two Seater (Without Arm) b) Two Seater (With Arm) c) Three Seater (Without Arm) d) Three Seater (With Arm)</p>		
21.(a)	<p>Standard Computer Chair with polyurethane arms, have fixed High Density PU Seat & Back duly upholstered in superior quality cotton fabric provided height adjustable gas lift mechanism.</p>		
21.(b)	<p>Having 5 pronged Nylon Base/Steel Base of 24" wide, Fixed with Superior Quality ABS</p>		
21.(c)	<p>Castors. Standard Computer Chair Without Arms. Other Specifications same as Sl. No. 21(a) Premium Computer Chair with Polyurethane arms.</p>		
21.(d)	<p>Have fixed high density PU seat & back duly upholstered in superior quality cotton fabric provided height adjustable gas lift mechanism. Having 5 pronged Nylon Base/Steel Base of 24" wide, Fixed with Superior Quality ABS Castors. Premium Computer Chair without arms. Other Specifications same as Sl. No. 21.(c)</p>		
22.	<p>Wooden standard Sofa Set: Frame made out of good quality seasoned SP teak wood duly spirit polished. Seat: seat base of teak wood battons / 12 mm ISI marked Ply wood duly sprit polish & 4" thick good quality cushion (Sleep well/ feather foam of equivalent), covered with good quality upholstery. Back: made of teak wood battons duly spirit polished & 3 thick good quality cushion (Sleep well / feather foam or equivalent), covered with good quality upholstery. Fabric: should be good quality fabric use minimum Rs. 150/- per mtr. (3+1+1= seater) or (3+2=5-seater).</p>		
23.	<p>Exclusive design Sofa set: Fully upholstery/ Semi upholstery sofa Frame: made of fine quality seasoned CP teak wood & hard wood duly anti termite</p>		

	<p>treated, visible frame & Arms duly scratch resistant meiamine polish.</p> <p>Seat: Good quality flat spring / Zia-Zia spring coils used in seat for added comfort & durable, duly covered with coir, jute cloth & high density U-foam, and markeen fixed with 4” thick ISI mark pinhole rubber cushion.</p> <p>Back & Armrest Good quality flat sprina covered with coir jute cloth and markeen fixed with 2” thick ISI mark pinhole rubber and high density U-foam for giving shape in back.</p> <p>Fabric: should be good quality fabric use minimum Rs 250/- per mtr.</p> <p>Note: Providing single two and three seater.</p>		
24.	<p>Centre Table: Made of fine quality teak wood/ rubber wood duly scratch resistant.</p> <p>Melamine polish: Top 10 mm thick beveled edges / plain edges glass providing one magazine shelf glass / or rubber wood.</p> <p>Size: 48” x 24”</p>		
25	<p>Aluminium Full Height Partition: Full height aluminium partition made of heavy gauge aluminium channels dully powder coated channels fitted with wooden board at bottom tile and etching glass of 6mm at top tile.</p>		
26	<p>Wooden full height partition: Wooden full height partition of at least 60mm width,madeof commercial board dully both side laminated with sunmica at bottom tile and glass at top tile. Edges fitted with teak margin dully polished.</p>		
27	<p>Modular Workstation for one person: sitting having 3 sides partition made of 45 mm aluminium section with double raceway system upper tile of partition fitted with pin up board and bottom tile of laminated board. Workstation should have 1200mmx600mm working top keyboard tray,CPU trolley and a 3 drawer moveable pedestal.</p>		

Signature:

Name of authorized Signatory:

Name of Firm: _____

Address with rubber Stamp:

Date_____