

# TENDER FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG

**Cost of tender**  
**₹ 1,000/-**  
**(Non-Refundable)**



**National Institute of Electronics and Information Technology (NIELIT) Shillong**  
(An Autonomous Scientific Society of Department Electronics and Information Technology, Ministry of Communications and Information Technology, Govt. of India)

**Address:** 2<sup>ND</sup> FLOOR, MEGHALAYA STATE HOUSING FINANCING COOPERATIVE SOCIETY (MSHFCS) LTD BUILDING, BEHIND BETHANY HOSPITAL, UPPER NONGRIM HILLS, SHILLONG - 793003, MEGHALAYA.  
Phone no: 0364-2520166/77/544 (3 lines), FAX: 0361-2843270  
Website: [www.doeaccshillong.edu.in](http://www.doeaccshillong.edu.in)

**TENDER No:** NIELIT/SHL/FURNITURE/2012-13/135/001 **Dated:** 10<sup>th</sup> April'2013

**INVITATION OF TENDERS FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG:-**

**Tender Closing Date:** 6<sup>th</sup> May'2013 at 12:00 Noon  
**Tenders Opening Date:** 6<sup>th</sup> May'2013 at 01:00 p.m  
**Venue for Submission of Tender:** NIELIT Guwahati  
**Bid Opening:** NIELIT Guwahati

# TENDER FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG

## NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (NIELIT)

### 1) **Tender Notice**

**TENDER No:** NIELIT/SHL/FURNITURE/2012-13/135/001 **Dated:** 10<sup>th</sup> April'2013

The Chief Investigator, NIELIT Shillong, 2<sup>nd</sup> Floor, Meghalaya State Housing Financing Cooperative Society Ltd. Building, Behind Bethany Hospital, Upper Nongrim Hills, Shillong-793003, Meghalaya invites sealed tenders from manufacturers/suppliers of furniture items for an estimated value of **₹14.87/- Lakh (Rupees Fourteen Lakh Eighty Seven Thousand Only)** for use in Offices and class rooms of NIELIT Shillong.

**N.B:-** NIELIT is an Autonomous Scientific Society under the Department of Electronics & Information Technology, Ministry of Communications & IT, Govt. of India)

The following documents giving full details are enclosed:-

- 1) **Annexure-I** - General Terms and Conditions including eligibility conditions.
- 2) **Annexure-II** - Technical Specification of furniture's.
- 3) **Annexure-III** - Proforma for Technical Bid and Undertaking.
- 4) **Annexure-IV** - Proforma for Financial Bid.

### 2) **Schedule:**

- a) Due date and time of receipt of tender: 6<sup>th</sup> May'2013 at 12:00 Noon
- b) Address for submission of tender: The Chief Investigator,  
C/o - Director, NIELIT Guwahati.  
STPI Complex, (Near LGBI Airport),  
Borjhar, Guwahati-781015, Assam.
- c) Date, time and venue of opening of Technical Bids: 6<sup>th</sup> May'2013 at 01:00 p.m
- 3) The tender documents **can only be downloaded** from any of the four websites i.e., <http://www.doeaccshillong.edu.in>, <http://eprocure.gov.in>, <http://www.nielit.in> and <http://www.deity.gov.in> and as such the tender document will not be available for sale.
- 4) The tender, complete in all respect, must be received in this office before the due time on the due date. The tenders received after the due date and time will not be considered. All outstation tenders sent by courier/post must be received in this office before the due time on the due date. This office shall not be responsible for any kind of delay in submission of the tender.
- 5) The tender is not transferable. Only one tender shall be submitted by one organisation.

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## ANNEXURE - I

**TENDER No:** NIELIT/SHL/FURNITURE/2012-13/135/001 **Dated:** 10<sup>th</sup> April'2013

**Sub:** *Tender Notice for purchase of furniture items for the NIELIT Centres.*

### GENERAL TERMS AND CONDITIONS INCLUDING ELIGIBILITY CONDITIONS

- 1) Parties:** The parties to the Contract are the Tendering Firm and the National Institute of Electronics and Information Technology (NIELIT).
- 2) Addresses:** For all purposes of the contract including arbitration there under, 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) Preparation and Submission of Tender:** The tender should be submitted in two parts viz. Technical Bid and Commercial Bid in the proforma given in **Annexure-III and Annexure-IV** respectively with each Bid kept in a separate sealed cover. Each cover must contain the address of the Bidder, and should be superscribed with the statement "**Technical Bid**" and "**Commercial Bid**", as the case may be. These two covers should then be kept in another sealed cover addressed to **The Chief Investigator, C/o-Director, NIELIT Guwahati, STPI Complex, (Near LGBI Airport), Borkhar, Guwahati-781015, Assam**, duly superscribed with the statement "**Tender for Supply of Furniture Items at NIELIT Shillong**" and **TENDER No:** NIELIT/SHL/FURNITURE/2012-13/135/001 **Dated:** 10<sup>th</sup> April'2013.
- 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, NIELIT shall, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

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(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 and a formal agreement will also be drawn regarding the contract.

### 5) Technical Bid

5.1 The Technical bid should be submitted in form given in **Annexure-III**.

5.2 All columns of the proforma should be filled and accompanied by DDs towards Earnest Money Deposit, cost of tender paper and documentary evidence in support of the information provided against different columns, failing which the Bid would be liable for cancellation.

### 6) Commercial Bid:

6.1 The Commercial Bid should be submitted in form given in **Annexure-IV**. The Commercial Bids of only those bidders who are short-listed after evaluation of Technical Bids will be opened. A Committee (Nominated by the Managing Director, NIELIT, Electronics Niketan, 6, CGO Complex, New Delhi - 110003) will evaluate the Technical Bids and Commercial bids.

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 office/Class Room/Lab indicated in Scope of Work. No payments other than the amount shown as consolidated price shall be made by this Institute. If any statutory levy is found applicable, the same shall be borne by the tendering firm. The only deviation to the preceding statement could be the levies revised upward or introduced by State or Central Government after the submission of the tender by the bidder, in which case the Bidder shall produce documentary evidence. The total consolidated price quoted shall be the basis of determining L1.

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

6.4 The detail specifications of furniture are available in **Annexure-II**. The photograph given in the specifications are indicative only.

7) **Validity:** The bids shall be valid for a period of 6 (Six) months from the date of opening of the tenders.

8) **Opening of Tender:** The Technical bids shall be opened on 06-05-2013 at 1.00 P.M. hours in NIELIT Guwahati. The tenderer is at liberty to attend either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification. Those who will qualify in Technical Bid evaluation shall be intimated on phone/ by fax/by e-mail.

9) **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

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of commercial information furnished in form given in **Annexure-IV**. The Commercial Bid (**Annexure-IV**) of only those firms that are found eligible based on technical parameters and eligibility conditions will be opened. Any inferences drawn by the tenderers or their representatives during the opening of the Technical Bid will be their own view and NIELIT will not be responsible and required to abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed.

### **10) Right of Acceptance:**

**10.1** NIELIT 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 NIELIT in this regard shall be final and binding.

**10.2** 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.

**11) Communication of Acceptance:** Successful bidder will be informed of the acceptance of his bid by speed post/ fax/on phone.

**12) Time Schedule for Completing of work:** The work must be completed within **30 (thirty) days** of receipt of the Purchase Order.

**13) Penalty:** In the event of the firm failing to:

- (i) Observe or perform any of the conditions of the work order as set out herein; or
- (ii) Execute the order in good condition to the satisfaction of NIELIT or by the time fixed by NIELIT.

(a) It shall be lawful for NIELIT, 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 NIELIT 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.

(b) 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, NIELIT 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 NIELIT.

(c) 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

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within the time fixed by NIELIT. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected NIELIT shall have the power to deduct from any payment due to the firm such sum as it may deem expedient.

(d) In the event of work being wholly rejected, NIELIT 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, equipments, 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.

**14) Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by NIELIT in that event.

**15) Subletting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.

**16) Right to Call upon Information Regarding Status of work:** NIELIT shall have the right to call upon information regarding status of work at any point of time.

**17) Tolerance Clause:**

**17.1** NIELIT/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.

**17.2** 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.

**17.3** 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.

**17.4** 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.

**18) Terms of Payment:**

**18.1** Material is to be supplied by the tenderer FOR at NIELIT office on specified address.

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

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18.3 NIELIT 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.

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

### 19) Eligibility conditions:

19.1 The manufacturers who have been in the business of manufacturing furniture items for more than 5 years and have an annual turnover of more than Rs.2.00 (Rupees two) crores during last three years (2009-10, 2010-11 and 2011-12) shall only be eligible;

19.2 The supplier must be either itself a manufacturer or authorised vendor of the manufacturer;

19.3 The manufacturer should have a dealer bases in Meghalaya or in a city near Shillong, Meghalaya for at least past three years (2010, 2011 and 2012) to prove its capability to provide after sales service as and when required;

19.4 The manufacturer should have a standard price list of its products all over the country and must submit a copy of the said list with the Technical Bid.

19.5 The tenderer/authorised vendor/manufacturer must have successfully executed at least three contracts of similar nature to Central/State Government Departments/organisations. Copies of these contracts must be attached with the Technical Bid;

19.6 The manufacturer should possess prevalent certifications related to quality and safety relevant to manufacture of Furniture, e.g., ISO 90001, ISO 14001 and ISO 18001. Attested copies of such Certificates should be attached with the Technical Bid. This Clause will also be relevant to the authorised partners/dealers and they must ensure that the product they are offering is manufactured by the manufacturer possessing the requisite certifications.

19.7 Preference will be given to the manufacturers engaged in manufacturing high quality **“Green Furniture”** duly certified by some international agency. Attested copies of such certificate should be attached with the technical bid.

19.8 The technical bid must be accompanied by the manufacturer’s catalogues (in original) in respect of the product offered.

19.9 The Tenderer must have PAN/TIN No. and VAT No. and must submit legible attested copies of PAN/TIN No. and VAT No. with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.

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

19.11 The period of warranty offered for the product will be a criterion in case more than one bidder meets the above criterion.



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### 20) **General:**

- 20.1 The manufacturer must submit pre-receipted Bill for payment after satisfactory supply and installation of the product at the locations Ordered.
- 20.2 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.
- 20.3 The receipt of the Purchase Order should be acknowledged by return post.
- 20.4 The decision of competent authority i.e., Managing Director, National Institute of Electronics & Information Technology (NIELIT) any matter of dispute shall be final and binding..

**21) Earnest Money Deposit (EMD):** The Technical Bid must be accompanied by Earnest Money Deposit of ₹74,000/- (**Rupees Seventy Four Thousand Only**) submitted in the Form of Demand Draft drawn on any Scheduled Bank in favour of “**NIELIT Shillong-Main A/C**” payable at “**Shillong, Meghalaya**”. While the EMD of other vendors would be returned immediately after a decision on identification of a vendor, the EMD of the selected vendor shall be returned after the Vendor has supplied and installed the materials at the locations indicated in the Purchase Orders and after furnishing the Performance Security. No interest will be payable on the EMD.

**22) Performance Security:** The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of furniture in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of “**NIELIT Shillong-Main A/C**” payable at “**Shillong, Meghalaya**”. In case the Performance Security 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.

**23) Cost of tender document:** The bidders will be required to deposited cost of Tender amounting **Rs.1,000/- (Rupees One Thousand Only)** to be placed in the “**Technical Bid**” in the shape of separate DD/BC in favour of “**NIELIT Shillong-Main A/C**” payable at “**Shillong, Meghalaya**”. This amount is non-refundable.




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# TENDER FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG

## ANNEXURE-II (Technical Specification)





**TENDER No:** NIELIT/SHL/FURNITURE/2012-13/135/001 **Dated:** 10<sup>th</sup> April'2013

SL. No & Location	Particulars	Qty.	Specification	Tentative Photograph
<b>A) Lab cum Class Room (LCCR 1)</b>				
A.1	2 Seater Computre Table with CPU Trolley	12	Front side of the workstation should be made with 50mm thick MS frame with metal tiles fitted to the virtical side of the frame. The frames should have facility for wire carrier with six inch metal skirting to mount switches. The tip and side of the frame should be covered with aluminium cover. The side pannel and worktop should be made of 25mm thick particle board with PVC lipping. The size of the workstaion should be: 1372mm W x 600mm D x 900mm H . The workstaion should have sliding Key Board Trey and also CPU trolley with castor wheel <b>or near equivalent</b>	
A.2	Computer Chair for Lab (without Arm rest)	24	Size: 51cm W x 60cm D x 82cm H, Seat / back are made up of 1.0cm thick hot pressed water resistant, commercial plywood, upholstered with PU foam and fabric (PU foam is moulded with density = 45 +/- kg/m3 and hardness = 20 +/- 2) . Size of back 42cm W x 27cm H, seat size : 42cm W x 42cm D. Understructure assembly is a mainframe made of dia 2.54cm x 14 BG MES RW tube and a welded leg tube made of dia 2.54cm x 18 BG MS ERW tube to form the complete assembly which is black powder coated. <b>or near equivalent</b>	
A.3	Faculty Table (without Drawer & with Computer Facility)	1	1220mm (W) x 762mm (D) x 762mm (H). The table should have sliding tray at the center for Key Board. Front side should be covered with wooden modesty. Table should be made of 18mm Prelam Particle Board with KD fitting. <b>or near equivalent</b>	



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SL. No & Location	Particulars	Qty.	Specification	Tentative Photograph
A.4	Faculty Chair	1	<p>The chair should be Revolving chair with Permanent Contact Mechanism, 360 degree swivel, 14 degree back tilt, tilt tension adjustment, upright locking, Pneumatic height adjustment. Size: 70cm W x 70cm D x 98cm H (minimum) – 111cm H (maximum). Seat / back should be made up of 1.2 - 1.5cm thick hot pressed plywood, upholstered with fabric and moulded polyurethane foam (moulded with density = 45 - 50 +/- kg/m<sup>3</sup> and hardness = 20 - 22 +/- 2) together with moulded seat and back covers. The back foam should be designed with contoured lumbar support for extra comfort. Size of back should be 43cm W x 46cm H (approx), seat size : 47cm W x 50cm D(approx). Armrests should be made of black integral skin polyurethane and reinforced with Mild Steel. The armrests should be fixed to black powder coated armrest bracket made of 0.5 - 0.6 cm thick Hot Rolled steel fitted with claddings made of injection moulded Polypropylene. Pedestals fabricated from 0.2 - .03cm thick Colled Rolled steel. and 5 nos. twin castor wheels.</p> <p><b>or near equivalent</b></p>	
<b>B) Class Room 1 (CR1 in old Conference Room)</b>				
B1	2 Seater Desk cum Bench	4	<p>Size: 975mm W x 792mm D x 750mm D, Top of desk and seat are made from 18mm thick pre-laminated board with PVC edge beading on all sides. Understructure made of 25.4 x 25.4mm x 1.25mm thick powder coated ERW tubes at base which are welded to the desk and seat supports that are made of 1.0mm thick powder coated MS 'C' sections. Stiffner that are provided between the 2 vertical frames at base and back of seat are made from 25.4 x 25.4 x 1.25mm thick powder coated ERW tubes. The tubes are closed with plastic caps. Additional horizontal supports of 1.5mm thick powder coated MS 'C' sections are placed below the desk and seat to add to the rigidity of the structure. The storage shelf is made from 0.8mm thick powder coated MS sheet which is affixed below the desktop. Hooks are provided on either sides of the Vertical Frame of the desk, for hanging bags / bottles. level adjustors are provided to take care of unevenness in floor.</p> <p><b>or near equivalent</b></p>	
B2	Faculty Table (without drawer & with Computer Facility)	1	Same as Sl. No. (A3)	Same as Sl. No. (A3)
B3	Faculty Chair	1	Same as Sl.No (A4)	Same as Sl.No (A4)

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C) Library				
SL. No & Location	Particulars	Qty.	Specification	Tentative Photograph
C1	6 Seater reading table for Library	2	1200mm W x 900mm D x 740mm D, Worktop made from 25mm thick PLB with 2 mm thick PVC edge beading. Under structure is with 1.6mm thick MS C - frame supporting the top. Legs are made of dia 38.1 x 1.6mm thick MS ERW tube. <b>or near equivalent</b>	
C2	Reading Table Chair (without Arm rest)	12	Size: 51cm W x 60cm D x 82cm H, Seat / back are made up of 1.0cm thick hot pressed water resistant, commercial plywood, upholstered with PU foam and fabric (PU foam is moulded with density = 45 +/- kg/m3 and hardness = 20 +/- 2) . Size of back 42cm W x 27cm H, seat size : 42cm W x 42cm D. Understructure assembly is a mainframe made of dia 2.54cm x 14 BG MES RW tube and a welded leg tube made of dia 2.54cm x 18 BG MS ERW tube to form the complete assembly which is black powder coated. <b>or near equivalent</b>	
C3	4 Drawer Library Bookcase	6	Size: 914 mm (W) x 320 mm (D) x 1742 mm (H), Construction & Material § Rigid Knock down construction. Prime Quality CRCA Steel - Panels & Frame from 0.8 mm thick. Door Features / Locking Each Door has 10 Lever Cam lock with common ke, Each Door has 3 mm Thk transparent glass for clear inside vision secured in a Metal Frame through rubber gasket, Each door has a Scissor mechanism for receding inside the top of respective compartment & ensures parallel & smooth movement. Each door has Plastic side end caps as Handle which is easy to grip Each compartment has storage shelf, Uniformly Distributed Load Capacity per each shelf is 80 Kg maximum. Finish § Epoxy Polyester Powder coated to the thickness of 50 microns (+/-10). <b>or near equivalent</b>	
C4	Table for Library incharge with Drawer, Wire Manager & Keyboard tray	1	1372mmWx762mmDx762mmH. The tabel should have three drawers on one side and one shelf in the another side. Should have sliding tray at the center for Key Board. Front side should be covered with wooden modesty. Table should be made of 18mm Prelam Particle Board with KD fitting. <b>or near equivalent</b>	
C5	Chair for Library incharge	1	Same as Sl. No. (A4)	Same as Sl. No. (A4)

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SL. No & Location	Particulars	Qty.	Specification	Tentative Photograph
C6	Big Almirah with 4 shelves	2	Welded Almirah made with 0.8mm thk CRCA steel epoxy powder coated, size: 916 mmW x 486 mm D x 1981 mm H. The almirah should have 4 nos adjustable full shelves. Should have hinged door arrangement and the lock should have 3 way locking mechanism. Should have screw type leveler for adjustment. <b>or near equivalent</b>	
<b>D) Faculty Room (in old Office Room)</b>				
D1	Faculty Table with Wire Manager & Keyboard tray, but without Drawer.	3	Same as Sl. No. (C4)	Same as Sl. No. (C4)
D2	Faculty Chair	3	Same as Sl. No. (A4)	Same as Sl. No. (A4)
D3	Visitors Chair	3	Same as Sl. No. (C2)	Same as Sl. No. (C2)
D4	Big Almirah with 4 shelves	1	Same as Sl. No. (C6)	Same as Sl. No. (C6)
D5	4 Drawer File Cabinet	1	Made with 0.7mm thick CRCA steel epoxy powder coated. The construction of the filing cabinet should be knock down construction size 470mm (Width) x 1320mm (Height) x 620mm (Depth). The drawer should have provision for hanging of files. The drawer should have snap fitted label holders. Handle should be integrated in the drawer for opening and closing of the drawer. The cabinet should have centralised locking system with 10 lever cam lock. <b>or near equivalent</b>	
<b>E) Faculty Room (in New Building)</b>				
E1	Faculty Table with Wire Manager & Keyboard tray, but without Drawer.	3	Same as Sl. No. (C4)	Same as Sl. No. (C4)
E2	Faculty Chair	3	Same as Sl. No. (A4)	Same as Sl. No. (A4)
E3	Visitors Chair	3	Same as Sl. No. (C2)	Same as Sl. No. (C2)
E4	Big Almirah with 4 shelves	1	Same as Sl. No. (C6)	Same as Sl. No. (C6)
E5	4 Drawer File Cabinet	1	Same as Sl. No. (D5)	Same as Sl. No. (D5)
<b>F) Director's Room</b>				
F1.1	Executive Table for Director	1	Size: 1829mm W x 914mm D x 762mm H, Top & Side Panel made from 25mm thick Pre - Laminated Board, Modesty made from 18mm thick Pre - Laminated Board <b>or near equivalent</b>	

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SL. No & Location	Particulars	Qty.	Specification	Tentative Photograph
F1.2	ERU with Pedestal	1	Size: 1380mm W x 600mm D x 750mm H, Top & Side Panel made from 25mm thick Pre - Laminated Board, Modesty made from 18mm thick Pre - Laminated Board, 3 Drawer Pedestal with 3 box , drawer mounted on Nylon Roller slides, drawer top made from 25mm thick Pre - Laminated Board, Modesty made from 18mm thick Pre - Laminated Board <b>or near equivalent</b>	
F1.3	Mobile Pedestal	1	Size: 406mm W x 550mm D x 585mm H, 2 Drawer Mobile Pedestal with 1 box + 1 Filling drawer, drawer mounted on Nylon Roller slides, drawer top made from 25mm thick Pre - Laminated Board, Modesty made from 18mm thick Pre - Laminated Board <b>or near equivalent</b>	
F1.4	Director's Chair	1	Revolving chair with Center Pivot Mechanism, 360 degree swivel, 17 degree tilt, tilt tension adjustment, upright locking, Pneumatic height adjustment. Size: 75cm W x 75cm D x 105cm - 117.5cm H, Seat / back are made up of 1.2cm thick hot pressed plywood, upholstered with fabric and moulded polyurethane foam (moulded with density = 45 +/- kg/m <sup>3</sup> and hardness = 20 +/- 2) together with moulded seat and back covers. The back foam is designed with contoured lumbar support for extra comfort. Size of back 50cm W x 72cm H, seat size : 50cm W x 46cm D. Seat covered with injection moulded in black co-polymer polypropylene and back cover is vacuum formed from ABS sheet. Armrests made of black integral skin polyurethane with 50 - 70 shore 'A' hardness and reinforced with MS insert. The armrests are scratch and weather resistant. The armrests are fitted to the seat with seat / armrest connecting strip assembly made of 0.5cm thk. HR steel. Pedestal is made of HR steel and fitted with 5 nos. twin castors (twin wheel castors are injection moulded in 30% glass filled black Nylon). The pedestal is covered with a PP moulded cladding. <b>or near equivalent</b>	

## TENDER FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG

SL. No & Location	Particulars	Qty.	Specification	Tentative Photograph
F1.5	Director's Visitors Chair	3	<p>Size: 59cm W x 63cm D x 81.5cm H, Seat / back are made up of 1.2cm thick hot pressed plywood, upholstered with fabric and moulded polyurethane foam (moulded with density = 45 +/- kg/m<sup>3</sup> and hardness = 20 +/- 2) together with moulded seat and back covers. The back foam is designed with contoured lumbar support for extra comfort. Size of back 50cm W x 49cm H, seat size : 50cm W x 46cm D. Seat and Back are covered with vacuum formed from ABS sheet. Armrests made of black integral skin polyurethane with 50 - 70 shore 'A' hardness and reinforced with MS insert. The armrests are scratch and weather resistant. The armrests are fitted to the seat with seat / armrest connecting strip assembly made of 0.5cm thk. HR steel. The frame is tubular cantilever type &amp; made of dia 2.54cm x 14 BG MS ERW tube and plack powder coated. <b>or near equivalent</b></p>	
F1.6	Computer Chair	1	Same as Sl. No. (A3)	
F1.7	Computer Table	1	Same as Sl. No. (A3)	
F1.8	3 Seater sofa	1	<p>Lounge seating system standing on beam with side frame assemblies. The LH/RH side frame is fitted to the two ends of the ST/BK mounting frame to form the leg assembly. It is made of MS. E.R.W. tube dia 4.44 cm. (1.75") x 14 BG. thk and chrome plated. The ST/BK mounting frame assy. holds the two side frames together. The mounting frames, 2nos are used to connect the side frames. The mounting frame is made of MS. E.R.W. tube dia.5.08cm. (2") x 10BG thk. black painted. The ST/BK is mounted on 14 BG thk 2cm x 4cm Recta tube which are welded on the beam of ST/BK mounting frame. The ST/BK assembly consists of 12mm thk plywood insert with Polyurethane foam having density = 45 +/- 2 Kg/cm<sup>3</sup> and hardness of the P.U. foam = 18 to 22 Kg on Hampden m/c for 25% compression of the foam. The complete moulded ST/BK assembly is covered with a replaceable fabric upholstery cover. ST/BK SIZE: 54.5cm. (W) X 46.7cm. (D) X 12.5cm. (T) , The side frames are fitted with front and rear bottom shoes made of injection moulded polypropylene. All external surfaces are chrome-plated and ithstands min of 100hrs in salt spray test. Velvetine plus is a stain repellent fabric. The velvet fabric can be vacuum cleaned in order to remove dirt &amp; grit from the fabric surface. Upholstery covers made from velvetine fabric should not be soap washed or dry cleaned. <b>or near equivalent</b></p>	




# TENDER FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG

SL. No & Location	Particulars	Qty.	Specification	Tentative Photograph
F1.9	Centre Table	1	Size: 80cm W x 55cm D x 42.5cm H, The understructure is an assembly of tubular frames of MS ERW oval tube dia 3.5cm x 1.5cm x 18 BG thick held together with perforated MsS shelf + threaded nuts + m/c screws. The end of the tubular frames are fitted with rubber studs at the top and the bottom. The top studs are fitted with PVC vacuum pads for mounting and gripping the glass top. The tubular frames are black powder coated. Top size: 80cm W x 55 cm D. The shelf is made by 0.5cm thick perforated MS sheet welded to MS sq. pipe 1.5cm x 1.5cm x 14 BG thick with 0.3cm thick HR steel plates on each side for fixing understructure assembly. The shelf assembly is black powder coated. <b>or near equivalent</b>	
F1.10	4 Drawer File Cabinet	1	Same as Sl. No. (D5)	Same as Sl. No. (D5)
F1.11	4 Drawer Library Bookcase	1	Same as Sl. No. (C3)	Same as Sl. No. (C3)
F1.12	Big Almirah with 4 shelves	1	Same as Sl. No. (C6)	Same as Sl. No. (C6)
<b>G) UPS / Server room</b>				
G1	Table for Server	1	Same as Sl. No. (A3)	Same as Sl. No. (A3)
G2	Chair	1	Same as Sl. No. (A4)	Same as Sl. No. (A4)
<b>H) Misc. Items</b>				
H1	Table for Photocopier, Fax, Lamination, EPABX, Vending Machine, Gas stove etc.	8	914mmWx762mmDx762mmH. The table should have one drawer on one side Front side should be covered with wodoen modesty. Table should be made of 18mm Prelam Particle Board with KD fitting. <b>or near equivalent</b>	
H2	4 Drawer File Cabinet	1	Same as Sl. No. (D5)	Same as Sl. No. (D5)
H3	Centre Table for reception	1	Same as Sl. No (F1.9)	
H4	Big Almirah with 4 shelves	1	Same as Sl. No. (C6)	Same as Sl. No. (D4)
<b>I) Faculty Room (in Old Director Room)</b>				
I1	Faculty Table with Wire Manager & Keyboard tray, but without Drawer.	3	Same as Sl. No. (C4)	Same as Sl. No. (C4)
I2	Faculty Chair	3	Same as Sl. No. (A4)	Same as Sl. No. (A4)



## TENDER FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG

SL. No & Location	Particulars	Qty.	Specification	Tentative Photograph
13	Visitors Chair	3	Same as Sl. No. ( C2)	Same as Sl. No. ( C2)
14	Big Almirah with 4 shelves	1	Same as Sl. No. (C6)	Same as Sl. No. (C6)
15	4 Drawer File Cabinet	1	Same as Sl. No. (D5)	Same as Sl. No. (D5)
<b>J) Multipurpose Hall</b>				
J1)	Chair with desklet	60	<p>Size: 54cm W x 77cm D x 81cm H, The seat and back shell is one piece injection moulded in Polypropylene. The understructure assembly is a welded frame made of dia 1.9cm x 18 BG thick MS ERW tube and black powder coated. Desklet is made of 1.5cm thick plywood with melamine finish all around.</p> <p><b><i>or near equivalent</i></b></p>	

# TENDER FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG

## ANNEXURE-III

### NIELIT

(An Autonomous Scientific Society of Department of Electronics and Information Technology,  
Ministry of Communications and Information Technology, Govt. of India)

**TENDER No:** NIELIT/SHL/FURNITURE/2012-13/135/001 **Dated:** 10<sup>th</sup> April'2013

**SUBJECT:** Tender Notice for purchase of furniture items for office of NIELIT.

### **TENDER FORM-I TECHNICAL INFORMATION AND UNDERTAKING (See Clause 6 of Annexure I of this Tender Document)**

1. Name & Address including e-mail .....  
ID and Telephone contact details of .....  
the Bidder/Concern. ....  
.....
2. Nature of Concern (i.e. Proprietor .....  
or Partnership firm or a Company .....  
or State/Central Govt. Autonomous .....  
Body/PSU, etc.). Please enclose .....  
documentary evidence e.g. ....  
Registration/Incorporation .....  
Certificate etc.
3. Whether each page of Tender Document and its Annexures, have ..... YES/NO  
been signed stamped and enclosed
4. Whether ready to supply the material within the period given by the ..... YES/NO  
Institute
5. Whether the tenderer is black listed for supplying any item by any ..... YES/NO  
Govt. concern or otherwise penalized
6. Whether evidence to show that the manufacturers has been in the ..... YES/NO  
business of manufacturer of furniture items for at least 5 years is  
attached with the technical bid
7. [i] Whether supplier is the manufacturer himself ..... YES/NO  
[ii] Whether supplier is an authorized vendor of the manufacturer ..... YES/NO  
and the evidence to prove the same is attached
8. Whether manufacturer has an authorized dealer based in Assam ..... YES/NO  
since last three years
9. Whether prevalent quality certificate (ISO) are possessed by the ..... YES/NO  
manufacturer and copies of these certificates attached

## TENDER FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG

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|---|----------|
| 10. Whether manufacturer of "green furniture" certified by an international agency and evidence of the same is attached   | YES/NO   |
| 11. Whether manufacturer's catalogues in original for furniture items being offered attached with the Technical bids  | YES/NO   |
| 12. Whether self attested legible copies of their PAN/TIN No. and VAT attached with the technical bid   | YES/NO   |
| 13. Whether undertake to respond to service calls within two working days   | YES/NO   |
| 14. Whether proof of period of warranty offered attached:   | YES/NO   |
| 15. Whether Income Expenditure statements, duly certified by CA/CA Certificate in respect of annual turnover for the last three years 2009-10, 2010-11 and 2011-12 is attached: | YES/NO   |
| 16. <b><u>Details of EMD submitted</u></b><br>DD No:<br>Date:<br>Bank Name:<br>Amount : Rs.<br>In Favour of<br>Payable at :   | YES / NO |
| 17. <b><u>Details of Cost of Tender Paper submitted</u></b><br>DD No:<br>Date:<br>Bank Name:<br>Amount : Rs.<br>In Favour of<br>Payable at :                                    | YES / NO |

Signature (with Stamp).....

Name.....

Designation.....

Company Seal.....

Date:

Place:

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## TENDER FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG

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### UNDERTAKING

(To be printed on the letter-head of Tenderer)

**TENDER No:** NIELIT/SHL/FURNITURE/2012-13/135/001 **Dated:** 10<sup>th</sup> April'2013.

1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed purchase order of furniture items and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications terms and conditions for executing the Order" mentioned in this Tender, and shall conduct the work strictly as per these "Parameters and Technical Specifications".
3. I/We further undertake that the information given in this Tender are true and correct in all respect and we hold the responsibility for the same.
4. I/We also undertake that the materials to be supplied will be in accordance with specifications given in the Annexure II to the Tender Document and I/We shall be responsible for rejection/cancellation of contract if the materials are not found up to the mark or for civil/criminal proceedings if the material supplied is found sub-standard. We also undertake to incur the costs necessary for the tests or any other certification required by NIELIT to confirm the compliance of the product with the specifications cited in the Notice for Tender.

Signature (with Stamp).....

Name.....

Designation.....

Company Seal.....

Date:

Place:

**TENDER FOR SUPPLY OF FURNITURE ITEMS AT NIELIT SHILLONG**

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**ANNEXURE-IV**

**NIELIT**

**(An Autonomous Scientific Society of Department of Electronics and Information Technology,  
Ministry of Communications and Information Technology, Govt. of India)**

**TENDER No:** NIELIT/SHL/FURNITURE/2012-13/135/001 **Dated:** 10<sup>th</sup> April'2013

**SUBJECT: Tender Notice for purchase of furniture items for office of NIELIT.**

**TENDER FORM - 6 - COMMERCIAL BID  
(See Clause 6 of Annexure I of this Tender Document)**

Sr. No.	Items	Quantity to be purchased	Basic unit Rates	Taxes	Any other specific charges	Total consolidated price (in Rs.) (4+5+6) x 3
(1)	(2)	(3)	(4)	(5)	(6)	(7)

2. Total consolidated price inclusive of all levies and taxes, freight, insurance, installation, commissioning and all other incidental charges quoted for the work as details given above will be Rs..... (in words).....Only).
3. The above rates are inclusive of delivery charges Shillong.
4. The bid will be valid for a period of six months from the date of acceptance of the tender by the Competent Authority.

Signature (with Stamp).....  
Name.....

Designation.....

Company Seal.....

Date:

Place: