

National Museum Institute

of History of Art, Conservation and Museology
(Deemed to be University)

First Floor, National Museum Campus, Jan Path, New Delhi-110011

Telephone: 011-23014483, 23012106

Tender Notice

Date: 20-12-2016

Supply of Library Furniture and Modular Work Stations

Sir,

Please furnish your quotation for the work/supply mentioned as under. The scope of this tender is supply of modular furniture at National Museum Institute, New Delhi. The material supplied shall be of good quality, durable and easy to maintain. The bidder should take care of loading, unloading and storing material properly at designated space as per the direction of competent authority of this Institute. The quotation will be single bid system, having three envelopes.

SECTION – 1

Part – I

A. One sealed envelope addressed to this office should be sent in properly sealed and cover should be super scribed "Tender Fee – EMD".

i) EMD:

EMD of Rs.5000/- in the form of Demand Draft/ Bankers' Cheque in the name of Registrar, National Museum Institute, New Delhi in this envelope.

B. Second sealed envelope should be properly sealed and cover should be super scribed "technical and price bid". The bidder should put DD compliance statement as per the technical specifications in section II and other important information required in part II of section I and along with bidder should produce the cost break up as per Bill of Material/Schedule of Quantity prescribed in quotation form only as per mentioned in Section II.

C. Both the above envelope should be kept in third envelope properly sealed and cover should be super scribed following details:

1. Subject of Tender: Supply of Modular Furniture for NMIHACM.
2. Opening date of quotation: 29th December 2016.

Above envelope should be addressed to the undersigned so as to reach herupto **10.30 AM** on or before **29th December 2016**.

The eligible quotation will be opened on the same day at **11.00 AM** in presence of those bidder or their agents who may choose to attend. Envelope received without proper sealing are liable to be rejected.

Part II: Other important information:

The bidder should provide self-attested photocopy of the following details and put all along with technical bid:

- a) They should furnish a copy of their TIN No., PAN No., Income tax clearance and sales tax clearance certificate for the year 2015-16 and registration of manufacturing unit and registration of excise department, registration certificate under Delhi. An affidavit up to date returns on work contract TAX filled in that department, works tax registration document, failing which the quotation will not be entertained.

General Terms & Conditions:

- 1) Any additional changes if claimed after opening the tender will not be admissible.
- 2) The tenders are being invited for work/supply as per this tender and order for part supply/work by any bidder shall not be considered.
- 3) The Bidders should carefully study the general condition and technical specification along with the bill of material/schedule of requirements of the tender enquiry. The material offered and work quality shall generally conform to the technical specifications and relevant ISO specifications. The decision of Competent Authority of NMI regarding interpretation of various clauses in Bid tendered by the Bidder shall be final.
- 4) If applicable/required, Bidder should see drawings (if any) and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof, earnest money will be forfeited if the contractor fails to commence the work as per letter of award and he shall not be eligible for any claim.
- 5) The bidder should understand the department requirement completely before participating in bid process as in case of half-filled or partial complete bid will be treated as non-serious as processing fee of document will be forfeited as per Government rules from EMD.
- 6) In case of work, any damage done by the contractor or by his labour to the existing structure fittings/fixtures shall have to be made good by the contractor, at his own cost. In failure to do the same, the necessary cost for making the good shall be recovered from the final bill of the contractor.
- 7) Bidder should only write rates and amount and should not write any conditions or make any changes, additions, alterations and modifications in the price bid or printed form of tenders.

8) Eligibility Criteria:

- i) The firm should be manufacturers of M/s.Godrej/ Delite Hitech/Haworth and Harman Millar. The memorandum of understanding from the above manufacturers shall be produced by the tenderers that the furniture required under this tender shall be provided by them to the tenderers within the stipulated time and minimum one-year manufacturer guaranty/warranty duly signed by the Managing Director. The manufacturers of furniture shall have to submit self-attested copies of vouchers to the Incharge at the time of supply of furniture.
- ii) The definite proof from the appropriate authority shall be produced by the tenderer of having successfully completed, two similar completed works, costing not less than the amount equal to 60% of the estimated cost or one similar completed, work of aggregate cost not less than the amount equal to 80% of the estimated cost put to tender during last two years ending the last day of the month previous to the one in which application are invited.

- 9) It is essential that Bidder quote individual price of each item as per the bill of material and quote its various tax components like sales, service tax, VAT etc. Transportation charges including cost of packing and forwarding by road transport to the consignee at site should be inclusive of transportation as no separate charges will be paid.
- 10) Sales Tax/VAT: The bidder should quote all applicable taxes like sales tax/VAT/CST or service tax/separately which bidder wants to be borne by department.
- 11) Excise duty: The bidder should furnish the excise duty charged by them separately in clear terms wherever applicable. Tenders with excise duty included without details are liable to be rejected.
- 12) Payment Terms: 100% of payment against the work/supply order will be made by this office at the earliest on completion of satisfactory work/received of material in good condition. No advance payment can be made.
- 13) This office reserves the right to accept any quotation not necessarily the lowest. Further, this office reserves the right of increasing/decreasing the quantity of the work/material of tender depending on actual requirements. The unit rate quoted in tender shall be applicable to the quantity for which the order is placed.
- 14) Arbitration: All disputes, differences or question including the subject matter of the contract on the rights and liabilities of the parties, hereunder of whatsoever arise between parties except those, the decision thereof is herein before otherwise expressly provided for shall be referred to the sole arbitration of the Competent Authority of NMI, New Delhi or any person nominated by him and his decision shall be final and binding on the parties. The provisions of arbitrations and conciliation act, 1996 or any statutory modifications or re-enactment thereof and the rules made there under for the time being in force shall apply to such arbitration. The arbitration proceedings shall be held in New Delhi.
- 15) All the materials to be supplied against the supply order for this tender shall be subjected to inspection before executing the work as per the drawing & will be approved by installation officer before execution of work.
- 16) In case of work, bidder is to essentially follow the standard fixing/installing procedure & issue of dilution of quality at executing stage will invite automatic cancellation of work awarded. The bidder should visit the site before participating in bid to avoid any last moment changes for incorporation of any additional data.
- 17) The quantities required are provisional and may be reduced or increase up to 50% as per actual requirement. Thus, bidder should quote keeping this fact in mind, but payment will be released on basis of actual finished work/received material in good condition.
- 18) Tender validity period; the rates of tender submitted by bidder should be valid for six month from opening of tender date.
- 19) This Institute reserves the right to accept/reject any or all tenders without assigning any reason thereof.

S.No.	Description	Unit	Qty.	Rate	Amount
<u>Librarian Cabin</u>					
1	Table of size 1500 x 750 x 750mm (wxdxh) with three drawer unit having top made of 25mm prelaminted particle board duly edge banded & Base in 18mm prelaminted particle board duly edge banded.	No.	1		
2	Side unit of size 1050 x 450 x 750mm (wxdxh) having top made of 25mm prelaminted particle board duly edge banded & Base in 18mm prelaminted particle board duly edge banded.	No.	2		
3	Providing KeyBoard traymade of 18 mm particle board duly edgebanded.	No.	1		
4	Providing CPU Trolley made of CRC steel with nylon castors.	No.	1		
5	Vertical modular partition panel laminated /upholsted of 72 mm thick & 1220 mm. ht , snap on panel made of 12 mm prelaminted particle board duly edgebanded with raceway running at 2 levels one at skirting & one above or below the worktop.				
i	1220 x 450 x 72mm (hwxxt)	No.	1		
ii	1220 x 750 x 72mm (hwxxt)	Nos.	2		
6	Providing Executive high back revolving Chair with a dual layered foam for the seat & back. The seat height can be adjusted to personalise the chairs with a gas lift that offers a cushioning effect. The PUF backrest is specially contoured for comfortable seating . The PUF seat is scientifically designed for reduction in fatigue by offering an optimal seat depth to allow free leg movement.The one piece PUF armrests are made of rounded smooth polyurethane which is resistant to climatic conditions. It is soft, yet firm to provide extra comfort. The wide base is five pronged for better stability and balance with castors made of first quality ABS material and resist weight upto 150 Kgs.	Nos.	1		

S.No.	Description	Unit	Qty.	Rate	Amount
7.	Providing Ergonomically designed visitor chair with special contour on the back rest for human body with lumbar support which protects the spine and leaves the shoulder free for easy movement. Base of the chair made of ERW MS Round Pipe of 25 mm dia& frame not less than 14 gauge duly powder coated up to 40-45 microns. Seat and back made of 12 mm moulded ply. "U" foam is provided on seat & back with a bulge as per approved shape. "U" foam of density not less than 50 kg/m3 Hardness of seat is 16. Armrest is made of one piece well rounded polypropylene.	Nos.	2		
8.	Modular Workstation of Staff seating 07 persons consists of Following				
a	Providing worktop made of 25 mm thick pre laminated particle board duly edgebanded 0.5 mm thick backing laminate at the bottom with flat edges duly sealed with 2 mm thick PVC edge lipping. The sizes are. 1200 x 600 x 25mm (wxdxt) 1800 x 600 x 25mm (wxdxt) 1050 x 600 x 25mm (wxdxt)	Nos. No. No.	6 1 1		
b	Vertical modular partition panel laminated /upholedsted of 72 mm thick& 1220 mm. ht , snap on panel made of 12 mm prelaminated particle board duly edgebanded with raceway running at 2 levels one at skirting & one above or below the worktop. 1220 x 600 x 72mm (hxwxt) 1220 x 900 x 72mm (hxwxt) 1220 x 1050 x 72mm (hxwxt) 1220 x 1200 x 72mm (hxwxt)	Nos. Nos. No. Nos.	6 2 1 6		
c	Providing 3 drawer unit made of complete 18 mm prelaminated particle duly edge banded with necessary hardware fittings.	Nos.	8		
d	Providing KeyBoard traymade of 18 mm particle board duly edge banded.	Nos.	8		
e	Providing CPU Trolley made of CRC steel with nylon castors.	Nos.	8		
f	Providing 10 mm Glass fins / 25 mm PLB fins.	Nos.	5		

S.No.	Description	Unit	Qty.	Rate	Amount
9	Providing workstation Low back revolving Chair with a dual layered foam for the seat & back. The seat height can be adjusted to personalise the chairs with a gas lift that offers a cushioning effect. The U Foam backrest is specially contoured for comfortable seating .The U Foam seat is scientifically designed for reduction in fatigue by offering an optimal seat depth to allow free leg movement. The one piece Polyurethane armrests are rounded smooth which is resistant to climatic conditions. It is soft, yet firm to provide extra comfort. The wide base is five pronged for better stability and balance with castors made of first quality ABS material.	Nos.	8		
10	Providing reading table having top made of 25mm prelaminted particle board duly edge banded & Base in 18mm prelaminted particle board duly edge banded. Reading table of size:- 1500 x 900 x 750mm (wxdxh) 2100 x 900 x 750mm (wxdxh)	Nos. Nos.	2 2		
11	Providing Handy Stackable study Chair made from ½” specially drawn steel bar, chrome plated or powder coated. Back having 9mm ply and 1” thick U foam of good quality and upholstered in superior quality cotton fabric.	Nos.	20		
12	Providing Delite Hi-Tech Reception Table: Wooden Reception Table made of 19 mm Block board with 1mm laminate of standard make. Teakwood moulding provided for borders duly polished with melamine finish. Front facia of the table made in combination of 19 mm commercial board and with 1mm laminate & with mouldings at the border duly polished. There is 10mm Glass top at 1050mm ht with bevelled edges on the reception table & S.S pipe with studs to support the glass. The table is finally spirit polished with melamine finish for long lasting and scratch resistance finish 1200 x 600 x 1050mm Providing Storage unit of size- 900 x 400 x 1800mm (wxdxh) having top made of 25mm thick prelaminted particle board duly edge banded and base in 18mm thick prelaminted particle board duly edge banded. (Storage without shutters).	No. Nos.	1 15		

(Registrar)