

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
OFFICE OF DEAN, STUDENTS' AFFAIRS

Inquiry letter

Ref: DS/C-11/IITK/2012/147
Date: 6th March, 2012

Sub: FURNITURE FOR DEAN, STUDENTS' AFFAIRS OFFICE

Sealed quotations are invited from the manufacturers/firms/suppliers of branded furniture, as per the specifications mentioned below, for Dean of Students' Affairs Office, IIT Kanpur latest by 1700hrs on 22nd March, 2012. Layout and design of the requirements is attached as Appendix-A [i] & [ii].

SL	SPECIFICATIONS
1.	<u>15 WORK STATION:</u> Size 1500MM x 1500MM x 600MM [L-shape] with Partition height 1200MM, Thickness 45MM with provision for pin up board and white writable board. Top thickness 25MM made of Prelaminated Particle board and 2MM thick PVC beading, One Mobile drawer pedestal having two drawers and one filing with single locking system. One key board tray and one CPU trolley should be provided with each workstation. One extra shelf size 450x300MM should be provided at the top of the partition.
2.	<u>01 MEETING TABLE: [CENTRAL HALL]</u> Size 1800x1050MM, with top thickness 25MM made of Pre-laminated particle board top fixed with 2MM thick PVC beading, two nos. legs made of 25 mm thick Pre-laminated particle board.
3.	<u>02 HIGH QUALITY EXECUTIVE OFFICE TABLE WITH SIDE RUNNER :</u> Size 1800MMx900MMx750MM, Top thickness 25MM made of Pre-laminated Particle board and 2MM thick PVC beading, One Mobile drawer pedestal having two drawers and one filing cabinet with single locking system, one key tray and one CPU trolley should be provided. One Side Runner size 1050MMx450MMx750MM with two nos. drawers and one cupboard. One circular top should be attached with metal poll along with the table top.
4.	<u>01 DISPLAY CABINAT:</u> Overall size 1800x1800x450MM, made of 25/18MM pre-laminated particle board with thick PVC beading two nos. doors at both the ends up to 750MM and four nos drawers at the centre. Two nose glass doors and three nos 6MM glass shelves at the centre.
6.	<u>04 EXECUTIVE OFFICE TABLE WITH SIDE RUNNER:</u> Size 1800MMx725MMx750MM, Top thickness 25MM made of Prelaminated Particle board and 2MM thick PVC beading, One Mobile drawer pedestal having two drawers and one filing with single locking system, one key tray and one CPU trolley should be provided with each table. One Side Runner size 1050MMx450MMx750MM with two nos. drawers and one cupboard with each table.
7.	<u>09 HIGH QUALITY EXECUTIVE CHAIRS:</u> High back chair Revolving cushioned Wooden arms well polished wooden base fitted with very good quality caster wheels, with hydraulic gas lift and leatherette upholstery.
8.	<u>15 EXECUTIVE CHAIRS FOR STAFF:</u> High back cushioned revolving chair, with cushioned arms and metallic PC metal base, Synchro Knee Tilt and frame, hydraulic gas lift and leatherette upholstery.
9.	<u>08 VISITORS' CHAIRS FOR DEAN'S & CHAIRMAN'S OFFICE:</u> Medium back chair Revolving cushioned Wooden arms well polished wooden base fitted with very good quality caster wheels, with hydraulic gas lift and leatherette upholstery.
10.	<u>12 VISITORS' CHAIR FOR OFFICER'S ROOM:</u> Chair cushioned with arms, metallic PC Metal cantilever Frame strong pipe frame leatherette.

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11.	<u>25 CONFERENCE ROOM CHAIR:</u> Low back Revolving cushioned chair with Polypropylene arms and base fitted with five nos caster wheels full leatherette upholstery
12.	<u>MEETING/CONFERENCE TABLE:</u> Overall Size 3600x1800x750MM, with top thickness 25MM made of Pre-laminated particle board top fixed with 2MM thick PVC beading, Gable end and modesty made of 18 mm thick Pre-laminated particle board. Total table shall be made in 7 parts, five nos of tables 1800x600x750MM and two nos of corner with metal poll.
13.	<u>WAITING/MEETING CHAIR:</u> Full cover leatherette with arms, seat cushion 100mm polyurethane high density and back and arms cushion 75 MM polyurethane, all wooden structure with electroplated metal legs. Size: (a) 06 Three seater 1950MMx760MMx750MM (LxDxH) (b) 15 Single seater 890MMx760MMx750MM (LxDxH)
14.	<u>02 CENTRE TABLE:</u> Size 1200MMx600MM with tubular metal electroplated frame and 12 MM thick toughen glass top
15.	<u>10 SIDE TABLE:</u> Size 600MMx600MM with tubular metal electroplated frame and 12 MM thick toughen glass top
16.	<u>COMPACTOR STORAGE SYSTEM:</u> SINGLE FACED FIXED UNIT 02 No. DOUBLE FACED MOBILE UNIT 05 Nos. SINGLE FACED MOBILE UNIT 02 No. The body size 910MM wide, 1980MM high and 455MM deep made of cold rolled cold annealed sheets and strips and having six folds. For the single bay. 1820MM wide, 1980MM high and 455MM deep for double bay. The height of the each unit 2080MM (including rail and under structure) from floor. Trolley frame shall be made of metal inert gas, welded construction of steel cold from section of hot rolled sheet. Fitted with Anti tilt mechanism with End stopper, Centre Locking etc.
17.	<u>BOOK RACKS:</u> Size 780MMx410MMx2000 (WxDxH) Full Height Swing Door Cupboard with 4 Shelves - glass and wooden shutters Made of 18 Mm thick pre-laminated particle board with thick PVC beading.
18.	<u>MAGZINE RACK:</u> Size 1800MMx1800MMx400MM with 25 nos. Sliding shelves for display of the magazine made of 18 mm Pre-laminated particle board with thick PVC beading.

Terms and conditions:

1. Financial Turnover of the bidding agency should not be less than Rs. 1crore during the last three years consecutively. Proof is to be attached.
2. The bidder shall provide an original certification from the concerned firm establishing that bidder is the legal supplier of that firm.
3. Partially quote is not accepted.
4. Please remember that the quoted price shall be treated as inclusive of delivery cum installation charges. The tax liabilities should be indicated separately.
5. Please indicate the prior experience in installation and maintenance of furniture at IIT Kanpur. This will be an advantageous factor during the evaluation if the Institute has worthy experience with the firm.
6. Validity period of the price quote must be indicated. At the time of evaluation if it is found that the validity period of the price quote is over then in that case the Bid shall be treated as rejected.

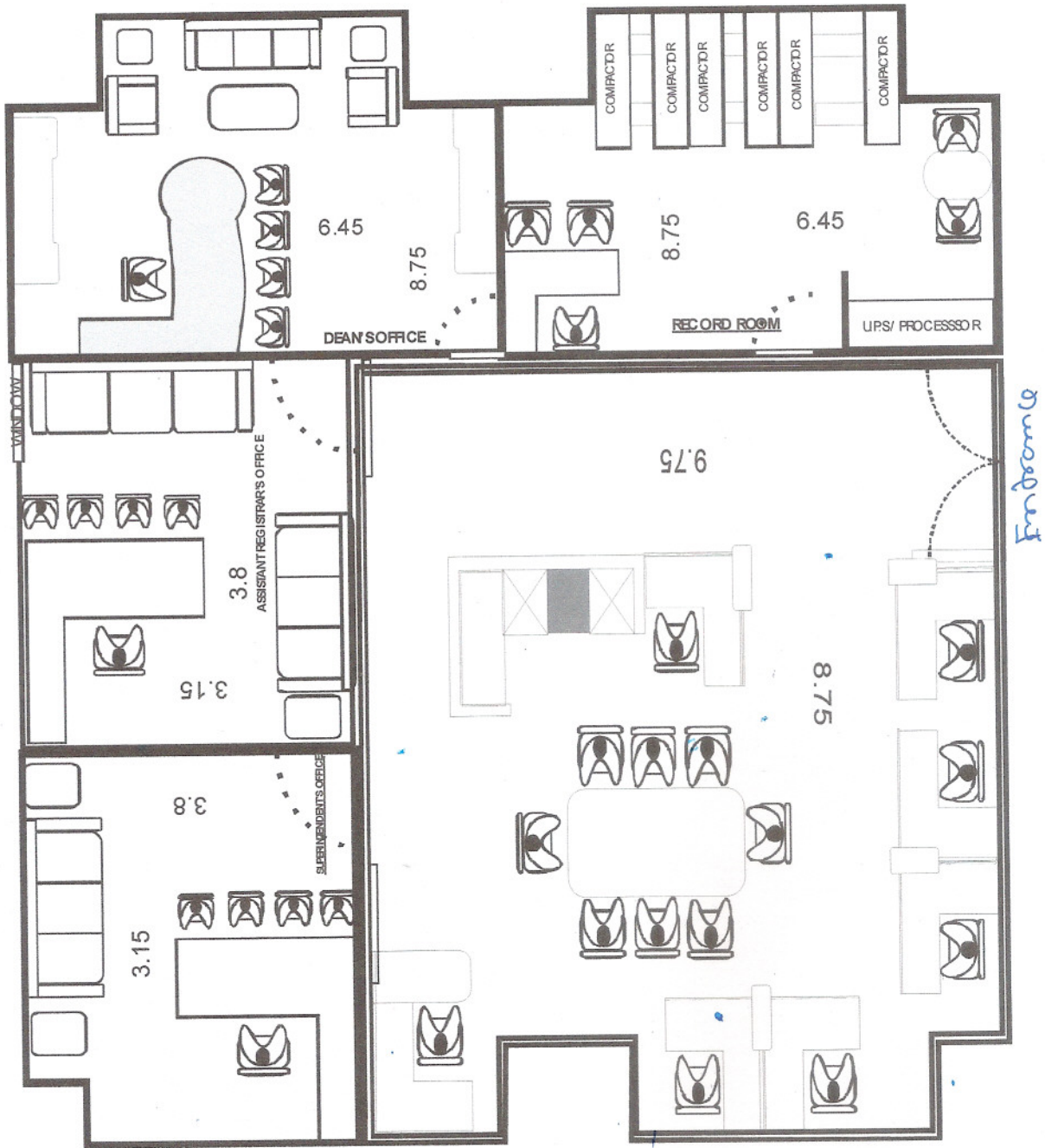
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7. An EMD of Rs.100,000/- in the form of FDR in favour of the Director, IIT Kanpur for a period of 6 months should be attached in a separate envelope. No interest shall be paid on the FDR.
8. The items should carry a minimum of one year warranty period for its workmanship and for the used material in normal uses. Items that require replacement or repair due to defects in material or workmanship during the warranty period shall have to repaired or replaced at no cost to the institute.
9. If any item is found substandard or subsequently rejected by the committee that has to be removed and be replaced within 3 days from the day of removal and, if needed, penalty clause according to the rule shall be imposed against the defaulter.
10. The committee is free to reject any bid without assigning any reason whatsoever if it suspects that the bidder has intentionally kept the lowest price in order to achieve the status of L-1 and the committee feels that quality of the items would be compromised by the bidder at the time of delivery.
11. The bidder shall provide brochure of the items quoted along with the measurement and price quote of the items in the sealed envelope by 17:00hrs on 22nd March, 2012 to the undersigned.



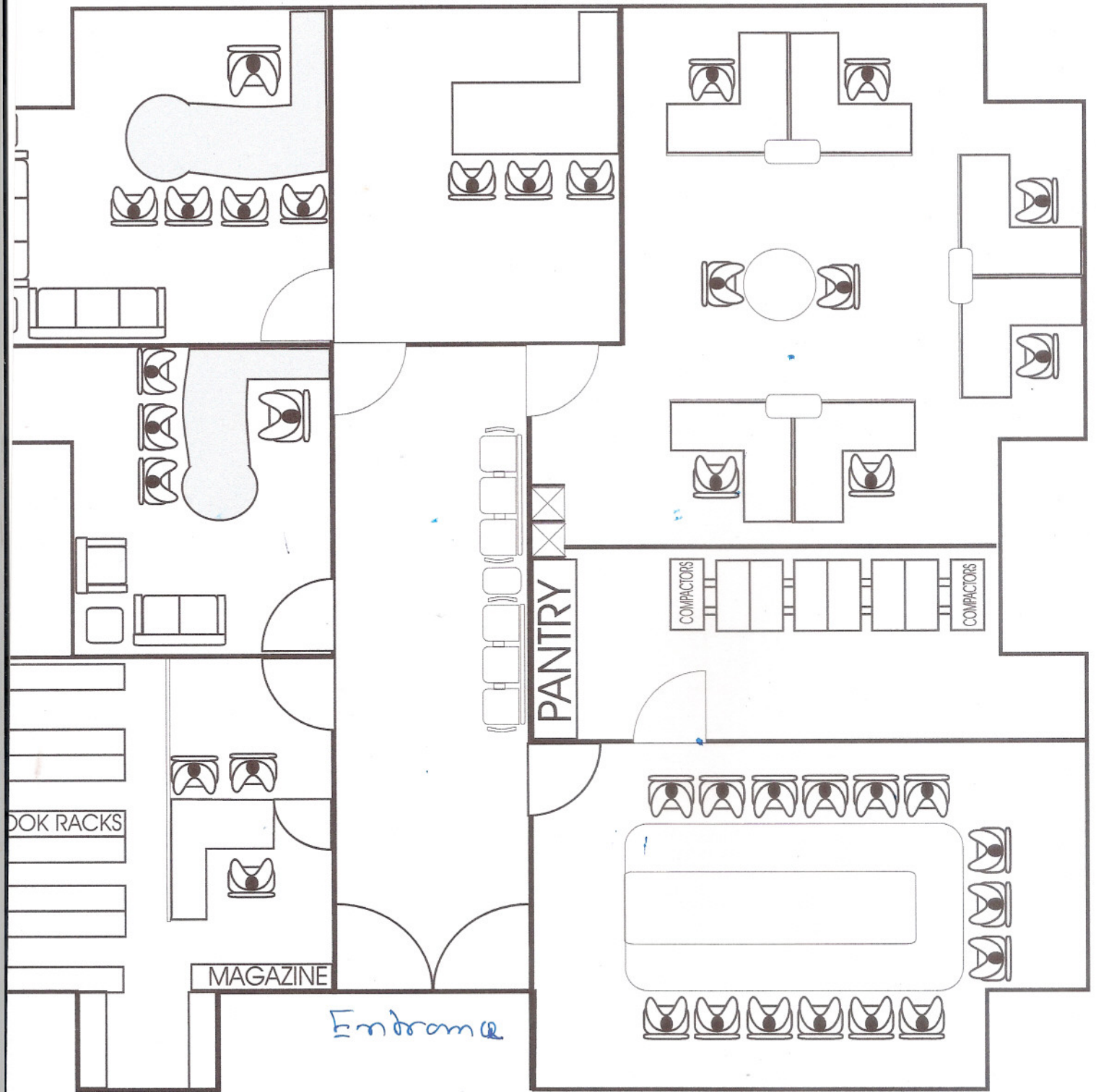
[Assistant Registrar (SA)]
Dean, Students' Affairs Office
IIT Kanpur-208016 [UP]

Appendix-A (1)



DOSA OFFICE

[Signature]
06/13/12



C.O.W.'s OFFICE

[Handwritten Signature] 06/3/12