

Indian Institute of Corporate Affairs
Ministry of Corporate Affairs (Govt. of India)
Plot No. 6, 7 & 8, Sec. - 5, IMT Manesar, Gurgaon

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**TENDER FOR SUPPLY OF OFFICE CHAIRS FOR THE OFFICE OF
INDIAN INSTITUTE OF CORPORATE AFFAIRS, MANESAR.**

Indian Institute of Corporate Affairs, Plot No. 6, 7 & 8, Sector – 5, IMT Manesar, Gurgaon invites reputed vendors/ dealers/ firms who are dealing in the trade of Supply of chairs to Govt. Ministries/ Departments/ Institutions.

SCHEDULE

Last Date/Time for receipt of Bids	:	13-9-2012/3:00 PM.
Date/Time of Opening of Tech Bids	:	13-9-2012/3:30 PM.
Place of Opening of Bids	:	Indian Institute of Corporate Affairs Plot No – 6, 7 & 8, Sector – 5, IMT, Manesar, Gurgaon.
Address for Communication	:	Indian Institute of Corporate Affairs Plot No – 6, 7 & 8, Sector – 5, IMT, Manesar, Gurgaon.

ELIGIBILITY CRITERIA FOR BIDDERS

- A. Bidder should be a reputed dealer/ firm engaged in the business of supply of office chairs to Govt. Departments/ Institutions/ Ministries.
- B. Bidder should have a minimum experience of at least 2 years in the field of supply of office chairs to Govt. Departments/ Institutions. Certificate/Work Order for at least one year is to be provided.
- C. Bidder should be registered with Sales Tax/Vat Department; copy of certificate must be added with bid.
- D. Bidders to give an undertaking that they have not been blacklisted by any Govt. Department and that no Criminal Case/Complaint is pending against them anywhere in India may be attached with bid.

SUPPLY/ PROVISIONING SPECIFICATIONS & STANDARDS

1. The items supplied by the selected bidder should have the relevant ISI mark/ ISO standards wherever applicable.
2. Warranty obligations, by the manufacturing company will remain on the selected bidder.

3. Defect liability for all chairs supplied by the bidder as per order, will rest with the bidder for the next one year including repair/ replacement warranty from the date of completion of work.
4. Supply of entire quantity of chairs given in the schedule may be completed before 20th September 2012.
5. The firm will quote the rates exclusive of all taxes as per the list in the Tender Performa. No delivery charges will be admissible.
6. The rates quoted shall be valid for next one year and IICA reserves the right to reduce/increase the quantity or prefer additional orders as required.

TERMS AND CONDITIONS

1. Only bidders who satisfy the eligibility condition may apply. Sealed tenders as a single composite bid are to be delivered by hand/post at IICA, Manesar by the last date & time as mentioned below.
2. All sealed envelopes shall be clearly marked with name of work and name of bidder and shall be submitted before 3:00 PM on 13-9-2012. Tenders received after due date will not be entertained.
3. The bid should be accompanied by an Earnest Money Deposit (EMD) of Rs 10,000/- (Rupees Ten Thousand only), by Demand Draft/Pay Order in favour of Indian Institute of Corporate Affairs, Payable at New Delhi, drawn on any schedule Bank. Tenders without EMD will be rejected.
4. Tenderers should sign at the bottom space of all pages of tender document. The tender bid shall be opened at IICA, Manesar.
5. EMD of the successful bidder shall be forfeited in the event of withdrawal of his bid before the bid validity period (45 days) or non-completion of the task.
6. EMD of unsuccessful bidder shall be returned after a decision on the tender is taken. No interest will be paid by IICA on the EMD.
7. No bidder shall contact the IICA on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.
8. Any effort by a bidder to influence the IICA in the IICA's bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
9. The notification of award will constitute the formation of the contract/ work order.
10. The Tenders submitted beyond the date and time fixed shall be summarily rejected. Partial quotations of items will make the tender liable for rejection. Bidder has to give quotation for all items in the Tender Performa.
11. Any postal delay or loss in transit will not be binding on IICA.
12. Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
13. No request for increase in the rates will be entertained during the period of supply of items. No advance payment will be made. Also, no interest will be paid on delayed payment.

14. The IICA reserves the rights to reject any or all tenders. The IICA, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the tendering firm.
15. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
16. In case of any differences the firms can be called for negotiation. DG & CEO, IICA will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
17. In case of breach of any clause of contract the firm can also be black listed.

TENDER DOCUMENT TO BE SUBMITTED

1. Duly Filled Tender Performa.
2. EMD – DD/Pay Order.
3. Eligibility/ Experience/ Qualification Certificates as given in eligibility criteria.

Administrative Officer

SIGNATURE OF TENDERER.....

DATE:

FINANCIAL BID FOR CHAIRS

Sr. No.	Specification	No. of Chairs	Rate Per Chair	Amount	Remarks
1.	<p data-bbox="310 342 893 415">Revolving High Back Chair (with Headrest) as per following specification.</p> <p data-bbox="358 457 893 1150">9) SEAT/BACK ASSEMBLY: The seat is made up of insert moulded Polyurethane Foam upholstered with foam laminated mesh fabric. The insert moulded foam is assembled over a load bearing plastic seat cover. The back is made up of two piece injection moulded frame. The inner frame is upholstered with mesh fabric and mounted on the main assembly. The back has adjustable lumbar support for achieving comfortable seating posture. Average size (± 5cm) Sub Assembly Seat size = 52.5 cm Width, 51 cm Depth. Sub Assembly Back size= 48.5 cm Max Width, 62 cm Ht. Effective Back Ht from Seat = 57 cm</p> <p data-bbox="358 1199 893 1346">10) POLYURETHANE FOAM: The polyurethane foam for seat is moulded with density = 75 ± 4 kg/m³ and Hardness = 34 ± 4.</p> <p data-bbox="358 1394 893 1734">11) ARMRESTS (ADJUSTABLE): The armrest top is injection moulded in polyurethane and mounted on the injection moulded height adjustable type armrest. The armrest height is adjustable up to 4-5cm in 3 steps & width adjustable. Arm Top Out to Out Dim = 62 to 65 cm, Arm Top Centre to Centre Dim = 53 to 56 cm.</p> <p data-bbox="358 1782 893 1967">12) FRONT PIVOT SYNCHRO MECHANISM: The mechanism is designed with the following features: - 360 degrees revolving type - Single point control - Front pivot for tilt</p>	5			

	<p>with feet resting on ground ensuring more comfort - Tilt tension adjustment - 3position locking with anti shock feature</p> <p>13) CONNECTING SPINE BRACKET: spine bracket is made of Aluminium diecast piece connecting back with mechanism.</p> <p>14) PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has an adjustment of 8.5(±2) cm.</p> <p>PEDESTAL ASSEMBLY: Pedestal is made of Die cast Aluminium fitted with 5 nos. twin wheel castors castor wheel dia. 6.0 ± 1cm). The pedestal is 65 ± 2cm. Pitch center dia. (71.0 cm with castors) ± 3cm.</p> <p>15) TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in Nylon.</p>				
<p>2.</p>	<p>Revolving Mid back Chair as per following specification.</p> <p>1) SEAT/BACK ASSEMBLY: The seat is made up of insert moulded Polyurethane Foam upholstered with foam laminated mesh fabric. The insert moulded foam is assembled over a load bearing plastic seat cover. The back is made up of two piece injection moulded frame. The inner frame is upholstered with mesh fabric and mounted on the main assembly. The back has adjustable lumbar support for achieving comfortable seating posture.</p> <p>Sub Assembly Seat size = 52.5 cm (± 3cm) Width, 51 cm (± 2cm) Depth. Sub Assembly Back size=</p>	<p>15</p>			

48.5 cm (\pm 2cm) Max Width, 62 cm ht (\pm 3cm). Effective Back Ht from Seat = 57 cm (\pm 3cm)

2) **POLYURETHANE FOAM:** The polyurethane foam for seat is moulded with density = 75 ± 4 kg/m³ and Hardness = 34 ± 4 .

3) **ARMRESTS (ADJUSTABLE) :** The armrest top is injection moulded in polyurethane and mounted on the injection moulded height adjustable type armrest. The armrest height is adjustable up to 4-5cms in 3 steps & width adjustable. Arm Top Out to Out Dim = 62 to 65 cm, Arm Top Centre to Centre Dim = 53 to 56 cm

4) **FRONT PIVOT SYNCHRO MECHANISM:** The mechanism is designed with the following features:

360 degrees revolving type -
Single point control - Front pivot for tilt with feet resting on ground ensuring more comfort -
Tilt tension adjustment – 3 position locking with anti-shock feature

5) **CONNECTING SPINE BRACKET:** spine bracket is made of Aluminium diecast piece connecting back with mechanism.

6) **PNEUMATIC HEIGHT ADJUSTMENT:** The pneumatic height adjustment has an adjustment of 8.5 (\pm 1cm) cm.

16) **PEDESTAL ASSEMBLY:** Pedestal is made of Die cast Aluminium fitted with 5 nos. twin wheel castors (castor wheel dia. 6.0 ± 2 cm). The pedestal is $65.0\text{cm} \pm 3$ cm. Pitch center dia.

	(71.0 cm \pm 3cm with castors). TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in Nylon.				
3.	<p>Manufacturing and Supplying and fixing in position of Chairs as per following specification.</p> <p>The seat shall be made up of 12 mm thick hot pressed plywood upholstered with fabric and moulded Polyurethane Foam. The back is made up 12 mm thick hot pressed plywood upholstered with replaceable fabric upholstery covers and moulded polyurethane foam. The back ply and foam shall be designed with contoured lumber support for comfortable seating posture. The MID BACK SIZE shall be 480 mm \pm 5m. (W) X 645 mm \pm 5m (H). The SEAT SIZE shall be 510 mm \pm 5mm (W) X 480 mm \pm 5m (D). The polyurethane foam for seat and back shall be moulded with density = 452 kglm3 and (\pm 2) Hardness =20k2 (\pm 2).The armrest top shall be made of moulded polyurethane (P.U) and shall be mounted on to a fixed type M.S. Tubular armrest support chrome plated. The arm support has static vertical adjustment of k 15 mm. The backrest shall consists of a fixed type mechanism i.e. no back up I down adjustment. The Leg frame welded assembly made from 35 X 15 X 16BG (1.6THK) Elliptical M.S ERW tube with base plate chrome plated for seat fixing. The above Chair shall be manufactured as per specifications.</p>	50			