



**राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड**  
**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND**  
**Chumukedima, Dimapur**  
**Nagaland - 797 103**

**TENDER DOCUMENT FOR SUPPLY AND INSTALLATION  
OF OFFICE FURNITURE AT NIT NAGALAND**

**NOTICE INVITING TENDER**

- Notice Inviting Tender No. : 0223/NIT-N/TEQIP-3/FUR2017/10-01**  
**Date: 11-10-2017**
- Tender Document Issue Date : 11-10-2017**
- Last Date of Submission of Tender : 31-10-2017, 2.00 p.m.**
- EMD Amount : Rs. 50,000/-**
- Technical Bid Opening Date and Time : 31-10-2017, 2.30 p.m.**
- Financial Bid Opening Date and Time : 31-10-2017, 3.00 p.m.**
- Delivery Period : 1 Month from the date of Purchase Order**
- Tender Document Fee : Rs. 5,000/-**
- Address for Submission of Tender : The Registrar  
National Institute of Technology  
Nagaland  
Chumukedima, Dimapur-797 103**

# NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND

Chumukedima, Dimapur – 797 103.

## NOTICE INVITING TENDER

**No. 0223/NIT-N/TEQIP-3/FUR2017/10-01**

**Date: 11-10-2017**

National Institute of Technology Nagaland is one of the newly established Institutes by MHRD under the NIT Act 2007 to impart technical education and to promote research activities in the North East region. It is proposed to furnish the New Hostels with the state-of-art facilities.

Sealed Quotations under two cover system (1. Technical, 2. Financial) are invited from the reputed Manufacturers / Dealers / Registered Suppliers for Supply of furniture at NIT Nagaland as per the specifications, terms and conditions given in the Annexure-I, so as to reach the office of the Registrar on or before the scheduled date and time. Detailed tender document can be downloaded from the Institute Website at URL <http://www.nitnagaland.ac.in>.

The bidder shall be required to deposit the earnest money (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand only), which is refundable and a tender document fee for an amount of Rs. 5,000/- (Rupees Five Thousand only), which is non-refundable by way of Demand Draft only. The Demand Draft shall be drawn in favour of “The Director, NIT Nagaland” payable at Chumukedima, Dimapur. **The Demand Drafts for Earnest Money Deposit & Tender Document fee must be enclosed in the envelope containing the technical bid.**

The tender document shall be submitted in a sealed envelope bearing the following reference on the top left corner: **0223/NIT-N/TEQIP-3/FUR2017/10-01, latest by 31<sup>st</sup> October 2017 at 2.00 p.m.** and addressed to:

**The Registrar  
National Institute of Technology Nagaland  
Chumukedima, Dimapur  
Nagaland - 797 103**

Bid(s) received beyond the due date of submission will be rejected. No tender document will be entertained by E-mail / FAX. The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.

Technical bid(s) will be opened on 31-10-2017 at 2.30 p.m. in the Conference Hall, Administrative Block of the Institute in the presence of the bidder(s) or their authorized representative(s) who are present at the scheduled time. The Financial bid(s) of the technically qualified bidder(s) will be opened on 31-10-2017 at 3.00 p.m.

In the event of the due date of receipt and opening of the tender being holiday/declared as holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.

The tender document duly signed and stamped on each page shall be submitted in original with the Technical bid as a proof to confirm the acceptance of the entire terms and conditions of tender. Any amendment and / or addition made to the tender are not permissible after opening of the tender. Incomplete tenders will be rejected.

The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

## **ESSENTIAL QUALIFICATIONS FOR SUPPLY OF FURNITURE**

1. The bidder(s) should have carried out atleast five similar works within last 5 years and out of which, three works should be within in last three years of value of Rupees 10.00 Lakhs or Higher in any Central or State Government Institution/ Research Institute or Institute of National Repute.
2. The bidder should produce back up documents like purchase orders, work completion certificates for the above mentioned work.
3. The bidder should furnish the certificate of GST registration, PAN, and IT Returns of last three years.
4. The bidder should be the OEM of Furniture / Furniture manufacturer/authorised dealer of Furniture. In case of authorised dealer, the firm should have the registration/dealership with the OEM/Manufacturer for the state of Nagaland/Northeast state for the last 10 years. Dealership certificate from the manufacturer should be produced.
5. Average Annual Turn Over for Supply/Sale of Furniture for the last 3 years should be at least Rs.50 lakhs. The bidder should produce Audited statement of accounts for the last 3 years.
6. The bidder should provide the authorised certificate from the OEM/Manufacturer for the providing the same furniture's as per the specification mentioned in the Annexure-I.
7. The bidder should attach the OEM/Manufacturer Catalogue specifying the exact technical specification of the items as per the tendered notice (Annexure-I).
8. The manufacture should have latest ISO standards Certification.
9. The manufacturer / dealer should assure and submit self certificate for availability and supply of spares for next 3 years for the materials to be supplied.

**Note: All the supporting documents should be attached with the Technical Bid, without which the tender will be rejected. The bidder need to bring the above original documents at the time of technical opening for the verification.**

## **INSTRUCTIONS TO BIDDER**

Tender should be submitted in two covers, Cover-I (Technical Bid) and Cover-II (Financial Bid). Envelopes of technical bid and financial bid should be individually sealed and then placed in a common outer cover which shall also be sealed and superscribed with the tender reference no. and due date of submission.

### **Cover-I: Technical Bid (Cover I should be superscribed as Technical Bid and indicating the Tender Reference No.)**

1. The bidder shall be required to deposit the earnest money (EMD) for an amount Rs. 50,000/- (Rupees Fifty Thousand only), which is refundable and a tender document fee for an amount of Rs. 5,000/- (Rupees Five Thousand only), which is non-refundable by way of Demand Draft only. The Demand Draft shall be drawn in favour of “The Director, NIT Nagaland” payable at Chumukedima, Dimapur. **The Demand Drafts for Earnest Money Deposit & Tender Document fee must be enclosed in the envelope containing the technical bid.**
2. Any technical bid without the Demand Drafts of Earnest Money Deposit and tender fee is liable to be rejected. The Institute is not responsible to pay any interest on such amount. Earnest Money Deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.
3. The Earnest Money Deposit of the successful bidder shall be refunded after the completion of contract/order. For unsuccessful bidder(s) it will be refunded after award of the contract.
4. The organization should furnish the certificate of GST, Income Tax returns, PAN, CST, VAT and TIN number.
5. Bid must be quoted with **Three years on-site warranty** and it will be started from the date of the satisfactory supply of furniture at NIT Nagaland.

6. The rate quoted should be valid for a minimum period of 90 days. No claim for escalation of the rate will be considered after opening the tender.
7. The Institute reserves the right to accept in part or in full any quotation(s) or reject any or more quotation(s) without assigning any reason or to cancel the tendering process and reject all quotation(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
8. The furniture should be delivered and installed within 1(one) month of time from the date of issue of the purchase order.
9. The safe delivery shall be the sole responsibility of the supplier.
10. A prospective bidder requiring any clarification of the tender document may communicate to The Registrar, NIT Nagaland.
11. At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the tender document by an amendment.
12. The item to be used is strictly adhering to the specification and subject to test by the Institute / concerned authorities. It must be delivered and installed in good condition.
13. The Latest ISO standards Certification should be from the year 2016 onwards).

**Cover-II: Financial Bid (Cover-II should be superscribed as Financial Bid and indicating the Tender Reference No. and shall contain Price only)**

1. Financial bid should be enclosed in a separate sealed cover and should be written in the format (Summary Sheet) given in the tender document. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.
2. The bid should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The rate should be quoted both in words and figures. All the pages of the bid should be duly signed by the authorized person affixing the seal.

All corrections and overwriting should be initialled otherwise the tender shall be invalidated.

3. The rates should be quoted in Indian Rupee including all taxes and Freight charges at FOR destination at NIT Nagaland, Chumukedima, Dimapur - 797103 on Door Delivery Basis.
4. The rate quoted should be inclusive of commissioning and installation.
5. The bidder shall indicate the Excise Duty exemption for the goods if applicable.

**Vendors shall submit the Summary Sheet I appended to the tender, duly filled in and shall be put in the technical bid cover and the Summary Sheet II duly filled in shall be put in the commercial bid cover.**

### **Payment Terms**

The payment of 60 percent of the order value shall be released after receipt of item(s) in good condition and after inspection of the goods jointly by representative from Bidder & NIT Nagaland. The next payment of 35 percent shall be released after the successful installation and completion of total work.

The balance 5 percent of the total work value will be kept as Performance Security deposit for one year and the same will be returned within 30 days of completion of one year of maintenance Phase from the date of installation and acceptance.

**REGISTRAR**

**CONTRACT FORM**

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide to deliver / establish the ..... by the delivery schedule / completion time as mentioned in the tender document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NIT Nagaland during this period.

**Signature of the Bidder** : .....

**Name and Designation** : .....

**Business Address** : .....  
.....  
.....

Place :

Date:

**Seal of the Bidder's Firm**



## SUMMARY SHEET I – TECHNICAL BID

Sl. No	Furniture Specification - NIT Nagaland Requirements	Vendor Specification	Compliance (Yes / No)
1.	Executive Office Table - Specification as given in Annexure-I (Item No. 1)		
2.	Computer Table - Specification as given in Annexure-I (Item No. 2)		
3.	Workstation Table - Specification as given in Annexure-I (Item No. 3)		
4.	Staff Chair - Specification as given in Annexure-I (Item No. 4)		
5.	Visitor Chair - Specification as given in Annexure-I (Item No. 5)		
6.	Laboratory Chair (Without arm) - Specification as given in Annexure-I (Item No. 6)		
7.	File Rack - Specification as given in Annexure-I (Item No. 7)		
8.	Bookshelves - Specification as given in Annexure-I (Item No. 8)		
9.	White Board (Magnetic) 3x4 feet - Specification as given in Annexure-I (Item No. 9)		

Signature of the Bidder \_\_\_\_\_

## SUMMARY SHEET II – FINANCIAL BID

(In separate sealed envelope)

Sl. No.	Furniture Specification	No. of Units	Unit Cost (Rs.)	Total Cost (Rs.)
1.	Executive Office Table - Specification as given in Annexure-I (Item No. 1)	05		
2.	Computer Table - Specification as given in Annexure-I (Item No. 2)	10		
3.	Workstation Table - Specification as given in Annexure-I (Item No. 3)	10		
4.	Staff Chair - Specification as given in Annexure-I (Item No. 4)	05		
5.	Visitor Chair - Specification as given in Annexure-I (Item No. 5)	50		
6.	Laboratory Chair (Without arm) - Specification as given in Annexure-I (Item No. 6)	20		
7.	File Rack - Specification as given in Annexure-I (Item No. 7)	05		
8.	Bookshelves - Specification as given in Annexure-I (Item No. 8)	20		
9.	White Board (Magnetic) 3x4 feet - Specification as given in Annexure-I (Item No. 9)	35		
<b>Grand Total*</b>				

(\* Taxes as applicable)

**Grand Total (in Rs \_\_\_\_\_)**

Signature of the Bidder \_\_\_\_\_  
with Seal of the firm

### **Please Note:**

1. The bidder has to quote the complete package. Part bidding will be completely rejected.
2. L1 will be evaluated based on the Grand Total only.

**SPECIFICATION OF THE OFFICE FURNITURE**

**Item No.1 Executive Office Table**

**MAIN DESK (2200W x 1190D x 750H)**

**Top: Work Surface:**

It should have 2 Layers of 18 mm thick MFC with 3 mm PVC edging, Edging of 2 Colour tone.

**Under Structure: Side Panels Legs:**

It should be made of MFC covered with 45 mm MDF Profile at Vertical edges. Connected to the top panel by minifix & wooden dowels. Adjustable Stud. Also 2 nos. of 75 diameter epoxy black painted metal leg to enable ERU top panel to slot into it. Adjustable base of leveling available.

**Modesty:**

18 mm thick MFC with curved shape. Connected to Top & Side panels with minifix fitting & wooden dowels.

**STORAGE: 406 W x 550 D x 640H**

**Mobile Pedestal**

- should have 4 Drawers with central lock,
- Top drawer is pencil tray 280 x 280 mm.
- Carcass 18 mm thick MFC and 25 mm thick top panel.
- Black Metallic handles 128 mm distance. 450mm L runner. Castor of 55 mm diameter x 25mm H Plastic adjustable glide. Connected to Top with metallic support tube size 60mm H x 75 diameters.

**ERU: 1380 W x 480D x700 H**

**Top: Work Surface:**

18mm thick MFC with 3 mm PVC edging. Edging of 2 colour tone.

**Storage: Pedestal:**

4 Drawers with central lock, Top drawer is pencil tray 280 x 280 mm. Carcass 18 mm thick MFC and 25 mm thick top panel. Black Metallic handles 128 mm distance. 450mm L runner. 55 mm diameter x 25 mm H Plastic adjustable glide. Connected to Top with metallic support tube of size 60 mm H x 75 diameters.

**Item No. 2 Computer Table**

**Dimension: 1015 mm (L) x 600 mm (W) x 865 mm (H)**

**Raw materials (Specs of Lamination & thickness ) :**

- 25 mm Prelam Particle Board,
- 15 mm Prelam Particle Board.

**Metal Parts:**

- BM Slide for Keyboard – 350 mm.
- Castor Mounting Plate
- Lock Patti.

**Hardware:**

- 900 KD Drum, KD Screw, PVC Inserts, Wooden Dowel, Screw CSK, SS Handle -96.

**Item No. 3 Workstation Table**

**Product Size: 1015 mm (L) x 600 mm (W) x 865 mm (H)**

**Raw materials (Specs of Lamination & thickness):**

- 25 mm Prelam Particle Board,
- 15 mm Prelam Particle Board.

**Metal Parts:**

- BM Slide for Keyboard – 350 mm.
- Castor Mounting Plate

- Lock Patti.
- One side of Two Drawers with Locking system. (Cam lock)
- Another side of CPU Storage and adjustable Shelves.
- Castor 4 Nos (Front side castor is Lock and backside castor is unlock).

**Hardware:**

- 900 KD Drum, KD Screw, PVC Inserts, Wooden Dowel, Screw CSK, SS Handle -96 of 2.

**Item No. 4 Staff Chair**

- **SEAT/BACK ASSEMBLY:**

The seat and back should made up of 1.2 ±0.1cm. thick hot-pressed plywood measured as per QA method described in OCP- QLTA – P14-18 and upholstered with fabric upholstery covers and moulded polyurethane foam. The back foam should be designed with contoured lumbar support for extra comfort. The seat should have extra thick foam on front edge to give comfort to popliteal area.

Seat Size: 47.0 cm (W) x 48.0 cm (D)

Back Size: 47.5 cm (W) x 69.5 cm (D)

- **HIGH RESILIENCE (HR) POLYURETHANE FOAM:** The HR Polyurethane foam should be moulded with density =45±2kg/m<sup>3</sup> and hardness load 16 ± 2kgf as per IS : 7888 for 25% compression.
- **ARMREST:** The one – piece armrests are injection should moulded from black Co- polymer Polypropylene.
- **CENTER TILT SYNCHRO MECHANISM:** The mechanism is designed with 360 revolving type, upright position locking, Tilt tension adjustment, Seat/Back Tilting ratio of 1:3.

- **PNEUMATIC HEIGHT ADJUSTMENT:** The pneumatic height adjustment has an adjustment stroke of  $12.0 \pm 0.3$  cm.
- **TELESCOPIC BELLOE ASSEMBLY:** The bellow is 3 piece telescopic type and injection moulded in black Polypropylene.
- **PEDESTAL ASSEMBLY:** The pedestal is injection moulded in black 33% glass-filled Nylon -66 and fitted with 5 nos. twin wheel castors. The pedestal is  $66.3 \pm 0.5$  cm, pitch- center dia. ( $76.3 \pm 1.0$  cm. with castors).
- **TWIN WHEEL CASTORS:** The twin wheel castors are injection moulded in Black Nylon.

#### **Item No. 5 Visitor Chair**

- **SEAT/BACK ASSEMBLY:** The seat and back are made up of  $1.2 \pm 0.1$  cm. thick hot-pressed plywood measured as per QA method described in OCP- QLTA – P14-18 and upholstered with fabric upholstery covers and moulded polyurethane foam. The back foam is designed with contoured lumbar support for extra comfort. The seat has extra thick foam on front edge to give comfort to popliteal area.

Seat Size: 47.0 cm (W) x 48.0 cm (D)

Back Size: 47.5 cm (W) x 69.5 cm (D)

- **HIGH RESILIENCE (HR) POLYURETHANE FOAM:** The HR Polyurethane foam is moulded with density  $=45 \pm 2$  kg/m<sup>3</sup> and hardness load  $16 \pm 2$  kgf as per IS: 7888 for 25% compression.
- **ARMREST:** The one – piece armrests are injection moulded from black Co-polymer Polypropylene.

- **CENTER TILT SYNCHRO MECHANISM:** The mechanism is designed with 360 revolving type, upright position locking, Tilt tension adjustment, Seat/Back Tilting ratio of 1:3.
- **TUBULAR FRAME:** The powder coated (DFT 40-60 microns) tubular frame is cantilever type & made of  $\text{Ø}2.54 \pm 0.03\text{cm} \times 0.2 \pm 0.016\text{cm}$  thick. M.S.E.R.W. Tube.
- **PNEUMATIC HEIGHT ADJUSTMENT:** The pneumatic height adjustment has an adjustment stroke of  $12.0 \pm 0.3\text{cm}$ .
- **TELESCOPIC BELLOE ASSEMBLY:** The bellow is 3piece telescopic type and injection moulded in black Polypropylene.
- **PEDESTAL ASSEMBLY:** The pedestal is injection moulded in black 33% glass-filled Nylon -66 and fitted with 5 nos. twin wheel castors. The pedestal is  $66.3 \pm 0.5\text{cm}$ , pitch- center dia. ( $76.3 \pm 1.0\text{cm}$ . with castors).
- **TWIN WHEEL CASTORS:** The twin wheel castors are injection moulded in Black Nylon.

### **Item No. 6 Laboratory Chair**

- **SEAT / BACK ASSEMBLY:** The seat is made up of  $1.2 \pm 0.1$  cm. thick hot pressed plywood measured as per QA method described in OCP – QLTA – P14-18 and back injection moulded from black Co-polymer Polypropylene are upholstered with fabric and moulded polyurethane foam together with covers. The back foam is designed with contoured limber support for extra comfort.

Back Size: 39.0cm (W) X 24.0cm (H)

Seat Size: 45.5cm (W) X 41.0cm (D)

- **HIGH RESILIENCE (HR) POLYURETHANE FOAM:** The HR Polyurethane foam is moulded with density  $+ 45 \pm 2 \text{kg/m}^3$  and hardness load  $16 \pm 2 \text{kgf}$  as per IS: 7888 for 25% compression.
- **SEAT /BACK COVERS:** The upholstered seat is covered on the underside with black Polypropylene non – woven fabric and the upholstered back is covered with a back cover injection moulded in black Co- polymer Polypropylene.
- **ADJUSTABLE BACK MECHANISM:** The adjustable back mechanism is designed with 360 revolving type, Provision for backrest tube ( $3.5 \pm 0.03 \text{cm} \times 1.5 \pm 0.02 \text{cm} \times 10.16 \pm 0.015 \text{cm}$ ), Back height adjustment  $9.0 \pm 0.5 \text{cm}$ , Infinite locking of back height.
- **PNEUMATIC HEIGHT ADJUSTMENT:** The pneumatic height adjustment has an adjustment stroke of  $11.0 \pm 0.3 \text{cm}$ .
- **PEDESTAL ASSEMBLY:** The pedestal is fabricated from  $0.2 \pm 0.02 \text{cm}$  thick HR sheet (IS: DD 1079/HR), powder coated (DFT 40-60 microns) and fitted with an injection moulded black Polypropylene hub cap and 5 nos. twin wheel castors. The pedestal is  $55.0 \pm 0.5 \text{cm}$ , pitch- center dia. ( $65.0 \pm 1.0 \text{cm}$ . with castors).
- **TWIN WHEEL CASTORS:** The twin wheel castors are injection moulded in Black Nylon.



## **Item No. 7 File Rack**

**PRODUCT SIZE:** 4 Drawer Width: 470mm Height: 1320 mm Depth: 620mm

**MATERIAL:** CRCA  
0.7mm thick (Top, Side & Drawer Front)  
0.6mm thick (Frame, Drawer – Inside Cover, Side Back Side)  
0.5mm thick (Back, Bottom, Drawer Bottom)

**DRAWER FRONT:** Easy to grip full length handle recess integrated into Metal Drawer fronts.

**DRAWER SIZE & FILE TYPE:** For hanging Ezee/Visa files (Foolscap) from front to back No. of 20mm thick file which can be hanged in above way per drawer is 28.

### **LOCKING & ANTI-TIPPING**

**ARRANGEMENT:** Centralized locking with 10 Lever Cam lock & having anti-tipping arrangement to ensure that when one drawer is opened for use, it does not allow other drawers to be opened.

**SLIDE:** High quality precision ball slide. Drawer load: 40Kg. UDL for 75,000 cycles (BS).

**TRIANGULAR PLATE:** Plain Triangular plate pop riveted at the bottom corners for rigidity.

**FINISH:** Epoxy Polyester Powder coated to the thickness of 50 microns (+/-10).

## **Item No. 8 Bookshelves**

- Product Size: 914 mm (W) x 320 mm (D) x 1742 mm (H)

### **Construction & Materials:**

- Rigid Knock down construction.
- Top, side, back made out of 0.7mm thick CRCA steel & stiff, frame, bottom, shelves made out of 0.8mm thick CRCA steel conforming to IS-513, Gr. D.

### **Door Features /Locking:**

- Each Door has Cam Lock with Common Keys.
- Each Door has 4 mm thick transparent toughened 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.

### **Shelves:**

- Each compartment has storage shelf.
- Uniformly Distributed Load Capacity per each shelf is 80 Kg Maximum.

### **Top Panel:**

- 4 Door has Metal Top Panel
- PVC lipping or 25 mm thick PPB with post formed Laminate top with PVC Lipping.

### **Finish:**

- Epoxy Polyester Powder Coated to the thickness of 50 microns ( +/-10).

### **Item No. 9 White Board**

- **Surface:** Magnetized white Smooth surface with special E-Z-W Lacquer coating is great for writing and easy to clean.
- **Board Size:** 3x4 Feet, Works Well with Any Whiteboard Marker
- It should be able fix horizontal or vertical with adjustable triangle hooks on two sides. Fixing kit should be included
- FREE 10 assorted Magnets and magnetic duster should be provided.