

EXPRESSION OF INTEREST
(EOI) FOR SUPPLY OF
FURNITURE ITEMS FOR
COMPUTER LAB AT SRI
GURU GOBIND SINGH
COLLEGE OF COMMERCE,
PITAMPURA, NEW DELHI

Date of Start of Sale: 16 August 2017

Date of Closure of Sale: 23 August 2017

Date of Opening of Technical Bid: 24 August 2017

Cost of EOI Document: Rs. 500/- (Non-Refundable)

EMD: Rs. 15,000/-

**Sri Guru Gobind Singh College of Commerce
Pitampura, New Delhi 110034**

Expression of Interest for Supply of Furniture items

Expression of Interest (EOI) is invited on behalf of Principal, Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034, from reputed furniture manufacturers for supply of furniture items for Computer Lab at Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034. The suppliers must be registered with the concerned VAT/GST Department having a valid TIN/GSTN Number for the supply of Furniture items.

The EOI Document can be obtained from the office of the Principal Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034, New Delhi on any working day from 16th August 2017 to 23 August 2017 on Payment of **Rs. 500/-** (non-refundable) via Demand Draft in the name of **“Principal, Sri Guru Gobind Singh College of Commerce, Pitampura”**

The EOI document can be downloaded from the College website: <http://www.sggsc.ac.in/>. The downloaded EOI document, should be accompanied by DD of **Rs. 500/-** (non-refundable) in favor of **Principal, Sri Guru Gobind Singh College of Commerce, Pitampura** as cost of the EOI document

Interested parties shall submit their offers duly superscripted **“EOI for Supply of Computer Lab Furniture”** along with a Demand Draft of **Rs. 15,000** as EMD drawn from any scheduled bank favoring **Principal, Sri Guru Gobind Singh College of Commerce, Pitampura** in sealed envelopes **on or before 24 August 2017 (03:00 pm)**.

Principal
Sri Guru Gobind Singh College of Commerce, Pitampura,
New Delhi 110034

Dated: - 16/08/2017

**Sri Guru Gobind Singh College of Commerce
Pitampura, New Delhi 110034**

The Bidders are expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.

ELIGIBILITY CRITERIA

Bidders must be either manufacturers or authorized dealers. The authorization letter from the manufacturer should be attached along with the tender in case of the authorized dealers.

1. Should have average turnover of Rs. 15 lakhs during the last three years.
2. Should have at least 03 years' experience in manufacturing or supplying office furniture.
3. The bidder must be registered with Commercial Tax Department, having valid TIN/GSTN.
4. The Proposal should be accompanied by Earnest Money Deposit (EMD) of 15,000/- as EMD drawn from any scheduled bank in favor of **Principal, Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034** in a separate sealed envelopes

SUBMISSION OF PROPOSALS

1. The technical bid, the financial bid and the EMD of Rs. 15,000/- are required to be submitted in three separate envelopes.
2. Envelope containing financial bid shall not include any other document related to bidding.
3. All three envelopes containing the technical bid, financial bid and EMD are to be enclosed in one envelope which shall be addressed to the **Principal Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034** superscripted "**EOI for Supply of Computer Lab Furniture**".

EVALUATION OF BIDS (Three Bid System)

The bids shall be evaluated in three stages.

Stage-1: Technical bid shall be opened on 24th August 2017 at 3:30 PM or the earliest convenient time and day thereafter in the office of the Principal Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034 in the

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presence of the Bidders who may be present

Only those bidders shall qualify for stage-2 of bidding, whose technical bid meets the eligibility criteria mentioned in the foregoing clauses. Shortlisted bidders will be informed about the date of submission of furniture samples and date of opening of financial bids.

Stage-2: The successful bidders of stage-1 shall be required to submit the samples along with specifications and brochure of the quoted product for sample selection

Stage-3, Financial Bids of only those bidders shall be opened whose samples are selected by the Committee constituted for the purpose. Principal Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034 reserves the right to split the supply order to various bidders in case their samples are approved and rates are lowest for a item

PERIOD OF VALIDITY OF BIDS:

Bids shall remain valid for a minimum period of **90 days** after the date of bid opening prescribed by the Principal SGGSCC PITAMPURA College.

GENERAL TERMS & CONDITIONS

1. Prices shall be quoted in Indian Rupees (INR) only.
2. The amount is required to be quoted both in figures and in words, in case of a discrepancy, the amount quoted in words will be taken as final.
3. The supply, transportation etc. of the items will be sole responsibility and at the risk of the firm till the acceptance by the Principal SGGSCC Pitampura.
4. The supply of items should be made strictly in accordance with the specifications given in the Financial Bid. The warranty period takes effect from the date of acceptance of the items by the Principal SGGSCC Pitampura. The bidder shall be liable to make good the loss (free of cost) by replacing /repairing the equipment or other accessories found defective during the warranty period.
5. The amount payable against supplies shall be subject to the applicable Taxes like TDS etc.
6. Submission of bid under this EOI shall mean that the bidder has accepted all the terms and conditions laid down in the tender document. No enquiry, whether verbal or written, shall be entertained in this behalf.
7. The supply must be made within a period of 45 days from the date of the

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issuance of Purchase Order by the college. In case of failure to do so, Principal SGGSCC Pitampura College may impose the penalty as may be decided by the SGGSCC Pitampura College Committee.

8. All the supplies made under this tender notice will be inspected by a Committee specially constituted for the purpose and in case the Committee believes the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such event, the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.
9. The Item supplied can be re-ordered at the same rate, under same terms & conditions within a period of twelve months from the date of issuance of the first Purchase Order.
10. All the items supplied through this EOI shall be covered by a **warranty of two year**. During the period of warranty, no charges will be paid by the College on any kind of service or repairs carried out by the supplier and the EMD of the supplier shall remain in the College for two years.
11. The College reserves the right to reject or accept any Proposal without assigning any reason or cancel or withdraw the EOI. The Principal SGGSCC Pitampura College reserves the right to relax any Condition enumerated or arising out of this EOI, without assigning any reason/s thereof. If the supply of the required items are not affected before the specified period, the College shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
12. In case of any dispute the jurisdiction will be courts at Delhi only.
13. The EMD of the unsuccessful bidders will be returned after the selection of the successful bidder and placement of Purchase Order.
14. The EMD may be forfeited:
 - a. If a Bidder withdraws its bid during the period of bid validity.
 - b. If at any stage it is proven that the information given by the bidder is incorrect.
 - c. In case of a successful Bidder, if the Bidder fails:
 - i. to execute the supply within the stipulated time.
 - ii. if the furniture items are not as per the approved specifications
15. Quotations received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.

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16. The evaluation of financial bids will be based on the landing cost of the item at the College Premises including all the taxes, levies, freight, insurance, forwarding, installation, transportation and assembling charges etc. The quoted rates should be final and any extra amount over and above the quoted rates will not be entertained.
17. Failure of the successful bidder to comply with the requirements of the EOI document shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Principal SGGSCC Pitampura College may make the award to the next lowest bidder or call for new bids.
18. T.D.S. or any other tax as applicable to union territory of Delhi shall be deducted from the payments to be made to the Vendor and tax deduction certificate shall be issued by Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034.
19. This document shall form part of the contract documents.

Bidder :	Owner:
Duly authorized to sign the On Behalf of M/s Signature..... Date..... Email..... Phone..... Postal Address.....	For and on behalf of Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034 Authorized Signatory

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DOCUMENTS TO BE PLACED IN TECHNICAL BID:

1. Company Registration Certificate.
2. Valid TIN/GSTN copy.
3. PAN Card Copy
4. EMD of Rs.15,000/- (In a separate envelope)
5. DD of Rs.500/- (Cost of EOI Document)
6. Turnover certificate (Annexure-1).
7. Experience proof documents.
8. The authorization letter from the manufacturer in case of the authorized dealers

DOCUMENTS TO BE PLACED IN FINANCIAL BID:

1. Financial Bid (Annexure-2)

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Pitampura, New Delhi 110034**


TECHNICAL BID

**TECHNICAL SPECIFICATIONS OF FURNITURE FOR COMPUTER LAB
AT SRI GURU GOBIND SINGH COLLEGE OF COMMERCE, PITAMPURA, NEW
DELHI 110034**

S.NO.	DESCRIPTION OF ITEM	UNIT	QTY.
A	<p>2 SEATER COMPUTER TABLE: The table shall be of size 1800(W) X 600 (D) X 750 (H). The work surface of the table shall be made of branded 18 mm thick plywood (duro/green/virgo/sundek) with 1mm thick laminate (Merino/sundek/virgo) top with 3 mm thick polished teakwood beading on all edges.</p> <p>Table under structure shall be made of branded 18 mm thick plywood (duro/green/virgo/sundek) with 1mm thick laminate on all sides (Merino/sundek/virgo) top with 3 mm thick polished teakwood beading on all edges.</p> <p>Table Back ply shall be 6mm thick plywood (duro/green/virgo/sundek) with 1mm thick laminate (Merino/sundek/virgo) on the internal face. Back side of the 6mm plywood shall be spirit polished</p> <p>Table shall have two no.s high quality PVC keyboard trays fixed on heavy duty drawer channels. Table shall have provision for keeping Computer CPU . Tables shall have wire managers for running all computer wiring in a concealed and organized manner</p> <p>Tables shall have high quality heavy duty PVC/Rubber/EPDM buffers to avoid damage to floor tiles</p>	NO.S	25
			

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**TECHNICAL SPECIFICATIONS OF FURNITURE FOR COMPUTER LAB
AT SRI GURU GOBIND SINGH COLLEGE OF COMMERCE, PITAMPURA, NEW
DELHI 110034**

S.NO.	DESCRIPTION OF ITEM	UNIT	QTY.
B	<p>STEEL CHAIR: 33” Inch high chair with a comfortable padded seat and back cushion upholstered in a stylish Polycotton fabric (minimum 120/- meter). Cushioned black armrests over a Stainless-Steel tubular frame of minimum 1.6 mm thickness</p> <p>Chairs shall have high quality heavy duty PVC/Rubber/EPDM buffers to avoid damage to floor tiles</p> <p>All steel structural components shall be processed and made from virgin material sourced from SAIL/Tata Steel/Jindal The material shall be Green Certified product with certification provided by the manufacturer</p> 	NO.S	50

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ANNEXURE-1

ON THE LETTER PAD OF CHARTERED ACCOUNTANT

This is to certify that the total turnover in the case of M/s
..... having PAN ----- is as
under:

Financial Year/Period	Amount in Rupees(Figures)	Amount in Rupees(words)
2013-14		
2014-15		
2015-16		
Total		

Average= Total/3

It is further certified that the above-mentioned amounts have been derived from the books of accounts presented before us for the above-mentioned periods.

Chartered Accountants

Sri Guru Gobind Singh College of Commerce
Pitampura, New Delhi 110034

BIDDER' S PROFILE

1. Name of the bidder.....
2. Permanent address of the firm/Supplier.....

Tel No. Email
3. Registration & incorporation particulars of the firm.....
(Please attach attested copies of documents of registration/incorporation of your firm).
4. Permanent Account Number, Income Tax Circle
5. GSTN/TIN
6. EMD DETAILS
DD No.....Dated:.....Rs.....
7. Cost of Tender Document

DD No.....Dated:.....Rs.....

I/We hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage, the Principal SGGSCC PITAMPURA College may take appropriate action as warranted.

Name and sign of the authorized person of the firm along with seal

Place:

Date:

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ANNEXURE -II

FINANCIAL BID

FINANCIAL BID FOR FURNITURE					
S.NO.	DESCRIPTION OF ITEM	UNIT	QTY.	RATE	AMOUNT
	HOSTEL ROOM				
A	<p>2-SEATER COMPUTER TABLE: The table shall be of size 1800(W) X 600 (D) X 750 (H). The work surface of the table shall be made of branded 18 mm thick plywood (duro/green/virgo/sundek) with 1mm thick laminate (Merino/sundek/virgo) top with 3 mm thick polished teakwood beading on all edges.</p> <p>Table under structure shall be made of branded 18 mm thick plywood (duro/green/virgo/sundek) with 1mm thick laminate on all sides (Merino/sundek/virgo) top with 3 mm thick polished teakwood beading on all edges.</p> <p>Table Back ply shall be 6mm thick plywood (duro/green/virgo/sundek) with 1mm thick laminate (Merino/sundek/virgo) on the internal face. Back side of the 6mm plywood shall be spirit polished</p> <p>Table shall have two no.s high quality PVC keyboard trays fixed on heavy duty drawer channels. Table shall have provision for keeping Computer CPU. Tables shall have wire managers for running all computer wiring in a concealed and organized manner</p> <p>Tables shall have high quality heavy-duty PVC/Rubber/EPDM buffers to avoid damage to floor tiles</p>	NO.S	25		

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FINANCIAL BID FOR FURNITURE					
S.NO.	DESCRIPTION OF ITEM	UNIT	QTY.	RATE	AMOUNT
D	<p>Steel Chair: 33” Inch high chair with a comfortable padded seat and back cushion upholstered in a stylish Polycotton fabric (minimum 120/- meter). Cushioned black armrests over a Stainless-Steel tubular frame of minimum 1.6 mm thickness</p> <p>Chairs shall have high quality heavy duty PVC/Rubber/EPDM buffers to avoid damage to floor tiles</p> <p>All steel structural components shall be processed and made from virgin material sourced from SAIL/Tata Steel/Jindal The material shall be Green Certified product with certification provided by the manufacturer</p>	NO. S	50		
	GRAND TOTAL				