



भारतीय प्रौद्योगिकी संस्थान तिरुपति

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Tender No. IITT/EU/2023-24/04

08th June 2023.

**NOTICE INVITING TENDER FOR SUPPLY, INSTALLATION, TESTING, AND  
COMMISSIONING OF OFFICE FURNITURE**

**(E-PROCUREMENT MODE ONLY)**

Indian Institute of Technology Tirupati (IIT Tirupati) invites online bids (e-tender) in Two bid systems from eligible **Class-I & Class-II Local suppliers** in line with Government Public Procurement order No.P-45021/2/2017-BE-II dated: 04.06.2020 for the following:

Tender Item No	Description of item	Quantity	Tender Fee (Inclusive of all taxes in Rs.)
<b>Set 1. TABLES</b>			2500/-
1	L-Shaped Table 1800 x 750 (Main Table) 1080 x 460 (Side Table)	107	
2	Table 1500 x 750	113	
3	Workstations Two-seater	25	
4	Workstations Four-seater	40	
5	Interview Tables for placement (4-Seater)	3	
6	Interview Tables for placement (3-Seater)	3	
7	Centre Tables	19	
8	Round Table	150	
<b>Set 2. CHAIRS</b>			
9	Executive chairs	89	
10	Staff / Conference / Meeting Room Chairs	495	
11	Visitors Chairs	510	
<b>Set 3. MEETING ROOM FURNITURE</b>			
12	Conference Table for placement Office (24 + 1 seater)	1	
13	Conference Table for Deans Office (8 + 1 seater)	6	
14	Board Room (16 + 1 seaters) + 17 Chairs	1	
15	Senate Room "V" Shape (30 + 1 seater)	1	
<b>Set 4. ALMIRAH and BOOKSHELVES</b>			
16	Almira	144	
17	Bookshelf	200	
<b>Set 5. BOARDS</b>			
18	White board	150	
19	Green Board	180	
20	Notice Board	150	
<b>Set 6. SOFAS</b>			

21	Sofas Three Seaters	20	
22	Sofas Two Seater	31	

\*\*\*Set No- 1 [Item No.1 to 8]  
Set No- 2 [Item No.9 to 11]  
Set No- 3 [Item No.12 to 15]  
Set No- 4 [Item No. 16&17]  
Set No- 5 [Item No. 18 to 20]  
Set No- 6 [Item No. 21 &22]

**Note: \*\*\* The Evaluation will be on the basis of set wise. Based on the eligibility criteria, Bidder (s) can quote for one or more sets (s). L1 will be decided on Set-wise.**

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and [www. iittp.ac.in/tenders/](http://www.iittp.ac.in/tenders/) bid is to be submitted online only through the same portal up to the last date and time of submission of tender.

#### **Critical Dates of Tender:**

1	Date and time of Online Publication/Download of Tenders	08.06.2023	18.00 hrs
2	Clarifications start date	08.06.2023	18.00 hrs
3	Clarifications end date	15.06.2023	15.00 hrs
4	Uploading of corrigendum after the receipt of clarifications (If any)	16.06.2023	15.00 hrs
5	Bid submission start date & time	09.06.2023	10.00 hrs
6	Bid submission close date & time	29.06.2023	15.00 hrs
7	Closing date & time for submission of EMD/Tender fee	29.06.2023	15.00 hrs
8	Opening of Technical bids	30.06.2023	15.00 hrs

All Technical and Specification-related queries may be forwarded to Email ID: [eutenders@iittp.ac.in](mailto:eutenders@iittp.ac.in) before the clarifications end date as per the format provided in the Annexure-X.

#### **1. About IIT TIRUPATI:**

Indian Institute of Technology Tirupati (IIT Tirupati) is an Autonomous Institute under the Ministry of Education, Govt. of India.

#### **2. Technical Specifications: Schedule of requirement**

#### **Item-1 Specifications for “L” type table along pedestal -107 Nos**

##### **1. Over all Dimension**

Main Table Dimensions -1800L X 750W X 750mm H  $\pm$  10mm  
Return Storage Dimensions – 1080L X 400W X 750mm H  $\pm$  10mm

2. **Tabletop:** The Tabletop should be 25  $\pm$  2 mm thick Pre-laminated MDF board (Medium Density Fibre) (IS: 14587-1998) with 2 mm PVC edge-binding finish. Tabletop should project about 180 mm on the visitor's side. Access flap of wire management shall be provided along with cable management tray.
3. **Base Structure:** The table should be made of MS square frame having size of 50 mm thickness of 3mm. It should be power coated. Bottom of MS square pipe should be closed with polycarbonates shoes.
4. **Side Panel and modesty panel:** Metal powder-coated modesty panel of 600mm height; Access Flap for easy wire management



Ref image -1 (without side storage plan side table required)

5. **Pedestal Overall dimensions** 390(L) x 430(W) x 640(H), with three sliding drawers and with an “easy glide” ball bearing runner to the filling drawer. The top & side is made up of 25mm thk PLPB The rest of the parts are made up of 12mm thk with 2mm PVC edge banding. Metal leveller brackets shall be provided. Four swivel wheels made of plastic/steel have a 10kg/wheel load bearing. The pedestals shall have a central locking mechanism. The handles etc. shall be as per the manufacture’s

specification. Pre-Laminated Particle Board shall be Grade II Type II conforming to



IS-12823:1990

**6. Additional information: .**

- a) The standard of the Table should be as per BIFMA X5.5-2021 (National Standard for Office and Institutional Furnishings - Desk and Table Products), ISO 9001:2015 (Quality management system)

**Item-2 Specifications for Table along pedestal -113 Nos**

**1. Overall Dimension**

Main Table Dimensions -1500L X 750W X 750mm H  $\pm$  10mm

- 2. Tabletop:** The Tabletop should be  $25 \pm 2$  mm thick Pre-laminated MDF board (Medium Density Fibre) (IS: 14587-1998) with 2 mm PVC edge-binding finish. Tabletop should project about 180 mm on the visitor's side. Access flap of wire management shall be provided along with cable management tray. Fabric Privacy Screen for Single Person. It should be fixed with stud. As and when required it may be removable. The height of fabric privacy screen should be 300 mm
- 3. Base Structure:** The table should be made of MS square frame having size of 50 mm thickness of 3mm. It should be power coated. Bottom of MS square pipe should be closed with polycarbonates shoes.
- 4. Side Panel and modesty panel:** Perforated Metal powder-coated modesty panel of 600mm height; Access Flap for easy wire management.



Ref image

- 5. Pedestal Overall dimensions 390(L) x 430(W) x 640(H), with three sliding drawers and with an “easy glide” ball bearing runner to the filling drawer. The top & side is made up of 25mm thk PLPB The rest of the parts are made up of 12mm thk with 2mm PVC edge banding. Metal leveller brackets shall be provided. Four swivel wheels made of plastic/steel have a 10kg/wheel load bearing. The pedestals shall have a central locking mechanism. The handles etc. shall be as per the manufacture’s specification. Pre-Laminated Particle Board shall be Grade II Type II conforming to**



IS-12823:1990

**6. Additional information: .**

- b) The standard of the Table should be as per BIFMA X5.5-2021 (National Standard for Office and Institutional Furnishings - Desk and Table Products), ISO 9001:2015 (Quality management system)

### **Item-3 Specifications for Work station (two seater)– 25 Nos**



#### **Work station ( two seater)**

##### **1.0 Specification for Workstation**

- (a) Modular furniture workstations, 1500mm x 1500mm having arrangement as Four-seater, Two-seater are including 1200mm (+ up to 75mm) high tile based partition.
- (b) Storage - pedestal Portable Drawer Unit

##### **1.1 Frame**

- (a) The partition panels shall be tile based & shall have an overall minimum thickness of 60 mm.
- (b) The framework shall be made of Knockdown metal frame comprising of vertical sections made from minimum 1.0 mm CRCA (Cold Rolled Cold Annealed) MS grade 'D' as per IS: 513-1994 formed into channels of minimum size 40mm X 50mm duly powder coated (coating thickness 50 to 60 micron).
- (c) These vertical channels shall have suitable and sturdy arrangements to accept tile cladding.
- (d) All exposed vertical edges of partition panels shall be finished with contoured edged powder coated Aluminium section of minimum 1mm thickness as per grade He-9-63400 as per IS: 733-1983 (or Latest if any).
- (e) Connectors shall be of die cast aluminium with a waterfall edge for a continuous transition from horizontal to vertical trim.
- (f) Raceway consisting of powder coated section minimum 1 mm thick of CRCA MS grade 'D' as per IS: 513-1994 of approved shade shall be provided of minimum 100mm size at two levels as shown in drawings of workstation attached.
- (g) Panel should have cut outs of required sizes for installing electrical switch boards of high quality.
- (h) There shall be separate slots for passage of data and electrical wires.
- (i) Tiles shall be offered as Fabric tile (trackable / Acoustic / Pin up Tile) and Laminate Tile/ Glass Tile/white board.
- (j) End cap, Inline Cap, Universal Caps shall be of Aluminium extrusions
- (k) Top & Vertical trim shall be made up of Aluminium extrusions.

- (l) 2 way / 3-way post shall be made up of minimum 1mm CRCA material.
- (m) Connectors – 2 way / 3 way / 4 way, shall be of Aluminium Die Cast.

## **1.2 Tile Construction**

- (a) Fabric Tiles base shall be made of minimum 4mm thick MDF (Medium density fibre) Material or particle board of minimum 9mm thick, fabric of approved shade and quality.
- (b) Laminate tiles shall be minimum 4mm thick MDF Material base or particle board of minimum 9mm thick base with lamination of approved colour.
- (c) Glass Tiles shall be minimum 4mm thick toughened fitted in powder coated Aluminium Alloy frame (He-9-63400) along with provision of corner/ top/ bottom clips made of nylon 66.

## **1.3 Work surface (Tabletop Colour: Beige)**

- (a) Standard tabletop height – 750mm (including table top thickness of 25mm)
- (b) Work surface shall be 1500mm x 1500mm made up of 25mm thick laminated plain particle board interior grade conforming to IS: 3087-1985 (or Latest if any) with PVC lipping/edge binding 2mm thick.
- (c) The top shall be factory-made, laminated with laminate of 1mm thickness of approved shade of Beige colour as per IS: 2046-1995.
- (d) Bottom shall have a backing laminate of minimum 0.8mm thickness.
- (e) The front edge of work surface shall be provided with machine pressed 2mm thick PVC lipping/edge binding.
- (f) non-working edges of the work surface shall be provided with machine pressed 0.5mm thick PVC lipping/edge binding.
- (g) The cable manager on the work surface shall be of flexible plastic component for easy and safe passage of wires.
- (h) Plastic keyboard pull-out tray made up of durable ABS (Acrylonitrile Butadiene Styrene) material shall be on sliding telescopic channels.
- (i) Prelaminated three drawer pedestal 450mmX450mmX715mm (Using 18mm and 12mm thick boards) with two equal size drawers and one file drawer duly fixed under the work surface.
- (j) Drawers shall have channel arrangement for smooth operation, with best quality stainless steel handle and latest technology magnetic type locking arrangement.

## **1.4 Specification of Powder Coating**

- (a) Powder coating shall be with Epoxy powder of a standard shade or as required.
- (b) The specific gravity of powder should be such that it gives DFT (Dry Film Thickness) of 50 – 60 microns.
- (c) It should withstand salt spray test of not less than 1000 hrs as per ASTM- B- 117.
- (d) SCRATCH HARDNESS TEST as per DIN 53153 shall be conducted and results should be such that no scratch shall show bare metal with a load of 3 kgs.
- (e) The following seven step phosphating process treatment shall be conducted before powder coating.
  - (i) Hot water rinse
  - (ii) Knock of Degreasing
  - (iii) De-rusting
  - (iv) Cold water rinse
  - (v) Activation
  - (vi) Phosphating
  - (vii) Passivation.

## **Item-4 Specifications for Work station ( Four seater)– 40 Nos**

### **1.0 Specification for Workstation**

- (a) Modular furniture workstations, 1500mm x 1500mm having arrangement as Four-seater, Two-seater are including 1200mm (+ up to 75mm) high tile based partition.
- (b) Storage - pedestal Portable Drawer Unit



**Four seater work station**

### **1.1 Frame**

- (a) The partition panels shall be tile based & shall have an overall minimum thickness of 60 mm.
- (b) The framework shall be made of Knockdown metal frame comprising of vertical sections made from minimum 1.0 mm CRCA (Cold Rolled Cold Annealed) MS grade 'D' as per IS: 513-1994 formed into channels of minimum size 40mm X 50mm duly powder coated (coating thickness 50 to 60 micron).
- (c) These vertical channels shall have suitable and sturdy arrangements to accept tile cladding.
- (d) All exposed vertical edges of partition panels shall be finished with contoured edged powder coated Aluminium section of minimum 1mm thickness as per grade He-9-63400 as per IS: 733-1983 (or Latest if any).
- (e) Connectors shall be of die cast aluminium with a waterfall edge for a continuous transition from horizontal to vertical trim.
- (f) Raceway consisting of powder coated section minimum 1 mm thick of CRCA MS grade 'D' as per IS: 513-1994 of approved shade shall be provided of minimum 100mm size at two levels as shown in drawings of workstation attached.
- (g) Panel should have cut outs of required sizes for installing electrical switch boards of high quality.
- (h) There shall be separate slots for passage of data and electrical wires.
- (i) Tiles shall be offered as Fabric tile (trackable / Acoustic / Pin up Tile) and Laminate Tile/ Glass Tile/white board.
- (j) End cap, Inline Cap, Universal Caps shall be of Aluminium extrusions
- (k) Top & Vertical trim shall be made up of Aluminium extrusions.
- (l) 2 way / 3-way post shall be made up of minimum 1mm CRCA material.
- (m) Connectors – 2 way / 3 way / 4 way, shall be of Aluminium Die Cast.

## 1.2 Tile Construction

- (a) Fabric Tiles base shall be made of minimum 4mm thick MDF (Medium density fibre) Material or particle board of minimum 9mm thick, fabric of approved shade and quality.
- (b) Laminate tiles shall be minimum 4mm thick MDF Material base or particle board of minimum 9mm thick base with lamination of approved colour.
- (c) Glass Tiles shall be minimum 4mm thick toughened fitted in powder coated Aluminium Alloy frame (He-9-63400) along with provision of corner/ top/ bottom clips made of nylon 66.

## 1.3 Work surface (Tabletop Colour: Beige)

- (a) Standard tabletop height – 750mm (including table top thickness of 25mm)
- (b) Work surface shall be 1500mm x 1500mm made up of 25mm thick laminated plain particle board interior grade conforming to IS: 3087-1985 (or Latest if any) with PVC lipping/edge binding 2mm thick.
- (c) The top shall be factory-made, laminated with laminate of 1mm thickness of approved shade of Beige colour as per IS: 2046-1995.
- (d) Bottom shall have a backing laminate of minimum 0.8mm thickness.
- (e) The front edge of work surface shall be provided with machine pressed 2mm thick PVC lipping/edge binding.
- (f) non-working edges of the work surface shall be provided with machine pressed 0.5mm thick PVC lipping/edge binding.
- (g) The cable manager on the work surface shall be of flexible plastic component for easy and safe passage of wires.
- (h) Plastic keyboard pull-out tray made up of durable ABS (Acrylonitrile Butadiene Styrene) material shall be on sliding telescopic channels.
- (i) Prelaminated three drawer pedestal 450mmX450mmX715mm (Using 18mm and 12mm thick boards) with two equal size drawers and one file drawer duly fixed under the work surface.
- (j) Drawers shall have channel arrangement for smooth operation, with best quality stainless steel handle and latest technology magnetic type locking arrangement.

## 1.4 Specification of Powder Coating

- (a) Powder coating shall be with Epoxy powder of a standard shade or as required.
- (b) The specific gravity of powder should be such that it gives DFT (Dry Film Thickness) of 50 – 60 microns.
- (c) It should withstand salt spray test of not less than 1000 hrs as per ASTM- B- 117.
- (d) SCRATCH HARDNESS TEST as per DIN 53153 shall be conducted and results should be such that no scratch shall show bare metal with a load of 3 kgs.
- (e) The following seven step phosphating process treatment shall be conducted before powder coating.
  - (i) Hot water rinse
  - (ii) Knock of Degreasing
  - (iii) De-rusting
  - (iv) Cold water rinse
  - (v) Activation
  - (vi) Phosphating
  - (vii) Passivation.

## **Item-5 Specifications for Interview table for 4 person – 03 Nos**

### **1. Over all Dimension**

Main Table Dimensions -2400L X 1050W X 750mm H  $\pm$  10mm

- 2. Tabletop:** The Tabletop should be 25  $\pm$  2 mm thick Pre-laminated MDF board (Medium Density Fibre) (IS: 14587-1998) with 2 mm PVC edge-binding finish. Tabletop should project about 180 mm on the visitor's side. Access flap of wire management shall be provided along with cable management tray. vertebra for the table to floor wire carriage
- 3. Base Structure:** The table should be made of MS square frame having size of 50 mm thickness of 3mm. It should be power coated. Bottom of MS square pipe should be closed with polycarbonates shoes.



Ref image

### **4. Additional information: .**

- c) The standard of the Table should be as per BIFMA X5.5-2021 (National Standard for Office and Institutional Furnishings - Desk and Table Products), ISO 9001:2015 (Quality management system)

## **Item-6 Specifications for Interview table for 3 person – 03 Nos**

### **5. Over all Dimension**

Main Table Dimensions -1800 L X 900 W X 750mm H  $\pm$  10mm

- 6. Tabletop:** The Tabletop should be 25  $\pm$  2 mm thick Pre-laminated MDF board (Medium Density Fibre) (IS: 14587-1998) with 2 mm PVC edge-binding finish. Tabletop should project about 180 mm on the visitor's side. Access flap of wire management shall be provided along with cable management tray. vertebra for the table to floor wire carriage

7. **Base Structure:** The table should be made of MS square frame having size of 50 mm thickness of 3mm. It should be power coated. Bottom of MS square pipe should be closed with polycarbonates shoes.



Ref image

8. **Additional information:** .

- d) The standard of the Table should be as per BIFMA X5.5-2021 (National Standard for Office and Institutional Furnishings - Desk and Table Products), ISO 9001:2015 (Quality management system)

**Item No-7 Rectangle Plain Polished Wooden Center Table– 19 no's:**



1. Overall Dimensions 750 mm (L) x 600 mm (W). X450mm (H)
2. Machine made teak wood single piece.
3. Polished teak wood finish

**Item No-8 Round table – 150 no's:**



1. Overall Dimensions 750 mm (Dia) x 735mm (H).
2. Work Surface should be made of 25mm Thick Pre-laminated particleboard and PVC edge banding.
3. Signature legs made of powdered 50mm square pipe with polycarbonate shoes.
4. Additional information: The standard of the table should be as per BIFMA X5.5-2021 (National Standard for Office and Institutional Furnishings - Desk and Table Products), ISO 9001:2015 (Quality management system), ISO 14001:2015 (Environmental management system), ISO 18001:2007 (Occupational health and safety management system).

**Item-9 Specifications for Executive chair with adjustable armrests and head rest- 89 Nos**

1. **SEAT/BACK ASSEMBLY**: The seat is made up of 1.2 + 0.1 cm thick and hot pressed plywood measured. The Back is made up of injection molded glass filled nylon & upholstered using Net fabric with high tenacity yarn.  
  
SEAT SIZE: 470 mm. (W) x 515 mm. (D) ± 5 mm  
BACK SIZE: 450 mm. (W) x 653 mm. (H) ± 5 mm
2. **HIGH RESILIENCE (HR) POLYURETHANE FOAM**: The HR polyurethane foam is molded with density is 55+/-5 kg/m<sup>3</sup> and hardness 15 + 2 kgf as per IS:7888 for 25% compression.

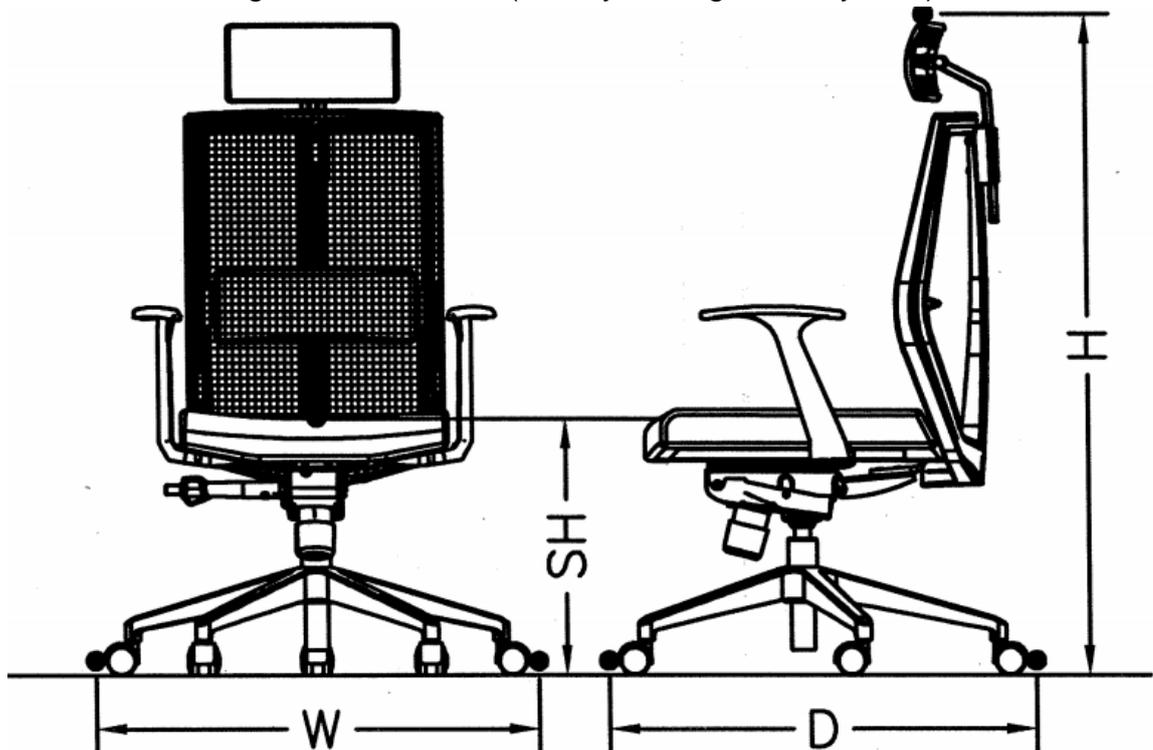
3. **ARMRESTS (ADJUSTABLE)**: The armrests have an Up-Down adjustment of 85 ± 5 mm which is provided in armrest structure. Armrest Top has an integrated layer of thermoplastic Elastomer (TPE).

4. **LUMBAR SUPPORT ASSEMBLY**: The Lumbar support consists of polypropylene pad with molded polyurethane foam & covered with polyester fabric. The Height of Lumbar pad can be adjusted through two projecting knobs provided on the rear side of the pad. Lumbar pad has an adjustment of 80 ± 5 mm in height.

5. **FRONT PIVOT SYNCHRO MECHANISM**:

The adjustable tilting mechanism is designed with the following features.

- 360° revolving type.
  - Single point control.
  - Front-pivot for tilt with feet resting on ground ensuring more comfort.
  - Tilt tension adjustment.
  - 4-position locking with anti-shock feature.
  - Seat/back tilting ratio of 1:2.
- 6. NECKREST:** The Neck rest assembly consist of polypropylene pad with moulded polyurethane foam & covered with polyester fabric. Neck rest is fixed to Back Assembly through Neck rest connector. Neck rest assembly has height adjustment of  $40 \pm 5$  mm and rotation adjustment of overall  $75^\circ \pm 2^\circ$ . The complete neck rest assembly is retro fit to the main chair.
- 7. PNEUMATIC HEIGHT ADJUSTMENT:** The pneumatic height adjustment has an adjustment stroke of  $100 \pm 5$  mm.
- 8. PEDESTAL ASSEMBLY:** The pedestal is injection molded in black 30% glass-filled Nylon and fitted with 5 nos. twin wheel castors. The pedestal pitch-center diameter is  $660 + 50$  mm. ( $760 + 10$  mm. with castors).
- 9. TWIN WHEEL CASTORS:** The twin wheel castors are injection molded in black nylon.
- 10. Additional information:** The standard of the Table should be as per ANSI/BIFMA X5.1 Office Seating, ISO 9001:2015 (Quality management system).



**Item-10 Specifications for staff/ conference/ meeting room chair – 495 Nos**

1. Overall Dimensions of Chair:

- a. Seat Height - 450 mm± 5mm
- b. Overall Height - 920 mm± 5mm
- c. Seat width - 480 mm± 5mm
- d. Seat depth - 480 mm± 5mm
- e. Backrest height - 570 mm± 5mm
- f. Backrest width - 440 mm± 5mm

2. **Seat assembly:** The seat assembly should be 12 ±1mm thick hot-pressed plywood upholstered with fabric upholstery covers and moulded polyurethane foam.

3. **Back assembly:** The backrest should be made up of upholstered using double-layer spacer mesh Fabric with high tenacity yarn. The backrest is made of one-piece injection moulded frame. The backrest should be symmetrical lumber support.

4. High resilience (HR) polyurethane foam: The HR polyurethane foam should be moulded with density =45+/-2 kg/m<sup>3</sup> and hardness load 16 ± two kgf for 25% compression.

5. **Armrests:** The one-piece armrests should be injection moulded from black co-polymer polypropylene.



6. **Center-tilt mechanism:** The mechanism should be designed with the following features:

- a. 360° revolving type.
- b. 17° ±2° maximum tilt on a pivot at the Centre
- c. Upright position locking.
- d. Tilt tension adjustment.

7. **Pneumatic height adjustment:** The pneumatic height adjustment has an adjustment stroke of 120 ±5mm.

8. **Pedestal assembly:** The pedestal should be injection moulded in black 33% glass-filled nylon and 5 Nos. Twin wheel castors. The pedestal should be 620 ±5 mm. Pitch-center dia. (720 ±10mm with castors.)

9. **Twin wheel castors:** The twin wheel castors should be injection moulded in black nylon.

10. **Additional information:** The standard of the Table should be as per ANSI/BIFMA X5.1 Office Seating, ISO 9001:2015 (Quality management system).

## **Item-11 Specifications for Visitor chair – 510 Nos**

### **1.Overall dimensions:**

Depth	–	550 ± 5mm
Width	–	650 ± 5mm
Height	–	900 to 1000mm ± 5m (Adjustable)
Seat depth	–	500 ± 5mm
Seat width	–	500 ± 5mm
Seat height	–	440-530mm ± 5mm (Adjustable)
Arm Rest height	-	650 ± 5mm

2.High resilience (hR) polyurethane foam: The hR polyurethane foam should be moulded with density =55+/-2 kg/m<sup>3</sup> and hardness 16 ± 2 kgf for 25% compression.

3.The seat should be made up of 12±1mm thick flat plywood and with moulded polyurethane foam. Thickness of polyurethane foam used in seat should be 50mm.

**4.Armrests:** The armrests should be fixed type. Armrest top has an integrated layer of thermoplastic elastomer.

5.Backrest material should be mesh fabric.

6.Upholstery: With high density cold cured cushion finished with fabric (black color).



7.Pneumatic height adjustment: Should provide Pneumatic height adjustment at a press of a lever, to adjust the seat of the chair to required height.

8.Front pivot synchro mechanism: the adjustable tilting mechanism should be designed with the following features.

- 360° revolving type.
- Single point control.
- Front-pivot for tilt with feet resting on ground ensuring more comfort.
- Tilt tension adjustment.
- 4- Position locking with anti-shock feature.
- Seat/ back tilting ratio of 1:2.

**9.Pedestal assembly:** The pedestal should be injection moulded in black 30% glass-filled nylon and fitted with 5 nos. twin wheel castors. The pedestal pitch-center dia should be  $\varnothing 650 \pm 5$  mm (750 ± 10mm. with castors).

**10.Twin wheel castors:** The twin wheel castors should be injection moulded in black nylon.

**11.Adjustable Lumbar Support:** The lumbar support should be polypropylene pad with moulded polyurethane foam & covered with polyester fabric. The height of lumbar pad can be adjusted through two projecting knobs provided on the rear side of the pad. Lumbar pad has an adjustment of  $80 \pm 5$  mm in height.

**Item-12 Specifications for Conference table (24+1 seater) – 01 Nos**



Ref Image

Scope: Supply, assembly and installation of (24+1) seater Modular Conference Table as per technical specification.

**Modular Conference Table Custom Made:** The modular conference table should be custom made to meet the requirement of Conference room. Drawing to be submitted for approval before manufacturing of the Conference Table.

**Dimensions & Modules Required**

Description	Dimensions	Quantity
Two Seater	1360 mm W X 500 mm D	12 Nos
Two Seater	1360 mm W X 500 mm D	02 Nos
Corner Round (1 seater)	R 600x500 mm	04 Nos

**Colour:** Color of Conference table will be informed prior to start of work.

**Work Surface:** The Work surface or the tabletop should have a thickness of at least 36.0 mm (+/- 0.01mm thick). This should consist of at least 18mm + 18mm Baton of 150mm width top panel Medium Density Fibre Board clad with at least 0.8mm thick post formed laminate and another side backing laminate. The Flat edges should be duly sealed with at least 2 mm thick PVC beading. For the corner half round table 2mm edge banded to be provided. The Edge profile should be Waterfall Edge with at least 10mm radius on top edge and at least 5mm at bottom.

**Under structure:**

**Legs:** The legs should be made from at least 25mm Plain Particle Board having a straight profile with half round edges and clad with at least 0.8mm thick Post Forming Laminate both side in same decor. The overall thickness of leg should be 26.2mm. (+/- 0.01mm)

**Front Apron Panels** - The Front apron panels should provide enough leg room and should be made from at least 18 mm thick PLPB (Pre-laminated particle board)

**Provision for passing of Wires:**

Cable managers and covers to route and manage multiple cables below the work surface and to manage cable from work surface to the next.

**Wire Carrier:** The Wire Carrier should be made from at least 0.6mm thick CRCA (COLD ROLLED CLOSE ANNEALED), which should be painted with approved colour. Top of the table, Fourteen nos of flip top pop-up boxes to be provided. while assembling cut out has to be taken as per the instructions of engineer in-charge.

**Material to be used:**

**Substrate:** The substrate should be made up of MDF as per the BIFMA Standard.  
The Pre-Laminated Boards used should be as per the BIFMA Standard.

**Item-13 Specifications for Conference table (8+1 seater) – 06 Nos**



**Scope:** Supply, assembly and installation of 08-seater Modular Conference Table as per technical specification.

**Modular Conference Table Custom Made:** The modular conference table should be custom made to meet the requirement of Conference room. Drawing to be submitted for approval before manufacturing of the Conference Table.

**Dimensions & Modules Required**

Description	Dimensions	Quantity
One Seater angle	1100dia	2 Nos
Two-Seater	1500 mm W X 500 mm D	4 Nos

**Colour:** Colour of Conference table will be informed prior to start of work.

**Work Surface:** The Work surface or the table top should have a thickness of at least 36.0mm (+/- 0.01mm thick). This should consist of at least 18mm + 18mm Baton of 150mm width top panel Medium Density Fibre Board clad with at least 0.6mm thick post formed laminate and another side backing laminate. The Flat edges should be duly sealed with at least 2 mm thick PVC beading. For the corner half round table 2mm edge banded to be

provided. The Edge profile should be Waterfall Edge with at least 10mm radius on top edge and at least 5mm at bottom.

**Under structure:**

**Legs:** The legs should be made from at least 25mm Plain Particle Board having a straight profile with half round edges and clad with at least 0.6mm thick Post Forming Laminate both side in same decor. The overall thickness of leg should be 26.2mm. (+/- 0.01mm)

**Front Apron Panels** - The Front apron panels should provide enough leg room and should be made from at least 18mm thick PLPB (Pre-laminated particle board)

**Provision for passing of Wires:**

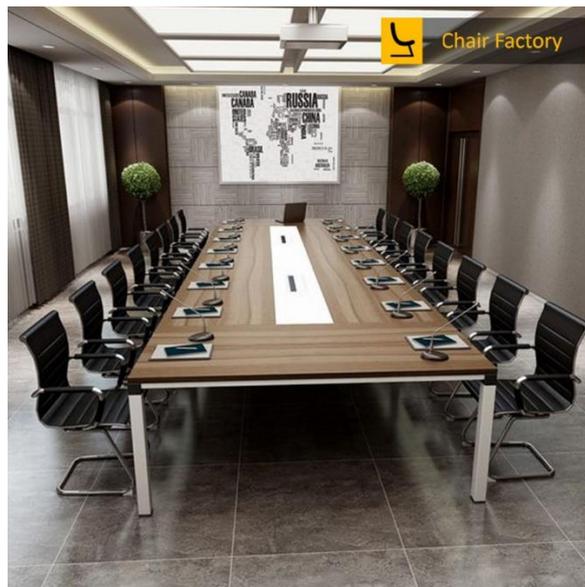
Cable managers and covers to route and manage multiple cables below the work surface and to manage cable from work surface to the next.

**Wire Carrier:** The Wire Carrier should be made from at least 0.6mm thick CRCA (COLD ROLLED CLOSE ANNEALED), which should be painted with approved colour. Top of the table, four nos of flip top pop up boxes to be provided. while assembling cut out has to be taken as per the instructions of engineer in-charge.

**Material to be used:**

Substrate: The substrate should be made up of MDF as per the BIFMA Standard.  
The Pre-Laminated Boards used should be as per the BIFMA Standard.

**Item No -14 Board Room Table (Sixteen-Seater) - photo is indicative- 01 No:**



Scope: Supply, assembly and installation of 16 seater Modular Conference Table as per technical specification.

Modular Conference Table Custom Made: The modular conference table should be custom made to meet the requirement of Conference room. Drawing to be submitted for approval before manufacturing of the Conference Table.

**Dimensions & Modules Required**

<b>Description</b>	<b>Dimensions</b>	<b>Quantity</b>
Two-Seater	1360 mm W X 500mm D	01 No
Two-Seater	1360 mm W X 500mm D	08 Nos
Corner Round	R 600x500 mm	02 Nos

**Colour:** Colour of Conference table will be informed prior to start of work.

**Work Surface:** The Work surface or the table top should have a thickness of at least 36.0mm (+/- 0.01mm thick). This should consist of at least 18mm + 18mm Baton of 150mm width top panel Medium Density Fibre Board clad with at least 0.8mm thick post formed laminate and another side backing laminate. The Flat edges should be duly sealed with at least 2 mm thick PVC beading. For the corner half round table 2mm edge banded to be provided. The Edge profile should be Waterfall Edge with at least 10mm radius on top edge and at least 5mm at bottom.

**Under structure:**

**Legs:** The legs should be made from at least 25mm Plain Particle Board having a straight profile with half round edges and clad with at least 0.8mm thick Post Forming Laminate both side in same decor. The overall thickness of leg should be 26.2mm. (+/- 0.01mm)

**Front Apron Panels** - The Front apron panels should provide enough leg room and should be made from at least 18mm thick PLPB (Pre-laminated particle board)

**Provision for passing of Wires:**

Cable managers and covers to route and manage multiple cables below the work surface and to manage cable from work surface to the next.

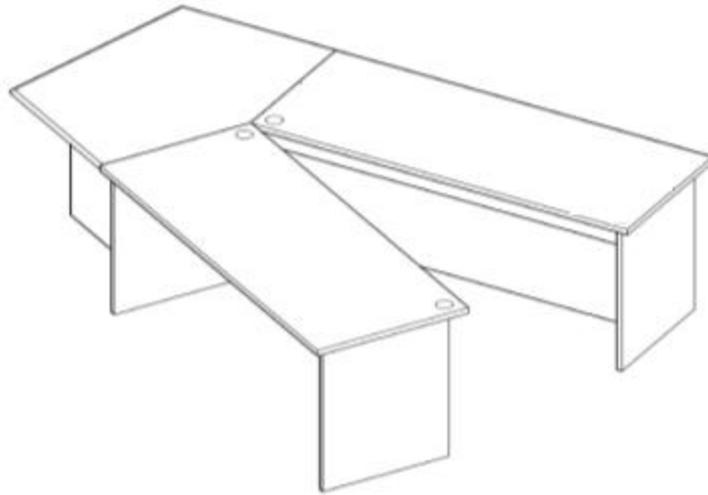
**Wire Carrier:** The Wire Carrier should be made from at least 0.6mm thick CRCA (COLD ROLLED CLOSE ANNEALED), which should be painted with approved colour. Top of the table, eight nos of flip top pop up boxes to be provided. while assembling cut out has to be taken as per the instructions of engineer in-charge.

**Provision for Mics:** There must be provision for setting mikes at least one for each two seats.

**Material to be used:**

**Substrate:** The substrate should be made up of MDF as per the BIFMA Standard.  
The Pre-Laminated Boards used should be as per the BIFMA Standard.

**Item No-15 Conference Table (Thirty-Seater) “V” Shape for Senate Hall - photo is indicative- 01 No:**



Scope: Supply, assembly and installation of 30 seater Modular Conference Table as per technical specification.

Modular Conference Table Custom Made: The modular conference table should be custom made to meet the requirement of Conference room. Drawing to be submitted for approval before manufacturing of the Conference Table.

#### Dimensions & Modules Required

Description	Dimensions	Quantity
Two Seater	1360 mm W X 500 mm D	16 Nos
Two-Seater	1360 mm W X 500 mm D	01 Nos
Corner Fittings	As suitable	02 Nos

Colour: Colour of Conference table will be informed prior to start of work.

**Work Surface:** The Work surface or the table top should have a thickness of at least 36.0mm (+/- 0.01mm thick). This should consist of at least 18mm + 18mm Baton of 150mm width top panel Medium Density Fibre Board clad with at least 0.8mm thick post

formed laminate and another side backing laminate. The Flat edges should be duly sealed with at least 2 mm thick PVC beading. For the corner half round table 2mm edge banded to be provided. The Edge profile should be Waterfall Edge with at least 10mm radius on top edge and at least 5mm at bottom.

**Under structure:**

**Legs:** The legs should be made from at least 25mm Plain Particle Board having a straight profile with half round edges and clad with at least 0.8mm thick Post Forming Laminate both side in same decor. The overall thickness of leg should be 26.2mm. (+/- 0.01mm)

**Front Apron Panels** - The Front apron panels should provide enough leg room and should be made from at least 18mm thick PLPB (Pre-laminated particle board)

**Provision for passing of Wires:**

Cable managers and covers to route and manage multiple cables below the work surface and to manage cable from work surface to the next.

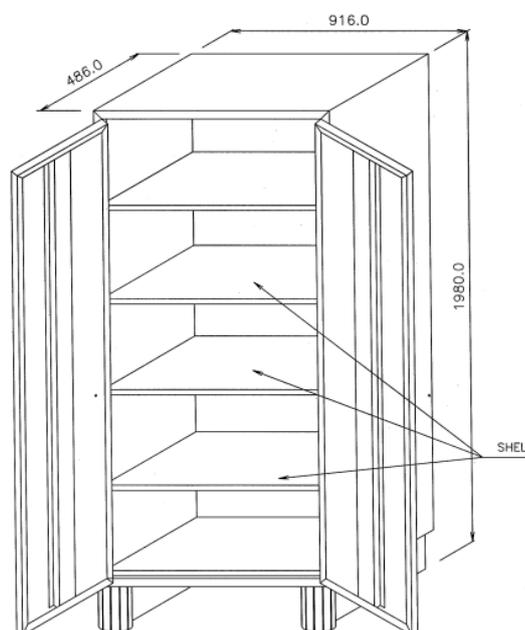
**Wire Carrier:** The Wire Carrier should be made from at least 0.6mm thick CRCA (COLD ROLLED CLOSE ANNEALED), which should be painted with approved colour. Top of the table, fifteen nos of flip top pop up boxes to be provided. while assembling cut out has to be taken as per the instructions of engineer in-charge.

**Provision for Mics:** There must be provision for setting mikes at least one for each two seats.

**Material to be used:**

Substrate: The substrate should be made up of MDF as per the BIFMA Standard.  
The Pre-Laminated Boards used should be as per the BIFMA Standard.

**Item No- 16 Almirah – 144 no’s**

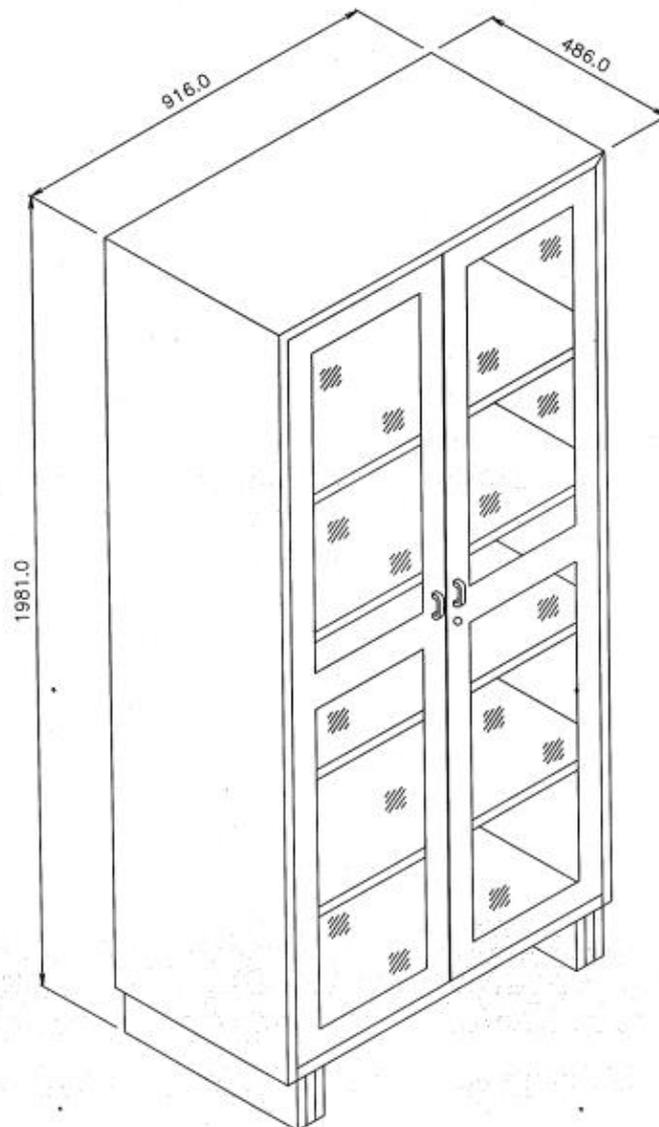


## WELDED PLAIN

1. Model: Plain with 4S
2. Product Size: 900 mm(W) $\pm$ 2% x 475 mm $\pm$ 2% (D) x 1950 mm $\pm$ 2%  
#(H)# - Excluding Leveler
3. Construction & Material:
  - Welded construction
  - 0.7 mm thick ( $\pm$ 0.07mm) CRCA\* for shelf
  - 0.8 mm thick ( $\pm$ 0.08 mm) High yield strength CRCA\*\* for doors and back
  - 0.9 mm thick ( $\pm$ 0.08 mm) CRCA\* for all other components.

\*CRCA 'D' grade as per IS:513  
\*\* CRCA 'D' grade high yield strength as per IS:513
4. Locking & handle
  - Mazak handle
  - Three way locking mechanism with shooting bolt
5. Shelving
  - Height wise adjustable shelf mounting
  - Uniformly Distributed Load Capacity per each full shelf is 40 Kg maximum
  - 4 Nos. of adjustable full Shelf
  - Box file A4 size (85 W x 340 H x 280 D  $\pm$  2%) can be stored vertically on three shelves and the clear space above fourth shelf is 240 mm.
6. Leveler: M10 screw type leveler with hex plastic base
7. Finish: Epoxy Powder coated to the thickness of 50 microns ( $\pm$ 10).

**Item No- 17 Bookshelf – 200 no's**



1. Model: Glass Door
2. Product Size: 900 mm(W) $\pm$ 2% x 475 mm $\pm$ 2% (D) x 1950 mm $\pm$ 2% #(H)# - Excluding Leveler
3. Construction & Material:
  - Welded construction
  - 0.7 mm thick ( $\pm$ 0.07mm) CRCA\* for shelf
  - 0.8 mm thick ( $\pm$ 0.08 mm) High yield strength CRCA\*\* for doors and back
  - 0.9 mm thick ( $\pm$ 0.08 mm) CRCA\* for all other components.

\*CRCA 'D' grade as per IS:513  
\*\* CRCA 'D' grade high yield strength as per IS:513
4. Locking & handle
  - Brass handle
  - Two way locking mechanism with shooting bolt
5. Shelving
  - Height wise adjustable shelf mounting
  - Uniformly Distributed Load Capacity per each full shelf is 40 kg maximum
  - 4 Nos. of adjustable full Shelf

- Box file A4 size (85 W x 340 H x 280 D  $\pm$  2%) can be stored vertically on three shelves and the clear space above fourth shelf is 240 mm.
6. Leveler: M10 screw type leveler with hex plastic base
  7. Finish: Epoxy Powder coated to the thickness of 50 microns ( $\pm$ 10).

### **Item No- 18 White Board – 150 no's**

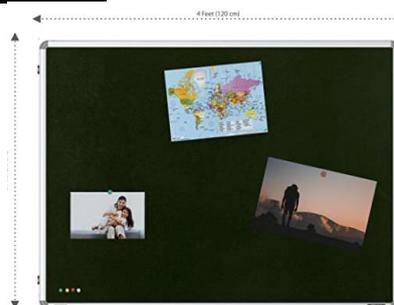


**Magnet-friendly Surface**

Now stick your charts, reminders, presentation media, poster etc. on this board very conveniently with the help of magnets.  
For non-magnetic whiteboards in PRIMA series, search PWB4560, PWB6090 or PWB90120

1. Super White writing grade resin coated steel writing surface conforming to International Standards. A 100% smooth and 100% scratch-free surface ensures maximum pleasure of writing. The surface can also be used for sticking magnets or magnet impregnated objects.
2. Satin-finish alloy aluminum frame or similar and precision engineered paper honeycomb core to make the board 100% warp-free and 100% flat. Can be mounted in landscape as well as portrait orientation on a wall.
3. Excellently erasable with no ghost-marks, high scratch-resistance with easy-wipe properties and maximum readability with minimum glare makes the Prima series boards an ideal companion for all training, teaching, display and learning activities.
4. Dimensions: 3 x 4 Feet (90 x120 cm). Works well with all standard whiteboard marker pens (dry erase markers)
5. Package Contents (include): 1 Magnetic Whiteboard with built-in wall hanging clips, shipped in a high-strength customized packaging for maximum protection. Installation and maintenance instructions should be provided.

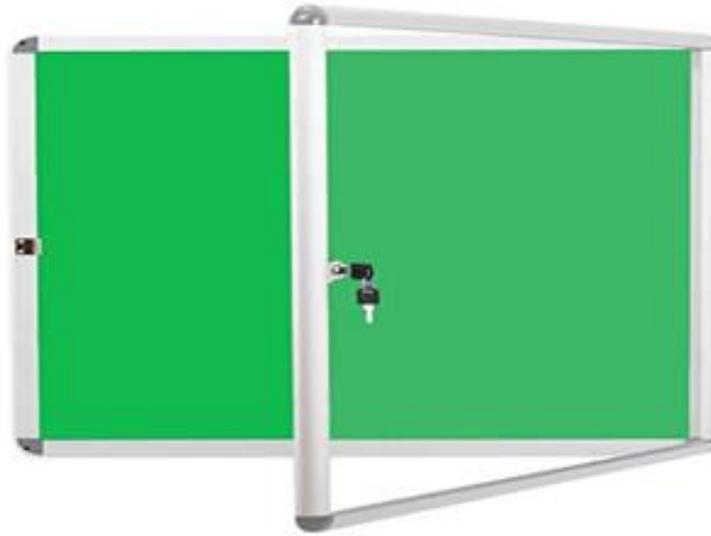
### **Item No- 19 Green Board – 180 no's**



1. High tear-resistance and self-healing flocked fabric surface to firmly grip push pins in place every time and resist hole formation even after multiple use.

2. Satin-finish alloy aluminum frame and precision engineered sturdy soft board core to make the board 100% warp-free and 100% flat. Can be mounted in landscape as well as portrait orientation on a wall with the help of built-in wall hanging clips
3. Board Size: 3x4 Feet (90x120 cm). Suitable for use at home, home offices, offices, and schools
4. Package Contents: 1 Pin-up Board (Green) with built-in wall hanging clips, shipped in a high-strength customized packaging for maximum protection.

**Item No- 20 Notice Board – 150 no's**



1. Notice board should be covered by glass door. Should be tamper proof with mounting screws. Should be able to lock with key Anodized aluminum square frame with metal clips is easy to hang and light to move around.
2. Dimensions: 1200(L) x 900 (D) x 40 (T)

**Item No -21 Three Seater Sofas – 20 no's :**



1. **Overall Dimensions:** 2025 L x 825 W x 825 H mm.

2. Seat Height 435 mm Under structure in metal and support system in ply joined together.
3. Seat, backrest and armrests- padded with polyurethane foam having density  $45 \pm 2$  Kg/cm which provides strength as well as comfort to the sofa. And upholstered material should be leatherette with dark brown/ black in colour. The complete moulded backrest assembly is covered with a replaceable fabric upholstery cover.
4. Frame of sofa should be made of durable wood and the base of seat and backrest equipped with metal Z-shape springs.
5. Flammability- The flammability of the fabric should comply with BS 5952 Part I 1979 Ignition source O.
6. Legs – 60mm dia. Steel tube in black polyurethane finish with black plastic shoe.
7. **Additional Information**: The standard of the table should be as per BIFMA X5.4 (Lounge and Public Seating) ISO 9001:2015 (Quality management system), ISO 14001:2015 (Environmental management system), ISO 18001:2007 (Occupational health and safety management system).

**Item No-22 Two Seater Sofas – 31 no's:**



1. **Overall Dimensions:** 1440 W x 820 D x 850 H mm.
2. Seat Height 430 mm Under structure in metal and support system in ply joined together.
3. Seat, backrest and armrests- padded with polyurethane foam having density  $45 \pm 2$  Kg/cm which provides strength as well as comfort to the sofa. And upholstered in light grey woven fabric. The complete moulded backrest assembly is covered with a replaceable fabric upholstery cover.
4. Frame of sofa should be made of durable wood and the base of seat and backrest equipped with metal Z-shape springs.
5. Flammability- The flammability of the fabric should comply with BS 5952 Part I 1979 Ignition source O.

6. Legs – 60mm dia. Steel tube in black polyurethane finish with black plastic shoe.
7. **Additional Information:** The standard of the table should be as per BIFMA X5.4 (Lounge and Public Seating) ISO 9001:2015 (Quality management system), ISO 14001:2015 (Environmental management system), ISO 18001:2007 (Occupational health and safety management system).

**Important Instruction:**

**The Item No.1 to 8 combined as set No.1, Item No. 9 to 11 as set no.2, Item No. 12 to 15 as set no.3, Item No. 16 & 17 combined as set No. 4, Item No. 18 to 20 as set no. 5, Item No. 21 & 22 as set no.6 and the evaluation will be on the basis of set wise. Based on the eligibility criteria, Bidder (s) can quote for one or more sets (s). L1 will be decided on Set-wise i.e.**

\*\*\*Set No- 1 [Item No.1 to 8]  
Set No- 2 [Item No.9 to 11]  
Set No- 3 [Item No.12 to 15]  
Set No- 4 [Item No. 16&17]  
Set No- 5 [Item No. 18 to 20]  
Set No- 6 [Item No. 21 &22]

- **All offered products' technical Specifications and Brochures are to be submitted along with the Technical Bid.**
- **The detailed scope of coverage of the Warranty shall be provided in the compliance statement -Annexure-VII.**

**3. TENDER FEE & BID SECURITY DECLARATION DETAILS:**

**3.1 A tender Fee of Rs.2500/- (Rupees Two thousand five hundred only)** should be submitted through ECS (Bank transfer / NEFT / RTGS) in favor of the Indian Institute of Technology Tirupati.

**3.2 Bank A/c Details for crediting Tender Fee:**

**Name : Indian Institute of Technology Tirupati Main Account**  
**Bank : State Bank of India**  
**Account No : 35523338208**  
**IFSC Code : SBIN0006677**

**3.3 Tender Fee and Bid Security Exemption:**

**I) Micro and Small Enterprises (MSEs):**

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) **for goods produced and services rendered**, are exempted from Tender fee and Bid Security. However, they must enclose **valid self-attested registration certificate(s)** and the tender to this effect.

Accordingly, MSEs shall be required to submit valid **Udyam Registration Certificate** for availing benefit under MSE Procurement Policy.

**The benefit as above to MSEs shall be available only for Goods produced and services rendered by MSEs. However, traders are excluded from the purview of MSE Procurement Policy.**

II) **Startup (s):**

Startup(s) as recognized by **Department for Promotion of Industry and Internal Trade (DPIIT)**, Govt. of India, are exempted from Tender fee and Bid Security. However, they have to enclose ***valid self-attested registration certificate(s)*** along with the tender to this effect.

**Eligible MSE and startup bidders who seeks exemption from Tender fee/Bid Security as per clause no. (c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.**

**3.4 Other than eligible MSE and Startup bidders, Bid Security Declaration:**

**Bidders should have to submit the Bid Security Declaration (As per the format attached in annexure-II) in duly filled and signed condition.**

**3.5** The Bidders will have to upload scanned copy of Payment details towards tender fee and the same will be accepted only on verification and confirmation by the Institute. Any delay in credit will not be entertained by the Institute. **(As per the format attached in Annexure – I)**

**4. ELIGIBILITY CRITERIA**

**4.1 Other Important Documents (OIDs)**

**Firm Incorporation Certificate, PAN details, GST details are to be provided.**

**4.2. Statutory Documents:**

- I) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.

II) The firm should not be in active debarred list by any Central / State Government / Public Undertaking / Institute and no criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-III.

III) **Experience and Past Performance:**

The Bidder should submit list of clientele to whom identical or similar furniture have supplied during past five financial years **i.e. during 2017-18 to 2021-22** with their contact details along with documentary evidence such as Purchase Orders executed along with technical specifications, completion certificates from the client, etc. are to be submitted as per the **Annexure-IV**.  
(On-going works will not be considered for the Technical evaluation )

At least in any one of the calendar years (2018-2022), the number of items supplied should be more than items mentioned in tender enquiry (Pl. submit the proof of supply of identical or similar furniture).

IV) The Annual Turnover should be at least **Rs. 1 Crore** and be profitable during each of the previous three financial years **i.e. during 2018-19 to 2020-21 or 2019-20 to 2021-22**. Audited financial Statements or Financial Statements showing turnover duly signed by a Chartered Accountant are to be submitted as per the **Annexure-V**.

V) **The Bidder should be a Class-I / Class-II Local Supplier meeting minimum 20% local content clause in line with the Public Procurement (Preference to Make in India) Order 2017 No. P-45021/2/2017-PP (BE-II) dated 04 Jun 2020 as amended from time to time. A Self-Declaration Certificate regarding “Class-I/Class-II Supplier” for the tendered items as per the Annexure-V is to be submitted.**

**As per the OM of Department of Promotion for Industry and Internal Trade No. P-45021/102/2019-BE-II-Part(1) dated: 04.03.2021. The bidders can't claim themselves as Class-I local suppliers/Class-II local suppliers by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.**

- a. 'Local Content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.
- b. 'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50% as defined under this order.

- c. 'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has minimum local content of 20% but less than 50%, as defined under this order.
- d. 'Non-local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than 20%, as defined under this order.
- e. Complaint redressal mechanism: In case any complaint received by the procuring agency or the concerned Ministry/Department against the claim of a bidder regarding local content/domestic value addition in an electronic product, the same shall be referred to STQC.
- f. The Bidder shall be required to furnish the necessary documentation in support of the domestic value addition claimed in an electronic product to STQC. If no information is furnished by the Bidder, such laboratories may take further necessary action, to establish the bonafides of the claim.
- g. A complaint fee of Rs. 2 lakh or 1% of the value of the domestically manufactured products being procured (subject to a maximum of Rs.5 lakh), whichever is higher, to be paid by Demand Draft to be deposited with STQC. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.
- h. False declarations will be in breach of the Code of Integrity under Rule 175 (1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

VI) The Bidder should be OEM or OEM authorized Dealers / Channel partners / Distributors of reputed brand having authorization for sales and after sales support. Valid OEM authorization letter is required to participate in this tender.

**VII) Prior Registration and / or Screening of bidders:**

Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the Bidder registered with the competent authority. **The concerned Bidder (s) are required to attach the relevant valid Registration Certificate along with the bid for consideration.**

"Bidder" (including the term 'tenderer', consultant or service provider in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

“Bidder from a country which shares a land border with India” for the purpose of this Order means :-

- An entity incorporated, established or registered in such a country; or
- A subsidiary of an entity incorporated, established or registered in such a country or
- An entity substantially controlled through entities incorporated, established or registered in such a country; or
- An entity whose beneficial owner is situated in such a country; or
- An Indian (or other) agent of such an entity; or
- A natural person who is a citizen of such a country; or
- A consortium of joint venture where any member of the consortium or joint venture falls under any of the above.

The detailed terms & conditions issued from time to time in this regard by Government of India will be applicable.

VIII) **Authorized Representatives:**

Bids of bidders quoting as authorised representative of a principal manufacturer would also be considered to be qualified, provided:

- (i) Their principal manufacturer meets all the criteria above without exemption, and
- ii) The principal manufacturer furnishes a legally enforceable tender-specific authorisation assuring full guarantee and warranty obligations as per the general and special conditions of contract;  
and
- iii) The Bidder himself should have been associated, as authorised representative of the Principal Manufacturer for same set of services as in present bid (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar item for past three years ending on bid opening date.

IX) The should have valid below mentioned certificated

1. BIFA X 5.5 2021 for office and Institutional furnishing
2. ISO 9001:2015 for the firm
3. All the component shall confirm to the relevant IS standards specifications

### 4.3 TECHNICAL CRITERIA

Bidders should comply the specification of the tendered item in all respect. The detailed format is attached at Annexure-VII. The Bidder is to complete the same in all respect and submit accordingly

## 5. FINANCIAL BID DETAILS

5.1 Financial bid i.e. BOQ given with tender (in **Excel format**) to be downloaded first and uploaded after filling all relevant information strictly as per the format failing which the offer is liable for rejection. Kindly quote your offer on FOR IIT Tirupati (inclusive of all taxes and charges). **Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.**

## 6. TIME SCHEDULE:

1	Date and time of Online Publication/Download of Tenders	08.06.2023	18.00 hrs
2	Clarifications start date	08.06.2023	18.00 hrs
3	Clarifications end date	15.06.2023	15.00 hrs
4	Uploading of corrigendum after the receipt of clarifications (If any)	16.06.2023	15.00 hrs
5	Bid submission start date & time	09.06.2023	10.00 hrs
6	Bid submission close date & time	29.06.2023	15.00 hrs
7	Closing date & time for submission of EMD/Tender fee	29.06.2023	15.00 hrs
8	Opening of Technical bids	30.06.2023	15.00 hrs

## 7. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

## 8. BID VALIDITY PERIOD

The bid will remain valid for **120 days** from the date of opening as prescribed by IIT Tirupati. A bid valid for a shorter period shall be rejected, being non-responsive.

## 9. BID SUBMISSION

### 9.1 Instruction to Bidder

- I) Bidders are required to enrol on the e-Procurement module of the **Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>)** by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal. **The registration is completely free of charge.**
- II) Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities.

DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

- III) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- IV) A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- V) The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.
- VI) The CPP portal also has user manuals with detailed guidelines on enrolment and participation in the online bidding process. The user manuals can be downloaded for reference.

## 9.2 TENDER CLARIFICATION

- I) In case the bidders require any clarification regarding the tender documents, they are requested to contact our office Ph. no: 0877-2503572, Email ID: [purchase@iittp.ac.in](mailto:purchase@iittp.ac.in) on or before due date.
- II) Technical and Specifications related Clarifications contact our office No: 0877-2503602 , [Email ID: eutenders@iittp.ac.in](mailto:eutenders@iittp.ac.in) on or before due date.
- III) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

## 9.3 ONLINE BID SUBMISSION PROCEDURE

**Cover-1:** The file should be saved in a PDF version numbered sequentially and should comprise of the following items:

**Packet-1:**

Duly Completed Scanned PDF copy of, PAN, GST, Firm Registration certificate and Annexure-I to VIII with relevant supporting documents  
**Only the relevant documents as per the tender clauses are to be uploaded along with duly completed checklist as per the annexure-IX. Uploading of other than the required documents may liable for rejection of the bid.**

**Cover-2:**

A standard BOQ format has been provided in excel format. Bidders are required to download the BOQ excel file and fill their financial offer on the same BOQ format. After filling the same, submit it online in excel format, without changing the financial template format.

**Note:**

If the bid is incomplete and / or non-responsive it will be rejected during technical evaluation. The Bidder may not be approached for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.

## 10. BID OPENING

- 10.1 Technical Bids will be opened on **30.06.2023 @ 15.00 Hrs.**
- 10.2 Financial Bids of the eligible bidders will be opened on a later date. The date and time for the opening of Financial Bids will be announced later.
- 10.3 **Bids should be summarily rejected, if tender is submitted other than through online or original tender fee/Bid security declaration are not submitted within stipulated date / time.**

## 11. BID EVALUATION

- I) **Stage-I Evaluation (Pre-qualification criteria):** In this stage, the received bids will be evaluated by the committee as per the eligibility criteria, terms and conditions of the tender. Only the shortlisted bidders in this stage will be informed for sample piece submission. The shortlisted bidders will have to submit the sample pieces at IIT Tirupati Transit Campus, Yerpedu Manda, Venkatagiri Road, Tirupati District, Andhra Pradesh – 517619 within 15 days of the receipt of mail from IIT Tirupati. The samples received after **15 days** will not be considered for evaluation.
- II) **Stage-II Evaluation (Sample Piece Evaluation):** In this stage, the expert committee will evaluate the received sample pieces as per the tender specifications, terms, and conditions. Bidders whose samples are accepted by the Institute will be treated as technically qualified bidders for consideration of their price bids.
- III) The Commercial Bid with the lowest price will be the highest evaluated bid. Financial bids of the successful bidders will only be opened and orders placed on L1 basis. .
- IV) The shortlisted Bidder will have to submit the samples each 1 No. for the items
  1. **Item no. 1:** L-Shaped Table 1800 x 750 (Main Table) 1080 x 460 (Side Table)
  2. **Item no. 2:** Table 1500 x 750
  3. **Item no. 9:** Executive chairs
  4. **Item no. 10:** Staff / Conference / Meeting Room chairs

5. Item no. 11: Visitors Chairs
6. Item no. 16 : Almira
7. Item no. 17 : Bookshelf
8. Item no. 18 : White board
9. Item no. 19 : Green Board
10. Item no. 20 : Notice Board
11. Item no. 22 : Sofas Two seater

The L1 bidder should visit the site and take actual measurements of the rooms and have a combined meeting with end user for the better understanding.

- V) The L1 bidder should submit the room wise furniture layout as per the site conditions( details will be given after award of work)
- VI) After the site visit should submit the shop drawing for the furniture layout room wise with in 7 days and it should be approved by IIT Tirupati for the further process of manufacturing.
- VII) After receiving the Shop drawing approval from IIT Tirupati L1 bidder should produce the sample within 15 days at their factory for inspection and clearance from IITT before manufacturing of bulk quantity
- VIII) From the date for factory vist sample confirmation you delivery time will start.

## 11.1 Purchase Preference

### I) Micro and Small Enterprises (MSEs):

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) **for goods produced and services rendered**, may be provided following purchase preference:

Item wise Quantity	Price Quoted by MSE	How the tender shall be finalized
Cannot be split	L1	Full Order on MSE
Cannot be split	Not L1 but within L1 + 15%	Full Order on MSE subject to matching L1 Price

### II) Preference to Make in India

- a) In procurement goods or works which are covered under by para 3(b) of the extant Public Procurement (Preference to Make in India) Order 2017 dated 04 June 2020 and which are **divisible** in nature, the “Class-I Local Supplier” shall get purchase preference over “Class-II Local Supplier” as well as “Non-Local Supplier” as per following procedure:

- i) **Among all qualified bids, the lowest bid will be termed as L1. If L1 is “Class-I Local Supplier”, the contract for full quantity will be awarded to L1.**
  - ii) **If L1 bid is not a “Class-I Local Supplier”, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest Bidder among the “Class-I Local Supplier” will be invited to match L1 price for the remaining 50% quantity subject to the Class-I Local Supplier’s quoted price falling within the margin of L1 + 20%, and contract for that quantity shall be awarded to such “Class-I Local Supplier” subject to matching the L1 price. In case such lowest eligible “Class-I Local Supplier” fails to match L1 price or accepts less than the offered quantity, the next higher “Class-I Local Supplier” within the margin of L1 + 20% shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such quantity may be ordered on the L1 Bidder.**
- b) In procurement goods or works which are covered under by para 3(b) of the extant Public Procurement (Preference to Make in India) Order 2017 dated 04 June 2020 and which are **not divisible** in nature, and in procurement of services where the bid is evaluated on price alone, the “Class-I Local Supplier” shall get purchase preference over “Class-II Local Supplier” as well as “Non-Local Supplier” as per following procedure:
- i) **Among all qualified bids, the lowest bid will be termed as L1. If L1 is “Class-I Local Supplier”, the contract will be awarded to L1.**
  - ii) **If L1 is not a “Class-I Local Supplier”, the lowest Bidder among the Class-I Local Supplier, will be invited to match the L1 price subject to Class-I Local Supplier’s quoted price falling within the margin of L1 + 20%, the contract shall be awarded to such Class-I Supplier subject to matching the L1 price.**
  - iii) **In case such lowest eligible Class-I Local Supplier fails to match the L1 price, the “Class-I Local Supplier” with the next higher bid within the margin of L1 + 20% shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the of Class-I Local Supplier within the margin of L1 + 20%, the contract may be awarded to the L1 Bidder.**
  - iv) **Class-II Local Supplier will not get purchase preference.**

## 12. PAYMENT TERMS

No advance payment will be made in any case. Bills in Duplicate should be sent and the payment shall be released generally within 30 days, only after it is ensured that the items / quality of the items supplied are to the entire satisfaction of IIT Tirupati and completed the entire work within the stipulated delivery schedule. If any item is found defective, or not of the desired quality etc., the same should be replaced by the firm(s) immediately for which no extra payment shall be made.

## 13. WARRANTY OF QUALITY AND QUANTITY

13.1 The awardee shall give **minimum 3-year onsite warranty for all items** on successful completion of supply, and acceptance of supplied items.

13.2 The awardee shall give warranty that all items are as per specification(s), conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.

13.3 Upon receipt of notice from IIT Tirupati for defective material, the firm shall **within 15 days** of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on IIT Tirupati for the replaced goods thereafter. Suppose the firm fails to replace the defective goods within a reasonable period. In that case, IIT Tirupati may take such remedial actions as necessary, at the company's risk and expense.

## 14. LIQUIDATED DAMAGES

In case of delay in Supply by the stipulated date, IIT Tirupati reserves the right of imposing penalty @0.5% per week on the value of the undelivered items subject to maximum 10% of the cost of undelivered items.

## 15. DELIVERY SCHEDULE

15.1 The successful Bidder should execute the order successfully i.e. Supply, Installation of the ordered item within 12 weeks ( 84 days) at IIT Tirupati Permanent campus (Department block-2 & 1 ( G+3 ), Venkatagiri Road, Yerpedu Mandal, Tirupati District from the date of sample approved at the factory. In case of any damage/Broken/Expired items found, the item(s) should be replaced **within 15 days** at IIT Tirupati. The Bidder has to make own arrangement for unloading and positioning of items at the desired location of IIT.

15.2 The bidders is responsible for the delivery, installation at desired locations floor wise.

## 16. PERFORMANCE SECURITY DETAILS

- 16.1 The successful tenderer will have to deposit the performance security valid for **39 Months** in the form of DD / TDR / FDR / Bank Guarantee **@10% of the total order value** at the earliest from the date of issue of the award letter. IIT Tirupati will pay no interest on the deposit.
- 16.2 Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respects.
- 16.3 Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- 16.4 In case, the firm fails to execute the order successfully, within specified delivery period, the same goods/items will be procured from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

## 17. INTEGRITY PACT:

- a. The integrity pact (IP) envisages an agreement between the prospective bidders/ vendors with the buyer committing the persons/ officials of both the parties with the aim not to exercise any corrupt influence on any aspect of the contract. **Only those bidders/ vender who are willing to enter into such an integrity pact with the purchase would be competent to participate in the bidding. In other words, entering into this Pact would be a preliminary qualification. The bidder should give self-declaration certificate for acceptance** and compliance with the Integrity Agreement as per **Annexure XI**.
- b. Any violation of the Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act, 1988, and other Financial Rules/Guidelines, etc. as may be applicable to the organization concerned
- c. The integrity pact would be effective from the date of invitation of bids till the complete execution of the contract.
- d. The model format of Integrity Pact(IP) is at **Annexure-XII**

## 18. TERMS AND CONDITIONS

### 18.1 Termination for Insolvency

- l) The IIT Tirupati may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or

affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

- II) IIT Tirupati and/or the firm are entitled to withdraw/cancel the rate contract by serving one-month notice on each other. However, once a purchase order is placed on the supplier for supply of a definite quantity in terms of the rate contract during the validity of the rate contract, that purchase order becomes a valid and binding contract.
- III) The courts of Tirupati alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Tirupati Court shall have jurisdiction in the matter

### **18.2 Force Majeure**

- I) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- II) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

### **18.3 Arbitration**

- I) All disputes of any kind arising out in connection with the executing the order shall be referred by either party (IIT TIRUPATI or the Bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IIT TIRUPATI India. The jurisdiction of the courts shall be Tirupati, Andhra Pradesh, India.

### **18.4 Other Conditions**

- I) The Bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- II) IIT Tirupati will not be liable for any obligation or supplies made unless the Official Purchase Order has been placed by the Purchase Department.
- III) IIT Tirupati reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- IV) IIT Tirupati reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any

reason thereof. Any inquiry after submission of the quotation will not be entertained.

- V) IIT Tirupati reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- VI) **Repeat Order:** IIT Tirupati reserves the right to place repeat order up to 100% of the quantities within a period of 12 months from the date of successful completion of purchase order at the same rates and terms subject to the condition that there is no downward trend in prices.

***To take care of any change in the requirement during the currency of the contract, a plus/minus option clause for 25 per cent is incorporated in the tender document, reserving purchaser's right to increase or decrease the quantity of the required goods up to that limit without any change in the terms and conditions and prices quoted by the tenderers.***

- VII) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Performance Security shall be forfeited.
- VIII) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- IX) Conditional tenders will not be considered in any case.
- X) In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
- XI) Institute reserve the right to increase/decrease the order quantity at any period of times during the validity of the contract.
- XII) **IIT Tirupati may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIT Tirupati will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIT Tirupati or check for the same CPP Portal before submitting their duly completed bids.**

## UNDERTAKING

To  
**The Registrar,**  
 Indian Institute of Technology  
 Yerpedu – Venkatagiri Road, Yerpedu Post,  
 Tirupati District, Andhra Pradesh.  
 Pincode - 517619.

Tender No. IITT/EU/2023-24/04 dated: 08.06.2023

**Name of the Tender/Supply:** Notice Inviting Tender for Supply, installation, testing and Commissioning of Office furniture.

Sir,

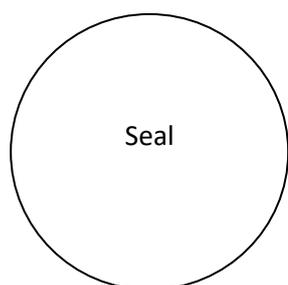
I /we hereby submit our bid for Supply, installation, testing and Commissioning of Office furniture.

I/ We enclosed here with the following in favor of Indian Institute of Technology Tirupati towards Tender Fee.

Particular	Amount	Payment Reference Details	Payment Date
Tender Fee (Including Tax)	2500/-		

- I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
- I /we have gone through all terms and conditions of the tender document before submitting the same.

**Date:**  
**Place:**



**Authorized Signatory**

**Name:**

**Designation:**  
**Contact No :**

**On Company Letter Head**

**Bid Security Declaration**

To  
**The Registrar,**  
Indian Institute of Technology  
Yerpedu – Venkatagiri Road, Yerpedu Post,  
Tirupati District, Andhra Pradesh.  
Pincode - 517619.

Tender No. IITT/EU/2023-24/04 dated: 08.06.2023

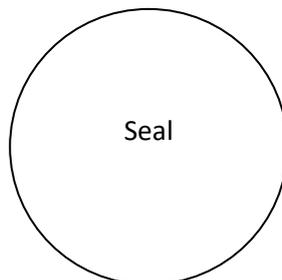
**Name of the Tender/Supply :** Notice Inviting Tender for Supply, installation, testing and Commissioning of Office furniture.

Sir,

We, the undersigned declare that

1. We understood that, according to the tender conditions, bids must be supported by a Bid Security Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Institute for the period of **3 years** starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we;
  - (a) have withdrawn our bid during the period of bid validity specified in the letter of bid; or
  - (b) having been notified of the acceptance of our bid by the Institute during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

**Date:**  
**Place:**



**Authorized Signatory**

**Name:**

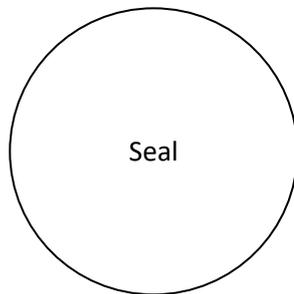
**Designation:**  
**Contact No :**

**CERTIFICATE  
(To be provided on letter head of the firm)**

I hereby certify that the above firm not in active debarred list by any Central/State Government/Public Undertaking/Institute and no criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm may be blacklisted.

**Date:**



**Place:**

**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**

**ANNEXURE – IV**

**a) Experience: (As per tender Clause No.4.2 (III))**

Year	Name of the Item with Specification (Technical specification brochure to be attached)	Purchase Order No. & Date (Copy of the Orders to be attached)	Date of successfully completion of SITC of ordered Item (copy of report from client to be attached)	Contact Details of Client
2017-18				
2018-19				
2019-20				
2020-21				
2021-22				

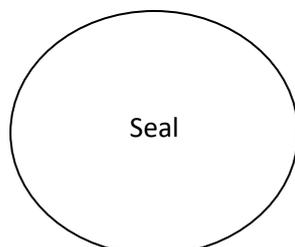
**b) Past Performance: (As per tender Clause No.4.2 (III))**

Sl No.	Financial Year	Quantity of similar furniture Nos	of in	Purchase Order No with No	Page	Work Completion Certificate details with Page No	Contact Address of the Client	Remarks
1.	2017-18							
	a)							
	b)							
	c)							
2	2018-19							
	a)							
	b)							
	c)							

Date :

Authorized Signatory

Place :



Name:  
Designation

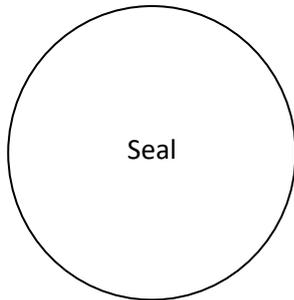
Contact No.:

**ANNEXURE – V**

**Annual Turnover Details:**

Evaluation Criteria			Remark	Specific page no. where the proof of documents are enclosed
<b>Bidder's Annual Turnover for last five financial years</b>	<b>Financial Year</b>	<b>Turnover in Rs.</b>	-	
	<b>2021-22</b>		<b>Supporting Documents are to be attached along with the Annexure-V</b>	
	<b>2020-21</b>			
	<b>2019-20</b>			
	<b>2018-19</b>			
	<b>2017-18</b>			

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

**Format for Self-Declaration under preference to make in India order**

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II date. 15.06.2017 & P-45021/2/2017-PP (BE-II) dated: 04 June 2020. We hereby certify that we M/s. \_\_\_\_\_ (supplier name) are **CLASS-I/Class-II (Please specify clearly)** supplier meeting the requirement of local content more than 20% as defined in above orders for the material against Enquiry No. IITT/EU/2023-24/04 dated: 08.06.2023

Details of location at which local value addition will be made as follows: (Complete address to be mentioned)

\_\_\_\_\_  
\_\_\_\_\_

Percentage of Local Content: \_\_\_\_\_

***(As per the OM of Department of Promotion for Industry and Internal Trade No. P-45021/102/2019-BE-II-Part(1) dated: 04.03.2021. The bidders can't claim themselves as Class-I local suppliers/Class-II local suppliers by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition)***

We also understand, false declarations will be in breach of the Code of Integrity under rule 175 (1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Seal and signature of Supplier

Date :

Place :

## Technical Compliance statement

Description	Qty	Complied (Yes/No)	Remarks, if any	Offered Make & Model	% of Local Content as per Tender Clause No.4.2(V)	Country of Origin
<b>Item no.1</b> : L-Shaped Table 1800 x 750 (Main Table) 1080 x 460 (Side Table) as per the specifications of the tender clause 2.1	107 Nos					
<b>Item no.2</b> : Table 1500 x 750 as per the specifications of the tender clause 2.2	113 Nos					
<b>Item no.3</b> : Workstations Two-seater as per the specifications of the tender clause 2.3	25 Nos					
<b>Item no.4</b> : Workstations Four-seater as per the specifications of the tender clause 2.4	40 Nos					
<b>Item no.5</b> : Interview Tables for placement (4-Seater) as per the specifications of the tender clause 2.5	03 Nos					
<b>Item no.6</b> : Interview Tables for placement (3-Seater) as per the specifications of the tender clause 2.6	03 Nos					
<b>Item no.7</b> : Centre Tables as per the specifications of the tender clause 2.7	19 Nos					
<b>Item no.8</b> : Round Table as per the specifications of the tender clause 2.8	150 Nos					
<b>Item no.9</b> Executive chairs as per the specifications of the tender clause 2.9	89 Nos					
<b>Item no.10</b> Staff / Conference / Meeting Room chairs as per the specifications of the tender clause 2.10	495 Nos					
<b>Item no.11</b> : Visitors Chairs as per the specifications of the tender clause 2.11	510 Nos					
<b>Item no.12</b> : Conference Table for placement Office (24 + 1 seater ) as per the specifications of the tender clause 2.12	01 Nos					
<b>Item no.13</b> : Conference Table for Deans Office (8 + 1 seater) as per the specifications of the tender clause 2.13	06 Nos					

<b>Item no.14</b> : Board Room (16 + 1 seaters) + 17 Chairs as per the specifications of the tender clause 2.14	01 Nos					
<b>Item no.15</b> : Senate Room “V” Shape (30 + 1 seater) as per the specifications of the tender clause 2.15	01 Nos					
<b>Item no.16</b> : Almira as per the specifications of the tender clause 2.16	144 Nos					
<b>Item no.17</b> : Bookshelf as per the specifications of the tender clause 2.17	200 Nos					
<b>Item no.18</b> : White board as per the specifications of the tender clause 2.18	150 Nos					
<b>Item no.19</b> : Green Board as per the specifications of the tender clause 2.19	180 Nos					
<b>Item no.20</b> : Notice Board as per the specifications of the tender clause 2.20	150 Nos					
<b>Item no. 21</b> : Sofas Three Seaters as per the specifications of the tender clause 2.21	20 Nos					
<b>Item no. 22</b> Sofas Two Seater as per the specifications of the tender clause 2.22	31 Nos					
<b>Onsite warranty : 03 years onsite warranty for all items.</b>						
<b>Spares and service support availability: Minimum 05 years should be provided.</b>						

## COMPANY DETAILS

<b>Name of the Bidder</b>		
<b>Date of Incorporation /</b>		
<b>PAN Number</b>		
<b>GST Registration Number</b>		
<b>Bidder's Bidding Capacity for the tendered items (As a Manufacturer/ Trader/ dealer / channel partner / system integrator, etc.)</b>		
<b>Bank Details</b>	<b>Account Number</b>	
	<b>IFS Code</b>	
	<b>Bank Name</b>	
	<b>Branch Name</b>	
<b>Registered Office Address</b>		
<b>Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

**Date:**  
**Tenderer:**

**Signature and Seal of the**

**Place:**

**Name in Block Letter:**

**Designation:**

**Contact no.**

**CHECKLIST FOR BIDDERS TO BE SUBMITTED IN DULY FILLED AND SIGNED**

Tender Clause No.	Name of the Document	Document Particulars	Submitted (Yes/No)	Page No. of the attached Document
3.1	Tender Fee			
3.4	Bid security Declaration (Annexure-II)			
3.3	Valid Tender Fee / EMD Exemption Certificate			
4.1.	PAN Card			
	Incorporation/Registration certificate of company			
	GST Registration copy			
4.2.(I)	Tender acceptance letter (Annexure I)			
4.2.(II)	Non-Blacklisting undertaking (Annexure III)			
4.2.(III)	<p>The Bidder should submit list of clientele to whom identical or similar furniture have supplied during past five financial years i.e. during 2017-18 to 2021-22 with their contact details along with documentary evidence such as Purchase Orders executed along with technical specifications, completion certificates from the client, etc. are to be submitted as per the Annexure-IV. (On-going works will not be considered for the Technical evaluation )</p> <p>At least in any one of the calendar years (2018-2022), the number of items supplied should be more than items mentioned in tender enquiry (Pl. submit the proof of supply of identical or similar furniture).</p>			
4.2.(IV)	<p>The Annual Turnover should be at least <b>Rs. 1 Crore</b> and be profitable during each of the previous three financial years <b>i.e. during 2018-19 to 2020-21 or 2019-20 to 2021-22</b>. Audited financial Statements or Financial Statements showing turnover duly signed by a Chartered Accountant are to be submitted as per the <b>Annexure-V</b>.</p>			
4.2.(V)	<p>The Bidder should be a <u>Class-I/Class-II Local Supplier</u> meeting minimum 20% local content clause in line with the Public Procurement (Preference to Make in India) Order 2017 No. P-45021/2/2017-PP (BE-II) dated 04 Jun 2020. A Self-Declaration Certificate regarding "Class-I &amp;</p>			

	Class-II Supplier” for the tendered items as per the Annexure-VI is to be submitted.			
4.2.(VI)	The Bidder should be OEM or OEM authorized Dealers / Channel partners / Distributors of reputed brand having authorization for sales and after sales support. Valid OEM authorization letter is required to participate in this tender.			
4.2.(VII)	Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the Bidder registered with the competent authority. The concerned Bidder (s) are required to attach the relevant valid Registration Certificate along with the bid for consideration.			
4.3	Technical Compliance Statement : Annexure-VII.			
4.2 (IX)	The Bidder should have submit below mentioned certificates <ol style="list-style-type: none"> <li>1. BIFA X 5.5 2021 for office and Institutional furnishing</li> <li>2. ISO 9001:2015 for the firm</li> <li>3. All the component shall confirm to the relevant IS standards specifications</li> </ol>			
11.1 (I)	Purchase Preference: (if applicable) Micro and Small Enterprises (MSEs):			
11.2 (II)	Purchase Preference: Make in India			
12	Payment Term: Within 30 days after SITC.			
13.	<b>Onsite Warranty: 03 Years onsite warranty for all the items</b>			
15	<b>Delivery: within 12 weeks (84 days) from the date of sample approved by the committee at the factory.</b>			
8	Bid validity: 120 days from the date of opening of the tender			
	Company details : Annexure-VIII			
	Quoted set:			
	Set 1:			

	Set 2:			
	Set 3:			
	Set 4:			
	Set 5:			
	Set 6:			

**Note: Submission of tender without the documents mentioned above will lead to rejection/disqualification of the tender.**

Signature of the Bidder with stamp

**Format for submitting the queries through email to IIT Tirupati**

QUERIES RELATED TO THE TENDER DOCUMENT MAY BE FORWARDED TO [eutenders@iittp.ac.in](mailto:eutenders@iittp.ac.in) and copy to [purchase@iittp.ac.in](mailto:purchase@iittp.ac.in) AS PER THE BELOW FORMAT OF ANNEXURE-X

Tender No. IITT/EU/2023-24/04 dated: 08.06.2023

**Name of the Tender/Supply:** Notice Inviting Tender for Supply, installation, testing and Commissioning of Office furniture.

S No	Tender Clause No	Bidder(s) queries	IIT Tirupati response

**Signature and Seal of the Tenderer:**

**Name in Block Letter:**

**Designation:**

**Full Address:**

**Contact no.:**

**Date:**

**INTEGRITY PACT**

**To,**  
The Registrar,  
Indian Institute of Technology,  
Tirupati.

**Sub:** Submission of Tender for the \_\_\_\_\_ at  
Indian Institute of Technology, Tirupati.

**Sir/ Madam,**

I/We acknowledge that the Indian Institute of Technology, Tirupati is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by Indian Institute of Technology, Tirupati. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, Indian Institute of Technology, Tirupati shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/ bid.

Yours faithfully,

(Duly authorized signatory of the Bidder)

**INTEGRITY PACT**

This **INTEGRITY PACT** is made and executed at..... on this day of..... , 2022

BETWEEN

**The Registrar, Indian Institute of Technology Tirupati**, an autonomous body of the Department of Higher Education, Ministry of Education, Govt, of India having its office located at Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, Andhra Pradesh - 517619 (hereinafter referred to as “**The Principal**” which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the **First Part**;

And

M/s..... a company incorporated under the Companies Act,..... through its representative/authorized signatory (insert name and designation of the officer) vide resolution dated ..... passed by the Board of Directors, having its office at .....(hereinafter referred to as “**The Bidder/Contractor**” which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the **Second Part**.

**Preamble**

The Principal intends to award, underlaid down organizational procedures, contract/s for \_\_\_\_\_ The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidders) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 - Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there is a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition, can initiate disciplinary actions.

## **Section 2 - Commitments of the Bidder(s)/ Contractor(s)**

(1) The Bidder(s)/ Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

a. The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidders(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/ Contractor(s) will not commit any offense under the relevant IPC/PC Act; further the Bidders(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/ Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only

e. The Bidder(s)/ Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidders)/ Contractors) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **Section 3 - Disqualification from tender process and exclusion from future contracts**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings.

## **Section 4 - Compensation for Damages**

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5 - Previous transgression**

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

### **Section 6 - Equal treatment of all Bidders / Contractors / Subcontractors**

(1) In the case of Sub-contracting, the Principal Contractor shall take the responsibility for the adoption of the Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

(3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate this provisions.

### **Section 7 - Criminal charges against violating Bidder(s) / Contractors) / Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

### **Section 8 - Independent External Monitor**

(1) The Principal appoints a competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to Secretary, MoE.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest,

unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The Monitor is under contractual obligation to treat the information and documents of the Bidders)/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Secretary, D/o Higher Education.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The Monitor will submit a written report to the Secretary, D/o Higher Education within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

(8) If the Monitor has reported to the Secretary, D/o Higher Education, a substantiated suspicion of an offence under relevant I PC/ PC Act, and the Secretary, MoE has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word '**Monitor**' would include both singular and plural.

## **Section 9 - Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealing.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Secretary, D/o Higher Education.

## **Section 10 - Other provisions**

(1) This agreement is subject to Indian Law. The place of performance and jurisdiction is the Office of the Principal, i.e. New Delhi.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement with their original intentions.

(5) Issues like Warranty / Guarantee etc. shall be outside the purview of IEMs.

(6) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

(7) The actions stipulated in this Integrity Pact are without prejudice to any other legal action(s) that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

**IN WITNESS WHEREOF**, the parties hereunto set their hands and seals and executed this INTEGRITY PACT as of the day/month/year first above written:

For and on behalf of

**THE REGISTRAR,  
Indian Institute Technology Tirupati (First Party)**

SIGNED, SEALED, AND DELIVERED by

**Name:**.....

**Designation:**.....

**Address:**.....

**Authorized Signatory**

For and on behalf of

**M/s.....(Second Party)**

SIGNED, SEALED AND DELIVERED by

Name \_\_\_\_\_

Designation:.....

Address:.....

**Representative/authorized signatory**

**Vide resolution dated..... passed by the Board of Directors**

**In the presence of Witness:**

1.

2.