



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

CALL OF EXPRESSION OF INTEREST (EOI) FOR
SHORT LISTING OF OFFICE, CLASS ROOM & LAB
FURNITURE MANUFACTURERS

FOR

DESIGN, SUPPLY AND INSTALLATION OF OFFICE,
CLASS ROOM & LAB FURNITURE
MANUFACTURERS

Last date & time of submission of EOI documents to
the college on or before:- 16-01-2017 up to 3.00 PM

E.O.I to be submitted:-

To
The Principal
Maharaja Agrasen College
Vasundhara Enclave,
Delhi-110096



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

EXPRESSION OF INTEREST (EOI)

1. Maharaja Agrasen College invites Expression of Interest (EOI) directly from the reputed manufactures of furniture having well established furniture manufacturing plant in India and supply, installation, sales & service network for furniture in India, found eligible as per the minimum requirements defined in clause 2 & 3 below.
 - (i) Last dates & times
EOI open for issue/download : 29.12.2016
 - (ii) Last date & time of submission of EOI : 16.01.2017 up to 3.00 P.M
(Hard Copies only)
 - (iii) Time & date of opening of EOI : 16.01.2017 at 3.30 PM
2. The applicant should be a well-established reputed manufacturer and supplier of furniture for office, class room & lab having well established furniture manufacturing plant in India and supply, installation, sales & service network for office, class room & lab furniture in India will be eligible to apply.
 - a) Should have well established office, class room & lab furniture manufacturing plant in India or abroad having in house state of art office, class room & lab furniture manufacturing facilities.
 - b) Should have at least five year experience in manufacturing supply, installation and sales and service network in office furniture.
 - c) Should have average financial turnover of at least Rs 5 crore in office, class room & lab furniture (institutional furniture) segment during the immediate last three consecutive financial years ending 31st March 2016. Details of turnover in office furniture segment needs to be provided along with EOI.

3. EOI MINIMUM ELIGIBILITY CRITERIA

Further, the EOI eligibility includes the following:

- 3.1 Experience in similar type of completed works executed during the last **five years**; and details like monetary value, clients, proof of satisfactory completion.
Similar work means: Design, manufacturing, supply, installation, sales & service of office furniture consisting of office tables, executive tables with pre-moulded table tops, bookracks, chairs, sofas, library furniture, common area seating furniture, classroom seating, outdoor seating, auditorium furniture, conference room furniture, hostel furniture etc. Documentary evidence is required to be produced.
- 3.2 Registration, if any, with specified departments PSUs/ Organizations, class type of registration or previous pre- qualification(s) for similar projects.
- 3.3 Documentary evidence of Audited Profit & Loss A/c and Balance Sheet, Annual turnover in last five years, access to adequate working capital.
- 3.4 Information regarding projects in hand, current orders, regarding litigation, exclusion/expulsion or black listing, if any.
- 3.5 Agencies not meeting the minimum eligibility criteria shall be summarily rejected.
- 3.6 The agency should possess valid license for establishment of manufacturing facilities from respective authorities.
- 3.7 The manufacturer should be an ISO certified manufacturer having valid ISO 9001:2008 & ISO 14001:2004 certification.
- 3.8 Manufacturer should have Greenguard certification.
- 3.9 The vendor should have a Registered Office in Delhi (with valid TIN No.).

4. **Scope of EOI:** In general EOI shall consist of the three stages:

Stage-1

- (i) Call of Expression of Interest (EOI) directly from the reputed manufacturer of office furniture having well established office manufacturing plant in India or abroad and supply, installation, sales & service network for office furniture in India for short listing the office furniture manufacturers.
- (ii) Technical evaluation committee of the college shall shortlist the agencies as per minimum eligibility criteria and terms and conditions specified in the EOI. The Technical Committee will further shortlist the product as per the requirement given in Annexure-I of the selected agencies.

Stage-2

- i) Shortlisted agencies shall be intimated about their getting shortlisted for Stage-2 of EOI.
- ii) Shortlisted agencies shall be asked to submit their company product brochures/catalogue with technical specifications of the products complete along with snaps of product.
- iii) Based on the suggestive design/furniture layouts received from the short listed agencies, the college will select suitable designs.
- iv) Agencies not submitting any designs in response to pre bid meeting in Stage-2 shall not be considered for stage 3 of EOI.

Stage-3

- i) After freezing the particular product of the shortlisted agency which is meeting the quality expectations of the college, final document containing terms and conditions shall be issued.
- ii) Financially lowest quote shall be considered for award of work.
- iii) Maharaja Agrasen College reserves the right to split the work order depending upon the Institute's requirements and selection of furniture.

5 **Submission of EOI Documents**

5.1 The EOI submitted by the agency shall comprise the following:

- a) Documents in support of Minimum requirements as per Para 3 & Annexure-I.
- b) Information in Formats, as specified as per Annexure-II.

and any other information required to be completed and submitted by Bidders in accordance with these instructions.

6 **EOI Validity**

- 6.1 The EOI submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the EOI.
- 6.2 The EOI documents may directly be downloaded from the college website www.mac.du.ac.in at free of cost during the above period.
- 6.3 The EOI in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover Super-scribed "EOI for OFFICE, CLASS ROOM & LAB FURNITURE".

7 **Clarification of Bids**

- 7.1 To assist in the examination of EOI, the college may, at its discretion, ask any Bidder for clarification of his Bid. The request for clarification and the response shall be in writing or by email / fax, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the college in the evaluation of the bids
- 7.2 No, Bidder shall contact the college on any matter relating to his EOI from the time of the EOI opening to the time the empanelment list is declared by the college.
- 7.3 Any effort by the Bidder to influence the college EOI evaluation may result in the rejection of his EOI.

7.4 The college does not bind itself to accept the EOI, and reserves the right to reject any or all of the EOI received without assigning any reasons. EOI in which any of the prescribed conditions are not fulfilled or any conditions including that of the conditional rebate put forth by the bidder shall be summarily rejected.

8. **Short listing Criteria**

8.1 The college shall short list the manufacturer and supplier of office furniture whose evaluated offer / EOI has been determined to be the technically suitable and is substantially responsive to the EOI Document, provided further that the Bidder is determined to be qualified as per EOI document. The college reserves the right to accept or reject any application and to annul the empanelment process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Employer's action.

8.2 EOI applicants shall be informed about their technical qualification or disqualification.

8.3 The college short listing decisions shall be final and binding on all the EOI applicants and no claim/representation about technical qualification or disqualification from EOI applicants shall be entertained by the college.

9. **Disclosures**

Any change in the constitution of the contractor's firm, where it is a partnership firm, as declared in the prequalification documents submitted by the bidders at the time of submission of pre-qualification documents, should be disclosed to the college, at any time between the submission of bids and the signing of the contract.

Principal
Maharaja Agrasen College

ANNEXURE I

PROFORMA 'A'

FINANCIAL INFORMATION

- I. Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income tax Department (Copies to be attached.)

Years

Year	2011-12	2012-13	2013-14	2014-15	2015-16
Gross annual turnover in furniture segment					
Profit/Loss					

Signature of Chartered Accountant with Seal

Signature of Bidder(s)

PROFORMA 'B'

Details of Furniture Manufacturing plant facilities

1. Name and address of the plant:
2. Telephone No./Telex No./Fax No.
3. Legal Status (attach copies of original Document defining the legal status)
 - (a) An Individual
 - (b) A proprietary Firm
 - (c) A Firm in partnership
 - (d) A limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photocopy)
 - a) Registration Number
 - b) Organization/Place of registration
5. Names and Titles of Directors and officers with designation/ownership details
6. Designation of individuals authorized to act for the organization.
7. Manufacturing capabilities in the plant
 - 7.1 Wood base furniture
 - 7.2 Steel furniture
 - 7.3 Manufacturing of revolving chairs etc
8. Any other information considered necessary but not included above.
9. Details of Experience in furniture manufacturing, sales & service network.

PROFORMA 'C'

Experience in furniture manufacturing, sales & service during the last five years or more (Attach Proof)

S.No.	Name of project, work order no/date of supply/Establishment of furniture business	Name of client/dealerships details	Details of furniture manufactured/supplied	Amount	Remarks
1	2	3	4	5	6

PROFORMA 'D'

PERFORMANCE REPORT ON SUPPLIED FURNITURE FROM CLIENTS

1. Name of Project & Location.
2. Work order No.
3. Tendered Cost
4. Date of Start
5. Date of completion
6. Amount of compensation levied for delayed Completion if any.
7. Amount of reduced rate items, if any
8. Performance report
 - i) Quality of Work : Very Good / Good / Fair / Poor
 - ii) Financial soundness : Very Good / Good / Fair / Poor
 - iii) Technical Proficiency : Very Good / Good / Fair / Poor
 - iv) Resourcefulness : Very Good / Good / Fair / Poor
 - v) General Behavior : Very Good / Good / Fair / Poor

DATED:

Executive Engineer or Equivalent

PROFORMA 'E'

PROFORMA ON ISO CERTIFICATION

As per ISO certification ISO 9001:2008 & ISO 14001:2004

1. Year of Certification
2. Name and Address of Certifying Agency
3. Name of Management Representative
4. Validity of Certificate

Note: Attested copy of certificate (attested by Government Officer or Notary Public) to be enclosed.

Signature of Bidder

With Seal

ANNEXURE-II

S.No.	Name of Items	Tentative Quantity required	Detailed Product Specifications along with relevant Product Code (It can be more than two)	Product Broacher
1	Computer Tables and Chairs	170		
2	Storing Solutions/Compactors	4		
3	Rack/Baggage Storage	8		
4	Library stack/racks	24		
5	Issue-Return counters for Library and Laboratories, Tables and chairs	2		
6	Reading Table	12		
7	Work benches for Labs	30		
8	New Arrival display unit	5		
9	Student Desk	150		
10	Compact Work Stations for Lecture Theaters	Work tables for 200 students 50x4 in Lecture Theaters		
11	Conference Table	10		
12	Tables	10		
13	Book Shelf	20		
14	Metal Shelving Cabinet	10		
15	Table with drawers	15		
16	Visitors Chair	40		
17	Overhead Cabinet wall mounted	20		
18	Chairs	158		