

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

Date of Start of Sale: 08 September 2017

Date of Closure of Sale: 19 September 2017

Date of Opening of Technical Bid: 20 September 2017

Cost of EOI Document: Rs. 1000/- (Non-Refundable)

EMD: Rs. 1,00,000/-

**Sri Guru Gobind Singh College of Commerce**  
**(University of Delhi) Pitampura, New Delhi 110034**  
**Expression of Interest for Supply of Furniture items**

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

The EOI Document can be obtained from the office of the Principal Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi on any working day from 08<sup>th</sup> September 2017 to 19<sup>th</sup> September 2017 on Payment of **Rs. 1000/-** (non-refundable) via Demand Draft in the name of **“Principal, Sri Guru Gobind Singh College of Commerce, Pitampura”**

The EOI document can be downloaded from the College website: [http://www.SGGSCC Pitampura.ac.in/](http://www.SGGSCC.Pitampura.ac.in/). The downloaded EOI document, should be accompanied by DD of **Rs. 1000/-** (non-refundable) in favor of **Principal, Sri Guru Gobind Singh College of Commerce, Pitampura**, New Delhi as cost of the EOI document

Interested parties shall submit their offers duly superscripted **“EOI for Supply of Furniture Items”** along with a Demand Draft of **Rs. 1,00,000** as EMD drawn from any scheduled bank favoring **Principal, Sri Guru Gobind Singh College of Commerce, Pitampura**, New Delhi in sealed envelope **on or before 20 September 2017 (03:00 pm)**.

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

Dated: - 08/09/2017

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

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

**ELIGIBILITY CRITERIA**

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

1. Should have average turnover of Rs. 50 lakhs during the last three years.
2. Should have at least 03 years' experience in manufacturing or supplying office furniture.
3. The bidder must be registered with Commercial Tax Department, having valid GSTN number
4. The Proposal should be accompanied by Earnest Money Deposit (EMD) of Rs.1,00,000/- drawn from any scheduled bank in favor of **Principal, Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi** in a separate sealed envelope

**SUBMISSION OF PROPOSALS**

1. The technical bid, the financial bid and the EMD of Rs. 1,00,000/- are required to be submitted in three separate envelopes.
2. Envelope containing financial bid shall not include any other document related to bidding.
3. All three envelopes containing the technical bid, financial bid and EMD are to be enclosed in one envelope which shall be addressed to the **Principal Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi 110034** superscripted "EOI for Supply of Furniture Items".

**EVALUATION OF BIDS (Three Bid System)**

The bids shall be evaluated in three stages.

**Stage-1:** Technical bid shall be opened on 20<sup>th</sup> September 2017 at 3:30 PM or the earliest convenient time and day thereafter in the office of the Principal Sri Guru Gobind Singh College of commerce, Pitampura in the presence of the Bidders who may be present

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

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

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

**PERIOD OF VALIDITY OF BIDS:**

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

**GENERAL TERMS & CONDITIONS**

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

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SGGSCC Pitampura may impose the penalty as may be decided by the SGGSCC Pitampura College Committee.

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

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16. **The rates quoted in the financial bid shall be final including all the taxes, levies, freight, insurance, forwarding, installation, loading, unloading, transportation, carriage and assembling charges at all heights and levels including all labor and materials required to complete the work successfully up to the satisfaction of the Principal SGGSCC Pitampura. Nothing extra shall be payable on any account**
17. Failure of the successful bidder to comply with the requirements of the EOI document shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Principal SGGSCC Pitampura may make the award to the next lowest bidder or call for new bids.
18. T.D.S. or any other tax as applicable to union territory of Delhi shall be deducted from the payments to be made to the Vendor and tax deduction certificate shall be issued by Sri Guru Gobind Singh College of Commerce, Pitampura.
19. This document shall form part of the contract documents.

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

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**DOCUMENTS TO BE PLACED IN TECHNICAL BID:**

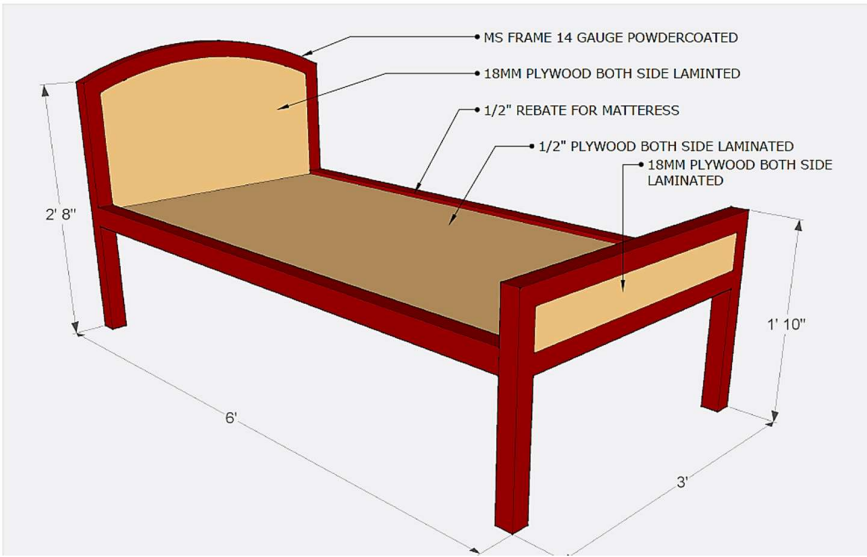
1. Company Registration Certificate.
2. Valid GSTN copy.
3. PAN Card Copy
4. EMD of Rs.1,00,000/-
5. DD of Rs.1000/-
6. Turnover certificate (Annexure-1)
7. 3-year ITR of the company
8. Experience proof documents (completion certificates / Govt. supply orders)
9. The authorization letter from the manufacturer in case of the authorized dealers

**DOCUMENTS TO BE PLACED IN FINANCIAL BID:**

1. Financial Bid (Annexure-2)

**TECHNICAL BID**


**TECHNICAL SPECIFICATIONS OF FURNITURE FOR GIRLS HOSTEL  
AT SGGSCC PITAMPURAS, NEW DELHI**

S.NO.	DESCRIPTION OF ITEM	UNIT	QTY.
A	<p><b>HOSTEL BED:</b> The hostel bed shall be of size 1830 X 900 X 450 mm. The construction shall be using minimum 1.6mm thick steel hollow sections of Tata/Jindal Make. The legs shall be of square tube of 50 X 1.6 mm thick &amp; shall be supported by end caps. The total height of bed at back shall be 900 mm &amp; front shall be 675 mm. The sides shall be made from tube 50 X 25 X 1.6 mm thick. The beds main structure shall be made from 50 x 25 x 1.6 mm hollow section which shall be supported by 05 nos square tube 19 X 1.25 mm thick.</p> <p>All metal structure shall be welded by MIG/CO2/Electric welding. All steel structural components shall be processed and made from virgin material sourced from SAIL/TataSteel/Jindals or equivalent manufacturer. The powder coated components shall be tested on regular basis for Scratch resistance test of 4 kgs &amp; for Impact resistance test for 150kgs/cm. Each corner of the bed shall have 1/2" rebate/ L-shaped support to avoid the displacement of the mattress</p> <p>Beds shall have high quality heavy duty PVC/Rubber/EPDM buffers to avoid damage to floor tiles</p> 	NO.S	126
<p style="text-align: center;"><i>Figure 1: Hostel Bed representational image. Contractors can submit their own designs</i></p>			



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**TECHNICAL SPECIFICATIONS OF FURNITURE FOR GIRLS HOSTEL  
AT SGGSCC PITAMPURAS, NEW DELHI**

S.NO.	DESCRIPTION OF ITEM	UNIT	QTY.
B	<p><b>STUDY TABLE:</b> The table shall be of size 1050 (W) X 600 (D) X 750 (H). The work surface of the table shall be made of branded 18 mm thick plywood (duro/green/virgo/sundek) with 1mm thick laminate (Merino/sundek/virgo) top with 3 mm thick polished teakwood beading. All under structure made out with 25mm thick square pipe with 1.25mm thick wall thickness. Table shall have two drawer unit with lock on its one side. All metal structure shall be welded by MIG/CO2/Electric welding. All steel structural components shall be processed and made from virgin material sourced from SAIL/TataSteel/Jindals or equivalent manufacturer and tested conforming to IS: 513/ IS: 2062. The powder coated components are on regular basis tested for Scratch resistance test of 4 kgs &amp; for Impact resistance test for 150kgs/cm.</p> <p>Tables shall have high quality heavy duty PVC/Rubber/EPDM buffers to avoid damage to floor tiles</p> <div style="text-align: center;">  </div> <p style="text-align: center;"><i>Figure 2: Study Table representational image. Contractors can submit their own designs</i></p>	NO.S	126

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**TECHNICAL SPECIFICATIONS OF FURNITURE FOR GIRLS HOSTEL  
AT SGGSCC PITAMPURAS, NEW DELHI**

S.NO.	DESCRIPTION OF ITEM	UNIT	QTY.
C	<p><b>STEEL ALMIRAH - 3'-4" X 6'-8" (AS PER DESIGN)</b>The Almirah shall be of size 1000 mm (W) x 600 mm (D) x 1981 mm (H). It shall have welded construction made of 1.0 mm thick CRCA throughout for Back, Shelf and all other components and shall have full height steel hinged door. It shall have "Mazak" handle and 3 way locking mechanism with shooting bolt arrangement. It shall have height wise adjustable mounting shelf having uniformly distributed load capacity per each full shelf shall be 80 Kg maximum and shall contain 4 Nos. of adjustable full shelves. It shall have M10 screw type leveler with hex plastic base and the finish shall be of Epoxy Polyester Powder, coated to the thickness of 50 microns (+/-10). All steel structural components shall be processed and made from virgin material sourced from SAIL/Tata Steel/Jindal The material shall be Green Certified product with certification provided by the manufacturer. The rates are inclusive of aligning, leveling, fixing in position and providing buffers etc. complete upto the satisfaction of the college authorities</p> <div data-bbox="435 976 1052 1795" data-label="Image"> </div> <p align="center"><b>WARDROBE FOR GIRLS HOSTEL</b></p>	NO.S	126

*Figure 3: Hostel wardrobe representational image. Contractors can submit their own designs*

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<b>S.NO.</b>	<b>DESCRIPTION OF ITEM</b>	<b>UNIT</b>	<b>QTY.</b>
D	<p><b>STEEL CHAIR:</b> 33” Inch high chair with a comfortable padded seat and back cushion upholstered in a stylish Polycotton fabric (minimum 120/- meter). Cushioned black armrests over a Stainless-Steel tubular frame of minimum 1.6 mm thickness</p> <p>Chairs shall have high quality heavy duty PVC/Rubber/EPDM buffers to avoid damage to floor tiles</p> <p>All steel structural components shall be processed and made from virgin material sourced from SAIL/Tata Steel/Jindal The material shall be Green Certified product with certification provided by the manufacturer</p> <div style="text-align: center;"></div> <p><i>Figure 4: Hostel Chair representational image. Contractors can submit their own designs</i></p>	NO.S	126

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**ANNEXURE-1**

**ON THE LETTER PAD OF CHARTERED ACCOUNTANT**

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

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

**Average= Total/3**

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

**Chartered Accountants**

**Sri Guru Gobind Singh College of Commerce**  
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**BIDDER' S PROFILE**

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

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

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

Place:

Date:

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**ANNEXURE -II**

**FINANCIAL BID**

<b>FINANCIAL BID FOR FURNITURE</b>					
<b>S.NO.</b>	<b>DESCRIPTION OF ITEM</b>	<b>UNIT</b>	<b>QTY.</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b>HOSTEL ROOM</b>				
A	<p>The hostel bed shall be of size 1830 X 900 X 450 mm. The construction shall be using minimum 1.6mm thick steel hollow sections of Tata/Jindal Make. The legs shall be of square tube of 50 X 1.6 mm thick &amp; shall be supported by end caps. The total height of bed at back shall be 900 mm &amp; front shall be 675 mm. The sides shall be made from tube 50 X 25 X 1.6 mm thick. The beds main structure shall be made from 50 x 25 x 1.6 mm hollow section which shall be supported by 05 nos square tube 19 X 1.25 mm thick.</p> <p>All metal structure shall be welded by MIG/CO2/Electric welding. All steel structural components shall be processed and made from virgin material sourced from SAIL/TataSteel/Jindals or equivalent manufacturer. The powder coated components shall be tested on regular basis for Scratch resistance test of 4 kgs &amp; for Impact resistance test for 150kgs/cm. Each corner of the bed shall have L-shaped support to avoid the displacement of the mattress</p> <p>Beds shall have high quality heavy duty PVC/Rubber/EPDM buffers to avoid damage to floor tiles</p>	NO.S	126		

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<b>FINANCIAL BID FOR FURNITURE</b>					
<b>S.NO.</b>	<b>DESCRIPTION OF ITEM</b>	<b>UNIT</b>	<b>QTY.</b>	<b>RATE</b>	<b>AMOUNT</b>
B	<p>The table shall be of size 1050 (W) X 600 (D) X 750 (H). The work surface of the table shall be made of branded 18 mm thick plywood (duro/green/virgo/sundek) with 1mm thick laminate (Merino/sundek/virgo) top with 3 mm thick polished teakwood beading. All under structure made out with 25mm thick square pipe with 1.25mm thick wall thickness. Table shall have two drawer unit with lock on its one side. All metal structure shall be welded by MIG/CO2/Electric welding. All steel structural components shall be processed and made from virgin material sourced from SAIL/TataSteel/Jindals or equivalent manufacturer and tested conforming to IS: 513/IS: 2062. The powder coated components are on regular basis tested for Scratch resistance test of 4 kgs &amp; for Impact resistance test for 150kgs/cm.</p> <p>Tables shall have high quality heavy duty PVC/Rubber/EPDM buffers to avoid damage to floor tiles</p>	NO.S	126		
C	<p>STEEL ALMIRAH - 3'-4" X 6'-8" (AS PER DESIGN)The Almirah shall be of size 1000 mm (W) x 600 mm (D) x 1981 mm (H). It shall have welded construction made of 1.0 mm thick CRCA throughout for Back, Shelf and all other components and shall have full height steel hinged door. It shall have "Mazak" handle and 3 way locking mechanism with shooting bolt arrangement. It shall have height wise adjustable mounting shelf having uniformly distributed load capacity per each full shelf shall be 80 Kg maximum and shall contain 4 Nos. of adjustable full shelves. It shall have M10 screw type leveler with hex plastic base and the finish shall be of Epoxy Polyester Powder, coated to the thickness of 50 microns (+/-10). All steel structural components shall be processed and made from virgin material sourced from SAIL/Tata Steel/JindalThe material shall be Green Certified product with certification provided by the manufacturer</p> <p>The rates are inclusive of aligning, leveling, fixing in position and providing buffers etc. complete upto the satisfaction of the college authorities</p>	NO.S	126		

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<b>FINANCIAL BID FOR FURNITURE</b>					
<b>S.NO.</b>	<b>DESCRIPTION OF ITEM</b>	<b>UNIT</b>	<b>QTY.</b>	<b>RATE</b>	<b>AMOUNT</b>
D	<p>Steel Chair: 33” Inch high chair with a comfortable padded seat and back cushion upholstered in a stylish Polycotton fabric (minimum 120/- meter). Cushioned black armrests over a Stainless-Steel tubular frame of minimum 1.6 mm thickness</p> <p>Chairs shall have high quality heavy duty PVC/Rubber/EPDM buffers to avoid damage to floor tiles</p> <p>All steel structural components shall be processed and made from virgin material sourced from SAIL/Tata Steel/Jindal The material shall be Green Certified product with certification provided by the manufacturer</p>	NO.S	126		
	<b>GRAND TOTAL</b>				
<p><b>The rates quoted in the financial bid are final including all the taxes, levies, freight, insurance, forwarding, installation, loading, unloading, transportation, carriage and assembling charges at all heights and levels including all labor and materials required to complete the work successfully up to the satisfaction of the Principal SGGSCC Pitampura. Nothing extra shall be payable on any account</b></p>					