

THEJUS COLLEGE OF ARCHITECTURE
Vellarakkad P.O., Thrissur – 680 584
Kerala

invites

TENDER FOR SUPPLY AND INSTALLATION OF
FURNITURE ITEMS

Tender No. TCA/TDR/01/18-19 dated 25.07.2018

Issued to: _____

Last date of issue of Tender Form : 07.08.2018 (Till 4:00 PM)
Last date for submission of Tender : 08.08.2018 (Till 1:00 PM)
Date &Time of opening of Tender : 08.08.2018 at 2:15 PM

NOTICE INVITING TENDER

1. Sealed tenders are invited by the Director, Thejus College of Architecture, Vellarakkad, Thrissur – 680 584, Kerala, for supply and installation of furniture items as per the specifications and drawings given in Annexure -I of the Tender Document and strictly as per the prototype / sample available with the College, at the designated office rooms and classrooms in Thejus College of Architecture (TCA).
2. Tenderers should quote their rates both in figures and in words. Separate prices should be given for each item and the total of each page along with carried figures of the previous page shall be given in ink and signed by the tenderer. No blank space shall be left.
3. Tenders not properly filled, mutilated, with incorrect calculations or generally not complying with the conditions are liable to be rejected.
4. Each page of the tender should be serially numbered. The covering letter should clearly specify the total number of pages in the tender submitted by the tenderer.
5. **Authorized signatory:**
If the tender is made by or on behalf of a company incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf. If it is made by a partnership firm, it shall be signed with co-partnership name by a member of the firm who shall sign copy of Power of Attorney with the tender authorizing him to sign on behalf of the partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
6. **Acceptance period:**
The tender shall remain valid for acceptance for a period of 90 days from the date of opening of tender.
7. **Rate quoted by the supplier:**
Complete rate for the supply and installation should be quoted in the prescribed format (Page No. 10). Rates quoted in any other place/form shall not be considered. The quote can be for the complete items or any of the items as per our drawings. Adherence to our drawings and specifications shall be a pre-condition. Tenderers are requested to furnish a statement showing the specifications of the products quoted by them.

Rate quoted by the supplier must include the cost of transportation of the furniture to the College; all taxes and no claim after submitting the quotation shall be entertained. Any other charges over the quoted rate shall clearly be indicated.

The College will not provide Form C & D (Sales Tax) or any other certificates to the supplier.

The unit price for each item shall be quoted separately.

Every tenderer is expected to inspect the site, where the furniture items are to be provided, at his/her own cost before quoting the rates. He must also go through all the drawings and documents. It will be construed that the bidder has inspected the site and satisfied himself about site conditions, availability of relevant materials and other relevant matters and the quoted rates shall hold well in all conditions.

8. The vendor should be able to install the equipments at the designated office rooms and classrooms within TCA campus without causing any damage either to the items supplied or to any part(s) of the building in which these items are to be placed. Any damage thus caused shall be made good by the supplier at his/her own cost.
9. No alternations in tender forms shall be made by the tenderer and if any such alteration is made, the tender is liable to be rejected.
10. The acceptance of tender will rest with the College, which does not bind itself to accept the lowest tender and reserve to itself the authority to reject any or all of the tenders received, without assigning any reasons.
11. **Goods & Service Tax (GST):**
In the case of contract involving materials required for the works, the supplier shall have a valid registration number before entering into the contract and it is mandatory for the supplier to mention registration number in the bills/claims. All payments made to the supplier will attract TDS liability and, therefore, it is the responsibility of the supplier to obtain the Liability Certificate from the Sales Tax Department for release of final payment against bills/claims as per GST Rules. It is also mandatory for the supplier to provide the Goods & Service Tax Number (GSTN) on payment vouchers.
12. **Acknowledgement of the Purchase Order:**
The supplier shall give an acknowledgement of the Purchase Order within 10 days of the date of the Purchase Order. In case, the supplier fails to acknowledge the Purchase Order within the stipulated time, the College is at liberty to cancel the Purchase Order.
13. **Delivery Schedule and Penalty for Delay:**
Delivery of the furniture shall be made by the supplier within two weeks from the date of receipt of the Order. Deviation, if any, in delivery schedule shall clearly be indicated in the quotation submitted by the supplier. Penalty at the rate of 0.5% or part thereof of the order value per week, subject to a maximum of 2.5% will be imposed for delayed delivery and installation.
14. **Warranty:**
The furniture quoted shall carry one year comprehensive warranty. Deviation in warranty terms, if any, shall clearly be mentioned in the offer.

During the warranty period, the vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all the furniture items. During the warranty period, the vendor shall be responsible for attending to all the reported defects including replacement of the defective parts, if required, at no extra cost.
15. **Payments:**
Normal payment terms acceptable to the College shall be 95% payment within 30 days of satisfactory supply and installation of the furniture and the balance 5% after expiry of warranty period. In case the Supplier submits a Bank Guarantee for equivalent amount, this 5% payment will be released.

The College will deduct amount towards Tax Deducted at Source (TDS) as per the latest Income Tax Rules from all payments made to the supplier/contractor.
16. Demurrages and penalty, if any, paid by the supplier due to his/her fault shall not be borne by the College.

17. The tenders shall be duly signed by the authorized signatory. Unsigned tenders will summarily be rejected and no correspondence shall be entertained.
18. The tenderer shall sign on each page of this tender document as a token of acceptance of the tender conditions and also the Tender Form in Page No.10 Unsigned tenders shall not be considered.
19. The tenders submitted shall clearly mention the name of the firm/person in whose favour the purchase order is to be placed. Any request made after submitting the tender for changing the name of the firm in whose favour the purchase order is to be placed shall not ordinarily be entertained.
20. The tenderer shall attach a list of his/her customers with supporting documents, failing which the tender is liable to be rejected. The Vendor shall also provide a list of at least three (3) organizations including a contact person for each organization, where similar items have been installed.
21. If the tenderer is not the original manufacturer of the product(s), a letter from the OEM authorizing the vendor to quote OEM's product on behalf of the OEM specifically for this tender shall be attached failing which the offer shall be rejected.
22. The tenderer shall attach catalogues and other details of the products quoted.
23. The manufacture of furniture items in general shall be carried out as per ISI/manufacturers specifications/codes and to the best trade practices as approved by the College. Before ordering any material, the supplier shall submit samples for approval. Similarly the samples of workmanship shall also be made available for approval before execution.
24. The timber to be used for the furniture items shall be properly and well seasoned, sawn in direction of the grains, planed square, straight and true. It shall be uniform in texture, closed grains having not less than two growth rings per cm width in cross section. It shall be free from all evidence of fungus attack, insect attack, abnormal drying defects, twist, warp, indication of shrinkage, manes, large loose, dead or cluster knots, etc. All the carpentry work after finishing shall be sand papered smooth. Prime coat paint shall be given after inspection of the College to all surfaces other than those which shall be subsequently polished.
25. All exposed wood shall be melamine (three coat, mat finish) polished to approved finish. Internal faces shall be varnished and polished as per approved finish. Final coat of melamine finish shall be buffed up to satisfaction. All the wood work shall be painted with approved wood preservative and primer.
26. All the metal components of the furniture items shall be free from defects impairing strength, durability and appearance and shall be of best commercial quality of purposes specified made with structural properties to withstand safety strains, stresses to which the metal shall normally be subjected. Welding shall be done in accordance with IS-816.
27. Hinges, handles, knobs, locks, ball / magnetic catchers and other hardware fittings for furniture items shall be of the best quality and specified make as approved by the College.

28. The vendor should have his/her own capability for repair and maintenance of the equipments quoted locally.
29. The proposal should be duly supported by the following documents:
- i. Covering letter addressed to the Director, giving brief company profile and brief technical description of the product quoted.
 - ii. Name and address of the manufacturer
 - iii. Letter of authorization and support for three years, from the principal company, if the product quoted is a third party product.
 - iv. Customer list
 - v. Statement of compliance with specifications as specified by the College
 - vi. List of support locations
30. Contact details of the person for all post sales/installation maintenance support:
- Name & Designation:**
- Phone No:**
- Fax No:**
- Mobile:**
- E-mail:**
31. TCA reserves the right to alter and revise the technical specifications or the required quantity of the items at any point of time. In case of such alteration, the tenderers shall be duly notified.
32. Tenderers are to abide by all the terms and conditions detailed above. In case these terms and conditions are not acceptable to any tenderer, he/she should clearly specify the deviations in his/her tender. TCA reserves the right to accept or to reject them.
33. In case of any dispute, the decision of the Director of the College shall be final and binding on both the parties.
34. **Receipt of Tenders:**
Tenders along with all supporting documents, in sealed envelope will be received as stated on the cover of this notice.

If the tender document is downloaded from TCA web site, a declaration in the Proforma attached has to be furnished.

The tenders along with all necessary documents in sealed envelopes should be sent to the following address, super scribing the tender number:

**THE DIRECTOR
THEJUS COLLEGE OF ARCHITECTURE
VELLARAkkAD P.O.
THRISSUR – 680 584
KERALA**

TCA is not liable for non-receipt of the tender forms in time due to change in address on the envelope.

Tender documents received after the last date and time for receiving tenders will be summarily rejected and no correspondence shall be entertained.

Signature of the Tenderer with Official Seal



Adjustable Drafting Table



Faculty Chair



Hydraulic Stool



Faculty Table



Annexure - I

Sl. No.	Item	Description / Key Features	Unit	Quantity Required
1	FACULTY TABLE	Faculty Table 4 x 2 ¼" X 2 ½" with three drawers + UPS Shelf (left side) + Key board tray made of MDF	No.	9 Nos.
2	FACULTY CHAIR	Faculty Chair with molded cushion seat and netted high backrest with heavy metal base	No.	9 Nos.
3	ADJUSTABLE DRAFTING TABLE WITH GLASS BOARD	Glass Board Size 75 cm X 105 cm	No.	60 Nos.
4	HYDRAULIC STOOL (BAR STOOL)	Length – 13" , Width – 13" , Height – 24 to 32 inch – Black Colour	No.	60 Nos.

TENDER FORM

Sl. No.	Item	Unit	Rate (All inclusive*)	Qty.	Total Amount
1		No.	Rs (in figures) Rupees (in words)		Rs (in figures) Rupees (in words)
2		No.	Rs (in figures) Rupees (in words)		Rs (in figures) Rupees (in words)
3		No.	Rs (in figures) Rupees (in words)		Rs (in figures) Rupees (in words)
4		No.	Rs (in figures) Rupees (in words)		Rs (in figures) Rupees (in words)
	Total (for items in Sl. No. 1 – 4)				Rs (in figures) Rupees (in words)

*Rate quoted shall be inclusive of all charges for supply and installation.

Date:

Signature of the Tenderer with Official Seal