

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DELHI TECHNOLOGICAL UNIVERSITY  
(FORMERLY DELHI COLLEGE OF ENGINEERING)  
SHAHBAD DAULATPUR: BAWANA ROAD: DELHI-110 042

[www.dtu.ac.in](http://www.dtu.ac.in)

F.DTU/215/01-01/13-14/S&P

Dated:

**NOTICE INVITING TENDER**

E- Tenders along with illustrated literature/leaflets for the supply/execution of item(s)/stores/work detailed below are invited in two-bids system **(the bidder should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it to ensure that the delivery of goods is made from Delhi against a sale invoice issued from Delhi only)** of reputed Brand through 'e' procurement solution only as per the guidelines and terms & conditions given in tender document - details of the NIT along with terms & conditions, specifications etc. can be seen/downloaded at/from the website.

The interested tenderers should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids – all duly signed - on the: <https://govtprocurement.delhi.gov.in>. latest by **10/02/2016 up to 2.30 P.M.** **An index prepared after pagination of all documents and enclosures may also be uploaded** and the technical bids will be opened online on the **same date 10/02/2016 at 3.00 P.M** for only those bidders whose **FDR/B.G only** for EMD amount in sealed envelope in favour of **Registrar Delhi Technological University** is dropped in Tender Box placed in the office of OIC (S&P) in the presence of the bidders who wish to be present and also displayed on the website and the financial bids of eligible firms shall be opened as per committee recommendation. For participation in the tender through e-procurement solution, the tenderers are required to have digital certificate and get registered with application Service Provider NIC.

Tender document is also available for viewing on the website of Delhi Technological University, Delhi at [www.dtu.ac.in](http://www.dtu.ac.in)

Yours faithfully,

**EMD: Rs.2,50,000/-**


S No	Description	Reqd Qty (Approx)
1	Supply of Steel Almira	145 Nos
2	Supply of Steel Book rack /shelf	98 Nos
3	Supply of Steel table/Side Reck for Faculty	120 Nos
4	Supply of Steel office Table for Staff	99 Nos
5	Supply of Revolving /Executive Chair	98 Nos
6	Supply of Visitor/office Chair	347Nos
7	Supply of Computer Table	328 Nos
8	Supply of Computer Chair	374 Nos

**Officer In charge  
S&P,**

All items on rate contract basis for one year period  
Technical Details as Under


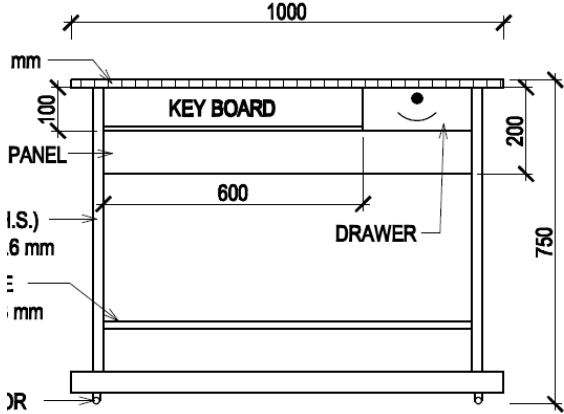
S No	Description	Photograph
1	<p><b>Steel Almirah</b> with Leg of size 1980x910x480mm having 4 shelves making 5 compartments the body &amp; shelves are made up of CRCA sheet of 0.8mm thickness and doors made up of CRCA sheet of 0.9mm thickness shelves &amp; doors are having auto closing and noise free steel hinges 3 Nos. in each door and chrome plated three way spring loaded rectangular snap shut handle cum lock of 6 lever with duplicate keys. Almirah is 100% epoxy powder coated of 45-50 microns with seven tanks anti corrosion pretreatment of attractive shade. Punching bending of all steel components are to be done with dies on break press and power press. All the components are precisely fabricated to high level workmanship with clean, neat and strong joints.</p>	
2	<p><b>Steel Book Case/Shelf</b> of size 1745(H) x915(W) x325(D) mm. body made up of 0.8mm thick &amp; doors of 0.9mm duly epoxy powder coated of 45-50 microns with seven tanks anti corrosion pretreatment of attractive shade. The bookcase having equal sized shelves making 4 compartments. The unit has top hang glass doors of 3mm fixed with scissor type mechanism for smooth and even movement. All bending, punching is done on break presses and power presses. All the components are precisely fabricated to high level workmanship with clean, neat and strong joints. The bookcase had superior quality cam lock of six levers with keys common for all compartments. It has pair of recessed ABS handle on each door for comfortable grip.</p>	

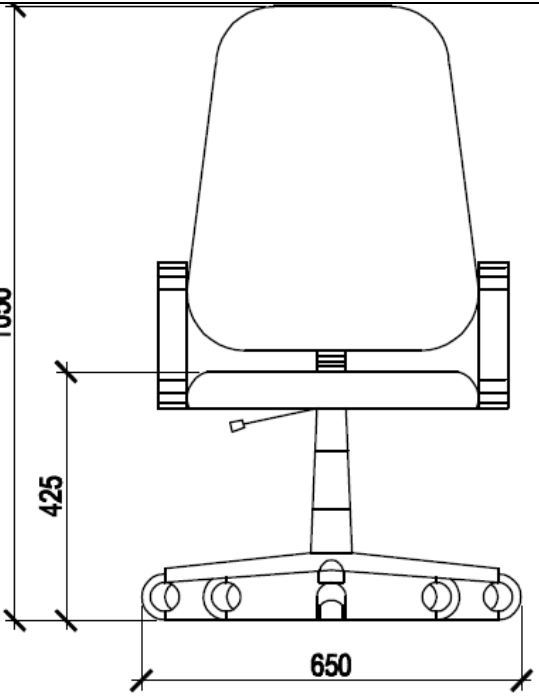
S No	Description/Specification	Photograph
3	<p><b>Steel Table/Side Reck for Faculty</b> of size 1500x750x745mm having 3 drawers on R.H.S with top made up of 25mm post formed particle board. The understructure of the main table is made up of 4 nos. round pipe of 2” dia of 16 gauge with level adjuster at the bottom. The table has perforated designed modesty in 22 gauges for elegant look. Bending of all steel components is done with dies on break presses and power press. All steel components are duly epoxy powder coated of not less than 45 micron with seven tanks anti corrosion of attractive shade with multiple color options. Three drawers are made up of CRCA steel body made up of 0.8mm and drawers of 0.9mm thickness. Duly powder coated of 45-50 micron with seven tanks anti corrosion pretreatment of attractive shade. All drawers are fitted with good quality telescopic channels for smooth sliding of drawers. A good quality lock made up of size lever is provided at single point to lock the three drawers.</p> <p><b>Side unit</b> of size 1050x450x700mm on L.H.S. has one drawer with open able shutter with top made up of 25mm post formed particle board. The under structure is made up of 2 nos. round pipe of 2”dia of CRCA sheet in 16 gauge with level adjusters at the bottom of pipe. The modesty is made up of 0.8mm thick CRCA sheet. All steel components are duly epoxy powder coated of not less than 45 micron with seven tanks anti corrosion of attractive shade with multiple color options. A good quality lock made up of six levers is provided in the storage unit.</p>	

<p>4</p>	<p><b>Office Steel table for staff</b> of size 1500x750x745mm having 3 drawers on R.H.S with top made up of 25mm post formed particle board. The understructure of the main table is made up of 4 nos. round pipe of 2” dia of 16 gauge with level adjuster at the bottom. The table has perforated designed modesty in 22 gauges for elegant look. Bending of all steel components is done with dies on break presses and power press. All steel components are duly epoxy powder coated of not less than 45 micron with seven tanks anti corrosion of attractive shade with multiple color options. Three drawers are made up of CRCA steel body made up of 0.8mm and drawers of 0.9mm thickness. Duly powder coated of 45-50 micron with seven tanks anti corrosion pretreatment of attractive shade. All drawers are fitted with good quality telescopic channels for smooth sliding of drawers. A good quality lock made up of size lever is provided at single point to lock the three drawers.</p>	
<p>5</p>	<p><b>Revolving/Executive Chair</b> the seat is made up of 1.2cm. Thick hot pressed plywood upholstered with leatherite and moulded polyurethane foam. The back is made up 1.2cm. thick. Hot pressed plywood upholstered with replaceable leatherite upholstery covers and moulded polyurethane foam. The back ply and foam is designed with contoured lumber support for comfortable seating posture. Back size 480mm (W) x740mm (H). seat of size 500mm (W)x495mm(H). The polyurethane foam for seat and back is moulded with density = 45+/-2 kg./m3 and hardness = 20+/-2. The adjustable type. M.S. tubular armrest support. The armrest height adjustable up to 6.5cm in 5 steps. With 3600 revolving type, ingle point control. Front pivot for tilt with feet resting on ground ensuring more comfort. Tilt tension</p>	

	<p>adjustment. 4-position locking with anti-shock feature seat back tilting ratio of 1:2. The backrest consists of a sliding up down mechanism, which can be adjusted in the range of 4.5cm. And can be locked in 4 positions for correct position of lumber support. The pneumatic height adjustment has an adjustment of 10.0cm the pedestal is fabricated from CR steel, chrome plated and assembled with injection moulded black polypropylene hub cap and 5 nos. twin wheel castors (castor wheel dia. 5.0cm). The pedestal is 65.0cm. Pitch-centre dia. (75.0 cm with castors). The twin wheel castors are injection moulded in black nylon, as per the direction of the engineer in-charge.</p> <p><b>Seat &amp; Back made up 12mm thick, Hot Pressed plywood seat size (20" x 20") Back Size (18" x 30")</b></p> <p><b>Upholstered with leatherette of Good quality.</b></p> <p><b>PU Foam used in seat &amp; back 45 kg Hardness in molded single dees.</b></p> <p><b>AMREST-PU Armrest molded MS STRIP of 10mm &amp; joint with back &amp; Seat with Aluminium fitting.</b></p> <p><b>Tilting tension mechanism base plate with lock provision with leavep system with lumber support</b></p> <p><b>Steel. powder Cotted/ Chrome Base uses.</b></p> <p><b>Polypropylene hub cap and 5 No. twin wheel castors. 120 No. Hydraulic System to adjustable height of chair.</b></p>	
<p>6</p>	<p><b>Visitor/Staff Chair</b> the seat is made up of 1.2cm. thick hot pressed plywood upholstered with leatherite and moulded polyurethane foam. The back is made up 1.2-cm. thk. Hot pressed plywood upholstered with leatherite upholstery covers and moulded polyurethane foam. The back ply and foam is designed with contoured lumber support for comfortable seating posture. The polyurethane foam for seat and back is moulded with density = 45+/-2kg./m3</p>	



<p>and hardness = 20/--2. The armrest top is injection moulded from polyurethane (P.U.) and mounted on to a fixed type M.S. tubular armrest support. The arm support has static vertical adjustment of +/-1.5cm. Leg. Frame welded assembly made from 35x15x16BG (1.6THK) elliptical MS ERW tube with base plate for seat fixing as per the direction of the Engineer in-charge.</p> <p><b>Seat &amp; Back made up 12mm thick, Hot Pressed plywood seat size (20" x 20") Back Size (20" x 18")</b>  <b>Upholstered with leatherette of Good quality.</b>  <b>PU Foam used in seat &amp; back 45 kg Hardness in molded single dees.</b>  <b>AMREST-PU Armrest molded MS STRIP of 10mm &amp; joint with back &amp; Seat with Alluminium fitting.</b>  <b>Tilting tension mechanism base plat with lock provision with leavep system with lumber support</b>  <b>Steel. powder Cotted/ Crome Base uses.</b>  <b>Polypropylene hub cap and 5 No. twin wheel castors. 120 No. Hydrolic System to adjustable height of chair.</b></p>	
<p>7 <b>Computer Table Size in ( L x B x H ) ,1000 x 600 x 750 mm, Key board Pullout tray, drawer &amp; Tp made of MDF.</b></p>	

8	<b>Computer Chair ( adjustable com Revolving Type with Arm ) ; Size in ( W x D x H ) mm 650 x 650 x 1050 , seat ( ± Adj;) 425 + 100, Type : Tilting , Seat size : split Seat 500 ± 25, Black Type : Push Back , Arm Set : with</b>	 <p>The diagram shows a side view of a computer chair. It features a high-back seat with a curved top, a horizontal seat, and a central column leading to a five-point base with casters. Dimension lines indicate a total height of 1050 mm from the base to the top of the backrest, a seat height of 425 mm, and a base width of 650 mm. The chair has armrests on both sides and a push-back mechanism on the seat.</p>
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(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

**TENDER NOTIFICATION NO:** -----

Phone No:- 27871018

**TENDER FORM**

The Registrar,  
Delhi Technological University,  
Bawana Road,  
Delhi-110042

We the undersigned (herein after called as manufacturer or their authorized distributors only ) hereby offer to execute supply of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Registrar, Delhi Technological University or officer acting on his behalf.

Date this \_\_\_\_\_ Day of \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Guidelines/Procedure to be followed in introduction of 'e'-procurement solution:

**1. Payment of cost of Tender documents:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the : <https://govtprocurement.delhi.gov.in> .

**2. Submission of bids:** The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats displayed at : <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the: <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the pages of tender document and all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the OIC (S&P), DTU along with original EMD.. An index prepared on a separate page should also be uploaded after pagination of tender document. However documents of the bidders downloaded on line or requisitioned subsequently only will form the basis for deciding the tender

**3. Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the B.G /Fixed Deposit Receipt only of a scheduled bank issued in favour of **Registrar, Delhi Technological University, Delhi**. Zerox copy of the FDR/B.G is to be scanned and uploaded along with the bid, and the original B.G/FDR shall be sent to DTU so as to reach before the date & time of closing of the bids. Failure to furnish the original B.G/FDR before the closing of the bid, will entail rejection of bid and blacklisting.

**4. Price Bid Opening:** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: <https://govtprocurement.delhi.gov.in> which can be seen by all the bidders who participated in the tenders.

**5. Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.

**6. Payment of Performance Guarantee:** The successful tenderer shall furnish a bank guarantee/FDR of the value starting from 5% of the cost of the item for a period of 60 days beyond the warranty period from a nationalized bank to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of installation / demonstration of equipments. In case the performance of the item is not found satisfactory, the amount of bank guarantee will be forfeited & credited in university account.

**7. Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids:

(i). Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process.

(ii). Bidders can visualize the process online.

**8. Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.

Officer In charge (S&P)  
DELHI TECHNOLOGICAL UNIVERSITY,  
SHAHBAD DAULATPUR, BAWANA ROAD,  
DELHI - 110 042

## TERMS AND CONDITIONS

### TENDER FORMS ARE NOT TRANSFERABLE

Procedure for submission of bids: The bidders who are desirous of participating in 'e'-procurement shall submit their technical and price bids in the standard formats displayed at : <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. after page-numbering all documents and tender document and prepare an index thereof in the: <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the OIC (S&P), DTU along with original EMD.

1. The Competent Authority of the University does not bind himself to accept the lowest or any tender.

2. ALTERATION IN THE SPECIFICATION.

(i) The specifications mentioned/issued with this form of tender must not be altered by the Suppliers.

3. INCOMPLETE TENDERS

Tender will not be considered if complete information is not given at the time of tendering or if the particulars and data (if any) asked for are not given.

4. CANCELLATION OF TENDER/ CONTRACT/ IN PART OR IN FULL IN CASE OF DEFAULT IN CONTRACT/SUPPLY:

If the Supplier, in the opinion of the Institute fails or neglects to comply with any of the terms & conditions forming, part of the order issued, the head of institute shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days notice in writing to the Suppliers/firms without being liable to pay compensation for such cancellation.

5. Tender shall be uploaded as per guidelines indicated for e-procurement solution.

6. Demonstration of equipments/furniture's has to be arranged by the suppliers, The sample of the items shall be produced at the time of technical bid opening .

7. **The quotation should be valid for a period of one year from the date of opening of the tender. Rate Contract can be further extended for a period of one year on the same rates and terms and condition subject to satisfactory performance and mutual agreement for the same.**

8. Rates are to be quoted in INR (Rupee terms) only and any revision thereof is not allowed after the tenders have been opened.

9. The delivery period should be clearly mentioned against each item, incase, the items are not readily available, ex-stock offer will be preferred.

10. Rates should be quoted F.O.R Institution. Sales tax/VAT/Octroi, Custom duty and other taxes leviable, should be mentioned clearly indicating weather these are to be charged extra or included in the quoted price.

11. Consignment will not be insured at the Institute / University Cost.

12. Preference will be given to quotation pertaining to indigenous products, However, where suitable substitutes are not available and item need to be imported the following clarification / information should be given.

(i) Whether the item will be imported by the intended tenderers against its own import license or university will have to provide Custom Exemption Certificate (CDE).

(ii) Name and address of the foreign supplier.

(iii) Break up of CIF, and duty (if paid) should be given along with service charges if any.

- (iv) Delivery period including information about mode of dispatch and possible duration (after dispatch) for receipt of item at the port.
  - (v) Whether the item required any special preparation for installation. In case yes, full details should be given regarding operation maintenance of the items.
  - (vi) In case of costly/sophisticated items whether the tenderers will arrange any special training regarding operation / maintenance of the items.
  - (vii) Nature of assurance for the supply of spares after the warranty period.
13. The payment will be made within 30 days after the successful demonstration/installation of the equipment. Rejected items/goods should also be removed within 30 days after which no responsibility will be accepted by University.
  14. Conditional quotations and/or incomplete quotations in any respect will be rejected.
  15. In case you cannot quote for one or more of the items asked for in the tender the word "NOT QUOTED" (in the rate column) should be indicated.
  16. The specification of the item quoted by the firm should confirm to the University specification. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the university, the exact specification of such item should be attached with the tender indicating the item quoted.
  17. The Firm is required to link the University specifications with catalogues & leaflets/literature for each item. Details features, for compliance of specification should be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet wherefrom the relevant information has been checked, should be indicated.
  18. **EARNEST MONEY:-** EMD should be attached with the technical bid. The EMD shall be in the form of the scheduled bank Fixed Deposit Receipt /BG only of a scheduled bank issued in favour of Registrar, Delhi Technological University, Delhi. Zerox copy of the B.G/FDR is to be scanned and uploaded along with the bid, and the original BG/FDR shall be sent to DTU so as to reach before the date of closing of the bids. Failure to furnish the original BG/FDR before the closing of the bid, will entail rejection of bid and blacklisting. **If the tenderer after acceptance of the tender refused to take up the purchase order, his Earnest Money will be forfeited.** Any tender received without / less Earnest Money deposit shall be summarily rejected.
  19. The Competent Authority reserves the right to reject any or all the tenders without assigning any reason, at any stage, and his decision will be final.
  20. The supplies shall have to be made within the period specified in the purchase order failing which the order shall be cancelled and the Earnest Money will be forfeited. However, in exceptional circumstance and, on written request, from the supplier/tenderer, extension of date for supply of the material will be considered. Extension in supply period is at the sole discretion of the competent authority.
  21. Service manuals, wherever available/ required, should be provided along-with the Equipments.
  22. A **WARRANTY** certificate should invariably be supplied along with the item at the time of delivery. Non-Compliance of the same will result in non-acceptance of the item from the firm with whom the order was placed beside rejection of the tender.
  23. The Competent Authority reserves the right to levy liquidated damages up to 2% of the value of the order for delayed supply. If the supply is delayed beyond the extended period, the University reserves the right even to cancel the order and forfeit the EMD of the firm/ tenderer.
  24. **PERFORMANCE SECURITY DEPOSIT:-** The successful tenderer shall furnish Performance Security Deposit of the value of 5% of the cost of the item in the shape of Bank Guarantee/FDR etc. from a nationalized bank pledged to Registrar, DTU, for a period of 60

- days beyond the warrantee period to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of installation / demonstration of equipments. In case the performance of the item is not found satisfactory, the amount of bank guarantee will be credited in university account.
25. DEFAULT: - In the event of default and unsatisfactory service of the contractor/Supplier firm, the DTU will be at liberty to repair/get the item serviced from other party at the cost of supplier/ contractor/ tenderer.
26. In case of software items, the suppliers should ensure that:-
- i. Legal software is supplied in original sealed pouches / P. K. T.
  - ii. A license agreement is enclosed with it.
  - iii. A registration card is available for software.
27. FAILURE AND TERMINATION: - If the Contractor / Supplier fails to deliver the stores or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, DTU may without prejudice to the right of the purchaser may recover damages for breach of the contract.
28. The technical & financial bids of only those bidders will be opened who fulfill the eligibility criteria and the required whose documents are found in order. If any of the date earmarked for opening of technical or financial bids happens to be holiday, the bids will be opened on the very next working day.
29. For any query/clarification in r/o technical aspect of the enquiry, Officer In Charge, DTU may be contacted.
30. The Rate contract will be valid for period of one year from date of award of contract and Rate Contract can be further extended for a period of year on the same rates and terms and Condition subject to satisfactory performance and mutual agreement for the same.
31. The University reserves the right at the time of award of PO/Contract to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. Further, the quantities in the PO/Contract may be enhanced by 30% within the delivery period.
32. The firms having brand name and model Number should clearly be mentioned in the bids .
33. The firm should have ISO certification.
34. The firms/bidders must have three year experience to supply the furniture to the Govt. Deptt./PSU/autonomous body.
35. The firm/bidders must have minimum turnover of Rs 50 lacs per year during last three financial year from duly signed by C A should be attached ( Audited balance sheet should be attached ).
36. **The bidder should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it to ensure that the delivery of goods is made from Delhi against a sale invoice issued from Delhi only.**
37. The vender /firm is not black listed by the any Govt. department/PSU/autonomous body etc. Under taking in letter pad/head should be attached .
38. In case of dispute, Jurisdiction will be Delhi only.

Officer In Charge (S&P)  
DELHI TECHNOLOGICAL UNIVERSITY,  
SHAHBAD DAULATPUR, BAWANA ROAD,  
DELHI - 110 042

**Technical Bid and**  
CHECK LIST OF DOCUMENTS TO BE SENT WITH TECHNICAL BID.

**(A) PROFILE**

1	Name of the Tenderer (In block letters)	
2	Status of the firm i.e Public Ltd/ Pvt. Ltd /Partnership firm or Proprietorship firm.	
3	Name of the Director/Partner/Proprietor/ Authorized Signatory of the firm	
4	Complete address of the Firm with Phone No.	

**(B) OTHER DETAILS      Compulsory document for technical bid Evaluation ( Non submission may lead to Rejection )**

S.No.	Particulars of documents	Page no.	No. of pages
1.	Proof of EMD in Shape of <b>FDR/ B G</b> only (mention amount with instrument number and date)		
2.	Proof of PAN No. attached (mention No.....)		
3.	Proof of registration with Delhi VAT and VAT Return copy of fourth quarter for last three financial year date of tender.		
4.	Brochure/Leaflets/Technical Information, including Make & Model, Imported/Indian of the item(s)		
5.	UNDERTAKING as per page No. 8 of Tender Document, duly signed by vendor.		
6.	Detailed Technical specifications, Terms & Conditions and Delivery period etc. to be submitted on firm's letter head		
7.	P.Os Copies having executed similar items, order copy of at least last 3 financial years from the date of tender.		
8.	Firm must have ISO certification		
9.	The vender /firm is not black listed by the any Govt. Deptt. /PSU/ autonomous body etc.Under taking in letter pad/head.		
10.	The firm/bidders must have minimum turnover of Rs 50 lacs per year during last three financial year proof duly signed by C A should be attached ( copies of balance sheet as proof )		