



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2254538

Ref No.IIM-AMR/18/3/5/COS/Fur/153

Date: -24-02-2020

SECOND CALL

Sub: - Call for quotations for Supply of 'Office Furniture' at IIM Amritsar.

Sir,

IIM Amritsar intends to procure office furniture for IIM Amritsar. Sealed quotations may be submitted in sealed envelopes super-scribed as "**Quotation for Supply office furniture at IIM Amritsar**" addressed to the **Chief Administrative Officer, IIM Amritsar** so as to reach the undersigned by 1400hrs on or before 11-03-2020 and quotation will be opened on the same day i.e. 11-03-2020 at 1430hrs If the representatives of the firm wish, they can be present during the opening of quotation letters. The last date of submission of the quotation may also be mentioned, on their envelope. Quantity and specification of the items are mentioned in **Annexure I**.

Pre Bid Meeting. (Queries by 03 Mar 20).

Vendor may send their queries by 3, Mar 2020 by post to CAO, IIM Amritsar. Clarifications to such vendors will be provided at present campus site by 05, Mar 2020 at 1100hrs.

Terms & Conditions/ Important Points

1. All vendors (Manufacturer/supplier) are to note that membership of their firm/company of BIFMA/ANSI/ISO is not sufficient. The product should have been BIFMA/ANSI/ISI certified.
2. Only those vendors should apply for this tender who have done a similar supply of office furniture to the figure of Rs. 5 lacs in last one yr. (GSTN bill copy or its supply receipt order copy to be attached along with bid).
3. EMD of Rs. 10,000/- by DD is to be attached (for an approx. duration of 45 days). No BG is allowed. DD should be addressed in the name of IIM Amritsar payable at Amritsar.
4. Maximum office furniture should be made in India (not assembled) with a content value of 70% or higher.
5. Initially, 2 separate sealed envelopes of Technical and commercial quotes should be sent in an enclosed envelope. Reference no., Date and name of the bids (Technical/ Financial) should be written on the top of the envelope.
6. Post evaluation of technical bids, the vendor who are qualified shall have to deposit sample of each such office furniture. Technical committee shall further clear the office furniture of various selected vendors. Financial bid of such cleared vendors whose furniture has been shortlisted post technical evaluation of sample clearance shall be opened. Vendor who do not send their sample, their EMD shall be forfeited.



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7. Delivery of the quotation along with delivery (later collection) of sample items is responsibility of the seller and duly paid by the seller.
8. Any other charges, such as packing and forwarding, delivery charges, administrative and dismantling/ erection charges part of the pricing should be paid by the seller. GST/Taxes should be stated separately.
9. Quotations received after the prescribed date and time will not be considered.
10. Articles for which quotations are furnished should be available for inspection to a representative of the Institute, if required by this office. The firm is to inform of PDI (Pre delivery inspection) to IIM Amritsar.
11. This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
12. Please, mention the opening date of the quotation on top of the sealed cover.
13. The Invitation is open to all registered suppliers who are having PAN/GSTN number and Bank A/c Number in their firm/Co. name.
14. All the furniture should conform to the ANSI/BIFMA norms. Mere membership of ANSI/BIFMA by the vendor is not adequate. Relevant certification of the product conforming ANSI/BIFMA needs to be produced. Wherever ISO/ISI is relevant vendor should be rendered.
15. As far as possible entire furniture should be available to under SDG 2020 Reuse/Renew.
16. Vendor will have to provide one sample each along with technical & commercial quote at IIM Amritsar.
17. The sample may be taken back within 2days.
18. Following Furniture (compliant to ANSI/ BIFMA – certification attached) is required whose specification are mentioned below (wherever possible ISO and ISI certification be mentioned in addition): -

a) Conference Table

20 seaters, Rectangular without wire management, 3 Layered pre laminated wooden boards, apple red colour table top finish, black metal/wrought iron, powder coated circular legs, total length = 20ft, total width = 5ft, could be in 4 or 8 parts, table top with seam legs continues look finish, height 750mm, with certification.

b) Office Table

3 layered pre laminated (wooden) board, apple red colour top and black colour support boards of 4.5 x 2.5 ft., height 750mm, No keyboard tray, no footrest, with certification.



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c) **Executive Chair**

High back, with polypropylene arms, fabric cushion seat, 5 metallic (aluminium/MS) legs, back made of polythene come plastic net, hot pressed board, colour of back – black, colour of cushion seat- apple red, ash to support weight of 100kg, with wheels, with certification.

d) **Pedestal**

2 telescopic channel upper drawers (in spare ratio of 1:2) and out side open board covering $\frac{1}{2}$ the size of pedestal (bottom most), vide of 3 layered pre laminated board, Apple red top and front (drawers handle side), black laminated on other 3 sides, with certification.

e) **Side Cabinet**


3 layered laminated board, apple red colour top, black laminate on shelf and side boards, with one channel slide (lock in) covering $\frac{1}{2}$ the width of side cabinet, two sides flip open, certification required.

f) **Visitor Chair**

Wrought iron/ black metal frame with arms, seat fabric upholstered, cushioned, back partially, upholstered, with sturdy frame thickness, with certification.

g) **Wooden Sofa**

Three seat wooden sofa with detachable fabric cushioned seat and back partial upholstered.


Yours faithfully 24 Feb 20
(Kamaljit Singh Jassal)
Chief Administrative Officer



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Annexure I

Sr. No	Name & Description of items	A/u	Total quantity	Quoted Make	Unit Rate Estimated	Total
1	Conference table	Nos	01			
2	Executive chairs	Nos	20			
3	Office Table	Nos	20			
4	Visitor Chair	Nos	50			
5	Three set wooden sofa	Nos	05			
6	Pedestal	Nos	20			
7	Side cabinet	Nos	20			
Total						
GST @ _____						
Grand Total						


(Kamaljit Singh Jassal)
Chief Administrative Officer