



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/143

Date: -04-02-2020

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 02.00 P.M. on or before 20-02-2020 and quotation will be opened on the same day i.e. 20-02-2020 at 02:30 P.M.** 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.**

Terms & Conditions/ Important Points

- 1) Please mention this office Ref. No. and date on the envelope '**QUOTATION**' should be written in block Letters On the top of the Envelope.
- 2) Delivery of the quotation along with delivery (later collection) of sample items is responsibility of the seller and duly paid by the seller.
- 3) Any other charges, such as packing and forwarding, delivery charges, sales tax etc. if any should be Mentioned clearly and separately and should be paid by the seller.
- 4) Quotations received after the prescribed date and time will not be considered.
- 5) Articles for which quotations are furnished should be available for in section to a representative of the Institute, if required by this office.
- 6) This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
- 7) Please, mention the opening date of the quotation on top of the sealed cover.
- 8) The Invitation is open to all registered suppliers who are having PAN/GSTN number and Bank A/c Number in their firm/Co. name.
- 9) 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 render.



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- 10) 70% of content & manufactured should be Made in India.
- 11) As far as possible entire furniture should be available to under SDG 2020 Reuse/Renew.
- 12) 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.
 - 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 ½ 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 ½ 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.



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- 13) Vendor will have to provide one sample each along with technical & commercial quote at IIM Amritsar.
- 14) The sample may be taken back within 2days.
- 15) Vendor may come and seek clarification before 15 Feb 2020/1500hrs from CAO office.

Yours faithfully


04 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