

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**  
**(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal)**  
**NAAC Accredited with A++ Grade**



**TENDER DOCUMENT**

**FOR**

**Supply & refurbishment work of furniture items in the institute  
Campus**

**Tender, 2022-2023**

The tender documents contains pages 08 from page no.01 to 08

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**  
**(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal)**  
**NAAC Accredited with A++ Grade**

**TENDER NOTICE**

Sealed tenders are invited from eligible Suppliers/agencies having PAN/GST No. and Income Tax return form. The tender form shall be issued to those Suppliers/agencies who qualify the above criteria.

<b>Cat.No.</b>	<b>Category of Tenders</b>	<b>Earnest Money (Rs.)</b>	<b>Cost of Tender form Rs.</b>
1.	Supply & refurbishment work of furniture items in the institute Campus	80,000/-	2,000/-

The tender form can be obtained from the office of the Deputy Registrar, on or before up to 19-10-2023 2:00 PM by depositing the cost of tender form in cash (Non-refundable) during Institute working hours. The last date for the submission of completed tender form is up to 19-10-2023 3:00 PM and tenders will be opened on 19-10-2023 @ 4:00 PM in the presence of the tenderers or their representatives. The tender documents can be downloaded from the institute website [www.mitsgwalior.in](http://www.mitsgwalior.in). The tenders directly downloaded from the Institute website, must be attached with a demand draft of Rs 2000/- in favor of the Director, MITS, Gwalior, payable at Gwalior, as the cost of tender form.

**DIRECTOR**

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**  
**(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal)**  
**NAAC Accredited with A++ Grade**

**GENERAL TERMS AND CONDITIONS**

1. Tender documents can be obtained against cash payment/DD of Rs.2000/- in favour of DIRECTOR, MITS, Gwalior payable at Gwalior (non-refundable) on or before 19-10-2023 upto **02:00 PM** from the Institute during working days. The tender form can also be directly downloaded from the institute website **www.mitsgwalior.in** and shall be enclosed with tender form fees of Rs.2000 in form of a D.D. in name of Director, MITS, payable at Gwalior.
2. Earnest money amount of **Rs. 80,000/-** deposit (EMD) is to be submitted directly as per item Head along with the completed tender form duly sealed in 1<sup>st</sup> cover. The EMD shall be in the form of Demand Draft in favour of the **Director, MITS, Gwalior** payable at Gwalior.
3. Eligibility Criteria for applying for the tender:-
  - A. Valid GST Number is compulsory.
  - B. Valid PAN Card.
  - C. Proof of the Latest Income Tax Return
  - D. Special Conditions as per Annexure-1 (page no-5)

These certificates are to be put inside the 1<sup>st</sup> envelope.

4. The tenderers shall submit the tender in two sealed envelopes marked as 1<sup>st</sup> and 2<sup>nd</sup>. The first envelope should contain the E.M.D. Tender Cost (if downloaded from institute website) and copies of all relevant documents pertaining to eligibility criteria and the second envelop should contain the tender form of the price bid. In case the 1<sup>st</sup> cover is not annexed for eligibility criteria in the proper form as mentioned above in clause (3) and/or is without E.M.D. the envelop marked 2<sup>nd</sup> will not be opened at all and the same will be rejected and no representations shall be entertained in this regard. The sealed covers must be super-scribed with the contents contained there in.
5. The last date and time of submission of tenders is on 19-10-2023 upto 03:00 PM.
6. Tenders will be opened on 19-10-2023 at 04:00 PM. First envelop will be opened from 04:00 PM and the second envelope for the eligible tenderers will be opened on the same date.
7. Validity of the rates will be up to one year.
8. Telegraphic/Fax and conditional tenders shall not be accepted.
9. Director, MITS, Gwalior, reserves the right to accept or reject any or all tenders without assigning any reason thereof, even the lowest tender does not necessarily qualify for the order.
10. The rates should be F.O.R. at site (Institute Premises. No extra charges on this account (for Octroi, sales tax and surcharge, etc) shall be payable to the suppliers.
11. Our Institute is exempted to pay excise duty.
12. The rates should include all material, labour charges, profit & relevant taxes including GST, if any.
13. The tenderers whose tender is accepted shall have to sign an agreement as per the format of institute.
14. Any amount due or becoming due for the tender shall be recovered from their bills.

15. The competent authority reserves the right to increase or decrease the quantity of any item or cell during the period of contract. The tenderers will be bound to comply with the order of the competent authority without any claim and compensation.
16. The rate should be competitive and workable.
17. Any controversy will be subject to display in Gwalior Jurisdiction only.
18. The Income Tax shall be deducted from the bills as per the rules.
19. The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
20. The tenderers shall execute the work as per specification mentioned in the supply order.
21. Before making any supply of any materials to the Institute, the tenderers or his representative shall get it approved by the competent authority, otherwise the supply shall not be approved. To check the rest of supply, he should submit the approved sample in our office, if items do not belong to reputed or registered make.
22. The tenderer should satisfy himself regarding the magnitude of the supply and no claim on this account shall be entertained thereafter.
23. Warranty period should be clearly specified as per the latest terms & conditions of the original manufacturers and the parts and labour cost are to be included for the full warranty period.
24. The warranty period will be considered from the date of supply of the items.
25. Income Tax shall be deducted from the bill as per rules.
26. 1% CGST and 1% SGST shall be deducted from the bills.
27. 5% Security amount shall be deducted from the bills.
28. 1% Labour welfare Tax will be deducted.
29. A duly constituted committee of the Institute may inspect the supply made by the tenderer at other places. The committee may also inspect infrastructure of those applicants who qualify the eligibility criteria in clause-3, for satisfaction.
30. M.I.T.S., Gwalior will have rights to check the sample before supply.
31. Payment will be made after the successful and satisfactory supply and installation/completion of the work.
32. The contractor/firm have to be completed the assigned works or part of work positively otherwise it will be treated as breach of the contract and deposited earnest money shall be forfeited.
33. The EMD of successful tenderer will be released only after Completion of warranty period
34. The order for the items mentioned in the tender document can be in the parts or whole quantity and will be the sole decision of the Director MITS Gwalior.

**(Dr. R.K Pandit)**  
**Director**

I have studied the above general terms & conditions of contract and shall abide by them.

**Signature with Seal of Contractor/Firm**

**Name:**.....

**Date :**.....

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**  
**(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal)**  
**NAAC Accredited with A++ Grade**

Annexure-1

SPECIAL TERMS & CONDITIONS

1. In furniture the manufacturer should have a dealer based in Gwalior with or in a city within 100 km from Gwalior, or have a company authorized shop/service centre along with display space, to prove its capability to provide after sales service as and when required.
2. The Tenderer must have GST number and Pan number and must submit legible attested copies of the same with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.
3. The bidder must give warranty of at least **12 months** of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.
4. The tenderer should arrange for samples of all the items before opening of Financial bid with the tender, Those companies/firms who fail to supply the sample or whose sample are not found accurate and as per specification will be rejected in the technical bid and their financial bid will not be opened at all.
5. At the time of payment 5% security amount will be deducted and will be released after completion of warranty period.
6. Taxes will be deducted as per government norms.
7. Financial bid will be opened after successful completion of technical bid.

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**  
**(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal)**  
**NAAC Accredited with A++ Grade**

**FINANCIAL BID**

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal) NAAC Accredited with A++ Grade					
Details of furniture item in the Institute					
S.no	Item Description	Sqft	Qty	rate	Amt
<b>A)</b>	<b>New Academic Block</b>				
1	P/f of dias of size 12 feet x 6 feet and 9 inch height made upp of good quality ply 18 mm thick with 1 mm thick pvc laminate on top and 0.8 mm thick sunmaika on all 4 sides of the dias.Bottom of the dias should be made with ply dividing it equally into 2x2 feet blocks to give it proper support .Provision of plastic buffer in each sides of the dias.Dias should be properly supported with 3x3 inch legs of sago wood .	Each	12		
2	P/f of dias of size 10 feet x 5 feet and 9 inch height made upp of good quality ply 18 mm thick with 1 mm thick pvc laminate on top and 0.8 mm thick sunmaika on all 4 sides of the dias.Bottom of the dias should be made with ply dividing it equally into 2x2 feet blocks to give it proper support .Provision of plastic buffer in each sides of the dias.Dias should be properly supported with 3x3 inch legs of sago wood .	Each	3		
3	Renovation of old Tables of size 10 feet x2 feet: Old Tables of size 10x2 feet to be equally divided into 2 tables of size 4 feet x 2 feet Side of the so formed new tables to be supported by 18mm thick ply in each table on one side and repairing of all the other existing ply wherever required.4 mm thick strawboard should be pasted on all the inner and outer parts of the tables to give tables a smooth finish.0.8 mm thick sunmica to be pasted on outer visible part of table and table top and P/Fixing of 0.7mm thick sunmica on inner face of structure of approved design & colour.2 inch thick skirting should be provided on bottom of the table on all 4 sides of 18 mm thick ply covered with sunmaica on all sides.	Each	40		
4	Providing and fixing of Tables of size 4 feet x 2 feet.x2.6 feet.Tables made up of 18 mm thick god quality ply.0.8 mm thick sunmaica to be pasted on outer visible part of table and table top and 0.7mm thick sunmica on inner face of structure of approved design & colour.2 inch thick skirting should be provided on bottom of the table on all 4 sides of 18 mm thick ply covered with sunmaica on all sides.	Each	110		
5	Executive office table overall size 2600x2350x750(H) Top made up of 36 mm thick pvc foiled finish with leather pad.Gable Pannel 50 mm thick curved edge pvc foiled rap.Modesty 18 mm thick Melamine finish.Side storage top 25 mm tick.Drawerfacia /shutters 18 mm thick pvc foiled.Drawer body 15 mm thick melamine finish.	Each	1		
6	Full Height Storage overall size 1200x450x2000 mm top 25 mm thick melamine finish.Carcass 18 mm thick melamine finish.Body 18 mm thick melamine finish prelaminated particle board .Shutters 18 mm thick pvc foiled	Each	2		
7	Full Height Storage with glass framed door overall size 900x450x2000 mm top 25 mm thick melamine finish.Carcass 18 mm thick melamine finish.Body 18 mm thick melamine finish prelaminated particle board.Facia shutters 18 mm thick pvc foiled	Each	2		

8	Providing and fixing of corner Tables of overall length size 4 feet +4 feet.and width 2 feet x2.6 feet height.Tables made up of 18 mm thick god quality ply.0.8 mm thick sunmaica to be pasted on outer visible part of table and table top and 0.7mm thick sunmica on inner face of structure of approved design & colour.2 inch thick skirting should be provided on bottom of the table on all 4 sides of 18 mm thick ply covered with sunmaica on all sides	Each	8		
9	Executive High back chair Size: Height Overall/Seat - Max:1180/535mm, Min: 1160/455mm, Depth - 625mm, Width- 650mm :	Each	2		
10	Executive Visitor Chair Size: Height Overall/Seat - 980/480mm, Depth - 590mm, Width- 590mm : Under Structure cantilever type MS cold rolled close annealed Tube 1.6 mm thick. Hot pressed ply wood with steel T-Nuts for rigid fastening. Single piece die castes PP arm rest. Quality Latherite tapestry with double stitch. High density PU cushion. All steel components should be epoxy powder coated followed by seven tanks anti corrosion treatment of surface	Each	12		
11	Mesh High back chairSize- H: 1100-1220mm, Seat H: 500-620mm, D-590mm, W- 630mm. 5-Prong nylon base for stability. Twin Wheel heavy Duty Castor for easy mobility under load. Seat Hot pressed ply wood with steel T-Nuts for rigid fastening. Back is glass filled Nylon fitted with Mesh Cloth. Sturdy steel column gas lift for centre support and seat height adjustment. Telescopic ABS cover over steel column. Lockable synchrony tilt mechanism, with Single piece die castes PP arm rest adjustable with PU pad. Quality tapestry. High density Moulded PU cushion.	Each	2		
12	Visitor Chair Size:-Overall H: 830mm,Seat h: 460mm,D: 580mm,W: 535mm: Under Structure made of 19mm dia MS cold rolled close annealed tube 1.2 mm thick, duly powder coated after anti corrosion treatment of surface. Seat and back are made of 12mm thick Hot pressed ply wood with high density PU foam, upholstered with fine quality fabric. Arms Tubular. Steel components are epoxy powder coated followed by seven tanks anti corrosion pre-treatment of surface	Each	8		
13	Filing Cabinet :Size:- Height:1390mm,Width:474mm, Depth:620mm Body part made-up of prime quality cold rolled close annealed Sheet Use only MIG/TIG & Spot welding for fabrication. Drawer slide on pvc roller bearing slides. Lock front mounting Ebco / Door set make. Inbuilt type drawer handles.With anti topple mechanisam. All steel components are epoxy powder coated followed by seven tanks anti corrosion treatment of surface	Each	2		
14	Office Table Size -Overall Size:- Length:1500mm, Width: 750mm, Height: 750mm, Top made of 25mm thick Pre-laminated Particle Board to be fitted with metal pipe support. PVC edge beading of 2 mm edges by Through Feed Machine.. Leg/Side and modesty made of 18 mm thick PLPB.	Each	2		
14	Chair Non revolving Frame Round Pipe 3/4 inches -18g With Chrome Plated Seat & Back Single Shell With 1 mm thick foam cushion foam covered with leatehrite/fabric	Each	120		
<b>B)</b>	<b>Main Building</b>				
1	P/f of dias of size 12 feet x 6 feet and 9 inch height made upp of good quality ply 18 mm thick with 1 mm thick pvc laminate on top and 0.8 mm thick sunmaica on all 4 sides of the dias.Bottom of the dias should be made with ply dividing it equally into 2x2 feet blocks to give it proper support .Provision of plastic buffer in each sides of the dias.Dias should be properly supported with 3x3 inch legs of sago wood .	Each	1		

2	Renovation of old Tables of size 10 feet x2 feet: Old Tables of size 10x2 feet to be equally divided into 2 tables of size 4 feet x 2 feet Side of the so formed new tables to be supported by 18mm thick ply in each table on one side and repairing of all the other existing ply wherever required.4 mm thick strawboard should be pasted on all the inner and outer parts of the tables to give tables a smooth finish.0.8 mm thick sunmica to be pasted on outer visible part of table and table top and P/Fixing of 0.7mm thick sunmica on inner face of structure of approved design & colour.2 inch thick skirting should be provided on bottom of the table on all 4 sides of 18 mm thick ply covered with sunmaica on all sides.	Each	10		
3	Providing and fixing of wooden furniture cabinet/wardrobes as per the drawing provided by the institute made up of 19mm thick commercial board/18 mm thick ply and fixing of 0.8 mm thicksunmaica sheet of white/approved colour in inner face and 1 mm thick sunmaica of approved shade and colour on outer face of the furniture items.Good quality bonded resin and hardware should be used in fixing of wooden part and sunmaica.All hinges/hardware used should be of good quality make like hetich/Godrej or equivalent to be approved by the engineer incharge.Provision of lock made of hetich/Godrej or equivalent should be given.	Sqft	50		
4	Repairing of tables by Replacing of ply in existing class room tables of size 10 x2 feet covered with 0.8mm thick sunmica of good brand.	Each	4		
5	Good Quality Plastic chairs with cushion width 56cm depth 58cm height 80 cm weight approx 4 kg. Must be of nay renoknowned brands.	Each	100		
<b>C)</b>	<b>Smart Class - 80 seating</b>				
1	Executive smart class desking for students combined of front medium and back row. Desk top, Shelf : Made up of 18mm THK Post laminated HDHMR Board. Modesty & Seat : Made up of 12mm THK Moulded ply Metal Understructure : Vertical leg are made up of 8mm & 6mm thk MS Plate and the frame finished with powder coat up to 50 -60 MICRON.Overall Size :- W480mm, D405mm, H770mm, Top- H750mm. Sliding & foldable in specially designed nylon mould accessories fitted on top metal/aluminium glide of 30mmx70mm	Each	80		
<b>D)</b>	<b>Girls Hostel No-5</b>				
1	Providing of metal Almirah with overall size 1980*900*450 mm with provision of double lock door 24 Gauge & Good quality paint with primer over Almirah.	Each	10		
		<b>Total (rs)</b>			
		<b>GST 18 %</b>			
		<b>Net Total (rs)</b>			

**Name of the Vendor:**

**Signature:**

**Date:**