

**PANJAB UNIVERSITY CHANDIGARH**

**From:**

The Assistant Registrar  
Panjab University  
Administrative Office  
Dewan Anand Kumar Hall  
Chandigarh.

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. \_\_\_\_\_/R&S

Dated \_\_\_\_\_

**Subject: - QUOTATIONS FOR THE PURCHASE OF VARIOUS FURNITURE ARTICLES FOR THE 2013-14.**

Dear Sir,

Sealed quotations are invited for the purchase of various furniture Articles as per list attached with the enclosed terms and conditions and specifications.

Sealed quotations are sent into two parts i.e. Technical bid and the Financial bid. The same may be submitted in two separate envelopes each for Technical/ Financial bid and both envelopes should be put in single envelope. The quotations may be sent by speed post or delivered personally along with the original receipt of having deposit the earnest money of Rs. 5000/- with the S.B.I., cash counter of administrative block, Panjab University, Chandigarh or a Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ or Bank Guarantee issued by a reputed scheduled commercial bank in favour of the Registrar, Panjab University, Chandigarh so as to reach the latest by the closing Date/time i.e. **28-02-2014** at **4:00 p.m.** and addressed to:-

The Registrar  
Panjab University  
Administrative Office  
Dewan Anand Kumar Hall  
Chandigarh-160014

Assistant Registrar(R&S)

**D.A.:- LIST OF ITEMS, COPY OF TERMS AND CONDITIONS AND SPECIFICATIONS.**

**LIST OF FURNITURE ARTICLES**

<b>Sr. No.</b>	<b>Name of item</b>	<b>Quantity</b>	<b>Rates(Rs.)Per Unit</b>
<b>1</b>	<b>Steel Almirahs</b>	50	
<b>2</b>	<b>Steel Almirahs with Locker</b>	10	
<b>3</b>	<b>Steel Almirahs Small Size</b>	10	
<b>4</b>	<b>Bookshelves with Glass Door</b>	10	
<b>5</b>	<b>Officers Table</b>	50	
<b>6</b>	<b>Officers Steel Table</b>	20	
<b>7</b>	<b>Side Rack</b>	20	
<b>8</b>	<b>Steel Shelving Rack</b>	200	
<b>9</b>	<b>Computer Table</b>	30	
<b>10</b>	<b>Computer Chair</b>	30	
<b>11</b>	<b>Filling Cabinet</b>	10	

**Terms & Conditions:-**

1. The rates should be quoted as net rates in both words and figures including all kinds of taxes charges, duties, etc. F.O.R. destination i.e., Panjab University, Administrative Block, Sector-14, Chandigarh.
2. No advance Payment will be made for the supply of the goods and the Conditional Qualities will not be accepted.
3. Payment within 90 days.
4. The quantity of the items will be increased or decreased as per requirement.
5. The Committee members will visit in the premises to verify material and infrastructure.
6. Tenderers not received as per above procedure will be out rightly rejected.
7. The tender will be in Two bids system i.e. technical bid and financial bid should be sealed in separate envelopes superscribed as “Technical bids/commercial bids” (as the case may be) and both envelopes should be put in single envelope, duly “sealed, item wise.
8. The technical bids should contain comprehensive technical details of item i.e. brochure/catalogue, profile of the manufacturer/supplier, main current clients, experience, tentative delivery period etc.
9. Technical bids will be opened first and commercial bid will be opened of only those tenderers who qualify in the technical bids.

## Specification of Furniture

Sr. No	Description	Qty	Unit	Rate	Reff.
1.	<b>STEEL ALMIRAH</b>				N.S
	Office steel almirah of size 78"x36"x19" provided with four shelves making five compartments. The sheet (CRCA) for doors, shelves, top, bottom and sides is to be of 18 G and back should be 20 G, the main door is to be provided with ISI mark lock and the total weight of almirah should not be less than 78 KG. the almirah shall be provided with three hinges for each door having removable hinge pins. the feet height/ground clearance shall be 127 mm apx. the colour and finish of the powder will be as per the design as per approved by the Deptt.		/each	@Rs.....	
2	<b>STEEL ALMIRAH WITH LOCKER</b>				N.S
	Office steel almirah of size 78"x36"x19" with one locker compartment inside provided with four shelves making five compartments. The third shelf from bottom of almirah shall be 18" and rest width shall be locker compartment. The sheet (CRCA) for doors, shelves, top, bottom and sides is to be of 18 G and back should be 20 G, the main door is to be provided with ISI mark lock and the total weight of almirah should not be less than 78 KG. the almirah shall be provided with three hinges for each door having removable hinge pins. the feet height/ground clearance shall be 127 mm apx. the colour and finish of the powder will be as per the design available or for bulk requirements as per approved by the Deptt.		/each	@Rs.....	
3.	<b>STEEL ALMIRAH SMALL SIZE</b>				N.S
	Small almirah of size 48"x36"x19" provided with four shelves making five compartments. The sheet (CRCA) for doors, shelves, top, bottom and sides is to be of 18 G and back should be 20 G, the main door is to be provided with ISI mark lock and the total weight of almirah should not be less than 50 KG. the almirah shall be provided with three hinges for each door having removable hinge pins. the feet height/ground clearance shall be 127 mm apx. the colour and finish of the powder will be as per requirement.		/each	@Rs.....	
4.	<b>OFFICER TABLE</b>				N.S
	Officers table of size 5'x3'x2'-6" having three lockable drawers on one side and one cupboard on the other side provided with ISI locks. The frame of the table should be of 1mm and 90° degree corners. The sheet for drawers cupboard 20 G sheet. The colour and finish of the powder will be approved by the Deptt.		/each	@Rs.....	
5.	<b>OFFICER CHAIR</b>				N.S
	Officer steel chair fully moulded arms, seat and back cushioned with, 34 density , chair frame of 1" square pipe 18 G. the colour and finish of the powder will be as per the design approved by the Deptt.		/each	@Rs.....	
6.	<b>OFFICE STEEL CHAIR</b>				N.S.
	Office steel chairs with CRCA pipe full arms frames of 1" square pipe 18 G seat and back of shisham duly canned and frame polished. the colour and finish of the powder will be as per the design approved by the Deptt.		/each	@Rs.....	

7.	<b>STEEL SHELF RACKS</b>				N.S.
	Office steel rack Size : 72" ht x 15" d x36" having five shelves making four compartments. The sheet for shelves 16 G shall be fix by using galvanized iron nut and bolts. L-type corner plates are to be use on the top and bottom corner for giving extra strength to the rack and slotted angle of 1 1/2'x1 1/2'x14 G. The colour and finish of the powder will be as per the design approved by the Deptt.		/each	@Rs.....	
8.	<b>Steel Side Rack</b>				
	Providing and fixing side rack with minimum 12" width, 3' length, 2'-6" height. The rack shall has one horizontal partition (Length wise). The sheet (CRCA) shelves, top, bottom, mid partition and sides is to be of 18 G and back should be 20 G. The sheet of side and back of rack shall 40mm above from top shelf.				
9.	<b>COMPUTER TABLE</b>				N.S.
	<b>H shape (Table):-</b> table to prelaminate MDF board 3'-6"x2'-0", 18 mm thick of best quality with PVC liping affixed with hot melt glue . Full length sliding shelf for keyboard with maximum output movement of 8" for easy working on keyboard. The rear of the keyboard platform is provided with a sheet metal protection against accidental fall of the keyboard. on right hand side below sliding keyboard is provided a drawer unit with lock for storage of CD's of floppies, and left side fixed shelf measuring 22"x14" is provided for printer. the shelf must be minimum 12" clear below the keyboard.				
	<b>Shelf:</b> bench the printer shelf is provided shelf for CVT/UPS and on right side of the same depth provided for the shelf for CPU is 16", sides of table structure are clad with sheets without sagging all steel parts shall be pretreated in 4 steps anti corrosion treatment ( degreasing, pickling, phosphating and passivation) before being powder coated and baked in oven so as to achieve 45-50 micron thickness of the powder and a complete scratch resistant surface and superb finish. the colour and finish of the powder will be as per the design available or for bulk requirements as per approved by the Deptt.		/each	@Rs.....	
10.	<b>Computer Chair</b>				N.S.
	features: the chair is revolving type having 360 swinging mechanism . The chair should have hydraulic mechanism for seat height adjustment with cushioning effect. The height adjustment of the seat is 420 mm to 540 mm. the overall dimension of the computer chair seat depth 650 mm width 650mm. the height of the back is 420 mm and width 460 mm. the seat is revolving with polyurethane foam having density of 420 kg/cum. The seat is upholstered with fine quality cloth. the color and finish of the powder will be as per the designs approved by the Deptt..		/each	@Rs.....	
11.	<b>4-DOOR BOOKCASE WITH SCISSOR MECHANISM</b> <b>Size: 68"H x 36"W x 12" D</b>				N.S.
	The body of the book case is made from 0.8 mm thick CRCA sheet and doors are made from 1.2mm CRCA sheet. The book case shall consist of 5 shelves with equal division. The doors are provided with plain glass to be fitted with rubber gasket. Two SS 4" or 5" handle to be provided on the front of the doors. All doors are lockable with single key. doors are move on special scissor mechanism which provide noise less and smooth movement while opening and closing the doors. Duly powder coated.		/each	@Rs.....	

12.	<p><b>FILING CABINET (FOUR DRAWERS)</b></p> <ul style="list-style-type: none"> <li>• Overall size: 4'-3" H x 4'-6" W x 2'-0" D (at base of drawer corner fix with plastic shoe)</li> <li>• Sheet gauge used for Body &amp; Drawer: CRC 22 guage</li> <li>• Drawer Filing space: 1'-4" W x 1'-10" Depth x 12" H</li> <li>• No of drawers: Four</li> <li>• Frictionless movement of drawers on Ball Bearing channels</li> <li>• All drawers lockable with a single five lever lock</li> <li>• Anti-tipping Safety Mechanism: In-built mechanism to ensure opening of only one drawer at a time.</li> </ul> <p>Provided with 50 mm ground clearance bottom stand</p>			/each @Rs.....	N.S.
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