

Limited Tender Enquiry
for
Purchase of Drawing Tables and Stools



School of Planning and Architecture

(An Institution of National Importance, Ministry of Education, Govt. of India)

Neelbad Road, Bhauri, Bhopal – 462 030 (MP)

Ph: 0755-2526800 Ext. 429 Website: spabhopal.ac.in



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No.: SPAB/S&P/F-119/2022-23/329

Date: 14/10/2022

LIMITED TENDER ENQUIRY (LTE) NOTICE

Sub: Limited Tender Enquiry for Purchase of Drawing Tables and Stools for Architecture and Planning Department.

Sealed Limited Tenders on behalf of the Director, School of Planning and Architecture (SPA), Bhopal are invited Bids from reputed, experienced and financially sound company/partnership firm/agency in the field of architectural related products for Supply and Installation of Drawing Tables and Stools (Quantity 130 each) for the students of Architecture and Planning Department of the SPA, Bhopal.

The LTE content are given as below:-

1. Schedule
2. Terms and Conditions of the LTE
3. Technical Bid (Qualifying Requirement Data) (**Annexure-A**)
4. Technical Bid (Technical Specifications and Offered Product by the Firm/Company) (**Annexure-B**)
5. Financial Bid (Price Quotation for Drawing Tables and Stools) (**Annexure-C**)

The limited tender document including Terms & Conditions can be downloaded from the Institute website spabhopal.ac.in.

1. Schedule:

• Name of work	Limited Tender Enquiry for Purchase of Drawing Tables and Stools
• Last date & time for Receipt of Bids	27th, October, 2022 up to 03:00 pm
• Opening Date and time of Technical Bids	27th October, 2022; Time: 04:30 pm Venue: Academic Block; 1st Floor, B. Arch. 4th Year Studio, SPA Campus, Bhauri, Bhopal Note: Interested Firm/Representative may participate
• To whom the tender documents can be submitted	The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal – 462 030 (MP) by Speed Post/Courier OR should be put in a Tender Box kept in at Maintenance Cell, Main Gate, SPA Campus, Bhauri, Bhopal. (Institute is not responsible for postal delay) Be submitted in a sealed cover super scribing " <u>Limited Tender Enquiry for Purchase of Drawing Tables and Stools</u> "

The bid in the prescribed forms duly completed and signed should be submitted in a sealed cover super scribing "**Limited Tender Enquiry for Purchase of Drawing Tables and Stools**" should be put in a Tender Box kept in at Maintenance Cell, SPA Gate, Bhauri Campus or send by Speed Post/Courier to **The Registrar, School of Planning and Architecture, Bhopal, Neelbad Road, Bhauri, Bhopal-462030 (M.P.)** so as to reach us on or before the due date and time.

The financial bid of only those bidders will be considered who fulfil the requirement as asked in the technical bids. SPA, Bhopal reserves all rights to accept or reject any or all quotations without assigning.

(Registrar)

2. Terms and Conditions:

1. Copy of entire tender document must be numbered page-wise and duly self attested and stamped on each pages as a token of acceptance of our terms and conditions.
2. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.
3. **Financial Bid of those firms only be considered on fulfilment of the requirement asked in the Technical Bid.**
4. Date of opening of Financial Bid will be communicated to the technically qualified bidders.
5. Institute has right to procure one or more items from one firm or others in case of lowest one (L-1) individual items.
6. **Firms are requested to submit two envelopes separately; 1) Technical Specifications offered alongwith product details and photographs etc. 2) Financial Bid (Price quote) offered by firm/company. Both envelopes should be submitted in sealed conditions.**
7. Expected delivery of the products within 15 days after issuing of the purchase order. FOR destination Bhopal (MP)
8. In case any dispute arises out of this contract, the same will be referred to Director, SPA, Bhopal, who will either himself/herself arbitrate in the matter or will appoint an arbitrator. The award so given will be final and binding on both the parties.

(Registrar)

3) Technical Bid
QUALIFYING REQUIREMENT DATA

S. No.	General particulars of the Agency	Details to be filled up by the Bidder
1.	(a) Name of the Firm/Agency	
	(b) Registered address with Telephone/Mobile Number & E-mail ID	
	(c) Authorized Person's : i) Name & Designation ii) Tel. No. Landline iii) E-mail ID: iv) Mobile:	
3.	The firm/ agency should be registered with GSTN Department	
4.	The firm/ agency should have PAN No.	
5.	Income Tax Return (Last Financial Year) (Attach copy)	
6.	<p>Copy of Work Order during last three (03) years attached (Preferred from Govt. Offices/ IITs/ NITs/ PSU's etc.)</p> <p>A list of clients in Government/Public Sectors with contact name and person should also be enclosed with the offer.</p> <p>The firms must have a similar experience of successfully undertaking such kind of supply and installation of the Drawing Tables and Stools Attached at least 03 (Three) Purchase Order/Work Orders from Government Organization/Semi-Government Organization/ PSUs. List of such Clients and Quantum of Work handled must invariably be enclosed with the Technical Bid.</p>	

Note: Agencies/ Bidders not submitting full information/ documents at the first instance shall be rejected and not considered for Financial Bid.

Signature with stamp:

Date:.....

Full Name & address of Firm:.....

Technical Bid

4) TECHNICAL SPECIFICATIONS AND OFFERED PRODUCT BY THE FIRMTECHNICAL SPECIFICATIONS

(A) Drawing Table; Quantity : 130 (One hundred thirty)

S. No.	Particulars	Details
Drawing Table		
1.	Generic:	
	1) Shape of the table:	Rectangular
	2) Mode of supply:	Assembled ready to use
	3) Style of table	Supported by set of legs
	4) Loading capacity of table in kg	Approx. 50 kg.
2.	Dimension:	
	1) Stand Width	35" / 89 cm
	2) Deep	24" / 60 cm
	3) Height Without Opening	31" / 78 cm
	4) After Opening	44" / 111 cm (Maximum, when board is horizontal)
	5) Board Size	25.5" X 35" / (64 X 89 cm)
3.	Material:	
	1) Table Top Material:	Wooden board both side laminated melamine board, White colour
	2) Frame Material:	Stainless Steel/ CRC
	3) Leg material	Stainless Steel/ CRC
	4) Shoes Material/Type	PVC/Metal, Adjustable
4.	Colour and Finish:	
	1) Table Top Finish & Colour	Wooden board both side laminated melamine board, White
	2) Paint/Polish	Pre treated and Epoxy powder coated finish
	3) Colour of Paint Table	Black
	4) Colour of Paint Board	White
5.	Miscellaneous:	
	1) Storage/Tray	Plastic Pen Stand and Metal tray OR more storage for use

	2) Joints	To be smooth finished- Sharp edges to be removed- Free from objectionable projection or irregularities
	3) Warranty	01 (One) year or more

OFFERED PRODUCT BY THE FIRM

Offered Product (Technical Specifications)	Details

Enclosed:-

- 1) Should attached offered product brochure, photographs etc.
- 2) Copied of the Supply orders.

Signature with stamp:

Date:.....

Full Name & address of Firm:.....

(B) Stool; Quantity : 130 (One hundred thirty)

Particulars	Details
Stool (for Drawing Table)	
1) Shape of the Stool:	Rectangular
2) Mode of supply:	Assembled ready to use
3) Style of Stool:	Supported by set of legs
4) Loading capacity of table in kg:	Approx. 150 kg.
5) Dimensions:	15x13x24 inch; Suitable for Drawing table; made with square/round pipe heavy gauge.
6) Top material and Colour:	Finish with tick wooden board with proper bidding; White Colour
7) Colour of Stool:	Black
8) Shoes Material/Type	PVC/Rubber
9) Warranty	01 (One) year or more

OFFERED PRODUCT BY THE FIRM

Offered Product (Technical Specifications)	Details

Enclosed:-

Should attached offered product brochure, photographs etc.

Note: 1) Agencies/ Bidders not submitting full information/ documents at the first instance shall be rejected and not considered for Financial Bid.

2) Financial Bid of those firms only be considered on fulfilment of the requirement asked in the Technical Bid.

Signature with stamp:

Date:.....

Full Name & address of Firm:.....

Financial Bid**5) Price Quotation for Drawing Tables and Stools***(Submit in Sealed Envelop separately)*

Financial Bid of those firms only be considered on fulfillment of the requirement asked in the Technical Bid.

S. No.	Particular (Offered Product)*	Make/ Model	Quantity	Rate per unit (with GST) & Transportation, installation	Total Price (with GST)
1.	Drawing Table 130 Quantity		130 (One hundred thirty)		
2.	Stool for Drawing Table 130 Quantity		130 (One hundred thirty)		

* If required, please attached separate paper mentioning offered product details alongwith photographs .

- 1) Institute has right to procure one or more than one items from one firm or others in case of lowest cost (L-1)
- 2) Item description should be attached with the bid.
(Attached Product's Brochure/Photo/Documents for each product; to examine the bid)
- 3) FOR destination Bhopal (MP) and price inclusive of installation if any.

Signature with stamp:

Date:.....

Full Name & address of Firm:.....
