

OFFICE OF THE PRINCIPAL, RAJDHANI COLLEGE, BHUBANESWAR

NO. 20 //DATE. 02.01.2024

**QUOTATION CALL NOTICE**  
**(For Auditorium Chairs)**

Sealed quotations are invited from registered Firms / Manufacturers / Authorized Dealers of reputed brands having valid GST Registration and Income Tax PAN for supplying & installation of Auditorium Chairs & Auditorium Stage Chairs for the College Auditorium. The last date and time for submission of the quotation is dt. 25.01.2024 (2.00 PM).

For more details, please visit our college website: [www.rajdhanicollege.org.in](http://www.rajdhanicollege.org.in).

*Hsh*  
Principal 02/01/2024  
Rajdhani College, Bhubaneswar

Memo No. dt.

Copy to College Notice Board/OIC, College Website / Accounts Bursar/Accountant/H.C for information and necessary action.

Principal  
Rajdhani College, Bhubaneswar

# OFFICE OF THE PRINCIPAL, RAJDHANI COLLEGE, BHUBANESWAR

Sealed Quotations are invited from intending Furniture Manufacturers / Authorized Dealers of reputed furniture brands viz., Godrej, Featherlite/ equivalent brands of repute having valid GST Registration, Income tax PAN for supplying of Auditorium Chairs and Auditorium Stage Chairs for the College Auditorium with the following terms and Conditions.

1. The bidder must be a Manufacturer / Authorised Dealer of furniture of reputed brands, namely, Godrej, Featherlite or any equivalent brands of repute. The Manufacturer/ Authorized Dealer must have experience of at least five years in the field of selling of furniture.
2. Any bidder who has been debarred / black listed/found guilty within the last three years are not eligible to participate in the Quotation Call Process. All bidders are required to furnish a certificate to the effect as per format specified at **Annexure - 3**.
3. (a) Total number of Auditorium Chairs to be procured maximum 360 as per availability of space and enabling clear row passage for movement.  
(b) Total number of Auditorium Stage chairs, to be procured maximum 10.
4. The Technical Specifications of Auditorium Chair and Stage Chairs are given below.

**a) AUDITORIUM CHAIR**

BRAND: Godrej / Featherlite / Equivalent Reputed Brand  
(Standard Product Model without customization)

WIDTH: 61 cm  $\pm$  3 cm

DEPTH: 68.5 cm  $\pm$  3 cm

OVERALL HEIGHT FROM FLOOR: 95.5 Cm  $\pm$  3 cm

SEAT HEIGHT FROM THE FLOOR: 45.3 cm  $\pm$  1 cm

SEAT SIZE: W: 47 cm  $\pm$  2 cm

D: 49 cm  $\pm$  1.5cm.

BACK SIZE: W: 47.5 cm  $\pm$  1.2 cm

H: 58 cm  $\pm$  12 cm

COLOUR OPTION: Multi Color Option

SEAT/BACK: Upholstered with stretchable, knitted fabric with foam base.

FRAME MATERIAL: Mild Steel

All Steel components are to be Epoxy Powder created  
(DFT 40-60 microns)

SEAT TYPE: Fixed Back

Auto seat tip-up (foldable seat) making it stay in upright position when not in use enabling clear row passage.

ARM REST: With two arm rests, without Desklet and Cupholder

SITTING COMFORT: Sitting comfort for hours

MOUNTING/ INSTALLATION: The Auditorium Chairs are to be mounted/installed in the Auditorium.

**b) AUDITORIUM STAGE CHAIRS (Wheel Chairs).**

Godrej / Featherlite (High Back) /equivalent models from reputed brand)

**Specification**

- W: 77cm ± 2cm
- D: 77cm ± 2cm
- H: 112 – 221.5cm
- Seat Height: 45.00 – 54.5cm
- Colour & Material: Black Leatherette Chair
- Frame Material: Mild Steel. All steel components are to be Epoxy Powder coated.
- Arm Rest: With two arm rest. Soft & Smooth top arm rests.
- Sitting comfort: For hours

5. The Quotation consists of Two Bid System: Technical bid consisting of all technical details along with commercial terms and conditions and layout plan; and Financial Bid indicating item-wise price for the items are to be sealed by the bidder in separate covers duly superscribed, as “**Technical Bid and “Financial Bid”**”. Both these sealed covers are to be put in a bigger cover properly sealed and duly superscribed as “**Quotation for Auditorium Chairs**” and addressed to the Principal, Rajdhani College, Baramunda, Bhubaneswar - 751003
6. The Technical Bid and Financial Bid formats are given at **Annexure-1 and 2** respectively. The bidders are requested to download the bid format from the College website [www.rajdhanicollege.org.in](http://www.rajdhanicollege.org.in). The Financial Bids of only those bidders will be opened, who qualify in the evaluation of Technical Bids.
7. The bidders are requested to visit the Auditorium of the College and submit the technical bid with the layout plan, giving reasonable space for clear row passage.
8. The successful bidder awarded with the supply order will be required to deposit Performance Security of 5% of the value of the order within 07 days from the date of issue of order in the form of account Payee bank draft issued by any of the Scheduled Commercial Banks in favour of The Principal, Rajdhani College, Bhubaneswar Payable at Bhubaneswar. EMD will be refunded to the successful Bidder on receipt of the Performance Security.

9. The Performance Security will be forfeited in case of non-compliance / non-performance/delay in performance as per the term and conditions of Quotation Call Notice and the Supply order along with taking necessary steps for blacklisting such bidder. The performance security will be released only after successful completion of the supply.
10. The selected bidder will be required to deliver all the Auditorium Chairs and Stage Chairs at Rajdhani College near fire Station Baramunda, Bhubaneswar and install the same in the College Auditorium

The entire responsibility of safe and secure delivery and installation of the Auditorium Chairs & Stage Chairs in good condition shall lie with the selected bidder.

11. The price quoted by selected bidders should be all inclusive i.e. with GST, Transportation, Loading & unloading, Installation Charges, and other charges, if any.
12. The following documents are to be enclosed with the Technical Bid. Both the Technical Bid and Financial Bid must be submitted with seal & sign of the authorized signatory.

- i. GST Registration Certificate and GST Returns for the last two quarters. (self-attested)
- ii. The xerox copy of PAN CARD (self-attested)
- iii. Income Tax Returns for last 3 years. (self-attested)
- iv. Authorized Dealership Certificate. (self-attested)
- v. EMD of Rs. 1,20,000/- in the form of account payee DD issued by any scheduled commercial bank in favour of Principal, Rajdhani College, Bhubaneswar Payable at Bhubaneswar. EMD of unsuccessful bidders will be returned within 15 days after opening of the quotation and latest by 30<sup>th</sup> day after the issue of the supply order.
- vi. Certificate to the effect that the bidder has not been black listed/debarred/not found guilty as mentioned in **Annexure – 3**.
- vii. Undertaking to comply with terms and conditions of the Quotation Call Notice and supply & install within the stipulated time (**Annexure – 4**).
- viii. Product catalogue.

13. The time scheduled for the Quotation called will be as follows.

- i. Floating of advertisement for the Quotation Called Notice; dt. 05.01.2024.
- ii. Last date of submission of sealed quotations by Speed Post / Regd. Post/by Hand at the Office of the undersigned; dt. 25.01.2024, 2.00 PM.
- iii. Opening of sealed quotations dt. 25.01.2024, 2.00 PM at the Chamber of the Principal. The bidders / their authorized representatives are advised to remain present at the time of opening of sealed quotations.
- iv. Tentative Date of placing of supply order dt. 27.01.2024.
- v. Delivery and installation to be completed by dt. 09.03.2024.

14. Quotations received after the scheduled date & time shall be out rightly rejected.
15. Incomplete / Conditional Quotations may be rejected by the undersigned.
16. Advance payment is not allowed in any case. 100% payment will be released after completion of the supply & successful installation.
17. In case of any confusion or interpretation of any point mentioned above, the decision of the undersigned shall be final and binding.
18. The undersigned reserves the right to accept / reject any / all quotations without assigning any reason thereof.
19. In case of any legal dispute, the same shall be dealt with in the Court of Law located in Bhubaneswar, Odisha.

Sd/- Principal  
Rajdhani College, Bhubaneswar

## UNDERTAKING

I/We \_\_\_\_\_ S/D/W/o  
\_\_\_\_\_ in the capacity of  
M/s \_\_\_\_\_ hereby declare that  
I/We will be abided by the terms and conditions of the Quotation Call  
Notice No. \_\_\_\_\_ Dt. \_\_\_\_\_ issued by Office of the  
Principal, Rajdhani College, Bhubaneswar and will supply and install  
the Auditorium Chairs and Stage Chair within the stipulated time, if  
selected and order is placed with us, failing which actions can be  
initiated against me/us.

*Signature with seal*

## CERTIFICATE

**“I Certify that I have not committed any offence”.**

- a) Under the Prevention of Corruption Act-1988 or
- b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- c) I have not been debarred by any Central / State Govt Organization/Bodies for the last 3 years.

Signature of the  
Authorized Signatory  
with Designation

**TECHNICAL BID**

1. Name & Address of the bidder :
2. Year of Establishment :
3. Contact details of Bidder :
  - a) Telephone No. :
  - b) Mobile :
  - c) Email ID :
4. Type of Organization:
  - Sole Trading
  - Partnership
  - Pvt. Ltd. Company
  - Public Ltd. Company
  - Public Sector Company
  - Any Other
5. Average Annual Financial turnover during the last three financial years: Rs. \_\_\_\_\_
6. Has the firm ever been blacklisted/debarred by any organization? Yes/No  
Give details:
7. Details of Earnest Money Deposit (Rs. 1,20,000/- refundable) (DD must be placed in the Technical Bid envelope)
  - a) D.D No.
  - b) D.D Date
  - c) DD amount
  - d) Issuing Bank
8. Technical Specification Details
  - (A) AUDITORIUM CHAIR
    - (i) Brand:
    - (ii) Model:



	<b>Actual specification</b>	<b>As per specification given the Quotation Call notice</b>	<b>Deviation</b>
Width:			
Depth:			
Overall height from floor			
Seat height from the floor.			
Seat size:			
Back size:			
Colour option:			
Seat/Back material:			
Frame Material:			
Seat Type:			
Arm Rest:			
Sitting Comfort:			

(B) AUDITORIUM STAGE CHAIR (with wheels)

(i) Brand:

(ii) Model:

	<b>Actual specification</b>	<b>As per specification given the Quotation Call notice</b>	<b>Deviation</b>
Width:			
Depth:			

Height			
Seat height.			
Arm Rest:			
Colour & Material			
Frame Material			
Sitting Comfort:			

9. (i) Layout plan enclosed : Yes/No

(ii) No. of Auditorium chairs to be installed as per layout plan \_\_\_\_\_

10. List of Documents enclosed “

Sl.No.	Name of the Document	Information to be filled in this column	Whether photocopies of the documents enclosed (pl. tick)
<b>i.</b>	License /Registration (Number)		Yes / No
<b>ii.</b>	Dealership/Distributorship Certificate		Yes / No
<b>iii</b>	Income Tax Return (Annual Income during last 03 Financial Years)	Rs. Rs. Rs.	Yes / No
<b>iv.</b>	Annual turnover during last 03 Financial Years	a. b. c.	
<b>v.</b>	Bank Account details (Bank Name, Branch & Account Number, IFSC Code)		Yes / No
<b>vi.</b>	PAN (Number)		Yes / No
<b>vii.</b>	Good & Service Tax Registration		Yes / No
<b>viii.</b>	GST Return of last 02 quarters		

11. Additional information, if any, proposed to be furnished by the bidder.

CERTIFICATE

Certified that the information furnished above are true and we accept all the terms and conditions of the Quotation Call Notice.

Date :

Place:

Signature of authorized person

Full name :

Designation :

Seal:

Rajdhani College, Bhubaneswar

**FINANCIAL BID**

1. (a) Name of the item :

Brand :

Model :

(b) Name of the item :

Brand :

Model :

2. (a) No. of Auditorium Chairs to be supplied &amp; installed as per layout plan: \_\_\_\_\_

(b) No. of Auditorium Stage chairs to be supplied: \_\_\_\_\_

3. Rates quoted by the bidder in the following table:

Sl.No.	Detailed Specification of the Item	Unit Rate inclusive of Basic cost, GST, Transportation, Loading & unloading & Installation etc. per chair (Rs.)	Quantity	Total Amount (Qty X Rate) (Rs.)
	Auditorium Chair			
	Auditorium Stage Chair			
<b>Grand Total</b>				

(Total amount in words Rupees .....)

4. Break up of total unit rate :

Sl.No.	Component	Auditorium chair Amount	Auditorium stage chair Amount	Remarks
a)	Basic cost			
b)	GST			
c)	Transportation			
d)	Loading & unloading			
e)	Installation cost			
f)	Any other: Specify			
	Total (Rs.)			

5. Validity period of Bid : \_\_\_\_\_

6. Delivery period : \_\_\_\_\_

7. Warranty period : \_\_\_\_\_

8. Installation period : \_\_\_\_\_

**(N.B. Delivery & installation beyond dt. 09.03.2024 is not acceptable)**

### CERTIFICATE

Certified that we accept all the terms & conditions of the bidder Quotation Call Notice.

Date :

Place:

Signature of authorized person

Full name :

Designation :

Seal:

Rajdhani College, Bhujaneswar