

**TENDER DOCUMENTS
FOR
PROCUREMENT OF FURNITURE FOR G+3 GIRLS HOSTEL OF
ARMY INSTITUTE OF LAW
SECTOR-68, MOHALI**

1. Nature of Work : Procurement and Installation of Furniture for G+3 Girls Hostel at Army Institute of Law Sector 68 Mohali
2. Availability of Tender : Tender document can be downloaded from the College website www.aill.ac.in
3. Date of Advertisement : 07 May 2024
4. Familiarisation of with Site and sample Furniture : 08 May 2024 to 22 May 2024 (Time of Visit 0930 hrs to 1600 hrs on all working days except Saturdays and 09300 hrs to 1300 hrs on 22 May 2024).
5. Last Date and Time of Submitting of Tender : Tender document shall be received upto 04 PM on 22 May 2024 in the office of the Army Institute of Law Sector 68 Mohali and will be opened on 23 May 2024 at 10 30 AM, in the presence of available bidders. The applicants shall mention on the sealed cover of technical Bid and Financial/ Commercial Bid the name of the firm/ Company's name, phone numbers & name of contact person.
6. Date of Opening of Tender : 23 May 2024 at 10.30 AM
7. Amount of EMD (Refundable) : 1% of amount of tender to accompany Technical Bid in the form of DD drawn in the favour of Army Institute of Law.
8. This document contains 30 pages including cover page.
9. The tender document consisting of Technical Bid and Financial/ Commercial Bid to be submitted in separate sealed envelopes as per prescribed form, duly completed and signed.

**Registrar
Army Institute of Law
Sector 68 Mohali**

PROCUREMENT OF FURNITURE FOR G+3 GIRLS HOSTEL OF
ARMY INSTITUTE OF LAW
SECTOR-68, MOHALI

Definition of Terms

1. **'Owner/Purchaser'** shall mean the client on whose behalf this enquiry is issued and his authorized representative.
2. **'Bidder'** shall mean party who quotes against this enquiry.
3. **'Contractor'** shall mean the successful `BIDDER' whose bid has been accepted by Owner and on whom Purchase/Work Order is placed.
4. **'SITE'** shall mean the actual place of work.
5. **'SPECIFICATIONS'** shall mean collectively all the terms and stipulations contained in these provisions of contract as general and special conditions, Scope of Work and Quality.
6. **'Month'** shall mean calendar month.
7. **'Furniture Work'** shall mean respectively the goods to be supplied and services to be provided by contractor.
8. **Contract/Work Order'** shall mean the order specifying works and associated specifications to be executed by the "Contractor".
9. **'Contract Period'** shall mean the period during which "Owner" and "Contractor" shall execute the entire contract as agreed.
10. **'Guarantee Period' / "Defect Liability Period"** shall mean period during which the plant / equipment and installations shall give same and trouble-free performance as guaranteed by contractor failing which the contractor undertakes to replace the equipment /carry out repairs at his own cost.
11. **'Owners Instructions'** shall mean instructions oral or written, drawings, direction, explanations issued by the owner or any person appointed by him. Oral instructions shall be authenticated by written instructions immediately.
12. **'Commissioning'** shall mean integrated activity of manufacturing of furniture, checking and placing of furniture at designated site.
13. **'Drawings'** shall mean all drawings submitted by the contractor provided such drawings are acceptable to the owner.
14. **'UR'** means quote unit rate.
15. **'Performance Test'** shall mean all tests to be carried out by contractor as per specifications prior to installation being taken over by Owner under guarantee.
16. **Defect Liability Period.** Defect liability period is a period during which any defect occurring, developed, or noticed is to be rectified by the builder or contractor at his own cost. Defect liability period commences from the date of completion certificate of the project and will

be of minimum one year duration except in cases where in individual guarantee/ warranty of specific items has been stipulated beyond one year and therefore, for such items/equipment the defect liability will be for the given period of warranty/ guarantee.

17. "**Performance Bank Guarantee**" Bank guarantee of specified value to be submitted by contractor and retained by the owner till expiry of Defect Liability Period during which all wood work incl fitting of accessories carried out by the contractor will give satisfactory performance without any failure, breakage or malfunctioning of fixtures.

18. **Equipment Guarantee.** Warranty of each item to be mentioned separately. For any fault occurring in any item/equipment in warranty period, the vendor will be responsible to replace it at his own cost. Equipment guarantee period could be different from defect liability period.

Instructions To Tenderer's

19. The tender is to be filled properly and all relevant information asked for shall be provided in the given format.

20. The duly completed tender shall be submitted at Army Institute of Law in a sealed envelope on or before the time indicated.

21. Technical and Financial/ Commercial bids are to be **submitted in separate envelopes super scribed as Technical Bid or Financial/ Commercial Bid** as the case may be.

22. **Technical bid to include blank Schedule of Quantities (SOQs) without price schedule** attached in this document duly signed by the vendor/Tenderer along with Official Stamp.

23. The tenderer's are required to furnish information about similar works handled, staff held and infrastructure etc in technical bid.

24. Tender document to be accompanied by Earnest Money Deposit (EMD) @ 1% of cost of the contract in the form of Demand Draft in favour of Army Institute of Law payable at Mohali to be attached with the application. EMD will be refundable after completion of tender process in all cases.

25. **Financial/Commercial bid to include Schedule of Quantities (SOQs) with price schedule duly filled, signed and stamped on each page.** Two copies of SOQs /price schedule to be enclosed in the same envelope and to be super scribed as **Financial /Commercial bid.**

26. Tenderer to check that all amounts filled in Schedule of Quantities (SOQs) are arithmetically correct. All section wise total amounts shall be written in words also.

27. Completion time will be 30 days from issue of work order.

28. **Performance Bank Guarantee.** Performance Bank Guarantee @ 5% of total value of contract to be deposited by the selected tenderer (contractor) to AIL Mohali before commencement of work. The Bank Guarantee will be returned after 12 months of completion of project.

29. Time is of essence of contract; Therefore, contractor must mobilize adequate technical manpower, labour and & material in a short mobilizations period to site. No extension will be given for completion period as the accommodation is required for use after expiry of 25 days.

30. All bidders should visit site prior to giving quotes to get acquainted with the site conditions and sample furniture. Exact measurements of sample furniture can be taken by the vendor/bidders. No demand shall later be entertained due to site conditions. Time of Visit - From 0930 hrs to 1600 hrs on all working days except Saturdays and 09300 hrs to 1300 hrs on 22 May 2024.

31. The Principal AIL, reserves the right to accept or reject any or all the quotations without assigning any reasons.

32. No cuttings/overwriting is permitted. Documents with cutting/overwriting will be held null and void.

TERMS AND CONDITIONS FOR VENDOR/TENDERER'S FOR TECHNICAL BID

33. Bidders who fulfil the following requirements shall only be eligible to apply: -

33.1 Joint ventures are not accepted.

33.2 The bidder should have satisfactorily completed similar works as mentioned below during the last two years ending last day of month previous to the one in which bids are invited.

(a) Three similar works each costing not less than **30%** of the estimated cost put to bid (_____).

OR

(b) One similar works each costing not less than **40%** of the estimated cost put to bid (_____).

“Similar work shall mean Manufacturing of Wooden Furniture.

33.3. The Bidder should have average annual financial turnover (Gross) of Rs 20,00,000/- during the last two consecutive financial years ending 31st March 2024. Balance sheets duly audited by the chartered accountant, year in which no turnover is shown would also be considered for working out the average.

33.4. The bidders will give exact details of his furniture workshops and /or showroom which could be visited by the owner or his representatives for confirmation.

Note: All the documents shall be duly stamped and signed by the owner / proprietor of the company.

FORM OF TENDER TO BE ACCOMPANIED BY DD (EMD)
@ 1% OF COST OF CONTRACT

To,

The Principal
 Army Institute of Law
 Sector 68, Mohali
 PIN - 160062

Dear Sir/Madam,

Having visited the site and after examination of the sample furniture, I have compared the schedule of quantities with the actual site specifications and expectations of quality of work required. I/We hereby offer to execute the work specified below in the specified time of 30 days at the rates quoted in the Schedule of prices attached as per conditions of contract and in all other respects with such conditions as applicable. (Bidder should fill and duly **sign the form of tender on his/her letter head**)

34. **Description of Work:** Procurement and Installation of Furniture for G+3 Girls Hostel at Army Institute of Law Sector 68 Mohali.

35. Completion period: 30 days after issue of Supply Order / Work Order.

36. Our Bankers are:

- (i)
- (ii)

37. Names of Owner/Partner of Firm

- (i)
- (ii)
- (iii)

38. Name of Partners/Director of Firm Authorized to Sign.

39. Name of Person having Power of Attorney to Sign the Contract.

40. Agency/ Company PAN No (specify)-

41. GST No-

42. Company/ Agency Complete Address, Contact No, Email ID and website details.

- (a) Address (attach address proof)
- (b) Landline No
- (c) Mob No
- (d) Email Address

43. Two references (name and contact of person where the company/agency has accomplished the furniture work.

S No	Name of Person	Designation	Name and Address	Contact Details
(a)				
(b)				

44. DD No. _____, Drawn on _____ is attached.

45. Proof of Two Similar Works Carried out: -

46. Proof of Annual Average Turn Over.

47. Blank Copy of Schedule of Quantities (SOQ) duly signed by the proprietor or his/her appointee under official stamp/seal is enclosed herewith.

Schedule of Quantities and Rates

Place:

Date:

Signature & Seal of Contractor

Bidding Process

48. Two step bid system will be followed as follows: -
 (a) Step 1 - Opening of Technical Bids.
 (b) Step 2 - Opening of Financial/Commercial Bids (only in case of bidders whose technical bid has been accepted).

49. It is mandatory that Technical and Financial /Commercial bids are submitted in separate envelopes. Each envelope to be super scribed as **Technical Bid or Financial /Commercial Bid** as the case may be. In case a bidder puts two separate envelopes further in a single bigger envelope, the **envelope be boldly marked " Both Technical and Commercial Bid Inside"**.

Bidder who does not put Technical Bid and Financial /Commercial Bid in separate envelopes, his / their bid will not be considered.

Essential Enclosures for Technical Bid

50. Application having all complete correspondence address and contact details.
 51. Demand Draft of EMD @ 1% of total cost quoted by the tenderer to be drawn in favour of AIL Mohal.
 52. Copy of GST certificate.
 53. Cancel cheques of bank account.
 54. Details mentioning similar nature of works.
 55. Turnover certificate of previous three years up to 31-3-2024.
 56. Details of availability of technical staff. Names and designation of technical reps who will deal with the project.
 57. Copy of blank SOQs (Schedule of Quantities) duly signed and stamped.
 58. Details of availability of technical staff.

Note: The financial / commercial bid will be opened only in case of bidders whose technical bid has been evaluated successfully. If they do not full fill the criteria the bid shall not be entertained.

Essential Enclosures for Financial /Commercial Bid

59. One copy of Tender document duly signed and stamped on each page.
 60. One copy of Schedule of Quantities duly signed by the proprietor / his / her nominated representative and round stamp as attached with tender document.
 61. A confirmatory certificate as per the format given below made on **Letter head of company or Firm.**

CERTIFICATE

(To be submitted on letter head of the company/ firm)

62. I hereby certify that the above firm has never been blacklisted by any Central / State Government / Public Undertaking / Institute on any account.

63. I also certify that firm will carry out manufacturing/ provisioning of furniture as per the specifications given by Institution and also abide all the terms & conditions stipulated in tender.

64. I further certify that the firm/ company has adequate technical staff and labour to complete the said work within 30 days of issue of Work Order.

65. I also certify that the information given in bid is true and correct in all aspects and in any case at a later date, if it is found that any details provided are false and incorrect, any contract given to the concerned firm or participation may be summarily terminated at any stage. The firm will be blacklisted and Institute may impose any action as per NIT rules.

Date: _____ Name : _____
Place: _____ Business Address : _____
Signature of Bidder : _____
Seal of the Bidder : _____

SCOPE OF WORK

General Scope of Work

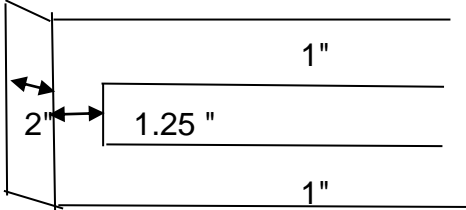
66. All bidders should visit site prior to giving quotes to get acquainted with the site conditions. No demand shall later be entertained due to site conditions. Time of Visit - From 0930 hrs to 1600 hrs on all working days except Saturdays and 09300 hrs to 1300 hrs on 22 May 2024.

67. All the work should be finalised and finished in line and level and should be completed in a neat and clean manner with 30 days of issue of work order.

68. Contractor will be required to get sample of all items being used for manufacturing of furniture approved from the college administration or Project Management Group (PMG) detailed by the college administration.

69. **Detailed Scope of Work.** Detailed design and specifications of each type of furniture is given below:-

<u>S.No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)
(a)	<p><u>Hostel Beds</u></p> <p>The hostel bed will be a hard bed with following specifications: -</p> <p>(i) <u>Size.</u> Size of bed to be 6 feet 1.25 inch (incl 1.25 inch of tubular frame) x 3 feet 2 inch (incl 1 inch tubular frame) with backrest on one side and shoe rack on another side. Height from ground - 1 feet 9.5-inch height without backrest and 3 feet 2 inch with backrest.</p>	Nos	45	Refer Annexure for photograph with design and dimensions

<u>S. No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)
	<p>(ii) The bed main structure shall be made of rectangular tubular frame of following size:-</p>  <p>(iii) The legs shall be of rectangular frame of 1 inch each side and 1.5 mm thick. Legs to be supported by end caps. There will be two legs in the centre of the bed. In addition to four legs at corner.</p> <p>(iv) The bed to have backrest of size 3 feet 2-inch x 1 feet 6 inch.</p> <p>(v) The bed to have luggage box of size 2 feet 10 inch x 3 feet 2 inch and depth of 1 feet 1 inch on the backrest side with a folding handle embedded on top surface for lifting the cover of the box.</p> <p>(vi) The other side of the bed to have shoe rack of size 1 feet 2 inch x 3 feet 2 inch and depth is 1 feet 1.75 inch.</p> <p>(vii) The gap between the luggage box and side of shoe rack will be 1 feet 9.5 inch.</p> <p>(viii) All metal structure shall be welded by MIG/CO2/Electric welding.</p> <p>(ix) All steel structural components shall be processed and made from virgin material sourced from SAIL/ Tata Steel/ Jindals or equivalent manufacturer. The powder coated components shall be tested on regular basis for scratch resistance test of 4 kgs and for Impact resistance test for 150 kgs/cm.</p> <p>(x) The Iron frame will be placed half inch above the bed plywood to avoid the displacement of the mattress.</p> <p>(xi) <u>Plywood Material to be Used.</u> Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.</p> <p>(xii) <u>Sunmica to be Used.</u> Sunmica 0.8 mm make Action tessa/Century/ Green ply.</p> <p>(xiii) <u>Tubular Frame.</u> Tubular frame where ever used in this scope of work to be given antirust treatment and to be of powder coated black colour.</p>			

<u>S.No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)
(b)	<p><u>Wooden Study Table.</u> The wooden study table to be of following specifications: -</p> <p>(i) <u>Size.</u> The table will be of size 3 feet x 2 feet and height from ground - 2 feet 6 inch.</p> <p>(ii) The work surface of the table to be of 19 mm thick.</p> <p>(iii) One drawer on right side with size 1 feet 4.5 inch height of drawer is 6.1 inch and Depth - 1 feet 7.5 inch with lock facility. Drawer to be based on channels with smooth movement. Concealed groove to be provided for opening and closing.</p> <p>(iv) One compartment of size 1 feet 4.5 inch x 1 feet 3 inch and Depth 1 feet .75 inch to be made below the drawer. The door of compartment to be fitted with concealed groove for opening and closing.</p> <p>(v) <u>Skirting.</u> Skirting of size 1 feet 4.5 inch x 3 inch to be made below the box.</p> <p>(vi) Width of hollow Portion between left panel and drawers to be of size 1 feet 5.5 inch .</p> <p>(vii) Inclined footrest to be placed at a gap 2 feet 1 inch from top. Foot rest size - 1 feet 5.5 inch x 8 inch (inclined).</p> <p>(viii) <u>Plywood Material to be Used.</u> Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.</p> <p>(ix) <u>Sunmica to be Used.</u> Sunmica 0.8 mm make Action tessa/Century/ Green ply.</p> <p>(x) <u>Fitment Items.</u> Steel Handles, Hinges all types, Channels for drawers of tables to be of Hettich, Floor Protector Cap (shoes) for each item to be provided, Study table to be provided with aperture on top middle of the table with plastic cover for computer cables</p>	Nos	45	Refer Annexure for photograph with design and dimensions
(c)	<p><u>Bed Side Table with Two Drawers.</u></p> <p>The wooden Bed Side table to be of following Specifications:</p> <p>(i) <u>Size.</u> The Bed Side Table will be of size 1.6 feet x 1.6 feet height from ground - 1.6 feet.</p> <p>(ii) Each bed side table to have two drawers of equal size - 8 inch x 1.5 inch and Depth of drawer - 1 feet 1 inch and Height from ground to second drawer is 1 inch</p>	Nos	31	Refer Annexure for photograph with design and dimensions

S.No	Description/ Specifications of the Items	A/U	Qty	Remarks
(a)	(b)	(c)	(d)	(e)
	<p>(iii) <u>Plywood Material to be Used.</u> Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.</p> <p>(iv) <u>Sunmica to be Used.</u> Sunmica 0.8 mm make Action tessa/Century/ Green ply.</p> <p>(v) <u>Fitment Items.</u> Concealed grooves to be providing for opening and closing of drawers, hinges all types, Channels for drawers of tables to be of Hettich, Floor Protector Cap (shoes) for each item to be provided.</p> <p>(d) <u>Wooden Dressing Table with Two Drawers.</u></p> <p>Wooden Dressing table to be of following Specifications: -</p> <p>(i) <u>Size.</u> Looking Mirror to be stand alone and of size - 4 feet x 2 feet 2 inch. Wooden beading on four side with size 2". Two embedded hooks to be provided for fixing of mirror on wall. Make of Looking glass to be Saint Gobain.</p> <p>(ii) Each dressing table of two drawers of equal size as follows: -</p> <p>(aa) Size of dressing table top 2 feet x 1 feet . Height from ground 1 feet 6 inch. Each drawer of size 1 feet 11 inch x 8 inch and Depth of drawer is 9.5 inch. Concealed groove to be provided for opening and closing of drawers. Gap from ground to be 5"</p> <p>(iii) <u>Plywood Material to be Used.</u> Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.</p> <p>(iv) <u>Sunmica to be Used.</u> Sunmica 0.8 mm make Action tessa/Century/ Green ply.</p> <p>(v) <u>Fitment Items.</u> Hinges all types, Channels for drawers to be of Hettich, Floor Protector Cap (shoes) for each item to be provided.</p>	Nos	30	Refer Annexure for photograph with design and dimensions
(e)	<p><u>Wall Mounted Wooden Book Shelf.</u></p> <p>Each Wooden Book shelf will be wall mounted and of following specifications: -</p> <p>(i) <u>Design.</u> Each wooden, wall mounted book shelf will consist of three compartments. The left and right compartment to be provided with door. Whereas middle compartment to be without door. Doors to be provided with concealed grooves with opening and closing.</p> <p>(ii) <u>Size.</u> Book Shelf top will be of size 3 feet 6-inch x 1 feet 1 inch and height to be 1 feet 10 inch.</p>	Nos	45	Refer Annexure for photograph with design and dimensions

<u>S.No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)
	<p>(iii) The left and right compartment (with door) to be of size 1 feet 3-inch x 1 feet 10 inch. Each compartment to have a middle wooden shelf at height of 10" from bottom. Depth of the compartment is to be 11".</p> <p>(iv) Middle Compartment to be of size 1 feet x 1 feet 4 inch and to be divided into three parts. Lowest part to be of 5" height and to be provided with provision of fixing of 10 watt concealed light wiring and On/Off switch in the bottom center. Size of two portion is 8 inch and depth is 11 inch.</p> <p>(v) Mounting the wooden Book Shelf on the wall is the responsibility of the vendor.</p> <p>(vi) <u>Plywood Material to be Used.</u> Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.</p> <p>(vii) <u>Sunmica to be Used.</u> Sunmica 0.8 mm make Action tessa/Century/ Green ply.</p> <p>(viii) <u>Fitment Items.</u> Concealed grooves with opening and closing, hinges all types, Channels for drawers of tables to be of Hettich, Floor Protector Cap (shoes) for each item to be provided.</p>			
(f)	<p><u>Study Chair with Arms and Seat at Back Rest Cushioned.</u></p> <p><u>Dimensions/Size.</u></p> <p>(i) Overall height – 3 feet (ground to top of back rest)</p> <p>(ii) Arm to Arm distance - 1 feet 7 inch.</p> <p>(ii) Height of seat (excluding cushion) from ground - 1 feet 6 inch.</p> <p>(iii) Size of the Cushioned Seat – 1 feet 6 inch x 1 feet 5 inch and thickness of seat cushion –3 inch.</p> <p>(v) Size of Backrest – 1 feet x 1 feet 6 inch and thickness of cushion is 3 inch.</p> <p>(vi) Arms to be of steel frame with wooden rest in front half.</p> <p>(vii) All legs to have rubber/PVC antiskid be shoes.</p> <p>(viii) <u>Fitment Items.</u> Floor Protector Cap (shoes) for each item to be provided.</p>	Nos	48	Refer Annexure for photograph with design and dimensions

70. The specifications at para 69 above should be compared by the bidders with the sample placed on site by the owner for confirmation and clear understanding.

71. **Scope Includes.**

- (a) Neat and detailed finishing of each item of furniture.
- (b) All furniture to be provided with shoes (anti scratch) to prevent damage to tiles in the hostel rooms.
- (c) All edges to be rounded and smoothed, there should be no scope of sharp edges.
- (d) Hinges and Channels to be sturdy for extensive usage.
- (e) Providing of certificate of originality and guarantee card of items as applicable.

72. **Sufficiency of Schedule.** The contractor shall be deemed to have satisfied himself before tendering as to correctness and sufficiency of his tender for wooden furniture for ALL G+3 Girls Hostel and covers all obligations under contract for satisfactory completion of works, and stipulated performance of system/equipment in its preview. The selected contractor will be required to furnish following certificate on his/her official letter head.

“ I have perused the schedule of Quantities and rates along with design for manufacturing and installation of hostel room furniture for girls hostel of ALL Mohali and certify its completeness and adequacy.

GENERAL CONDITIONS OF CONTRACT

73. **Work Order.** The work order conveys final agreement between owner and contractor on terms and conditions and is exclusive statement of terms of their agreement. Any discrepancy in schedule of quantities and ground requirement shall be brought to notice of owner/PMG for decision, immediately.

74. **Modification and Variation.** The order may be amended, modified, or rescinded only in writing by both the parties and their duly authorized representatives pursuant to terms stated therein.

75. **Make of Material.**

(a) **Plywood Material to be Used.** Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.

(b) **Sunmica to be Used.** Sunmica 0.8 mm make Action tessa/Century/ Green ply.

(c) **Fitment Items.** Hinges all types, Channels for drawers of tables to be of Hettich, Floor Protector Cap (shoes) for each item to be provided, Study table to be provided with aperture on top middle of the table with plastic cover for computer cables.

(d) Providing of certificate of originality and guarantee card of items as applicable.

(e) The selected vendor will get the shade of sunmica approved from the college administration.

76. **Authorities and Law** Contractor shall indemnify owner from all conflicts arising out of provisions of regulations and laws.

77. **Material and Workmanship.**

- (i) All the materials to be supplied for execution of works shall be of first quality, new and strictly as per specifications.
- (ii) Wherever available, material/equipment to be of ISI mark.
- (iii) The contractor shall be responsible for any loss or damages to the building fitments or surroundings due to work carried out by him and will make good the loss at his own expenditure.
- (iv) All the rates are deemed to include manufacturing/fabrication handling, testing and erection for all items.
- (v) All the works shall be executed with highest quality of workmanship and as directed by the owner/as per industry standard.
- (vi) The quality of products could be better but not inferior to samples provided by the owner. Quality and material if found below the given standard will be rejected.

78. **Co-ordination.** Contractor or his authorised representative shall be responsible for co-ordination with all other agencies working at site for smooth functioning and timely completion of works. The Contractor shall arrange his work program to suit the manufacturing and priorities given by Owner.

79. **Arbitration.** All the disputes of any kind in connection with contract shall be referred to the College Administration for settlement. For legal remedies, jurisdiction of District Courts Mohali shall apply.

80. **Removal of Material/ Installations.** The owner during the progress of work have power to order in writing removal from the works any material/installations which in their opinion are not as per specifications or instructions, and for carrying out rectification/rework within specified time and contractor shall carry out such removals/rework as per specification at his own cost. The owner/engineer can get such rectifications/rework done from other agencies at the cost of contractor, if the same are not carried out by them in the stipulated and agreed period.

81. **Labour Laws.** Existing labour laws in district Mohali shall apply. All laws related to Labour, PF, ESI, medical insurance etc. shall be adhered to by contractor. No child Labour shall be employed by contractor.

82. **Date of Commencement and Time for Completion.** The date of commencement of work shall be accounted from the date of issue of Work Order. A total of 30 days allotted for completion of work.

83. **Time Extension.** No time extension of the work because accommodation is to be allotted to the students after 30 days.

84. **Penalty for Delayed Completion of Work.** Having laid down the date of commencement and completion of work, the builder will prepare a schedule of work and submit same to the owner. Final schedule will be worked out in mutual consultation between the owner and the

contractor within the overall period of 30 days or less given for completion of work. All payments will be made as per completion of schedule of work. Any delay in schedule of work will also lead to delayed payment. In addition, penalty of 2% on the due amount on the running bill due as per schedule will be levied. The delay will however be not applicable in conditions as brought out under para 90. In all such cases, the builder will be duty bound to bring the delay to the notice of the owner in an earliest possible time frame and same to be submitted to the owner in writing.

85. **Termination of Contract.** Owner shall be entitled to terminate the contract in case contractor fails to fulfil one or more conditions of contract

- (a) Has abandoned the work.
- (b) Has failed to commence the work or has without any lawful excuse under contract conditions suspended work progress for more than two days or has failed to proceed with the works and failed to make such due progress for timely completion of works or.
- (d) Has failed persistently to observe and perform works as per specifications and contract conditions.
- (e) Subletting of contract.

SPECIAL CONDITIONS OF CONTRACT

86. **Storage/ Working Space and Material.** It is expected that contractor will manufacture the given quantity of furniture at his workshops as per specification and place in respective room. However, there could be a requirement to assemble some of the furniture or carry out repairs etc. College will assist the contractor by providing him and his staff working space to carry out essential work during working hours. No staff of contractor will be allowed to stay inside the campus overnight.

87. **Security and Safety.** Following security and safety precautions to be followed: -

- (a) Entry of worker will be controlled for security. The supervisor/representative of contractor to identify the worker and then only they will be let inside the campus.
- (b) The contractor shall strictly follow all security rules of AIL particularly bearing upon the inward & outward movements of his transport, people and equipment and shall also execute the work in such a manner so as to cause the minimum disturbance to the working of the owner.
- (c) Worker handling equipment should be suitably trained to prevent any accident. Security precautions should be followed while working on the height.
- (d) There should be no littering of stores at site.
- (g) Identification documents (photocopies of the Voter card or Adhaar Card for the labourers will be submitted at the gate. The Project Monitoring committee shall be notified first if there is a change in labour the following day.
- (h) Owner / PMC or their authorized representative shall carry out check of progress of work by visiting work site for timely delivery.

(j) Readily accessible First Aid Kit including adequate sterilized cotton and dressing shall be provided on site. Contractor is to make all arrangements to prevent injury or damage to workers and material due to electrocution.

88. **Inspection of the Furniture.** Project Monitoring Committee of the college will be responsible to check each item of the furniture for its specifications, manufacturing and serviceability.

Prices

89. The prices quoted in the schedule of works shall remain fixed during the period of contract. Bidder shall clear state taxes, statutory duties and levies which he is required to pay. The rates quoted by Bidder for the items in schedule of rates shall be inclusive of all taxes, duties etc. No separate amounts shall be payable to the contractor on this account. Any upward statutory duty/ tax variation shall be payable on production of proof and necessary reduction shall be effected for downward variation.

Payments

90. Having laid down the date of commencement and completion of work, the builder will prepare a schedule of work and all payments will be made as per completion of schedule of work. Any delay in schedule of work will also lead to delayed payment. In addition, penalty of 2% on the due amount on the running bill due as per schedule will be levied. The delay will however be not applicable in conditions due to acts of fire, floods, earthquakes and other acts of God, sabotage, revolt, strikes and lockout of more than 2 weeks. In all such cases, the contractor will be duty bound to bring the delay to the notice of the owner in an earliest possible time frame and same to be submitted to the owner in writing.

91. Running bills will be submitted as per schedule of payments mentioned in payment plan given at para 94 below.

92. The payment of the bill submitted by the vendor should be as per the Schedule of quantities and will be paid within 14 days of submission of bills. The gap between the two bills will be minimum 15 days.

93. The payment will be made after making deductions of TDS as applicable.

94. **Payment Terms.**

- (a) 10% as an advance.
- (b) 40% after completion of 50% work.
- (c) 50% after completion of work.

Defect Liability

95. **Completion of Work.** The work shall be deemed to have been completed on supply of all items of furniture as per given specifications and quality accepted by the owner after due checks and inspection in writing. The "Defect Liability Period" shall commence from the date of such acceptance by the owner and will expire after 365 days from the date of commencement except where ever individual warranty/ Guarantee of the material/ items exists.

96. Any defects, faults, deterioration in performance of the material and installations which may appear, during the "Defect Liability Period" of **twelve months** or any period as given in the guarantee clause of various items used in the project as agreed by both parties shall be amended/made good by the contractor at his own cost within a reasonable time as mutually agreed between the owner and developer.

97. In case of default on provision of para 82 above, owner may employ and pay other person to make good the defects and deduct the expenses from the dues payable to the contractor.

COMPLETION CERTIFICATE

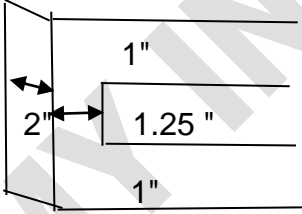
98. **Drawings and Documents.** On completion of work, the contractor will submit two copies of complete drawings in colour covering all essential details of specification of each items of furniture, fittings and electrical work. Following set of (two copies) will be submitted: -

- (a) Specification of each type of furniture, colour photo of each product from at least three angles.
- (b) Details of brand and specification of material used.
- (c) Guarantee/warranty cards in respect to each material / equipment.

99. **Agreement.**

- (a) The (Contractor) selected vendor will be required to sign an agreement with the College after completion of Tender process and selection of L1 vendor.
- (b) The Agreement will contain all conditions of contract, Scope of Work, General and Special Conditions of Work.

SCHEDULE OF QUANTITIES AND RATES
PROCUREMENT OF FURNITURE FOR G+3 GIRLS HOSTEL
ARMY INSTITUTE OF LAW, SECTOR 68 MOHALI

<u>S.No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Rate</u>	<u>GST</u>	<u>Rate after GST</u>	<u>Amount</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
(a)	<p><u>Hostel Beds</u></p> <p>The hostel bed will be a hard bed with following specifications: -</p> <p>(i) <u>Size.</u> Size of bed to be 6 feet 1.25 inch (incl 1.25 inch of tubular frame) x 3 feet 2 inch (incl 1 inch tubular frame on either side) with backrest on one side and shoe rack on another side. Height from ground - 1 feet 9.5-inch height without backrest and 3 feet 2 inch with backrest.</p> <p>(ii) The bed main structure shall be made of rectangular tubular frame of following size:-</p>  <p>(iii) The legs shall be of rectangular frame of 1 inch each side and 1.5 mm thick. Legs to be supported by end caps. There will be two legs in the centre of the bed. In addition to four legs at corner.</p> <p>(iv) The bed to have backrest of size 3 feet 2-inch x 1 feet 6 inch.</p>	Nos	45					Refer Annexure for photograph with design and dimensions

<u>S.No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Rate</u>	<u>GST</u>	<u>Rate after GST</u>	<u>Amount</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
	<p>(v) The bed to have luggage box of size 2 feet 10 inch x 3 feet 2 inch and depth of 1 feet 1 inch on the backrest side with a folding handle embedded on top surface for lifting the cover of the box.</p> <p>(vi) The other side of the bed to have shoe rack of size 1 feet 2 inch x 3 feet 2 inch and depth is 1 feet 1.75 inch.</p> <p>(vii) The gap between the luggage box and side of shoe rack will be 1 feet 9.5 inch.</p> <p>(viii) All metal structure shall be welded by MIG/CO2/Electric welding.</p> <p>(ix) All steel structural components shall be processed and made from virgin material sourced from SAIL/ Tata Steel/ Jindals or equivalent manufacturer. The powder coated components shall be tested on regular basis for scratch resistance test of 4 kgs and for Impact resistance test for 150 kgs/cm.</p> <p>(x) The Iron frame will be placed half inch above the bed plywood to avoid the displacement of the mattress.</p> <p>(xi) <u>Plywood Material to be Used.</u> Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.</p> <p>(xii) <u>Sunmica to be Used.</u> Sunmica 0.8 mm make Action tessa/Century/ Green ply.</p> <p><u>Tubular Frame.</u> Tubular frame where ever used in this scope of work to be given antirust treatment and to be of powder coated black colour.</p>							

<u>S.No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Rate</u>	<u>GST</u>	<u>Rate after GST</u>	<u>Amount</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
(b)	<p>Wooden Study Table. The wooden study table to be of following specifications: -</p> <p>(i) Size. The table will be of size 3 feet x 2 feet and height from ground - 2 feet 6 inch.</p> <p>(ii) The work surface of the table to be of 19 mm thick.</p> <p>(iii) One drawer on right side with size 1 feet 4.5 inch height of drawer is 6.1 inch and Depth - 1 feet 7.5 inch with lock facility. Drawer to be based on channels with smooth movement. Concealed groove to be provided for opening and closing.</p> <p>(iv) One compartment of size 1 feet 4.5 inch x 1 feet 3 inch and Depth 1 feet .75 inch to be made below the drawer. The door of compartment to be fitted with concealed groove for opening and closing.</p> <p>(v) Skirting. Skirting of size 1 feet 4.5 inch x 3 inch to be made below the box.</p> <p>(vi) Width of hollow Portion between left panel and drawers to be of size 1 feet 5.5 inch .</p> <p>(vii) Inclined footrest to be placed at a gap 2 feet 1 inch from top. Foot rest size - 1 feet 5.5 inch x 8 inch (inclined).</p> <p>(viii) Plywood Material to be Used. Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.</p>	Nos	45					Refer Annexure for photograph with design and dimensions

<u>S.No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Rate</u>	<u>GST</u>	<u>Rate after GST</u>	<u>Amount</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
(c)	<p>(ix) <u>Sunmica to be Used.</u> Sunmica 0.8 mm make Action tessa/Century/ Green ply.</p> <p>(x) <u>Fitment Items.</u> Steel Handles, Hinges all types, Channels for drawers of tables to be of Hettich, Floor Protector Cap (shoes) for each item to be provided, Study table to be provided with aperture on top middle of the table with plastic cover for computer cables</p> <p><u>Bed Side Table with Two Drawers.</u></p> <p>The wooden Bed Side table to be of following Specifications: (i) <u>Size.</u> The Bed Side Table will be of size 1.6 feet x 1.6 feet height from ground - 1.6 feet. (ii) Each bed side table to have two drawers of equal size 8 inch x 1.5 inch and Depth of drawer - 1 feet 1 inch and Height from ground to second drawer is 1 inch.</p> <p>(iii) <u>Plywood Material to be Used.</u> Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.</p> <p>(iv) <u>Sunmica to be Used.</u> Sunmica 0.8 mm make Action tessa/Century/ Green ply.</p> <p>(v) <u>Fitment Items.</u> Concealed grooves to be providing for opening and closing of drawers, hinges all types, Channels for drawers of tables to be of Hettich, Floor Protector Cap (shoes) for each item to be provided.</p>	Nos	31					Refer Annexure for photograph with design and dimensions

<u>S.No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Rate</u>	<u>GST</u>	<u>Rate after GST</u>	<u>Amount</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
(d)	<p><u>Wooden Dressing Table with Two Drawers.</u></p> <p>Wooden Dressing table to be of following Specifications: -</p> <p>(i) <u>Size.</u> Looking Mirror to be stand alone and of size - 4 feet x 2 feet 2 inch. Wooden beading on four side with size 2". Two embedded hooks to be provided for fixing of mirror on wall. Make of Looking glass to be Saint Gobain.</p> <p>(ii) Each dressing table of two drawers of equal size as follows: -</p> <p>(aa) Size of dressing table top 2 feet x 1 feet . Height from ground 1 feet 6 inch. Each drawer of size 1 feet 11 inch x 8 inch and Depth of drawer is 9.5 inch. Concealed groove to be provided for opening and closing of drawers. Gap from ground to be 5"</p> <p>(iii) <u>Plywood Material to be Used.</u> Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.</p> <p>(iv) <u>Sunmica to be Used.</u> Sunmica 0.8 mm make Action tessa/Century/ Green ply.</p> <p>(v) <u>Fitment Items.</u> Hinges all types, Channels for drawers to be of Hettich, Floor Protector Cap (shoes) for each item to be provided.</p>	Nos	30					Refer Annexure for photograph with design and dimensions

<u>S.No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Rate</u>	<u>GST</u>	<u>Rate after GST</u>	<u>Amount</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
(e)	<p><u>Wall Mounted Wooden Book Shelf.</u></p> <p>Each Wooden Book shelf will be wall mounted and of following specifications: -</p> <p>(i) <u>Design.</u> Each wooden, wall mounted book shelf will consist of three compartments. The left and right compartment to be provided with door. Whereas middle compartment to be without door. Doors to be provided with concealed grooves with opening and closing.</p> <p>(ii) <u>Size.</u> Book Shelf top will be of size 3 feet 6-inch x 1 feet 1 inch and height to be 1 feet 10 inch.</p> <p>(iii) The left and right compartment (with door) to be of size 1 feet 3-inch x 1 feet 10 inch. Each compartment to have a middle wooden shelf at height of 10" from bottom. Depth of the compartment is to be 11".</p> <p>(iv) Middle Compartment to be of size 1 feet x 1 feet 4 inch and to be divided into three parts. Lowest part to be of 5" height and to be provided with provision of fixing of 10 watt concealed light wiring and On/Off switch in the bottom center. Size of two portion is 8 inch and depth is 11 inch.</p> <p>(v) Mounting the wooden Book Shelf on the wall is the responsibility of the vendor.</p>	Nos	45					Refer Annexure for photograph with design and dimensions

<u>S.No</u>	<u>Description/ Specifications of the Items</u>	<u>A/U</u>	<u>Qty</u>	<u>Rate</u>	<u>GST</u>	<u>Rate after GST</u>	<u>Amount</u>	<u>Remarks</u>
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
(f)	<p>(vi) <u>Plywood Material to be Used.</u> Plywood 19 mm water proof Make Action Tessa/ Green ply/ Century.</p> <p>(vii) <u>Sunmica to be Used.</u> Sunmica 0.8 mm make Action tessa/Century/ Green ply.</p> <p>(viii) <u>Fitment Items.</u> Concealed grooves with opening and closing, hinges all types, Channels for drawers of tables to be of Hettich, Floor Protector Cap (shoes) for each item to be provided.</p> <p><u>Study Chair with Arms and Seat at Back Rest Cushioned.</u></p> <p><u>Dimensions/Size.</u></p> <p>(i) Overall height – 3 feet (ground to top of back rest)</p> <p>(ii) Arm to Arm distance - 1 feet 7 inch.</p> <p>(ii) Height of seat (excluding cushion) from ground - 1 feet 6 inch.</p> <p>(iii) Size of the Cushioned Seat – 1 feet 6 inch x 1 feet 5 inch and thickness of seat cushion –3 inch.</p> <p>(v) Size of Backrest – 1 feet x 1 feet 6 inch and thickness of cushion is 3 inch.</p> <p>(vi) Arms to be of steel frame with wooden rest in front half.</p> <p>(vii) All legs to have rubber/PVC antiskid be shoes.</p> <p>(viii) <u>Fitment Items.</u> Floor Protector Cap (shoes) for each item to be provided.</p>	Nos	48					Refer Annexure for photograph with design and dimensions

Note : The measurements given above and in photographs are near approximate to actual and can be marginally varied after approval of College Administration.

- (g) **Defect Liability Period** - 1 Year
- (h) **Period of Supply** - 30 days from date of Work Order
- (j) **Delivery and Shifting** - Vendor
- (k) **Fixing of Mirror** - Vendor

(l) Make and Material of items as per mentioned in para 75 above.

(m) **Prices.** The prices quoted in the schedule of works shall remain fixed during the period of contract. The rates quoted by Bidder for the items in schedule of rates shall be inclusive of all taxes, duties etc. No separate amounts shall be payable to contractor on this account.

(n) **Sufficiency of Schedule.** The contractor shall be deemed to have satisfied himself before tendering as to correctness and sufficiency of his tender for works and prices quoted therein which shall cover all obligations under contract for satisfactory completion of works, and stipulated performance of system/equipment in his preview.

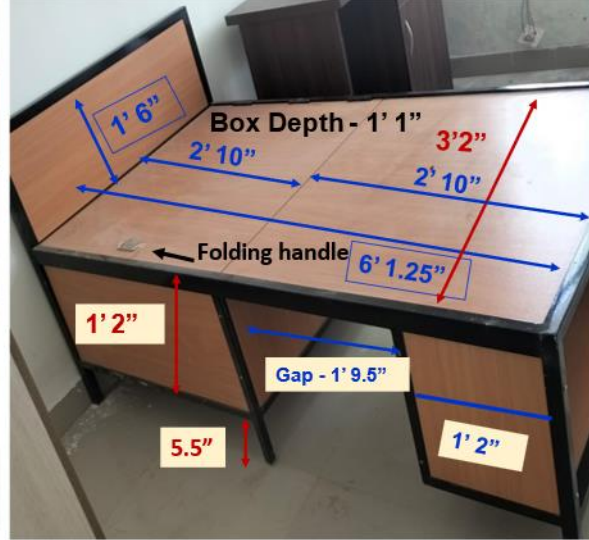
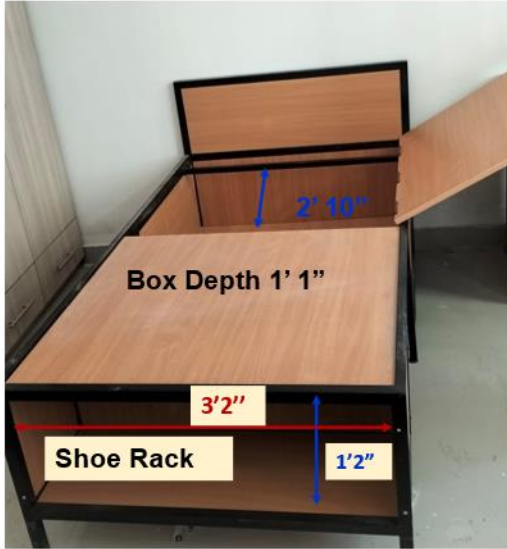
(p) **Undertaking by the Bidder.**

- (i) I undertake to deliver the furniture within 30 days of issue of work order.
- (ii) I undertake to place furniture in respective rooms on each floor of the hostel.
- (iii) I undertake to abide by all provisions of this tender document.

Name of the Contractor/Vendor
Signature
Stamp of the Company

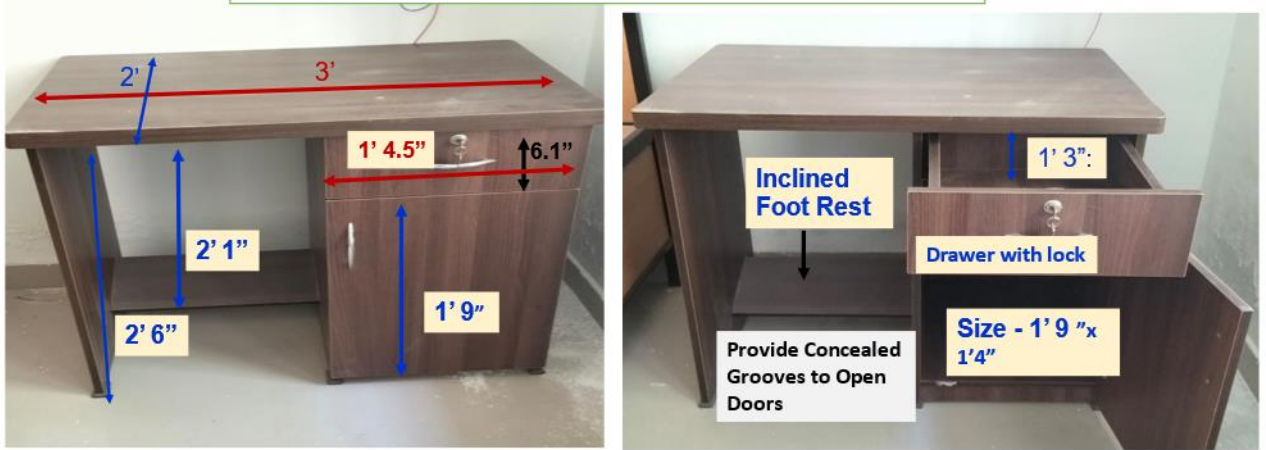
ANNEXURE
PHOTOGRAPHS OF FURNITURE ITEMS

HARD BED



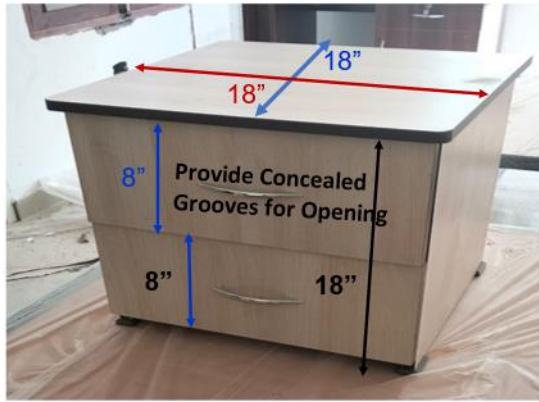
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STUDY TABLE



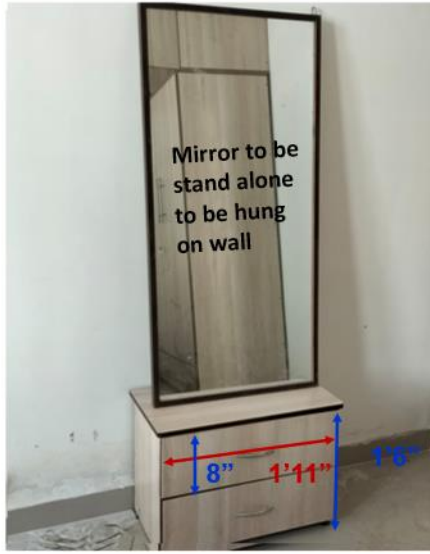
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BED SIDE TABLE



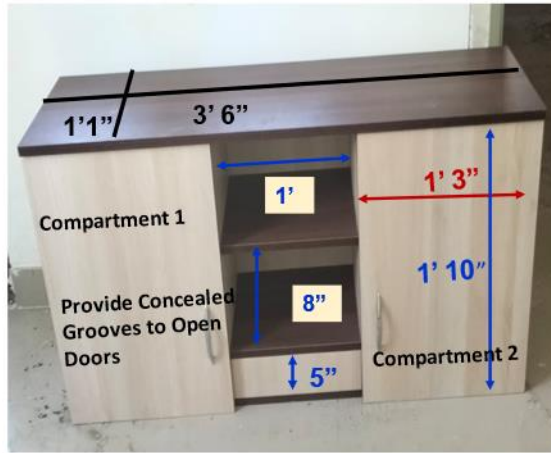
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DRESSING TABLE



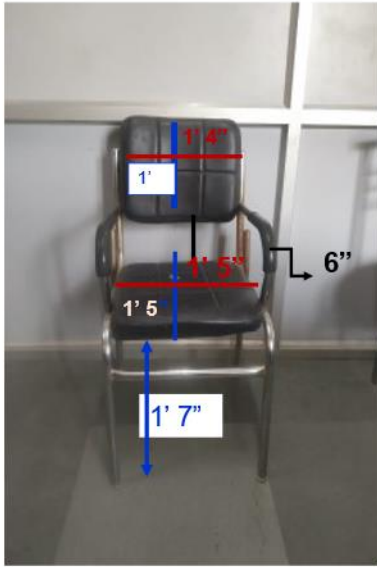
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BOOK SHELF



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CHAIR



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