

# NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DEPARTMENT OF MECHANICAL ENGINEERING  
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)  
A DEEMED UNIVERSITY

Phone: (0824) 2474000.

E- mail: [info@nitk.ac.in](mailto:info@nitk.ac.in)

Fax: (0824) 2474033

Website: <http://www.nitk.ac.in>



## NOTICE INVITING QUOTATION

Ref. No. NITK/MECH/DPD/OH35/IRG/2024-25/A8

Date: 24/06/2024

<b>Name of Goods</b>	[Office Table (size: 1.83 M (L) x 0.91M (W) x 0.75 M (H)), Bookshelves (Steel Bookshelf with Glass door), Ergonomic/Executive Chair with cushion, Visitor's chair with cushion]
Estimated Amount:	Rs. 2.85 Lakhs
Time for Supply of item after release of Purchase order	05 Days
<b>Document Download / Sale Start Date</b>	28/02/2025 at 3 PM
<b>Clarification Start Date</b>	28/02/2025 at 3 PM
<b>Clarification End Date</b>	03/02/2025 at 3 PM
<b>Bid Submission Start Date</b>	28/02/2025 at 3 PM
<b>Last Date for submission of bids</b>	07/03/2025 before 3.00 PM
<b>Bid Opening Date</b>	07/03/2025 at 4.00 PM
Address for Submission of bids [ Type Address of the Department and Contact Person Details with Phone Number]	Dr. Abhilash Singh Department of Mechanical Engineering, NITK Surathkal, Mangalore-575025 Phone No.: 9005831477



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**NOTICE INVITING QUOTATION (NIQ)**

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an Institute Of National Importance Under Ministry of Education Govt of India, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Quotations as per the Price Schedule given in this NIQ are invited for the following items subject to the terms and conditions, from the reputed manufacturers or its authorised dealers so as to reach on or before scheduled date and time. The quotations in the firm's Business letter head should be address to the "Director, NITK, Surathkal". The envelope shall be superscribed with the Quotation Notification Number and the Name of the Goods for which quotation is submitted.

<b>Name of Goods</b>	[Office Table (size: 1.83 M (L) x 0.91M (W) x 0.75 M (H)), Bookshelves (Steel Bookshelf with Glass door), Ergonomic/Executive Chair with cushion, Visitors chair with cushion]
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Sd/-

**[Signature of HOD with Seal]**

Note: Institute shall not be responsible for any postal delay about non-receipt /non-delivery of the bids or due to wrong addressee.

## **SECTION-1**

### **Terms and Conditions**

1. The rates should be quoted for preferably FOR destination from supply within India.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
4. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
5. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier.
6. Guarantee/Warranty period should be specified for the complete period should be specified in section 3 of this tender document.
7. Period requirement for the supply and installation of item should be specified in section 3 of this tender document.
8. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

**SECTION-2**  
**SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS**

[ To be filled up by the Department / Centre of NITK, Surathkal ]

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Item(s) Name to be Procured : Furniture [Computer Table (size: 1500mm x 600mm x 750mm),  
Bookshelves (Steel Bookshelf with Glass door),  
Ergonomic/Executive Chair, Visitors chair with cushion]

Brief Specifications of the Item(s) : Given in Annexure-F  
(Attach Additional Sheet if necessary)

Quantity : Office table -03, Ergonomic/Executive Chair-03  
Guest Chair-09,Almirah Book Shelf-03.

Any other details / requirement :

Warranty Period required :

Delivery Schedule expected  
after placement of Purchase order  
(in Weeks) :

**SECTION 3**  
**PRICE SCHEDULE**

[ To be used by the bidder for submission of the quotation]

- 
1. Item Name :
  2. Specifications  
(Conforming to Schedule of requirements  
Enclose additional sheets if necessary) :
  3. Currency and Unit Price :
  4. Quantity :
  5. Item Cost (Sl No. 3 \* Sl. No. 4 ) :
  6. Taxes and Other Charges :  
(i) Specify the type of taxes and duties  
in percentages and also in figures.  
(ii) Specify Other Charges in figures.
  7. **Warranty Period** :  
**(Conforming to the Schedule of requirements)**
  8. Delivery Schedule :  
(Conforming to the Schedule of requirements)
  9. Name and address of the Firm for  
placing purchase order :
  10. Name and address of Indian authorized  
agent ( in case of imports only) :

**Signature of the Bidder:** \_\_\_\_\_

**Name and Designation:** \_\_\_\_\_

**Business Address** : \_\_\_\_\_

\_\_\_\_\_

**Place:**  
**Date:**

**Seal of the Bidder's Firm**

**SECTION 4**  
**CONTRACT FORM**

[ To be provided by the bidder in the business letter head]

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1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.
3. Warranty will be given for the period mentioned in this document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

**Signature of the Bidder:** \_\_\_\_\_

**Name** : \_\_\_\_\_

**Business Address** : \_\_\_\_\_

\_\_\_\_\_

**Place :**

**Seal of the Bidder's Firm**

**Date :**

**Annexure-A**

**(Compliance to be submitted in the bidder's letterhead)  
(Applicable for estimate above 2.5 lakhs)**

**Sub: Compliance to Government of India order OM No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020 regarding restrictions under Rule 144 (XI) of the General Financial Rules (GFRs), 2017**

<b>Item Name:</b>	
<b>Enquiry No.:</b>	

We M/s. \_\_\_\_\_ (name of the bidder company) have read the clauses pertaining to the Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1,2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country that shares a land border with India.

We hereby certify that **we are not from such a country** and eligible to be considered for this tender.

(Note: Non-compliance of above said GoI Order and its subsequent amendment, (if any), by any bidder(s) shall lead to commercial rejection of their bids by NITK)

For and behalf of \_\_\_\_\_ (Name of the bidder)

(Signature, date & seal of an authorized representative of the bidder)

**Annexure-B**

**(Compliance to be submitted in the bidder's letterhead)  
(Applicable for estimate above 2.5 lakhs)**

**Sub: Compliance to Government of India order OM No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020 regarding restrictions under Rule 144 (XI) of the General Financial Rules (GFRs), 2017**

<b>Item Name:</b>	
<b>Enquiry No.:</b>	

We M/s. \_\_\_\_\_ (name of the bidder company) have read the clauses pertaining to the Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1,2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country which shares a land border with India.

**We are from such a country** which shares a land border with India & have been registered with the Competent Authority as specified in the above-said order. We hereby certify that we fulfill all requirements in this regard and are eligible to be considered.

**Evidence of valid registration by the Competent Authority is attached.**

(Note: Non-compliance of above said GoI Order and its subsequent amendment, (if any), by any bidder(s) shall lead to commercial rejection of their bids by NITK)

For and behalf of \_\_\_\_\_ (Name of the bidder)

(Signature, date & seal of an authorized representative of the bidder)



**Annexure-C**

**Self-Certification on the letterhead of the company**  
**(Applicable in cases where the estimated/offered amount is ₹ 5 lakhs and above)**

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017, P-45021/2/2017-PP (BE-II) dated 28.05.2018, P-45021/2/2017-PP (BE-II) dated 29.05.2019 and

P-45021/2/2017-PP (BE-II) dated 16.09.2020, we hereby certify that

.....  
(Supplier name) are local supplier meeting requirement of minimum local content .....% defined in as above orders for the material against Enquiry / Tender No

.....  
.....  
.....  
Details of the location at which local value addition will be made are as follows:

.....  
.....  
.....  
We also understand false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permitted under law.

Date:  
Place:

Signature:  
Name and Designation:  
Mobile no:  
Office Telephone  
No: Email ID:  
Office Seal:

**FORMAT FOR EARNEST MONEY DEPOSIT / BID BOND**

**(Applicable for estimate above 2.5 lakhs)**

**(To be typed on Non-judicial stamp paper of value Indian Rupees Five Hundred)**

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT MANGALURU OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MANGALURU OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT MANGALURU. BONDS ISSUED BY COOPERATIVE BANKS ARE NOT ACCEPTED)

**LETTER OF GUARANTEE**

To  
Director,  
National Institute of Technology Karnataka,  
Srinivasnagar P.O., Surathkal  
Mangaluru – 575025

IN ACCORDANCE WITH YOUR TENDER for the supply of....., M/s..... (hereinafter called the “Bidder”) having its Registered Office at ....., wish to participate in the said bid for the supply.....as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. .... (Rupees. ....) valid up to **(180 days from the date of issue of Bank Guarantee)**, is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Intent/Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition within the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

**During the validity of this Bank Guarantee:**

We, .....(Bank name) having the registered office at.....guarantee and undertake to pay immediately on first demand by NITK Surathkal, an amount of Rs..... (Rupees. ....)without any reservation, protest, demur and recourse. Any such demand made by theNITK Surathkal shall be conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to .....(180 days from the date of issue of Bank Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction from the Bidder, on whose behalf the is Guarantee is issued.

**Notwithstanding anything contained herein:**

\* Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees..... ).

\* This Bank Guarantee shall be valid up to.....(date).

\* We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee Only and only if you serve upon us a written claim on or before.....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at .....situated at .....(Address of local branch).

**Yours truly,**

Signature and seal of the guarantor: Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. The bank is requested to take appropriate necessary action on or after the expiry of the bond period

**Annexure-E**

**FORMAT FOR PERFORMANCE GUARANTEE BOND**

**(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Five Hundred)**

**(Applicable for estimate above 2.5 lakhs)**

To,  
Director,  
National Institute of Technology Karnataka, Srinivasnagar  
P.O., Surathkal  
Mangaluru – 575025

Whereas..... (name and address of the contractor)  
(hereinafter called “the contractor”) has undertaken, in pursuance of contract no .....  
date..... to supply ..... (description of goods and Works/ Services) (hereinafter called  
“the contract”).

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank  
guarantee by a Commercial bank for the sum specified therein as security for compliance with its  
obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the  
contractor, up to a total of .....(amount of the guarantee in  
words and figures), and we undertake to pay you, upon your first written demand declaring the contractor  
to be in default under the contract and without cavil or argument, any sum or sums within the limits of  
(amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your  
demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before  
presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be  
performed thereunder or of any of the contract documents which may be made between you and the  
contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice  
of any such change, addition, or modification.

This guarantee shall be valid until the .....day of .....20.....

Our.....branch at.....\*(Name & Address of the  
.....\*(branch) is liable to pay the guaranteed amount depending on the filing of a  
claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our  
.....\* branch a written claim or demand and received by us at our.....\*  
branch on or before Dt.....otherwise, the bank shall be discharged of all liabilities under this  
guarantee after that.

(Signature of the authorized officer of the Bank)

.....  
.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

\*Preferably at the headquarters of the authority competent to sanction the expenditure for the procurement of goods or at the concerned district headquarters or the state headquarters.

**Annexure-F**

**Detailed Technical Specifications**

**Furniture specifications and requirements**

1. Warranty Period: 05 Years

<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty</b>
1	Office Table (size: 1.83 M (L) x 0.91M (W) x 0.75 M (H) )	03
2	Ergonomic/ Executive Chair	03
3	Visitors chair with cushion	09
4	Bookshelves (Steel Bookshelf with Glass door)	03
	<b>Total Qty</b>	<b>18</b>

Note:

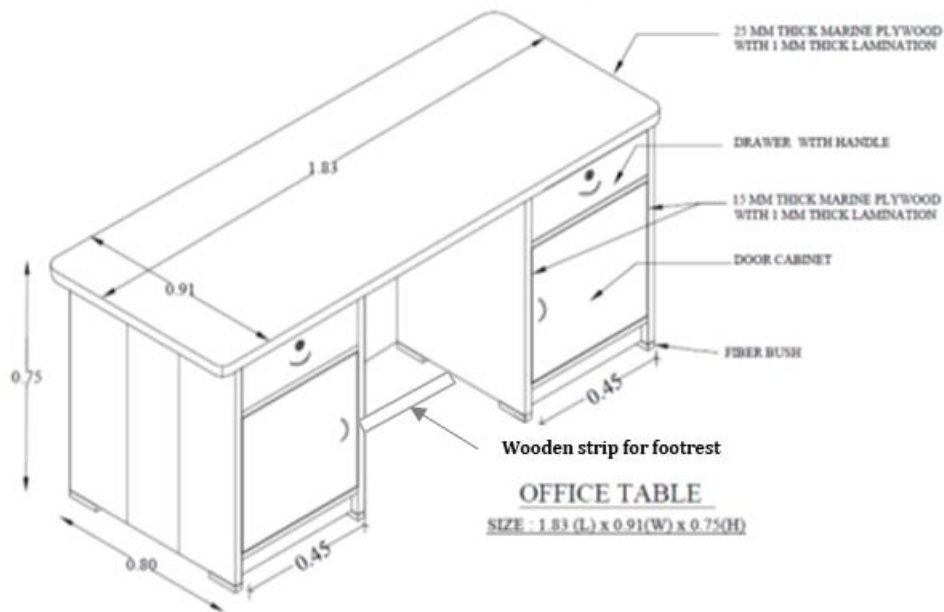
1. The drawing is tentative, and the requirement should be as per the specification.
2. The bidder has to specify item wise price of the above-mentioned particulars.

**Sl.No. 1) Office Table with door Cabinet & drawers: - Quantity - 03**

Manufacturing, Supplying, and Installation of Office Table made by using marine plywood (Exterior Grade) BWP Grade confirming to IS:710 with 16 mm thick for all the sides, vertical panels, door cabinet sides, drawer and 25 mm thick for tabletop as shown in the figure. All the plywood surfaces should be laminated (thermosetting lamination of approved make and quality) with 0.8mm thick for the internal surface and 1 mm thick for the external surface. All cut edges of Plywood shall be covered & sealed with PVC edge banding tapes 2mm thick on exposed edges and 0.8mm thick on all unexposed edges pressed with PUR waterproof glue using a fully automatic edge banding machine at the required temperature. All joinery fabrication work shall be done with mini fix fittings, plastic dowels, modular clips, screws, lock, hinges, SS handles, sliders, nails, adhesives, washers, bush, etc. made of approved make as per Drawing.

**Wooden strip for footrest is required.**

Size: 1.83 M (L) x 0.91M (W) x 0.75 M (H)



**Sl.No. 2) Ergonomic/ Executive Chair: Quantity- 03**



D1

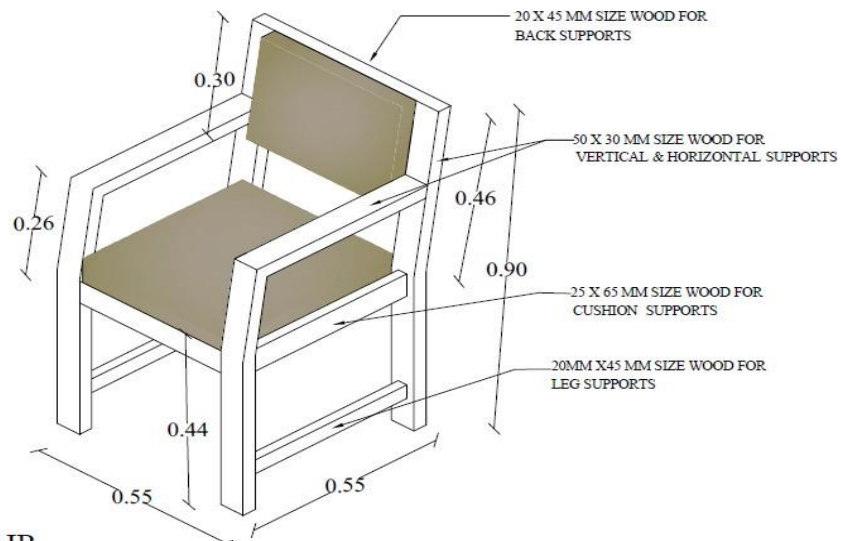
Supply of High Back head rest Gas Lift Chair. High Back mesh Chair having seat and Back made out of 12mm moulded hot pressed plywood in ergonomic shape fitted with Imported T – nuts and riveted in to the wood. Mesh Back on Frames. Upholstery: Cushion with pre moulded foam of 50-60 density in the shape of plywood. Density - 52 kg/m<sup>3</sup>. The steel components of the Synchro mechanism are fabricated by using Co2 welding process for giving uniform surface finish with higher tensile strength. Springs are made out of Grade 2 material. Composite release levers mechanism for locking and Gas lift height adjustment. Pneumatic Gas lift –Class 4 tested –ANSI BIFMA performance standards. Tension Adjustment Knob placed at bottom of seat. Polypropylene injection moulded Armrests. The 640mm dia (26inches) five-pronged Base is Made out of nylon Reinforced with bottom ribbing for additional butters and strength. Tested prudently and rigorously as per ANSI/BIFMA X5.1-2011 General Purpose Office Chair Standards. Castors – Twin Castors 50mm dia castors complying to ANSI/BIFMA X 5.1-2002



**Sl. No. 3) Visitor's Chair with cushion (Wooden) – Quantity - 09**

Supplying of Wooden chair with cushion seat and backrest made by using mahogany wood of size 50mm x 30mm size for vertical, horizontal supports, 25mm x 65mm size for cushion supports. 20mm x 45mm size for back supports and leg supports. All the wooden sizes are finished thickness. All the internal and external surfaces of wood should be treated with sanding sealer mixed with thinner, after rubbing with zero size sand paper and applying sealer coat by way of spraying with necessary compressor and after rubbing with steel wool, applying two coats of approved shade of melamine Interior grade matt finish to provide anti-scratch and anti-stain properties (second coat of polish to be applied after drying of first coat) of approved make and approved colour to give good finish as per the specification. The seat and backrest should be covered with 50 mm thick 32 density moulded rubber with fabric should be of Cotton material, with 10mm thick marine plywood for seat and 6 mm thick marine plywood for back-supports. The work should be completed as per the detailed drawing and directions of the work in charge.

Size: 0.55 M (L) x 0.55M (W) x 0.90M (H)



**WOODEN CHAIR**

( SIZE : 0.55(L) X 0.55(W) X 0.90(H)

**Sl. No. 4) Bookshelves (Steel Bookshelf with Glass door) – Quantity - 01**

Supplying of Steel Filing Rack made by using prime quality CRCA steel with complete anti-rust treatment. All Steel components should be made up of CRCA (cold rolled close annealed steel) sheet, painting should be done by an automatic airless electrostatic process using Alkyd amino paint, oven baking at uniform temperature ensuring hard and scratch-free surfaces. Special 3-way bolting device which interlock body both at the top and bottom. Steel Filing Rack should have 6 shelves with glass doors. Construction & Material - Welded Construction 0.8 mm thick CRCA for back, 0.9mm thick CRCA for shelf & all other components. Configuration (Door) - Full Height Steel Hinged Door, with 4mm thick plain glass Locking & Handle - Mazak Handle 3 way locking mechanism with shooting bolt arrangements. Shelving - Height wise Adjustable Shelf Mounting Uniformly Distributed Load capacity per each full shelf is 80 Kg maximum. Plain 4 Nos. of Adjustable Full Shelves. Leveller - 410 screw type leveller with hex plastic base Finish - Spoxy Polyester Powder coated to the thickness of 50 microns (+/-10).

Size: 0.915m (W) x 0.485m (D) x1.98m (H)



STEEL ALMIRAH WITH GLASS DOOR

***\*\*Disclaimer\*\* Bidders are advised to exercise caution and not respond to any unknown calls, emails, or embedded links requesting payment for participating in the tender or for any other purpose. Please note that NITK Surathkal never asks for any tender fee for participation in tenders or bids.***