



HARYANA KNOWLEDGE CORPORATION LIMITED

Tender Inviting: Request for Quotation (RFQ) for Procurement of Office Chairs

Ref. No: HKCL/CMP/2024-2025/06

Date: 01-10-2024

Subject: - Tender Inviting Request for Quotation (RFQ) for Procurement of Office Chairs.

Haryana Knowledge Corporation Limited (HKCL), is currently under the administration of Citizen Resource Information Department (CRID), Haryana. It is Promoted by Government of Haryana along with:

- Maharashtra Knowledge Corporation Ltd.
- HARTRON
- Board of School Education - Haryana
- Deen Bandhu Chhotu Ram University of Science & Technology, (DCRUST) Murthal, Sonipat
- Bhagat Phool Singh Mahila Vishvavidyalaya, (BPSMV), Khanpur Kalan, Sonapat
- Kurukshetra University (KU), Kurukshetra
- Guru Jambheshwar University of Science & Technology (GJUST), Hisar

It was incorporated under the Companies Act, 1956 Corporate Identity Number (CIN) U80904HR2013PLC050331, dated September 10, 2013, issued by the Registrar of Companies, National Capital Territory of Delhi and Haryana to create new paradigm in education and development through universalization and integration of Information Technology in teaching, learning and educational management processes in particular and socio-economic transformative processes in general.

HKCL invites Tender from experienced and reputed bidders (vendors) for providing a “**Office Chairs**” for HKCL office situated at Plot No.01, 4th Floor, HSIIDC IT-Park, Sector-22, Panchkula. The bidder will be responsible for providing products in accordance with the requirements defined by HKCL.

Important Instructions for Submission of Quotations and Supply of Materials:

1. **Quotation:** Quotations should be sent in sealed envelope. On the envelope should be written “Quotation for **Office Chairs (50 Units)**. The name, address and contact number should be clearly mentioned on the envelope. Sealed envelope to be sent to address given below: -
To,
The Managing Director
Haryana Knowledge Corporation Ltd. (HKCL),
4th Floor, South Wing, HSIIDC IT Park, Plot No. 1,
Sector-22, Panchkula- 134109, Contact No. 0172-5210251/52.
2. **Submission of Quote:** Quotation should reach the given address on or before **11th October 2024** between 9.30 AM to 5.30 PM.
3. **Contact:** In case of any queries, kindly sent an email on info@hkcl.in in cc to jitendras@hkcl.in.
4. **Late Submissions:** The quotations received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete, unsigned quotations or bids not in proper format will be rejected without assigning any reasons.
5. **Tender Ownership:** This Tender Document is the property of HKCL. HKCL reserves the right to cancel the Tender at any moment of time without assigning any reasons.
6. **Specifications & Cost Component:** The required specifications of product/items are given separately at **Annexure ‘A’**. Kindly fill in the enclosed annexure and submit the duly signed & stamped quotation on company/agency’s letterhead.

7. **Minimum Eligibility Criteria:** - To be eligible for evaluation of its tender, the sole bidder shall fulfill the following Minimum Eligibility Criteria.

SN.	Basic Requirement	Specific Requirement	Documents Required
i).	Bidder Agency/ Company/ Partnership Firm/ Organization	The bidder should be registered in India under the Indian Companies Act, 1956/ 2013 or a firm registered under Partnership Act 1932, Registered Proprietary Concern, Limited Liability Act 2008, Trust registered Act 1882 or Central/ State Societies registration Act and should be in existence in India for at least last 3 years as on the date of submission of bid.	Certified copy of Registration Certificate as applicable. a. ROC/Firm/proprietary etc. b. Copy of GST Registration Certificate c. Copy of PAN d. MSME/UDHYAM/UAM Certificate
ii).	Bidder Agency/ Company/ Partnership Firm/ Organization Turnover and positive net worth	The Bidder must have minimum average annual turnover of Rs. 25 Lakh in last 3 financial years and should have a positive net worth.	Balance Sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years (By Certified Chartered Accountant).
iii).	Bidder Experience and Capabilities	The bidder should have successful experience in similar work at least 3 (Three) times.	Work Order/PO/SO/ Agreement Copies/proof of the same
iv).	Blacklist of Bidder Agency/ Company/ Partnership Firm/Organization	Bidder should not have been Blacklisted or conflict of activities by any State/ Central Govt. or any other Public Sector Undertaking or a Corporation or any other autonomous Organization of Central or State Govt. for breach of Contractual conditions as on the bid submission date	Self- certification on Letter head Annexure "B" (Fill the same)
v).	Authorized Representative of Bidder	A Power of Attorney/ Board Resolution in the name of person signing the Bid	Self-certification on Letter Head Annexure "C" (Fill the same)

Note: -

- i) Only those Bidders who meet the Pre-Qualification criteria as specified above will be eligible to respond to this tender. Bidders Pre-Qualification proposal shall contain the relevant information and supporting document to substantiate the eligibility of the bidder vis-a-vis the pre-qualification criteria. The documents submitted shall be verified by HKCL.
- ii) The Bidder should have currently valid Sales tax/GST Registration Certificate and PAN No.
- iii) All the bid documents should be duly signed by the Authorized signatory.

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered.

8. **Acceptance of Purchase Order:** The PO will be awarded to the selected vendor. The vendor must acknowledge the acceptance of the PO by email or on PO hard copy within two days of receipt of PO. Failing to which the order will be considered cancelled and HKCL reserves the right to give the PO to another vendor.
9. **Quality:** The Product must confirm to the quality standards prescribed and specifications provided by HKCL. Deviations in the quality standards shall not be accepted under any circumstances.
10. **Payment:** Payment shall be done as per the following schedule: -
 - a) No Advance payment shall be paid in any case,
 - b) HKCL, on fulfilment of the delivery of items, will make payment within 30 working days of receipt of the Vendor's invoice for the goods supplied and copies of the shipping documents if any. (e-Way Bill).
 - c) Each invoice shall indicate GSTIN, Address & the identification number of the corresponding Purchase Order.
 - d) The prices shown in the Purchase Order will not be increased and will be inclusive of all applicable taxes.
 - e) The amount of TDS and TDS on GST shall be deducted from payments made by HKCL from time to time.

Note: Please mention HKCL's GST Number – **06AADCH2997K1Z5** on your bill. If HKCL's GST number is not mentioned on your bill, the GST portion as mentioned in your bill will not be paid by HKCL.

- 13) **Validity:** The validity of the quoted price shall be for 6 months. If HKCL requires additional office chairs within this period, HKCL will issue a purchase order for the additional chairs at the same price with terms and conditions.
- 14) **Price Adjustments:** In case of a decrease in prices after the supply order and before the delivery, the benefit shall be passed on to Haryana Knowledge Corporation Limited. No claim for compensation or loss due to fluctuations in currency rates or any other reasons/causes shall be entertained.
- 15) **Indemnity and Damage:** HKCL shall have a reasonable time of 2-3 working days after delivery of the Chairs to inspect them and to reject and refuse acceptance of chairs not conforming to the Purchase order. In case of any issues that arise related to the product quality/service, HKCL reserves the right to deduct the payments from the bills to indemnify the damage caused.

16) **Submission via Sealed Envelope:** Quotations should be sent only through a sealed envelope. Quotations sent via email will be considered void.

17) **Multiple Vendors:** HKCL reserves the right to place the purchase order with one vendor or multiple vendors considering the rates and quality of work.

With Regards,

Abhijeet Kulkarni
Managing Director & CEO

Annexure: "A"
Specifications & Cost Component Format

Specifications:

- **Casters:** Twin Casters 50mm dia with Nylon material complying with ANSI / BIFMA X 5.1 – 2017 standards. The axle pin is rust protected- Zinc passivated. The pin is designed to have push fit with lock ring.
- **Base:** The 660mm PCD (26 inches) five-pronged base is made out of Nylon 30% GF Reinforced with bottom ribbing for additional buttress and strength. Tested prudently and rigorously as per ANSI/BIFMA X5.1-2017, General Purpose Office Chairs Standard. The base Outer diameter shall be 750 mm with casters. MS ring is insert moulded for better grip in the swaged taper. The Nylon base is load tested as per the BIFMA standards- to 1134 Kg.
Can also be offered in Chrome base finish- Specially designed 5-pronged structure fabricated with CR Sheets of 1.8 mm thickness. Base PCD is 26 inches. It is completely stable, extremely durable with sturdiness. Has pleasant aesthetic looks. It is reinforced with ribs, CO₂ MIG welded to provide additional strength and support.
Chrome plated to thickness of 10-12 microns.
- **Gas lift:** Standard Gas lift - Class 4 tested -ANSI BIFMA performance standards. The pneumatic height adjustment has an adjustment stroke of 95 -100 mm as per the seat height criteria and 360° revolving. Designed with possibility to increase the seat height with Gas lift stroke 110-115 mm if required.
- **Mechanism:** Synchro tilt Mechanism - This mechanism is manufactured out of cold Rolled Carbon Steel IS 513-1994 Sheets, The steel components are manufactured with highly precision tools for accuracy in matching other parts for smooth functioning. The taper angle should match with the taper angle of the gas lift and base- swaging- 1°26'16". The steel components are fabricated by using CO₂ - MIG welding process for giving uniform surface finish with higher tensile strength. Springs are made out of Grade II material. Composite release levers for locking mechanism & Gas lift height adjustment. The mechanism is offered with synchro mechanism with single lever with one position lock with seat to back tilt ratio of 2:5. Seat tilt tension adjustment can be operated in a seating position.
- **Arms:** One way height adjustable arms moulded with Nylon GF 30%. The height adjustment button with Delrin P 500.
Arm Pad: Material- Polyurethane with 2 mm metal insert. PU armrest is made of black integral skin polyurethane with 50-70 shore 'A' hardness and reinforced with MS insert.

*(The **Shore durometer** is a device for measuring the hardness of a material, typically of polymers, elastomers, and rubbers. Higher numbers on the scale indicate a greater resistance to indentation and thus harder materials).*

- **Seat:** Fabric upholstery: Seat is upholstered with micro fabric, 100% polyester- 180GSM, Abrasion- > 50000 cycles. No flaming or progressive smouldering within one hour of placement of the cigarettes. Fire rated fabric confirming to BS EN 1021(match), IS 15061-2002 is optional.
- **Foam:** Cushion with pre moulded foam of 55 kg/m³ density in the shape of plywood. Hardness – 25 ± 3 kgf at 50% deflection.

- **Plywood:** 12 mm thick with 9 ply. It is hot pressed ply - conforming to IS 303. The plywood is fitted with metal “T” nut to have metal to metal contact for the hardware used for fixing the mechanism and arms. This technology ensures long and efficient and safe functioning of the chair without any shake and play in the long run. The seat profile is designed with water fall to provide necessary comfort in popliteal region.
- **Back:** The back outer is injection moulded with PPGF and upholstered with 320 GSM,100% polyester AN-70 mesh. Chair back connected to two directional adjustable Polypropylene lumbar support for achieving comfortable seating posture to the user.
- **Dimensions:** Back width: 425mm, Total height: 950 – 1050 mm, Back height- 545mm.
Seat width: 480 mm, Seat depth: 450 mm, Seat height: 430– 530 mm.

Format of Cost Component for Office Chair

The format of the cost component is provided below, please fill it in with your most competitive quotations.

Item	Item Specifications	Qty.	Chair Manufacturer Name	Price Per Chair (in Rs.)	Price for 50 Chairs (in Rs.)	GST Cost (in Rs.)	Total Amount with GST (in Rs.)
Office Chair	As mentioned in Annexure “A”	50					

**Annexure "B":
Self-Declaration on not being Blacklisted.**

**From
Applicant**

**To
The Managing Director,
Haryana Knowledge Corporation Limited
HSIIDC IT Park, Plot No.-1, 4th Floor, Sector – 22 Panchkula**

Subject: - Tender for Selection of Vendor for Procurement of office chairs.

I, _____, S/o Sh. _____, R/o _____, do hereby solemnly affirm and declare as under: -

That M/s _____ (Company/Firm Name) hereby has not been blacklisted by any State Government/ Central Government/ Public Sector Undertakings during the last three years and further confirm that our EMD/SD/Performance bank guarantee has not been forfeited by any State Government / Central Government / Public Sector Undertakings during the last three years due to our non-performance, noncompliance with the tender conditions etc.

That we M/s _____ (Company/Firm Name) hereby declare that all the particulars furnished by us in this Tender are true to the best of our knowledge and We understand and accept that if at any stage, the information furnished is found to be incorrect or false, we are liable for disqualification from this tender and also are liable for any penal action that may arise due to the above.

That in case of violation of any of the conditions above, We M/s _____ understand that We are liable to be blacklisted by the Department for a period of three years from participating any tender published by HKCL.

DEPONENT

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and nothing has been concealed therein.

DEPONENT

**Annexure "C":
Bidder's Authorization Certificate of Signing Authority**

To
The Managing Director,
Haryana Knowledge Corporation Ltd.
Sector-22, Panchkula,
Haryana-134109.

Subject: - Tender for Selection of Vendor for Procurement of office chairs.

Mr. , _____, _____ Prop/Partner/MD/Director is hereby **authorized to sign & stamped relevant documents on behalf** of the Company/firm in dealing with above tender. He is also authorized to attend meetings and submit Technical and Commercial information as may be required by you in the course of processing above said tender.

Thanking you,

Signature of the person authorized by the bidder. Name Designation Seal	Certified by
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