



भारतीय बीमा संस्थान  
**INSURANCE  
INSTITUTE OF  
INDIA**

**INSURANCE INSTITUTE OF INDIA**  
**Plot No. C-46, G Block, Bandra-Kurla Complex,**  
**Bandra (East), Mumbai – 400051.**

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**Contact Person Details**

**Ms. Radhika Sawant,**  
**Assistant Secretary,**  
**Contact no : 022 69654232/218/228**

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**Tender Ref No. III/2024-25/PURCHASE OF CAFETERIA CHAIRS**

**Date: 12.12.2024**

**Due Date : 24.12.2024**

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E-mail: [estb@iii.org.in](mailto:estb@iii.org.in)

Website: [www.insuranceinstituteofindia.com](http://www.insuranceinstituteofindia.com)

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**RFP (REQUEST FOR PROPOSAL) NOTICE FOR PURCHASE OF 300**  
**CAFETERIA CHAIRS**

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## **TENDOR NOTICE**

### **INTRODUCTION OF INSURANCE INSTITUTE OF INDIA**

III (Insurance Institute of India) is a premier Institute in the domain of Insurance education and training in India and also in SAARC, Afro-Asian, Middle East and other parts of world. III is recognized by Insurance Regulatory and Development Authority of India as a sole examination body for various insurance intermediaries. III qualification i.e., Licentiate / Associateship and Fellowship is recognized by Government and Private Sector Insurance companies. Many reputed MBA Institutes and Colleges/Universities across India encourage their students to pursue III qualification. We have 64 nos of Hostel rooms and 2 nos of cafeteria where we require this chairs.

### **RFP Details**

**Objective** – The objective of this RFP is to identify and contact with supplier, who can provide durable, economically designed cafeteria chairs that align with our institution's needs in terms of functionality, aesthetics and budget.

Sealed application are invited from qualified vendors/company towards supply of 300 cafeteria chairs for our office location at BKC, Insurance Institute of India. The selected vendor will provide cafeteria chairs that meet the specifications outlined in this RFP. The vendors who are desirous to submit the RFP as per our specification along with terms and conditions mentioned in Sr No. A, B, C & D towards purchase of 300 cafeteria chairs required at cafeteria located in the Institute building at Plot No. C-46, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai – 400051 can apply for the RFP.

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The sealed proposal must be submitted before the deadline in 2 sections as per the below format only

- a) **“Section A”** – The 1<sup>st</sup> envelope i.e. cover (Section A) must contain all the required documents and details as mentioned under Point A duly signed and stamped by the authorized signatory of the vendor.
- b) **“Section B”** - The 2<sup>nd</sup> envelope (Section B) shall contain Commercial bid i.e., the quotation as mentioned in Point B which should be duly signed, stamped by the authorized signatory of the Bidder.

The section B containing commercial bids would be opened by the Internal Committee constituted by III. Only eligible vendors who will comply with technical specification as mentioned in Section A shall be considered for Commercial Bid.

The applications received will be scrutinized on the basis of fulfilment of all relevant conditions mentioned in Sr No A, B & C and the in-house Committee shall scrutinize the same and the contract will be awarded to L1 (lowest) vender. The Institute reserves the right to call for any missing / additional information from the responding bidders and accept or reject any or all applications without assigning any reason thereof.



**A. Proposal Submission Requirement – Technical Requirement**  
**List of documents to be supplied.**

- The vendor have to submit the Company Profile: Overview of the company - including experience in providing similar products.
- PAN Card – Individual & Company (if applicable)
- GST Registration Certificate and Number
- The vendor need to submit the Experience certificate in the industry.
- Registered Office Address and contact number
- Contact Details

Name of Contact Person  
Address  
Telephone No.  
Mobile No.  
E-mail ID (if any)

- The vendor need to submit the Company's client list. At least three references required for similar projects.
- Details of Warranty and Support: Details of the warranty and after-sales support to be submitted.

**B. Product Specification – Commercial Bid**

Specification	
Type	Armless Cafe chair with metal legs
No of Chairs required	300
Primary Material	Plastic
Secondary Material	Metal - Stainless Steel
Finish Type	Matt Finish
Colour	Red Colour
Seating Capacity	110 Kg approx
Brand	Mention the brand name
Size & Dimension	
Height	38"
Width	19"
Dimension	20"
Seat Width	16"
Seat Height	18"
Warranty Period	Minimum 2 years
After sales service	Required
Delivery Schedule	Kindly mention time required for delivering the product

**C. Evaluation Criteria**

**Proposals will be evaluated based on the following criteria:**

- a) Compliance with product specifications and scope of work: The specification given by you should match with our requirement and specification.
- b) Quality and durability of the chairs.
- c) Pricing and overall value
- d) Delivery Time line.
- e) Vendors experience and track record.
- f) Warranty and after sales support
- g) The internal evaluation committee may take the final decision which is applicable without any justification to the vendor.

**D. Terms and Conditions**

- a) All the pages of the document and application along with quotation submitted must be duly signed and stamped by the respective vendor failing to which the application shall be rejected.
- b) The Institute reserve the right to reject or accept or withdraw the RFP in full or part as the case may be without assigning the reasons thereof. No dispute of any kind can be raised the right of buyer in any court of law or elsewhere.
- c) The vendor is expected to examine all instructions, terms and specifications mentioned in the documents, failing to which if any details are not furnished then the application shall be rejected.
- d) All costs incurred in the preparation of the proposal are the vendor's responsibility.
- e) After issuing the final work order, chairs to be delivered on your own cost within 7 to 10 days from the date of work order.
- f) Cost must include delivery/transportation cost also, if any.
- g) Vendor should keep sufficient stock in hand so as to comply with urgent requirement without any delay.
- h) The rates submitted by the vendor will be valid for the period of 3 months from the date of the application.
- i) Interested vender/company etc. are required to submit sealed application with rates by **5.00 pm** on or before **24.12.2024** for purchase of chairs. The envelope should be super scribed as **"APPLICATION FOR PURCHASE OF CAFETERIA CHAIRS FOR INSURANCE INSTITUTE OF INDIA"** and to be submitted / sent to

**Secretary (Establishment Dept),  
Insurance Institute of India,  
Plot no. C-46, G-Block,  
Bandra-Kurla Complex,  
Mumbai - 400 051.**

  
**Secretary  
Establishment Dept**

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