

No. 01/DRIIV/Benches/2025-26
DELHI RESEARCH IMPLEMENTATION &
INNOVATION DRIIV Foundation
AD-207/A-17, 1st Floor, Main Building,
Indian Institute of Technology Delhi,
Hauz Khas, New Delhi - 110016

Dated: 19/09/2025

NOTICE INVITING TENDER

PLACE OF WORK: NCT Region, Delhi

Sealed tenders are hereby invited from reputed firms/agencies for “providing 1200 Dual Desk Benches made from recycled plastic sheets in 40 Government Schools in NCT Region, Delhi under CKIC-DRIIV Foundation” as per the details given as under:

S. No.	Item/Work Description	Approx. Quantity	Rate per unit inclusive of GST (in Rs.)	Total Amount (in Rs.)
1.	<p>5 recycled plastic sheet slab and veneer of mica:</p> <p>A) Dual Desk Bench in mm size: - Overall: {1143(L) (45inch) x736(W) (29inch) x787(H) (31inch)} [Seat Height 415mm].</p> <p>IRON: - Good Quality Pipe (25mm*25mm or 1" sq. pipe)</p> <p>Material Frame black Finish, glossy paint on all sq. pipes. Total Iron Frame Weight approx. 14kg.</p> <p>Iron Frame has 3 horizontal supports of 1" sq. pipe: -</p> <p>1 support at below of seating area.</p> <p>2 supports at bottom - 1 from front side and 1 from back side bottom.</p> <p>Angle Iron Frame(L Shaped) has 10 horizontal supports of 0.7"(18mm) : -</p> <p>2 Support at below of desk top slab.</p> <p>2 Support at below of bookshelf slab.</p> <p>2 Support at front of desk top slab.</p> <p>2 Support at below of seating area slab.</p> <p>2 Support at back of backrest slab.</p> <p>B) Recycled Plastic sheet: - Recycled plastic board is made of plastic waste, it's thickness 18mm and covered with 0.8mm thick white glossy mica. The premium quality adhesive is used with heating and cold pressing process to paste mica with plastic sheet.</p> <p>The dimensions of the Recycled Plastic Sheet Slab are as follows: -</p> <p>Table Top Recycled Plastic Sheet slab Size [1143L*304W] mm.</p>	1200 Nos.		

	Table Bookshelf Recycled Plastic Sheet slab size [1093L*254W] mm. Table Front Side Recycled Plastic Sheet slab size [1143L*203W] mm. Bench Sitting Recycled Plastic Sheet slab size [1143L*228W] mm. Bench Back Rest Recycled Plastic Sheet slab size [1093L* 152W] mm.			
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1. Technical and Financial Bids:

The tender documents shall be submitted in two separate envelopes for technical and financial bids. **The technical bid should consist of all technical details with commercial terms and conditions along with Annexure-1, Annexure-II, Annexure-III, Annexure-IV, Annexure-V and Annexure-VI and the financial bid should consist of Annexure-VIII indicating the price for the quantity given in the table.**

The technical bid (containing Annexures I to VI with supporting documents) and the financial bid (containing Annexure-VIII) should be **sealed in separate covers duly superscribed as “Technical Bid” and “Financial Bid”**. **Both these sealed covers containing Technical and Financial Bids should be put in a bigger envelope superscribed as “Bids for providing dual desk benches and top with recycled plastic sheets” and then sealed.**

The financial bids of only those short-listed tenders after evaluation will be opened at the same time and venue on the same day or on the day as decided and communicated to the bidders.

2. Time and Place of Submission:

The tender documents shall be dropped in a Tender Box placed at, DRIIV Foundation, AD-256, 1st Floor, Main Building, Near Canara Bank, IIT Delhi, Hauz Khas, New Delhi – 110016 on or before 03:00 PM on 6th October, 25 Documents received after the stipulated time and date will not be accepted under any circumstances. Either Tenderer himself/herself or a Single authorized representative will only be permitted to attend the technical bid and financial bid opening. No changes or additions or deletions to the submitted documents will be entertained. However, the Tender Opening and Evaluation Committee may seek clarification, if required.

Tender documents submitted through on-line will be rejected.

3. Bid Security/ Earnest Money Deposit (EMD):

The bid security (EMD) for Rs. 1,50,000/- shall be submitted in the form of Account payee draft or Bankers cheque drawn in favour of DRIIV Foundation and payable at New Delhi from any of the commercial banks, or through online as per the details given below under Bank Particulars, which should be valid for a minimum period of 45 days from date of opening of the technical bid. The Tenders without Earnest Money Deposit will be summarily rejected.

If the successful bidder withdraws/ modifies the bids during the period of validity, or fails to sign the contract or fails to submit the performance security before the deadline fixed for accepting the contract, the bid security (EMD) provided by the Tenderer shall be forfeited in full.

4. Performance Security:

The successful bidder shall furnish performance security for 5% of the contract value in the form of Account payee draft, Bankers cheque or online which should be valid for a minimum period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligation.

5. Bank Particulars

Name of Account Holder	DRIIV Foundation
Name of Bank	State Bank of India
Current A/c No.	40131896292
IFSC No.	SBIN0001077
MICR Code-	110002156
SWIFT Code	SBININBB547
Branch Address	I.I.T Delhi, Hauz Khas (01077) Indian Institute of Technology, Delhi, Hauz Khas New Delhi – 110 016

6. Warranty:

The goods/items supplied should be of merchantable quality and shall have a warranty period of one year from the supply of the goods/items. The Tenderer's responsibility shall continue for a period of one year to replace the defective parts, failing which the cost of defective items shall be borne by the company and even liable to be recovered from the performance guarantee.

7. Essential Requirements to be eligible for the bid:

- (i) The bidder shall have the **experience of collecting the plastic waste from Government/Private Schools and Colleges at least for a period of two years** which are made of recyclable plastic waste. (Documents in support of the same activity shall be submitted).
- (ii) The Bidder shall have been in the **business of manufacturing or supplying the dual desks/benches made of recyclable plastic and supplied at least 500 benches to the Government/Private Schools and Colleges, for a period of two years**. (A certificate issued by the local government agency/state/central governments/government and private schools be produced in respect of similar benches made with recyclable plastic).
- (iii) **The Manufacturer shall have a proven technology** of at least two years **to process/upcycle plastic waste, as approved under CPCB guidelines**. (A relevant copy of the document may be attached).
- (iv) The bidder shall **provide service to the supplied benches** during the period of warranty, failing which the requisite action shall be taken. (An undertaking be provided).
- (v) **All the required documents as given hereunder clause 8** along with the Bid submission.

8. Documents required for submission of the Bid:

A. Technical Bid:

1. Company Registration Certificate/Partnership Deed/Other Registrations
2. PAN card
3. GST Registration document
4. IT clearance certificate/latest assessment order
5. Bid Security/ EMD
6. Annexure-I, II, III, IV,V and VI
7. Documents in support of clause no.7(i), (ii), (iii) and (iv) referred to above
8. Authorisation Certificate from Manufacturer in case of Supplier
9. Any other relevant document

B. Financial Bid:

1. Annexure-VIII
2. Any other document

10. Bid Evaluation Criteria:

The Technical and Financial bids will be given equal weightage viz.50% to the Technical and 50% to Financial. The bid will be awarded to the bidder securing highest marks after adding both technical evaluation and financial evaluation marks.

Total Marks for Evaluation = M1 + M2

M1 = Technical Bid Evaluation Marks

M2 = Financial Bid Evaluation Marks

A. The Technical bid will be evaluated through a marking scheme as per the given below criteria:

S. No	Criteria	Max Marks
1.	The bidder shall have an experience of two years in plastic waste collection from Government/Private Schools and Colleges. Upto 50 Schools-10 50+ Schools - 20 100+ Schools – 30 150+ Schools - 35	35
2.	The bidder shall have an experience of two years in supplying at least 500 similar type of dual desk school benches, (as per Annexure-I) which are made of plastic waste to Government/Private Schools and Colleges. Upto 500 Dual Desk Benches-10 500+ Dual Desk Benches - 20 1000+ Dual Desk Benches – 30 1500+ Dual Desk Benches -35	35
3.	Technical presentation showcasing company profile like turnover, man power, team structure, methodology for implementing the project along with the tentative work plan.	30
	Technical Bid Evaluation Marks (M1)	100

Note: Documentary Proof shall be submitted to qualify all the above criteria.

The Financial bid will be evaluated as per below mentioned formula:

$$\text{Financial Bid Evaluation Marks (M2)} = (H1-F1)/H1*100$$

H1 = Highest Bid Price

F1 = Price Quoted by the Bidder

11. Place of Delivery and Delivery Schedule:

(i) Place of Delivery:

Place of Delivery shall be 40 Government Schools in NCR Region Delhi. The supply shall be made as per the specifications given in the letter of award. If the items supplied are found deficient in quality, the same will be summarily rejected and the Security Bid/ EMD and the Performance Security shall be forfeited.

(ii) Payment Schedule:

S.No	Deliverables	Due on
1	Acceptance of the Work Order/Purchase Order issued by DRIIV and request for release of advance received from the Party.	10% of Work Order – on issue of work order and receipt of the Invoice after the release of advance by the Funding Agency.
2.	Installation of 1200 benches in 40 Schools (30 benches at each school) along with the certificates issued by the Principals and Photographs of the benches delivered, followed by request for release of advance.	40% of Work Order - On installation of 1200 benches in 40 Government Schools along with acknowledgments issued by the Principals and Photographs of the benches delivered.
3.	Completion of mobilization and training activities (IEC), including teacher training and awareness sessions.	30% of Work Order
4.	Completion of Learning Modules and Monitoring Activities	15% of Work Order
5.	Project Completion/ Project Closure Report along with the beneficiary data, photographs and any documents as required.	5% of Work Order - on successful completion of deliverables, photographs, beneficiary details and the requisite documents etc.

The payment shall be subjected to the production of a certificate issued by the Head of the concerned school and list of the Schools with Geotag Photographs (providing Latitude & Longitude of the schools where benches are installed). TDS will be deducted from the payment as per the provisions of the I.T Act, 1961. Delay in supply will lead to penalty @1% of the value of the tender for every week of delay or part thereof, unless otherwise as decided by the competent authority.

12. Validity of bids:

The bids shall be valid for a period of ninety days from the date of opening of the tenders. This has to be clearly specified in the technical bid and the financial bid by the Tenderer.

13. Amendment and Extension of deadlines for submission of bids:

CEO, DRIIV Foundation reserves right to extend the deadlines for submission of the bids and amend any part of the tender document.

14. Right to withhold the tender process and cancellation of the supply order:

CEO, DRIIV Foundation also reserves the right to withhold or cancel the tender process without assigning any reasons thereof. CEO also reserves the right to cancel the supply order without stating any reasons. In case the supply order is cancelled due to breach of any of the terms and conditions specified in the tender document or for delay in implementing the schedule or due to non-performance or no progress etc., the performance guarantee shall stand forfeited.

**CEO
DRIIV Foundation**

DRIIV Foundation
(Delhi Research Implementation and Innovation)
(CKIC-DRIIV)

Annexure-I

Specifications of Items

S.No	Name of Items/Work Description with specifications	Quantity
1	<p>5 recycled plastic sheet slab and veneer of mica:</p> <p>A) Dual Desk</p> <p>Bench in mm size: - Overall: {1143(L) (45inch) x736(W) (29inch) x787(H) (31inch)} [Seat Height 415mm].</p> <p>IRON: - Good Quality Pipe (25mm*25mm or 1" sq. pipe) Material Frame black Finish, glossy paint on all sq. pipes. Total Iron Frame Weight approx. 14kg.</p> <p>Iron Frame has 3 horizontal supports of 1" sq. pipe: - 1 support at below of seating area. 2 supports at bottom - 1 from front side and 1 from back side bottom.</p> <p>Angle Iron Frame(L Shaped) has 10 horizontal supports of 0.7"(18mm) : - 2 Support at below of desk top slab. 2 Support at below of bookshelf slab. 2 Support at front of desk top slab. 2 Support at below of seating area slab. 2 Support at back of backrest slab.</p> <p>B) Recycled Plastic sheet: - Recycled plastic board is made of plastic waste, it's thickness 18mm and covered with 0.8mm thick white glossy mica. The premium quality adhesive is used with heating and cold pressing process to paste mica with plastic sheet.</p> <p>The dimensions of the Recycled Plastic Sheet Slab are as follows: - Table Top Recycled Plastic Sheet slab Size [1143L*304W] mm. Table Bookshelf Recycled Plastic Sheet slab size [1093L*254W] mm. Table Front Side Recycled Plastic Sheet slab size [1143L*203W] mm. Bench Sitting Recycled Plastic Sheet slab size [1143L*228W] mm. Bench Back Rest Recycled Plastic Sheet slab size [1093L* 152W] mm</p> <p>The documents as given under clause 7 & 8A- "documents required for submission of the Technical Bid" and such other relevant documents.</p>	1200

(Signature of the Bidder with the Stamp of the Company/Firm)

Date:

Place:

DRIIV Foundation
(Delhi Research Implementation and Innovation)
(CKIC-DRIIV)

Technical Bid

Annexure-II

Notice Inviting Tender from reputed Companies, Firms and Organisations, for providing dual desk benches with recycled plastic sheets as mentioned in Annexure-I

1. Name of the Tenderer:
2. Nature of organisation:
(Limited/Partnership/Other (may be specified))
3. Whether Tenderer fulfils the essential criteria as given under clause 7 of the Tender document and submitted all the requisite documents in support of it.
4. Whether Tenderer is accepting to provide the items with the same specifications and quantity as given in the Annexure-I:
5. Whether Tenderer is accepting the Place of Delivery and Delivery Schedule as given in the Tender Document.
6. Whether the Tenderer has supplied the nature of items as given in the Annexure-I in the past two years and if so, list of such Customers:
(Attach a separate sheet)
7. Whether the Tenderer has fulfilled all the terms and conditions specific to the contract and furnished all the requisite documents, as given blow with the Technical Bid.

S.No	Nature of Document	Document provided (Yes or No)
1	Annexures-I, II, III, IV, V and VI	
2	Documents in support of clause no. 7(i), (ii), (iii) and (iv) as outlined in the Tender Document.	
3	Company Registration Certificate/Partnership Deed/Other Registrations	
4	PAN card	
5	GST Registration document	
6	IT clearance certificate/latest assessment order	
7	Bid Security/ EMD	
8	Authorisation Certificate from Manufacturer in case of Supplier	

9	Any other relevant document	
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8. Place of manufacturing/business place and service centres etc. :

9. Bid Security/EMD Particulars with mode of payment, name of the bank, date and amount of EMD:

10. Manufacturing License for a period of at least two years: (Yes/No)
(Attach a copy of the manufacturing license)

(Signature of the Bidder with the Stamp of the Company/Firm

Date:

Place:

**DRIIV Foundation
(Delhi Research Implementation and Innovation)
(CKIC-DRIIV)**

Annexure-III

UNDERTAKING

1. I/We undertake that we have read the Tender Document carefully and noted the specifications required for the Items/Work Description as given in the Annexure-I and abide by the terms and conditions as given therein the Tender document.
2. I/We also undertake that the information given in the tender documents submitted by me/us are true and fair to the best of my/our knowledge and I/we hold responsibility for the same.
3. I/We will be responsible if the items or the material used in manufacturing or supplying is substandard and not as per the specifications as given in the Annexure-I. I/We will also be responsible if the replacement of these items are not available or work is not found satisfactory leading to the cancellation of the contract by the DRIIV Foundation.
4. I/We have the authorization from the concerned Original Manufacturer to bid for the items as mentioned in the Annexure-I and also for the price mentioned in the financial bid.

(Signature of the Bidder with the Stamp of the Company/Firm)

Date:

Place:

**DRIIV Foundation
(Delhi Research Implementation and Innovation)
(CKIC-DRIIV)**

Annexure-IV

**Manufacturers' Authorisation Form (to enclosed with the Technical Bid)
(Should be on the letterhead of the Manufacturer)**

Dated:

To
The CEO
DRIIV Foundation
AD-207/A-17, Main Building
IIT Delhi, Hauz Khas
New Delhi – 110 016

Sub: Manufacturers' Authorisation for Tender No. 01/DRIIV/Benches/2025-26

Madam,

We.....(Name of the Manufacturer), who
are the official manufacturers of dual desks made of recyclable plastic having factories at
.....
(write full address of the Manufacturer's factories), do hereby authorize
..... (the name of the bidder) to quote, sign and
execute the order for the subject tender on behalf of us.

We extend our full support in all respects for supply, warranty and maintenance of our products and also ensure to provide the service support for the supplied dual desks made of recyclable plastic during the entire warranty period from the date of installation of the dual desks, as per the tender terms.

In case the bidder fails to meet contractual obligations/time lines, we will arrange to take all necessary steps for successful execution of this project as per the tender requirements.

For (Name of the Manufacturing Company)	For (Name of the Bidder Company)
Signature: Name of the Authorised Signatory: Designation:	Signature: Name of the Authorised Signatory: Designation:

**DRIIV Foundation
(Delhi Research Implementation and Innovation)
(CKIC-DRIIV)**

Annexure-V

Brief Details of the Bidder

Dated:

S.No	Details of the Bidder	
1.	Name and Address of the Bidder	
2.	Bid No.	
3.	Contact No. of the Bidder	
4.	E-mail of the Bidder	
5.	Nature of the goods offered	
6.	Name and Address of the Manufacturer	
7.	Contact No. of the Manufacturer	
8.	E-mail of the Manufacturer	
9	GST No. of the Bidder	
10.	PAN No. of the Bidder	
11.	Legal Status of the Bidder – Proprietary/Firm/Company	
12.	Registration No/CIN of the Company	
13.	Whether the Bidder/Manufacturer is currently banned by any Ministry or Department	
14.	Whether the products are indigenously manufactured or not. {If not, attach a certificate that the bidder is not from such a country that has a land border share with India. (Due to having restrictions on procurement from a bidder of a country which shares a land border with India)}	
15.	Any other information essential for entering into contract.	

I/We also undertake that the aforesaid information furnished by me/us is true and fair to the best of my/our knowledge and I/we hold responsibility for the same.

Signature of the Bidder

Name of the Proprietor/Firm/Company with address

DRIIV Foundation
(Delhi Research Implementation and Innovation)
(CKIC-DRIIV)

Annexure-VI

Dated:

BANK DETAILS
(To be furnished on Bidder's Letter Head)

S. No	Details of the Bidder	
1.	Name of the Account Holder	
2.	Address	
3.	E-Mail ID	
4.	Contact No.	
5.	PAN No.	
6.	Particulars of the Bank Account	
	a. Name of the Bank	
	b. Address of the Branch	
	c. Branch Code	
	d. Contact No.	
	e. Account No.	
	f. Type of Account	
	g. IFSC Code	
	h. MICR Code	

I/We also undertake that the aforesaid information furnished by me/us is true and fair to the best of my/our knowledge and I/we hold responsibility for the same.

Signature of the Account Holder

Name of the Proprietor/Firm/Company with address

DRIIV Foundation
(Delhi Research Implementation and Innovation)
(CKIC-DRIIV)

Annexure-VIII

FINANCIAL BID

Notice Inviting Tender from reputed Companies, Firms and Organisations for providing dual desk benches with recycled plastic sheets as mentioned in Annexure-I

1. Total Price for the work inclusive of incidental and all other charges including GST and all other taxes and duties etc. as per the details given below will be Rs.....and in words Rupees.....
2. I/We undertake that we have read all the instructions given in the Tender Document **No. 01/DRIIV/Benches/2025-26** carefully and noted the specifications required for the Items/Work Description as given in the Annexure-I and hereby quote the rates inclusive all incidental and other charges including GST and all other taxes etc. as under:

S. No.	Item/Work Description	Approx. Quantity	Rate per unit inclusive of GST and all other taxes (in Rs.)	Total Amount (in Rs.)
1.	Dual Desk Benches with Back Support, Inbuilt with 5 recycled plastic sheet slab and veneer of mica: A) Dual Desk Bench in mm size: - Overall: {1143(L) (45inch) x736(W) (29inch) x787(H) (31inch)} [Seat Height 415mm]. IRON: - Good Quality Pipe (25mm*25mm or 1" sq. pipe) Material Frame black Finish, glossy paint on all sq. pipes. Total Iron Frame Weight approx. 14kg. Iron Frame has 3 horizontal supports of 1" sq. pipe: - 1 support at below of seating area. 2 supports at bottom - 1 from front side and 1 from back side bottom. Angle Iron Frame(L Shaped) has 10 horizontal supports of 0.7"(18mm) : - 2 Support at below of desk top slab. 2 Support at below of bookshelf slab. 2 Support at front of desk top slab.	1200 Nos.		

	<p>2 Support at below of seating area slab.</p> <p>2 Support at back of backrest slab.</p> <p>B) Recycled Plastic sheet: - Recycled plastic board is made of plastic waste, it's thickness 18mm and covered with 0.8mm thick white glossy mica. The premium quality adhesive is used with heating and cold pressing process to paste mica with plastic sheet.</p> <p>The dimensions of the Recycled Plastic Sheet Slab are as follows: -</p> <p>Table Top Recycled Plastic Sheet slab Size [1143L*304W] mm.</p> <p>Table Bookshelf Recycled Plastic Sheet slab size [1093L*254W] mm.</p> <p>Table Front Side Recycled Plastic Sheet slab size [1143L*203W] mm.</p> <p>Bench Sitting Recycled Plastic Sheet slab size [1143L*228W] mm.</p> <p>Bench Back Rest Recycled Plastic Sheet slab size [1093L* 152W] mm.</p>			
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NOTE: The Quoted Price shall be inclusive of delivery charges for 40 government schools in NCR Delhi Region.

(Signature of the Bidder with the Stamp of the Company/Firm

Date:

Place:

Dual Desk Drawing





