

No. 02/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: 22/01/2026

NOTICE INVITING TENDER

PLACE OF WORK: NCT Region, Delhi

Sealed tenders are hereby invited from reputed manufacturing firms for “providing 700 Dual Desk Benches made from recycled plastic sheets in 35 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, 3Yrs insurance and delivery at the schools (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: {1066(L) (42inch) x930(W) (36.6inch) 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>	700 Nos.		

	The dimensions of the Recycled Plastic Sheet Slab are as follows: - Table Top Recycled Plastic Sheet slab Size [1066L*330W] mm. Table Bookshelf Recycled Plastic Sheet slab size [1066L*254W] mm. Table Front Side Recycled Plastic Sheet slab size [1066L*228W] mm. Bench Sitting Recycled Plastic Sheet slab size [1066L*254W] mm. Bench Back Rest Recycled Plastic Sheet slab size [1016L* 152W] mm.			
--	---	--	--	--

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, Annexure-VI and Annexure-VII 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 VII 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 February, 2026 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 and Insurance:

The goods/items supplied should be of merchantable quality and shall have a warranty period of three years from the supply of the goods/items. The Tenderer's responsibility shall continue for a period of three years for their maintenance failing which their cost shall be recoverable even from the performance guarantee. **The benches shall also be insured for a period of three years (warranty period).**

7. Essential Requirements to be eligible for the bid:

- i. The Bidder shall have been in the business of manufacturing the dual desks/benches made of recyclable plastic atleast for a period of one year and supplied at least 500 benches made of recyclable plastic to the Government/Private Schools and Colleges. (A certificate issued by the local government agency/state/central governments and private schools containing the address and contact number be produced in respect of dual benches made with recyclable plastic. In case the bidder has supplied recyclable plastic benches to the schools as a manufacturer through the supplier, then the certificates issued by the schools/colleges to the concerned supplier be provided by the bidder along with the proof of issuing work order by that supplier to the bidder for providing benches made of recyclable plastic to the schools and colleges).

- ii. **The Manufacturer shall have a proven technology of at least two years to process/upcycle plastic waste, as approved under CPCB/SPCB guidelines.** (A relevant copy of the document may be attached).
- iii. **The manufacturer should produce a Greenguard Certificate.**
- iv. **The bidder shall also provide an undertaking given by the manufacturer that they will provide the plastic sheets made from recyclable plastic waste to the bidder for manufacturing the dual benches made of recyclable plastic sheets, on being awarded the present contract by DRIIV Foundation.**
- v. 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).
- vi. **Technical presentation showcasing company profile like turnover, man power, team structure, methodology for implementing the project along with the tentative work plan, be provided.**
- vii. **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) to 7 (vii) referred to above
- 8. **Authorisation Certificate and Undertaking from the manufacturers of plastic sheets made of recyclable plastic or plastic waste as specifically sought in clause 7(i), 7(ii) and 7(iv) above.**
- 9. Any other relevant documents like greenguard certificate, proper certificates/ acknowledgements from the institutions in support of delivery of benches made of recycled plastic.

B. Financial Bid:

- 1. Annexure-VIII
- 2. Any other document

10. Place of Delivery and Delivery Schedule:

(i) Place of Delivery:

Place of Delivery shall be 35 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.	20% 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 360 benches in Schools with 20 green dual benches within 45 days of the receipt of the work order, unless otherwise agreed to by DRIIV due to the natural calamities, exigencies and situations beyond control etc.	40% of Work Order - On installation of 360 green dual benches in 18 Government Schools along with acknowledgments/certificates issued by the Principals/Head Masters of the schools and Photographs of the benches delivered. The documents showing the coverage of insurance for the 360 benches delivered for a period of three years.
3.	Installation of the remaining 340 benches in schools with 20 green dual benches within 30 days of the completion of the first lot of 360 benches.	40% of Work Order - On installation of 340 green dual benches in 17 Government Schools along with acknowledgments/certificates issued by the Principals/Head Masters of the schools and Photographs of the benches delivered. The documents showing the coverage of insurance for the remaining 340 benches delivered for a period of three years. A beneficiary list containing complete list of all the 35 schools containing the name of the school, its code no, address, date of delivery and no. of benches 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) along with the insurance documents insuring the benches for a period of three years. 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.

11. 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.

12. 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.

13. 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 Bench in mm size: - Overall: {1066(L) (42inch) x930(W) (36.6inch) 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 [1066L*330W] mm. Table Bookshelf Recycled Plastic Sheet slab size [1066L*254W] mm. Table Front Side Recycled Plastic Sheet slab size [1066L*228W] mm. Bench Sitting Recycled Plastic Sheet slab size [1066L*254W] mm. Bench Back Rest Recycled Plastic Sheet slab size [1016L* 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>	700

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

Date:

Place:

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

Annexure-II

Technical Bid

Notice Inviting Tender from reputed manufacturing firms 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 manufactured and supplied the nature of items as given in the Annexure-I in the past one year 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, VI and VII	
2	Documents in support of clause no. 7(i), (ii), (iii), (iv), (v), (vi) and (vii) 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 and Undertaking from the manufacturer of recycled plastic sheets, as specifically sought at S.No 7 (i), 7(ii) & 7(iv).	

10.	Certificates/Acknowledgements from the Heads of Schools/Colleges in support of delivery of benches made of recyclable plastic-Ref 7(i)	
11.	Any other relevant document like Green Guard Certificate	

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 one year: (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 and 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 also undertake that the benches delivered to the schools would be insured for a period of three years before claiming the 2nd and 3rd instalment of funds.

(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. 02/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.

We also undertake that we will meet contractual obligations/time lines and take all necessary and requisite steps for successful execution and completion of this project, as per the tender requirements.

For (Name of the Bidder Company)

Signature:

**Name of the Authorised
Signatory:**

Designation:

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

Annexure-V

Dated:

Brief Details of the Bidder

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 of the Recycled Plastic Sheets	
7.	Contact No. of the Manufacturer of Recycled Plastic Sheets	
8.	E-mail of the Manufacturer of the Recycled Plastic Sheets	
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 of Recycled Plastics sheets 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 or manufacturer of recycled plastic sheets is not from such a country that has a land border share with India. (Due to having restrictions on procurement from 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)

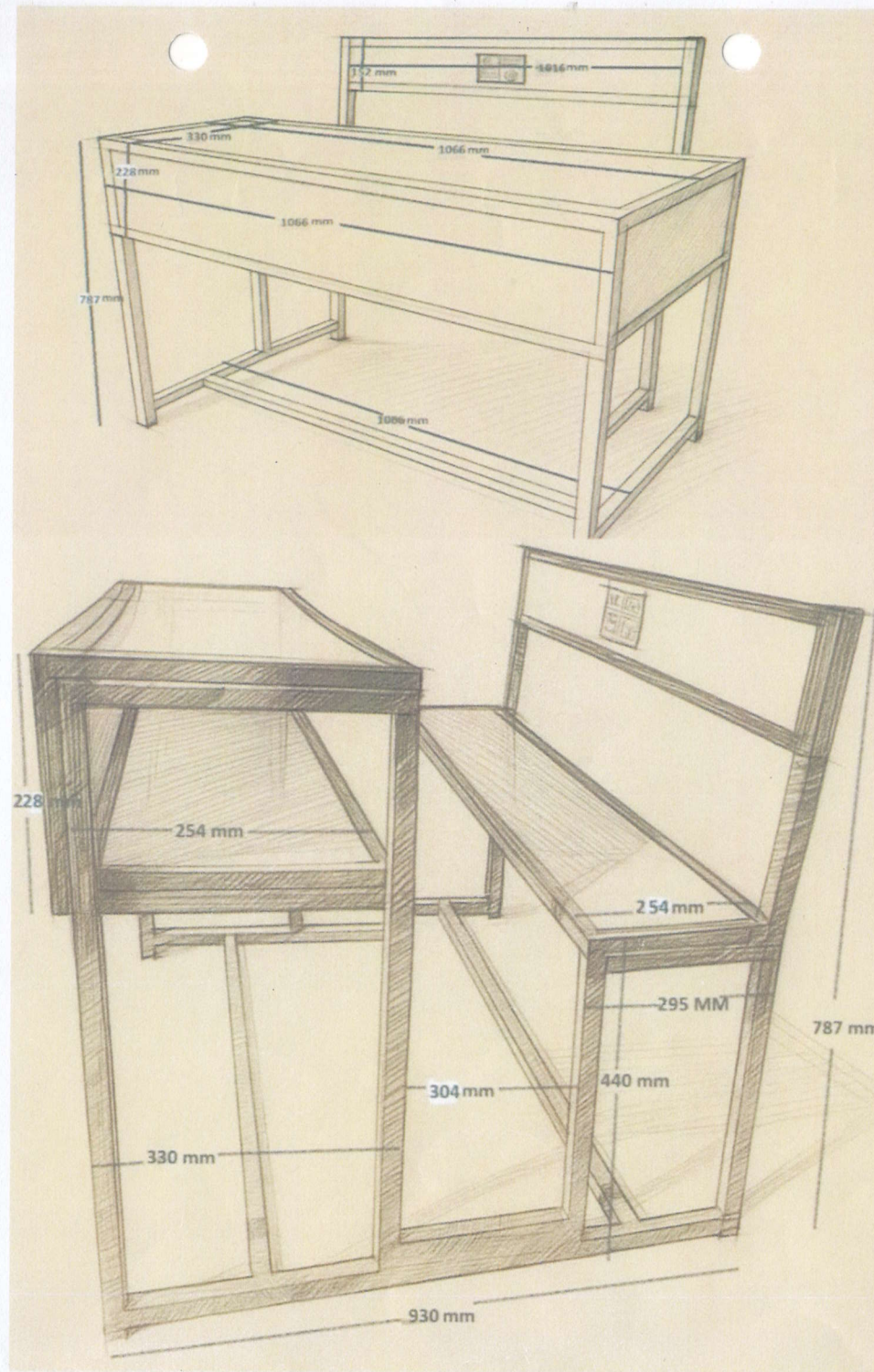
S. No	Details of the Bidder	
1.	Name of the Account Holder	
2.	Address	
3.	E-Mail ID	
4.	Contact No.	
5.	PAN No.	
6.	Particulars of the Bank Account	
	a. Name of the Bank	
	b. Address of the Branch	
	c. Branch Code	
	d. Contact No.	
	e. Account No.	
	f. Type of Account	
	g. IFSC Code	
	h. MICR Code	

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

Annexure-VII



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 3 years insurance for the benches, 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. 02/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, insurance coverage for 3 years, GST and all other taxes etc. as under:

S. No.	Item/Work Description	Approx. Quantity	Rate per unit inclusive of GST, 3Yrs insurance and delivery at the schools (in Rs.)	Total Amount (in Rs.)
1.	5 recycled plastic sheet slab and veneer of mica: A) Dual Desk Bench in mm size: - Overall: {1066(L) (42inch) x930(W) (36.6inch) 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. 2 Support at below of seating area slab. 2 Support at back of backrest slab.	700 Nos.		

	<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 [1066L*330W] mm.</p> <p>Table Bookshelf Recycled Plastic Sheet slab size [1066L*254W] mm.</p> <p>Table Front Side Recycled Plastic Sheet slab size [1066L*228W] mm.</p> <p>Bench Sitting Recycled Plastic Sheet slab size [1066L*254W] mm.</p> <p>Bench Back Rest Recycled Plastic Sheet slab size [1016L* 152W] mm.</p>			
--	--	--	--	--

NOTE: The Quoted Price shall be inclusive of delivery charges for 35 government schools in NCR Delhi Region.

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

Date:

Place: