

भारतीय प्रौद्योगिकी संस्थान धारवाड

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INDIAN INSTITUTE OF TECHNOLOGY DHARWAD



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भारतीय प्रौद्योगिकी संस्थान धारवाड

Indian Institute of Technology Dharwad

INDIAN INSTITUTE OF TECHNOLOGY DHARWAD

TENDER DOCUMENT FOR

**SUPPLY & INSTALLATION OF CHAIRS AND
TABLES AS PER APPENDIX-I**

Tender No. IITDh/GA/ACAD/039/2018-2019

Important Information

1	Date of Tender Publishing	: 30 th November 2018
5	Last Date and Time for Submission of Tender	: 07 th December 2018 at 11:00 am
6	Opening of Commercial Bid	: 07 th December 2018 at 2:00 pm
7	Address for submission of bid documents	: The Assistant Registrar IIT Dharwad Off Pune Bengaluru Highway Near High Court Dharwad, Karnataka – 580011, INDIA
8	Venue for opening of Technical Bid	: Same as above
9	Time of completion of Work	: 10 days from the date of issue of purchase order
10	EMD	: Rs. 35,000/- (Rupees Thirty-Five Thousand Only)
11	Schedule of Opening Commercial Bids	Presence of the bidder or his/her authorized representative at the time of opening of the Commercial bid is highly preferable.

Tender Notice

SUPPLY & INSTALLATION OF CHAIRS AND TABLES AS PER APPENDIX-I

Indian Institute of Technology Dharwad invites sealed tenders from original Manufacturer/authorized Dealers under Limited Tender Enquiry and Single bid system for **SUPPLY & INSTALLATION OF CHAIRS AND TABLES AS PER APPENDIX-I** as per the Terms and Conditions & Specification given in the schedule annexed to the tender hereto.

Requirement of the items as per the specification enclosed at Annexure I

Sl No.	Particulars of the item	Quantity Required
1	SUPPLY & INSTALLATION OF HIGH BACK EXECUTIVE CHAIRS AS PER APPENDIX-I	30
2	SUPPLY & INSTALLATION OF VISITORS NON REVOLVING CHAIRS AS PER APPENDIX-I	60
3	SUPPLY & INSTALLATION OF EXECUTIVE TABLES AS PER APPENDIX-I	30

Time schedule for various bid related events

Sl No.	Event	Time and Date
1	Last date of submission of tender	07/12/2018 till 11.00 am
2	Tender opening date	07/12/ 2018 at 2:00 pm

The bids should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. Representatives of the firm(s) may be present at the time of opening the quotation if they so desire.

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIT Dharwad without any obligation or liability whatsoever.

Following is the procedure for submission of Tender and other important conditions to be fulfilled by the tenderer:

Every page containing the said procedure for submission of tender and other important conditions are to be signed by the tenderer and to be submitted along with their bids towards their acknowledgement that they have gone through all the contents in these pages and in the schedules as well and they are agreeing to comply.

Single Bid System

The Techno-commercial offer/bids are to be submitted under a single bid system. The Bid must contain all the details as specified in the schedules along with the terms and conditions & price bid. Tender should be submitted in a proper format with index label for easy identification as given below:

Envelope Number	To be Super-scribed as
A	Commercial Bid
B	Detailed technical brochure having all technical specifications along with EMD

All the above envelopes sealed in one common big envelope which shall be addressed to:

The Assistant Registrar
Indian Institute of Technology Dharwad
Near High Court, P B Road,
Dharwad, Karnataka 580011

The envelope must be sealed and must bear the following identification on top:

- Tender for _____
- Tender Number: _____ Date: _____
- Name and Address of the Bidder (on the bottom left of the envelope)

If the outer envelope is not sealed and marked as above, the Institute will assume no responsibility for the misplacement or premature opening of the Bid.

Submission of Tender

The tender can be personally dropped in the Tender box kept at IIT Dharwad on all working days (except Saturday, Sunday & Holidays) between 10.00 am and 1.00 pm in the forenoon and 3.00 pm and 5.00 pm in the afternoon session on or before the date and time as specified in the Tender Notice. The tender can also be sent by register post / speed post / courier service to “The Assistant Registrar, IIT Dharwad Off Pune Bengaluru Highway, Next to Dharwad High Court, Dharwad - 580011, Karnataka. Tender shall not be received after expiry of the time.

EARNEST MONEY DEPOSIT (EMD):

Rs. 35,000/- (Rupees Thirty-Five Thousand Only) in the form of a Demand Draft drawn in favour of “Dean, IIT Dharwad” and payable at any nationalized bank at Dharwad.

Any tender without EMD would be considered as “**DISQUALIFIED**” and hence would be **REJECTED**. EMD will only be exempted to firms registered with Ministry of Small and Medium Enterprises (MSME) and Central Procurement Agency (i.e. DGS&D /GeM)

RETURN OF EMD:

- The EMD of the bidders will be returned to them without any interest on receipt of written request from them within ten days after awarding the contract to the successful bidders.
- The EMD of successful bidders will be released only after complete and satisfactory delivery against successful delivery.

FORFEITURE OF EMD:

After receiving the Purchase Order, if the Manufacturer is unable to execute the order satisfactorily, the Earnest Money Deposit will be forfeited and the Institute will be constrained to take necessary action against the Agency.

TECHNO-COMMERCIAL BID

The bidder must submit the following documents/information with the Bid:

1. The Bidder must be an Original Equipment Manufacturer (OEM) or his Authorized Dealer/Authorized Distributor/ Authorized Stockist/ Channel Partner having a Direct Purchase and Support agreement with the OEM. In case, if the Bidder is a Dealer/Distributor, a valid LETTER OF AUTHORIZATION from the Original Equipment Manufacturer for Dealership.
2. The bidder should produce the GST No of the organization.
3. A Certificate/Undertaking on the letter head of the Company to the effect that the bidder/ Manufacturer had not been blacklisted anywhere in India or abroad by any organization.

General Conditions

1. The manufacturer shall at his own cost shall arrange for necessary licenses / permission / clearance etc. if required to import the material for completion of delivery within the stipulated period.
2. Installation shall have to be provided on-site by supplier.
3. Material handling like unloading and Installation arrangements etc. shall have to be arranged by supplier.
4. Post-delivery maintenance support should be available (both spares and services).
5. The rate quoted shall be inclusive of expenditure on the requisite approval/quality assurance tests/certification to be carried out on the materials and/or work as may be decided by the Competent authority for which nothing extra shall be payable.

6. **Inspection:** Before dispatch of the equipment, manufacturer will give sufficient advance notice of the date in writing on which the equipment will be ready for inspection. The manufacturer also shall provide the purchaser all necessary facilities including appliances, tools, materials, and labour at no extra cost to carry out the specified inspection. Further, after inspection and approval, the equipment will be dispatched.
7. Charges for the comprehensive maintenance beyond the warranty period while concluding the contract should be given separately.
8. The Commercial Bid should be submitted as per the format enclosed with the tender document on the letter Head of the Firm/Agency. The rate should be clearly submitted with breakup of Basic Price, GST, etc. Commercial Bid in any other form will not be accepted and be SUMMARILY REJECTED.
9. **BID Validity:** The Bid shall remain valid for the period not less than three (3) months after the last date set for bid submission.
10. **Late BID:** Any bid received after the dead line as prescribed in the tender notice will be treated as late bid and will not be considered.
11. The rates must be quoted both in figures and words and over writing should be avoided. However, all cuttings/corrections must be duly authenticated.
12. **Acceptance and Rejection:** The right to shortlist/reject any or all the tenders and/or to accept the whole or any part of the tenders without assigning any reason whatsoever would vest with the management of IIT Dharwad.
13. **Delivery Period:** 10 Days from the date of placement of Purchase Order. On completion of the manufacturing of the item ordered for, the Manufacturer(s) will have to inform the same to the Assistant Registrar, IIT Dharwad, Near Dharwad High Court, P B Road, Dharwad – 580011 in writing, who will instruct the Manufacturer about the location for delivery of the materials and date of delivery.
14. **Freight & Insurance:** No freight and insurance charges will be provided and the materials are to be delivered on F.O.R. IIT Dharwad basis, or as may be desired by IIT Dharwad at the cost and risk of the Manufacturer.
15. **Warranty Declaration:** The Bidder/Manufacturer must give a comprehensive on-site THREE YEAR WARRANTY of the items from the date of delivery/ installation of the item against any manufacturing defect and also give the warranty that everything to be supplied by them shall be free from any defects and shall be of the highest quality. the material of items ordered shall be in full conformity with the specifications.

16. Any deviation in the equipment, and the specification from the accepted terms and conditions may be liable to be rejected and the bidder/manufacturer need to supply all the items in the specified form to the satisfaction/specifications specified in the order and demonstrate at their own cost. The payments shall be made only after receiving the materials as per required specification and quality to the satisfaction of the competent authority of IIT Dharwad.
17. **Failure of Order Execution:** If a successful bidder after receiving the order fails to execute the order within the stipulated period or does not fulfil any of the terms and conditions in any respect, the Institute/ reserves the right to cancel the order unilaterally and forfeit the EMD amount.
18. **Payment Term:** 100% payment shall be made after successful delivery & installation of the equipment at IIT Dharwad, no advance is payable against supply of items.
19. **Liquidated Damages:** The equipment should be delivered/dispatched to destination and ready for use not later than the delivery period specified. If the Manufacturer fails to deliver any or all the stores or perform the service by the specified date, liquidated damages @2% per week or part thereof in respect of the value of the delayed stores will be deducted from the bill subject to a maximum of 10%.

INFORMATION TO BE ENDORSED AND ATTACHED ALONG WITH THE TECHNO-COMMERCIAL BIDS BY THE BIDDER ON THE FIRMS LETTER HEAD

Description	Information
Name of The Company	
Address (with Contact number and mail ID)	
Name of the Proprietor with Mobile Number	
Name of the authorized Representative with designation and Mobile Number	
Permanent Account Number	
GST Registration Number	
Bank Details (viz. IFS Code, Account No., Branch Details, Bank Name)	

Acknowledgement: It is hereby acknowledged that I/We have gone through all the schedules as well as the terms and conditions laid down in the tender notice for procurement of the items for IIT Dharwad.

Declaration: I/We do hereby declare that the above information submitted by me/us are true to the best of my/our knowledge and I/We have submitted the documents in support of all the information asked for. I/We also agree to the condition that the right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reasons thereto is reserved by the Competent authority of the Institute without any obligation or liability whatsoever.

Date: _____ Signature of the Bidder/Manufacturer along with official seal

Place: _____

ANNEXURE II

TECHNO- COMMERCIAL BID

(To be typed on the letter head of the Bidder/Manufacturer)

To

The Assistant Registrar
IIT Dharwad
Near High Court, PB Road
Karnataka 580011

Subject: SUPPLY & INSTALLATION OF CHAIRS AND TABLES AS PER APPENDIX-I

Ref.: Tender Notice No. _____, Date _____

Sir,

I/We do hereby submit our Commercial Bid for the Supply & Installation Chairs and Tables as per Appendix-I of the tender notice under reference.

[Mention all figures in Indian Rupees, Include all charges]

Sl No.	Description	Quantity (Nos)	Basic Rate	GST	Other Charges	Total Price per Unit
1	SUPPLY & INSTALLATION OF HIGH BACK EXECUTIVE CHAIRS AS PER APPENDIX-I	30				
2	SUPPLY & INSTALLATION OF VISITORS NON REVOLVING CHAIRS AS PER APPENDIX-I	60				
3	SUPPLY & INSTALLATION OF EXECUTIVE TABLES AS PER APPENDIX-I	30				

Validity of Offer:

Other Conditions:

Declaration: I/We do hereby accept all the terms and conditions laid down in the tender notice for the above said supply. I/We also agree to the condition that the right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reasons thereto is reserved by the Competent authority of the Institute without any obligation or liability whatsoever.

Date:

Signature of the Bidder/Manufacturer along with official seal


Place

SPECIFICATIONS FOR HIGH BACK EXECUTIVE CHAIRS


	<p>Overall approximate dimensions of Executive Chair: -</p> <p>Chair Height - 100 to 115cm, Seat Height - 40 to 50cm, Width & Depth of Chair as measured from pedestal - Width-70 - 75 cm and Depth-70 - 75 cm.</p> <p>The chair should have the following features: -</p> <ol style="list-style-type: none"> 1. Upholstered with powdered fabric on a high resilience polyurethane foam, perforated back cover. Should have adjustable armrest, Chair should be 360° revolving type with tilt tension adjustment, position locking and anti-shock features. Should have a connecting spine bracket with pneumatic height adjustment and a pedestal assembly with twin wheel castors. 2. The seat (45-50cm(W) x 45-50 cm(D)) shall be made up of hot pressed plywood and upholstered with fabric and moulded PU foam. The back shall be a fabricated tubular frame assembly and upholstered using Net fabric with high tenacity yarn. back cover should have a moulded label holder and paper label for nameplate. The seat shall be covered with black Polypropylene non-woven fabric and have an adjustable tubular armrest support.
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SPECIFICATIONS FOR VISITORS NON REVOLVING CHAIRS

	<p>Overall approximate dimensions of visitors Chair</p> <p>Chair Height - 90-95cm, Seat Height - 40-45cm, Width & Depth of Chair as measured from pedestal - Width-60 - 65</p>
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	<p>cm and Depth-55 - 60 cm.</p> <p>The chair should have the following features: -</p> <ol style="list-style-type: none"> 1. Upholstered with powdered fabric on a high resilience polyurethane foam, perforated back cover. The seat (45-50cm(W) x 45-50 cm(D)) shall be made up of hot pressed plywood and upholstered with fabric and moulded PU foam. The back shall be a fabricated tubular frame assembly and upholstered using Net fabric with high tenacity yarn. back cover should have a moulded label holder and paper label for nameplate. The seat shall be covered with black Polypropylene non-woven fabric and have an adjustable tubular armrest support.
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SPECIFICATIONS FOR EXECUTIVE TABLES

	<p>Overall approximate dimensions of Executive table: -</p> <p>Table dimension – 180 - 200 (W) x 80 - 90 (D) x 70 - 75 (H).</p> <p>The table should have the following features: -</p> <p>The Top should be 20-30 mm thick pre-laminated board with 1-2 mm thick matching lipping stiffener. The Under-structure should have pedestal of combination of processed wood (PLB) and mild steel. The pedestal shell shall be 0.8 mm thick MS plus the drawer tray and separator shall be 0.6 thick MS. There should be handles for easy grip and independent locking arrangement for each pedestal.</p>
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