

## INVITATION FOR TENDER/QUOTATION

### Sub: Notice inviting tender for supply, installation of furniture

PDPM-Indian Institute of Information Technology Design and Manufacturing, Jabalpur invites sealed tenders from Original Manufacturers or their authorized dealers for supply & installation of following furniture:-

- i) Table-43 nos(details at Annexure-1)
- ii) Bed- 33 nos (details at Annexure-2)
- iii) Chair-70 nos(details at Annexure- 3)
- iv) Ply (129 Nos) (details at Annexure- 4)

Interested bidders should quote for any one, two, three or all the items at Sl. No. (i), (ii), (iii) & (iv). Bidders are requested to send their sealed quotations for supply as per specification given. The General terms and conditions for bidders are given in Annexure-1, 2, 3 & 4 .

Tender Reference No.	Enquiry No. IIITDMJ/P&S/Enq./2015-16/28
Last Date and Time for receipt of Tender	19/04/2016 till 03:00 PM
Time and Date for Opening of Bid	19/04/2016 at 04:00 PM
Venue	PDPM-IIITDM, Jabalpur, Campus

The tender document & details of terms and conditions can be downloaded from our website [www.iiitdmj.ac.in](http://www.iiitdmj.ac.in) between 21.03.2016 to 19.04.2016.

### 1) Earnest Money Deposit

The earnest money deposit of Rs 20,000/- for the above items has to be submitted along with the tender document.

### 2) Sealing and Marking of Bids

**Techno Commercial Bid:-** The bids should consist of technical details and prices complying with required technical specifications mentioned in Annexure(s).

- i) EMD should be sealed in a separate envelope (ENVELOPE-ONE), duly superscribed as "EMD" for Tender No.: IIITDMJ/P&S/Enq./2015-16/28
- ii) The Techno-Commercial bid(s) should be sealed in a separate envelope (ENVELOPE-TWO), duly superscribed as Technical-Commercial Bid for Tender No.: IIITDMJ/P&S/Enq./2015-16/ 28
- iii) These TWO separate sealed envelopes are to be put in a bigger envelope (ENVELOPE-THREE), which should also be sealed. Each of these TWO envelopes MUST be super-scribed with following details:

<b>TENDER FOR SUPPLY &amp; INSTALLATION OF FURNITURE</b>	
PDPM-IIITDM, JABALPUR	
TENDER REF: NO. IIITDMJ/P&S/Enq/2015-16/28    Dated:- 21.03.2016	
LAST DATE FOR SUBMISSION:-	
The Registrar,	
PDPM-Indian Institute of Information, Design and Manufacturing,	
Dumna Airport Road, Jabalpur-482005	
From:- M/s.....	
Contact No:.....	
E-mail ID:.....	

19/4/16

# INSTRUCTIONS TO BIDDERS

## 1. Opening of Bids

Techno-Commercial bids will be opened on the date, time and at the venue already indicated. The Techno-Commercial bids will be opened as per the schedule mentioned, in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorised representatives. The Institute reserves the right to accept or reject any bid in part or full without assigning any reason whatsoever. The Institute will not hold any responsibility for postal loss or delay of any bid.

## 2. Eligibility criteria for Technical qualification:

- a) The Vendor should exclusively be an original manufacturer or his authorized dealer/distributor of furniture and manufacturer should have registered office anywhere in India & should have a show room/authorised dealer/authorised partner. Authorised dealers should submit dealership certificate.
- b) The original Manufacturers for the items(i) Table - 43 nos, (ii) Bed - 33 nos, iii) Chair- 70 nos & (iv) Ply - 129 nos should have ISO 9001; ISO14001;OHSAS 18001 Failure to comply any of these will lead to technical disqualification.
- c) Vendor should submit a solvency certificate.
- d) All the pages/documents of the Tender should bear the dated signature (in ink) of the bidder/tenderer with stamp of Firm. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.
- e) Dealership certificate is required along with technical bid on the offered products in case the vendor is a dealer.
- f) The bidders are requested to enclose only requisite and relevant data, which has been asked for.
- g) Each and every page of the submitted bid must carry the page numbers.
- h) The bidders are not allowed to make additional and alteration in the tender document, any additions and alteration in the tender document, any additions and alterations shall be at bidder's risk. Conditional/modified tender are liable to be rejected.
- i) The tender/quotations NOT submitted in the prescribed format or Incomplete in any respect will be outrightly rejected.
- j) Up-to-date Sales Tax/VAT clearance certificate & sales tax registration certificate indicating also the TIN number of the FIRM are required to be submitted along with technical bid.
- k) Audited financial statement and IT return for the last three years are required to be submitted



alongwith technical bid.

l) Copy of PAN are required to be submitted alongwith technical bid.

m) Details & nature of maximum warranty period offered by the vender are required to be submitted alongwith the bid..

n) Respective Earnest Money Deposit (EMD) in the form of Demand Draft or FDR only. EMD of unsuccessful bidder will be refunded after finalisation of the tender.

o) All the documents submitted including tender document should be duly certified by the authorised signatories.

p) The bidder shall submit one copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the of the tender enquiry document.

q) The firm must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Govt./PSU Department in India in last 3 years.

### **3. In the part of price bid, the vender must provide the following**

a) Quantity, basic price (against item-wise details of specifications of each of the offered items)

b) CST/ Sales Tax/ VAT (as percentage of basic price + packing and forwarding charges if any)

c) Installation and commissioning charge (including Service Tax) to be shown item-wise extra, if any.

d) Freight and insurance charge, if any.

AWNT

**GENERAL TERMS AND CONDITIONS**

1. **Rates:-** Rates quoted should be in Indian Rupees(INR) on FOR destination at PDPM-IIITDM, Jabalpur on DOOR Delivery basis, inclusive of all the charges including all taxes, transportation and installation charges, etc.
  2. **Validity:** The **quoted** rates must be valid for a minimum period of **90 days**.
  3. The principal manufacturer only should submit the quotation. However, if quotations are submitted by Authorized dealers/distributors, it can be acceptable only in case they attach a latest and valid authorization letter of their principals indicating that they are authorized to quote on behalf of their principals and are fully equipped to render us after sale service during warranty and thereafter.
  4. The Quantity is tentative and Institute reserves the right to change the quantity as per its requirement at any stage.
  5. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required without changing any terms and conditions etc. of their original tender.
  6. The bidder shall submit one copy of the tender document and addenda thereto, if any, with each page of this document signed and stamped to confirm the acceptance of the entire terms and conditions as mentioned in the tender enquiry document.
- 7. Warranty/Guarantee:**
- (i) Suppliers must give the comprehensive warranty in writing that everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and material shall be in full conformity with the specification. The period of warranty shall not be less than **two year** from the date of successful installation of furniture.
  - (ii) The supplier shall confirm that the goods supplied are new, unused and of the most recently manufactured and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract.
  - (iii) The supplier shall further warrant that all goods supplied shall have no defect arising from design materials or workmanship or from any act or omissions of the supplier, that may arise under normal use of the supplied goods in the conditions prevailing in the Institute
  - iv) All charges with regard to supply of spare parts, labour, travel, per diem and accommodation to supplier's staff, etc. shall be borne by the supplier during the period of warranty. The Institute shall not pay any additional expenditure for services rendered during the warranty period.

11/10/17

## **8. Defect Liability clause**

- i) In case of any loss, breakage / damage and manufacturing defects are detected in the supply, it should be replaced / compensated by the manufacturer/supplier free of cost and without any charges whatsoever.
- ii) The supplier will remain responsible for any defect arising out of defective or improper materials or workmanship in the work for a period of one year from the date of installation and they shall be bound to make good the same at their own cost or in default, the Institute may cause the same to be made good by other alternative agency and deduct the expense from any sum that may be due and any time there after may become due to the supplier or from security deposit.

## **9. Enhancement in Rates**

The tender rates shall be taken to be firm and the supplier shall not be entitled to any price variation or escalation.

**10. SSI/SME Units are exempted for submitting EMD as per Govt. of India order but not for cost of tender.**

## **11. Delivery:**

Unless otherwise stated delivery and installation of furniture at PDPM-IIITDM, Jabalpur will have to be maximum **04 weeks** from the date of issue of the Purchase Order or as given in the purchase order.

12. The supplied items should not have more than  $\pm 0.5\%$  variations in specifications.

13. Printed conditions of the firm sent along with the quotation, if any, shall not be binding PDPM-IIITDMJ.

**14. Late and delayed quotation:** Late and delayed tender will not be considered. If, in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.

15. Conditional bids will be summarily rejected.

## **16. Terms of Payment:**

a) Payment will be made

- (i) **70%** on successful delivery as per ordered quantity and specification
- (ii) **30%** subject to successful installation of furniture and submission of PBG i.e. **5 %** of the order value.

b) The performance security in the form of Demand Draft/FDR from any Nationalised Bank including SBI shall have to be submitted within 21 days from the date of issue of Purchase Order. The value of Performance Security shall be **5%** of the value of Purchase Order and this PBG has to be valid up to 60 days beyond all contractual obligations including the warranty period.

17. All legal disputes shall be subjected to jurisdiction of Jabalpur court(s) only.

*Handwritten signature/initials*

**18. Penalty for delayed Delivery:-** In the event of delayed delivery, Installation & Commissioning O.i.e. after the expiry of the period as mentioned in P.O., the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment subject to a maximum of 7.5% as detailed below:

- @ 1% up to one week;
- @ 2.5% up to two weeks;
- @ 5% up to three weeks;
- @ 7.5% for four weeks and above

For the purpose of this clause, part of the week is considered as a full week.

### **IMPORTANT**

**Note: In case of any disputes, the decision of the Director of this Institute shall be final and binding on the Bidders.**

*Rizwan Ahmed*  
21/3/16

**(Rizwan Ahmed)**

**Assistant Registrar(P&S)**

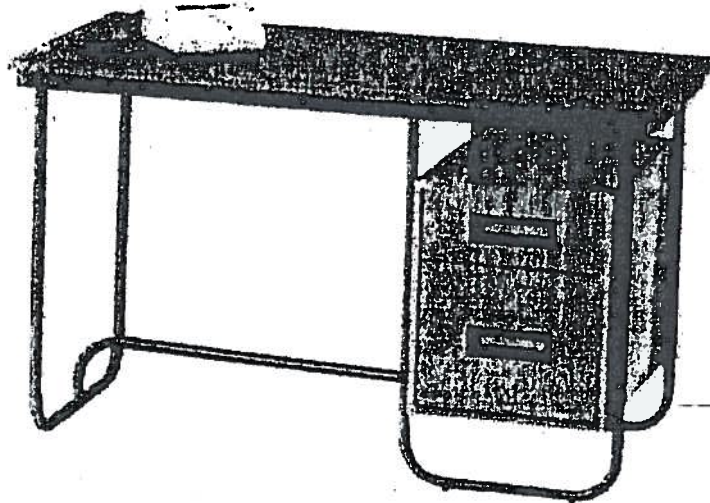
Annexure - 1

Specification for Tables required for Hostel

<u>Sr. No.</u>	<u>Item Name</u>	<u>Specification</u>
1.	Table	<p>The Table Should have one side Unit having 2 drawers. Second drawer (Locker/Filing-Cabinet/Storage-box) (at the bottom) should be of approximately double height than the first one (at the top).</p> <p>The table should have round tubular understructure (MS ERW round tube of at least 25mm dia and 1.2mm thick) and footrest for comfort. The table should be made up of CRCA sheet and treated with at least 8 steps anti corrosion treatment.</p> <p>The painting should be done by automatic airless electrostatic process using alkyd paint. The table has multi-bend seamless construction to ensure rigidity and prevent pests from entering.</p> <p>Indicative picture is shown below for reference only. Size- (W) 1200mm (D)590mm (H) 740mm]</p>

**Detailed Specification:**

1. Top: At least 18mm thick Pre-Laminated Board with machin lipping. All work surface egdes are duly sealed.
2. Drawer Unit:
  - a. Shell: 0.5mm Thick CRCS MS
  - b. Drawer Tray: 0.5mm Thick CRCA MS
  - c. Drawer Front: 0.8mm Thick CRCA MS
  - d. Lock: 10 leaver cam lock

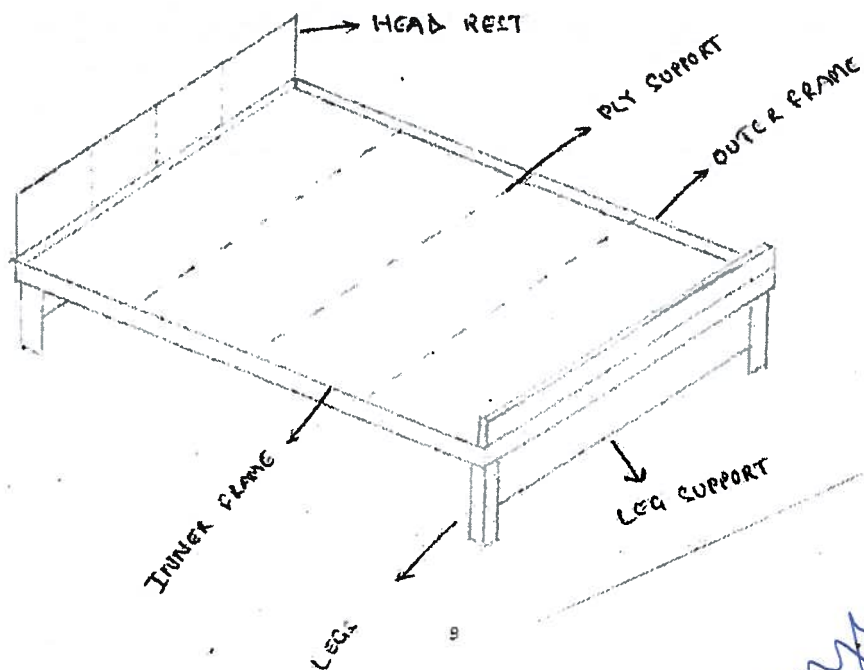


*Signature*

## Annexure-2

### Specification of Hostal Bed

1. Outer dimension of the bed; 74" X 38' 18", Ready size 6' x 3' (Ply should completely fit in to the without bed alteration or cut ).
2. Frame made of 2"x 1" rectangular crca pipe (prime quality) and inner frame of 1"x 1" pipe (crca prime quality) to place the ply, headrest and footside panel of suitable size .structure with thickness 18 gauge/1.25 mm) with minimum 3 supporting pipes in between for better support of ply , frame should be applied to coats of anti-rust primer ,to avoid any rusting in fututer followed by paint coating ,wich -shall not come out in the form of crust for atleast ,2 years . There should not be any exposed edges . Tenderer should provide tentative weight of the forme.
3. Colour ; Black
4. Tentative sketch of frame is shown below .

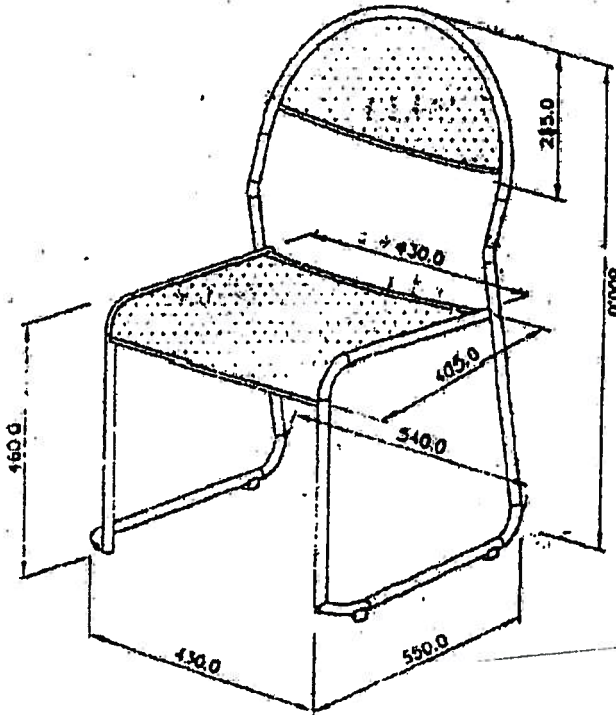




**Annexure - 3**

**Specification for Chairs required for Hostel**

S. No.	Item Name	Specification
1.	Classroom Study Chair without arms	<p>Non-revolving, Non-tilting type metallic chair (Tentative sketch with approximate dimensions (in mm) is shown below).</p> <p><b>Approximate Dimensions are:</b>                      Total Height: 75 cm, Seat Height: 43 cm, Seat Width: 43 cm, Seat Depth: 40 cm, Backrest Width: 43 cm</p> <p>Metal Part should be CRCA sheet with at least 8 step antirust treatment paint coating.</p> <p><b>Finish should be :</b>                      All steel frames pre-treated for anti-rust treatment and proper superior Quality Epoxy powder coated or layer of 60-70 microns. All dents burrs and sharp edges should be removed from steel frame.</p> <p><b>Material :</b>                      At least 19mm × 1.6mm thick mild steel ERW tube to be used for tubular frame.                      1.2mm thick mild steel perforated sheet to be used for Seat &amp; Back.</p>



*Handwritten signature*

## Annexure – 4

### Specification of fly required for hostal bed

1. Plywood should be isi mark. 12mm thickness . size 6' x 3' , termit proof of approved make such as ; narottam / kitply/ greenply .

*royal*