TENDER DOCUMENT
(Tender Notice No. IIT/HMC/PUR/FUR/2023/01, Date: 10/03/2023)

FOR

SUPPLY OF FURNITURE FOR HOSTEL ROOMS

of

Hall Management Centre

IIT Kharagpur

INDIAN INSTITUTE OF TECHNOLOGY Kharagpur
Kharagpur – 721302
WEST BENGAL
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Tender No: IIT/HMC/PUR/FUR/2023/01, Date: 10/03/2023

NOTICE INVITING TENDER

Hall Management Centre, Indian Institute of Technology Kharagpur (an Institute of Eminence), invites sealed bids from all Indian Manufacturers/Service providers or their authorized vendors, having registered office in India who fulfil the criteria mentioned in the Tender document and have adequate credential, for the supply of furniture for hostel rooms (As per drawing given in Annexure-I) at IIT Kharagpur. The quantity requirement is 1500 nos. for Study Chairs (Estimated Cost Rs. 45,00,000/-), 1500 nos. of Cots (Estimated Cost Rs. 83,00,000/-), 1500 nos. Study-Cum-Computer Table (Estimated Cost Rs. 83,00,000/-) and 150 nos. of Dining Tables (Estimated Cost Rs. 45,00,000/-). Interested bidders may quote for one item or more than one item, overall estimated cost for all items is Rs. 2,56,00,000/-.

Interested parties may submit their sealed bids under Two-Bids system as per Technical Specifications given at Annexure I and General Terms & Conditions and other formats given at Annexure II to XIII. Two covers (Technical Bid and Price Bid) are to be sealed and placed in one large Cover superscribed with tender reference number (Tender No. IIT/HMC/PUR/FUR/2023/01, Date: 10/03/2023, Bid for “Name of the Furniture item/s”) and submitted to “Chairman, Hall Management Centre, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN: 721 302 on or before (31/03/2023) at 3.00 PM. Technical Bids will be opened on (31/03/2023) at 4.00PM.

The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids and sample cot provided. Date for opening price bids will be intimated later.

Kindly refer to the Institute website www.iitkgp.ac.in [link: Tenders] for complete tender details. The same is also available in the CPP Portal [https://eprocure.gov.in/epublish/app]. If there is any corrigendum/addendum, it shall only be published on Institute’s Website and Central Public Procurement Portal.

Signature of Indenter/Professor-in-Charge,
Chairman,
Hall Management Centre
IIT Kharagpur

To

1. Institute Website
2. CPP Portal
3. Department Notice Board
<table>
<thead>
<tr>
<th>Tender No. &amp; Date</th>
<th>(IIT/HMC/PUR/FUR/FUR/2023/01, Date: 10/03/2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description of Tender</td>
<td>(SUPPLY OF FURNITURE FOR HOSTEL ROOMS)</td>
</tr>
<tr>
<td>Estimated cost, if any</td>
<td>2,56,00,000/- (Rupees Two Crore Fifty Six Lakh(s) Only)</td>
</tr>
<tr>
<td>Tender fee (Non refundable)</td>
<td>Rs. 2,000/- (Rupees Two thousand only) in the form of a Demand Draft drawn in favour of “Chairman, HMC, IIT Kharagpur” and payable at any nationalized bank at Kharagpur. Photocopy / Fax copy of the demand draft will not be accepted.</td>
</tr>
<tr>
<td>EMD</td>
<td>Rs. 5,50,000/- (Rupees Five Lacs Fifty Thousand only) in the form of a Demand Draft drawn in favour of “Chairman, HMC, IIT Kharagpur” and payable at any nationalized bank at Kharagpur. Photocopy / Fax copy of the demand draft will not be accepted. Any tender without EMD (in form of original DD) would be considered as “DISQUALIFIED” and hence would be REJECTED.</td>
</tr>
<tr>
<td>Pre-bid Meeting, if any</td>
<td>(17/03/2023) at (3:00 PM). Pre-Bid meeting will be held at HMC Office, IIT Kharagpur.</td>
</tr>
<tr>
<td>Bid submission start date &amp; time</td>
<td>(10/03/2023) at (3:00 PM)</td>
</tr>
<tr>
<td>Last date &amp; time for submission of sealed tenders/quotations</td>
<td>(31/03/2023) at (3:00 PM)</td>
</tr>
<tr>
<td>Pre-qualification &amp; Technical Bid opening date &amp; time</td>
<td>(31/03/2023) at (4:00 PM) Along with the tender documents, the bidder has to produce at the site (HMC office) a sample ‘Furniture for each item mentioned above for Hostel Rooms’ as per the given technical specifications in Annexure-1 of the tender using approved materials for subsequent technical checks by HMC. Technical qualification of the sample ‘Furniture for Hostel Rooms’ is mandatory before the opening of the price bid. Price Bid(s) of the tenderer(s), whose submitted sample(s) ‘Furnitures for Hostel Rooms’ does not qualify technically after evaluation by the tender committee members, would be not be opened.</td>
</tr>
<tr>
<td>Two Bid System</td>
<td>Two bids – (i) Technical and (ii) Price bid, in two separate envelopes - placed &amp; sealed in one envelope</td>
</tr>
<tr>
<td>Bid validity</td>
<td>180 days from the opening of Price Bid</td>
</tr>
<tr>
<td>Submission of bids (by speed post or (dropped by person) (Addressed to)</td>
<td>Chairman, Hall Management Centre Indian Institute of Technology Kharagpur, 721 302, West Bengal, India</td>
</tr>
<tr>
<td>Bid opening place</td>
<td>HMC Office, IIT Kharagpur, Kharagpur – 721302, West Bengal</td>
</tr>
<tr>
<td>Any clarification</td>
<td>Telephone No: 03222-281102 E-mail ID: <a href="mailto:hmc@iitkgp.ac.in">hmc@iitkgp.ac.in</a></td>
</tr>
</tbody>
</table>
**Note:-**

1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.

2. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.

3. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.

4. The Director, IIT Kharagpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.

5. The addendum/ corrigendum if any shall only be published on Institute’s website and CPP Portal.
ANNEXURE-I

TECHNICAL SPECIFICATIONS
(SPECIFICATIONS FOR COTS)

1. Size 1850mm length X 900 mm Width X 450 mm Height, with leg structure made of 33 mm X 16 Swg round pipe with two extra middle leg support of 25 mm dia X 16 Swg round pipe.
2. The top structure of the cot is a frame of 40 mm x 20 mm 16 Swg thick rectangular tube. The middle of the frame structure is supported by 3nos. 40mm x 20mm 16SWG rectangular tube at equal distance.
3. The total head side height is 600 mm.
4. The tubular leg would be detachable and fitted when required with 14 SWG thick MS strong corner plate.
5. One lower storage platform should be provided below the top cover with Perforated sheet, 16 SWG, supported with 25x25x16 SWG square pipe.
6. The whole steel components should be of CRC Sheet / MS Pipe. The open ends of the legs would be covered by MS 2mm circular disc.
7. The cot structure should not have any nuts and bolt attachment, structure with fully welded construction.
8. All metal components should be treated by seven tanks process for Powder Coating Paint i.e. Digressing (1st tank), Water rinsing (2nd tank), De-rusting by Acid (3rd tank), Water rinsing (4th tank), Phosphating (5th tank), Water rinsing (6th tank) & Passivation (7th tank) respectively with non electrolytic deep process to produce a protective oxide coating for smooth surface with matt finish anticorrosive automated Powder Coating Paint of thickness 60 microns and oven baked for high resistance to scratch, chemical, thermal and mechanical stress. (diagram attached).

Note:- Sample is required before the opening of technical Bid. Without sample bid, will not be considered.

Approved brands for materials to be used:
1. Boiling water resistance (BWR) termite-proof ISO 9001 & 14001 grade ISI marked hot pressed waterproof commercial plywood: Century/ Green/ Mayur/ Kitply or equivalent
2. MS pipe: Tata/ SAIL/ Jindal or equivalent.
**SPECIFICATIONS FOR STUDY CHAIRS**

1. Size: 900 mm (H) x 420 mm (D) and 450 mm seat height, understructure assemble would be a mainframe with four legs and be made of 25 mm diameter round MS steel pipe with 14 SWG thickness.

2. The backrest [(Size-18” (L) x 8” (H)] and Seat [(Size -18” (L) x 16” (D)] made of 12 mm thick termite proof ISO-9001 &14001 grade commercial hot pressed ply board. Both backrest and seat are properly curved by hot pressing so as to give seating comfort. The four corners of both should be rounded.

3. Both the backrest and the seat would have two nos. of support made of 25 mm x 5 mm MS Flat. Each of the backrest and the seat is riveted at four places with the flat MS supports for rigid and durable fixing with the mainframe structure.

4. Both sides of the back rest and single side (top side) of the seat would be laminated by 1 mm thick Sunmica (decorative laminates).

5. Varnish would be applied all over the bottom surface of seat.

6. Open edges of the back rest and seat should be painted matching the Sunmica colour for aesthetic look.

7. Open ends of the legs and back rest steel pipe would be covered by Nylon caps and Nylon buffer.

8. All metal Structure would be treated by seven tanks process for Powder Coating Paint i.e. Digressing (1st Tank), Water rinsing (2nd Tank), Derusting by Acid (3rd Tank), Water rinsing (4th Tank), Phosphating (5th Tank), Water rinsing (6th Tank), Passivation (7th Tank), respectively with on electrolytic deep process to produce a protective oxide coating for smooth surface with matt finish anticorrosive automated Powder Coating Paint of thickness 60 microns and oven baked for high resistance to scratch, chemical, thermal and mechanical stress.

9. Manufacturer's name/logo (not easily removable) should be on each Study Chair.
(SPECIFICATIONS FOR STUDY-CUM-COMPUTER TABLES)

1. Overall Size: 1050mm (length) x 600mm (Depth) x 750mm (Height).
2. Table of S.S. Sheet 304 grade Quality. With one Drawer and one cabinet with provision of padlock locking system instead of key locking system. A drawer 300mm (length) x 450mm (Depth) x 150mm (height) at right side of the table, below the drawer there would be one cabinet of size 300mm (length) x 450mm (Depth) x 350mm(Height).
3. The table top would be made of 18-19 mm thick BWR termite proof ISO 9001 & 14001 grade ISI marked hot pressed commercial waterproof ply with laminated by 1 mm thick sunmica and polished all over the inner surface with matching colour.
4. The exposed edges of Table top would be finished with 2 mm thick PVC edge beading.
5. The mainframe with all six number of full length legs and foot rest of table will be made of 30mm x 30mm x 1.5mm thick SS 304 grade hollow polished square tube.
6. Structure would be fully welded construction.

Note:- Sample is required before the opening of technical Bid. Without sample bid, will not be considered.

Approved brands for materials to be used:

2. SS 304 sheet and square pipe: Tata/ SAIL/ Jindal or equivalent.
(SPECIFICATIONS FOR DINING TABLES)

1. Dining Table Size:
   - Length of Table: 1880mm
   - Width of Table: 840mm
   - Height of Table: 750mm
   - Height of Chair: 450mm
   - Seat Dia: 300mm

2. Top of Table top would be made of 1.5mm thick SS 304 grade sheet with all four side 50mm edge folding. Top shall be supported by two 100mm (W) SS 304 grade sheet stiffener.

3. Dining Table frame with four strong legs would be made of 50 mm x 50 mm X 1.5 mm thick SS Square Pipe.

4. All four legs connecter, footrest all side would be made of 50 mm x 50 mm X 1.5 mm thick SS Square Pipe.

5. Single Pole Fixed stool leg made of 50mmx 50mm x 1.5 mm SS Square Pipe 304 grade, and top made of moulded 300 mm dia SS sheet connected to the table frame foot rest on both sides by the same pipe.

6. All sharp end of table should be curved inside with welding of S.S pipe of suitable size to avoid any damage/cut to human body. All open ends of legs are fixed with hard plastic buffer.

7. Structure with fully welded construction.

Note:- Sample is required before the opening of technical Bid. Without sample bid, will not be considered.
ANNEXURE-II

SUBMISSION OF TENDER AND GENERAL TERMS AND CONDITIONS

Following are 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 technical 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.

TWO BID SYSTEM:
The offer/bids are to be submitted under a two bid system, namely (i) Technical Bid and (ii) Commercial Bid. The Technical Bid must contain all the details as specified in the schedules along with the terms and conditions whereas Commercial Bid must indicate rate only. THERE MUST NOT BE ANY COST INDICATION IN THE TECHNICAL BID.

SEALING & MARKING OF BID:
The tender should be submitted in a proper manner with index for easy identification i.e.:

<table>
<thead>
<tr>
<th>Envelope Number</th>
<th>To be Superscribed as</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>DD for Tender Fee + E M D</td>
</tr>
<tr>
<td>B</td>
<td>Technical Bid</td>
</tr>
<tr>
<td>C</td>
<td>Commercial Bid</td>
</tr>
</tbody>
</table>

Envelope – A (Duly sealed): Should contain the Demand Drafts towards Tender Fee and EMD. Envelope – B (Duly sealed): Should contain the documents as listed under Technical Bid below. Envelope – C (Duly sealed): Should contain the document as listed under Commercial Bid below.

All the above three envelopes should clearly be marked on top of envelope about type of envelope (i.e., A, B, & C), details of contents in envelope, name of agency submitting the bid.

The envelopes including the bigger envelope shall be addressed to:

“Chairman,
Hall Management Centre,
IIT Kharagpur,
Kharagpur, Paschim Medinipur,
West Bengal, PIN – 721302 ”.

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

a) “Tender for Supply of furniture for hostel rooms (Quoted item names)”.
b) Bid Reference Number: __________ Date: __________, and
c) Name and Address of the Bidder. (on 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 Bid.
**SUBMISSION OF TENDER:**
The tender can be personally dropped in the box to be kept in the Hall Management Centre 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 post to “The Chairman, Hall Management Centre, IIT Kharagpur, Kharagpur, Paschim Medinipore, West Bengal, PIN – 721 302. Tender shall not be received after expiry of the time as specified on the 1st page of the tender notice.

The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future.

**TENDER FEE:**
Rs. 2,000/- (Rupees Two thousand only) By way of demand draft from any Nationalized Bank /Commercial Bank and paid in favour of “Chairman, HMC, IIT Kharagpur”, payable at Kharagpur. Photocopy / Fax copy of the demand draft will not be accepted.

IIT Kharagpur will give exemption for submission of tender fee who are registered with MSME, NSIC or start-ups as recognised by DIPP. However proper and valid document in this regard must be submitted by the bidders in support of their claim.

Tender fee should be kept in separate covers and place in technical bid cover.

**EARNEST MONEY DEPOSIT (EMD):**
Rs. 5,50,000/- (Rupees Five Lacs Fifty Thousand only) in the form of a Demand Draft drawn in favour of “Chairman, HMC, IIT Kharagpur” and payable at any nationalized bank at Kharagpur. Photocopy / Fax copy of the demand draft will not be accepted.

Any tender without EMD would be considered as “DISQUALIFIED” and hence would be REJECTED.

**RETURN OF EMD:**
- The EMD of the unsuccessful bidders will be returned to them without any interest on receipt of written request from them within thirty days after awarding the contract to the successful bidders.
- The EMD of the successful Bidder will be kept as Security Money and will be returned to them without any interest after completion of the contract successfully.

**FORFEITURE OF EMD:** If a successful bidder fails to act on the offer made by the Institute and/or the bidder withdraws/amends his bids after opening of the tender, the EMD will be forfeited. Moreover, the bidder shall be suspended from being eligible for bidding in any contract with IIT Kharagpur for a period equal to the duration of the contract for tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of Goods’ from the date of notification of the Tender document.

**OPENING OF TENDER:**
The offer/bid will be opened by a Committee, as would be constituted by the competent authority, at a pre-defined place, time and date. Tenderer or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of
Technical Bids/Price Bids.

**DISQUALIFICATION OF TENDER:**

The tenders are liable for rejection in the following circumstances:

- If they are not in line with the terms and conditions of this tender notice
- Conditional quotations
- Incomplete tenders
- Tenders without Tender Fee and/or Bid Security Declaration
- Tenders submitted through Fax or e-mail
- If two bid system is not followed
- Bid received simultaneously from Indian agent on behalf of Principal/OEM and Principal/OEM itself for same item/product/services in the same tender
- The Firm need to quote all the charges /prices as per the tender requirement, if any firm quote nil charges/price the bid shall be treated as Unresponsive bid and will not be considered.

On verifying each and every point as mentioned above, the technical bid will be opened to examine all the documents and to decide on all related aspects as per Institute’s specifications and requirements.

**TECHNICAL BID**

Bidders should enclose the following documents with the technical bid:

1. Details of Organization as per format enclosed herewith. Filled in form must be kept on top of the documents with the Technical Bid.
2. The entire tender notice duly signed on each page of the same.
3. In case, the bidder is an authorized dealer, “Dealership Certificate” from the original manufacturer MUST be submitted mentioning the tenure of such dealership.
4. Technical capability to manufacture/supply of such bulk stores as mentioned in the tender document within a short period (maximum – 45 days). A copy confirming the terms of supply should be attached.
5. Proof of credentials to comply with the eligibility criteria.
6. Status of the firm regarding quality certification (ISO certification). Copy of the ISO 9001, and ISO 14001 certificates are to be attached.
7. List of reputed Organisations/Institutes where similar orders (FURNITURES for Hostel Rooms etc.) have been executed. Copy of the purchase orders are to be attached.
8. Copy of the valid PAN Card, GST Registration etc along with the copy of the GST return for the last financial year.


10. Details of the Powder Coating Application Unit is to be attached.

11. Details and nature of the maximum warranty period offered by the bidder. A declaration is to be attached on the letter head of the firm.

12. A Certificate/Undertaking on the letter head of the Company to the effect that the bidder/ Manufacturer must not have incurred any loss in more than two financial years during the last five financial years ending as on 31st March, 2022.

13. 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.

14. The proposal should be properly indexed and a compliance list against the technical specifications should be provided.
QUALIFICATION IN THE TECHNICAL BID / ELIGIBILITY CRITERIA:

- The tenderer must submit above documents duly attested by them with signature and seal of the firm on each page of every document. In the event of non-receipt of any of the above documents with the Technical Bid, it will be presumed that the tenderer could not fulfill that particular criteria and hence the tenderer will be disqualified from the process. Any paper relating to the above documents will not be received during the Technical Bid meeting. Further, any separate correspondence in the matter shall also not be entertained.
- The original Manufacturer must be an ISO 9001, 14001 certified Company.
- In case, the bidder is an authorized dealer, “Dealership Certificate” from the original manufacturer MUST be submitted mentioning the tenure of such dealership.
- The Manufacturer must have its own Powder Coating Application Unit as per the requirement mentioned with the specification of the furniture items detailed in the Annexure-I.
- The bidder (Manufacturer / Company having own manufacturing units / infrastructure) must have executed orders for similar furniture items in the last five years (ending February 2023) preferably in the students’ hostel of an educational institute and must fulfil the eligibility criteria mentioned below in Table 1. Copy of the relevant purchase orders and successful work completion or delivery certificate must be attached with the Technical Bid.

### Table 1 (Eligibility Criteria)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Name</th>
<th>Quantity Required</th>
<th>Estimated Cost</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>COTS</td>
<td>1500 nos.</td>
<td>Rs. 83,00,000/-</td>
<td>i. One Order with 80% of the Estimated Cost, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ii. Two Orders with 50% of the Estimated Cost, or</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>iii. Three Orders with 40% of the Estimated Cost</td>
</tr>
<tr>
<td>2.</td>
<td>STUDY CHAIRS</td>
<td>1500 nos.</td>
<td>Rs. 45,00,000/-</td>
<td>i. One Order with 80% of the Estimated Cost, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ii. Two Orders with 50% of the Estimated Cost, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>iii. Three Orders with 40% of the Estimated Cost</td>
</tr>
<tr>
<td>3.</td>
<td>STUDY-CUM- COMPUTER TABLES</td>
<td>1500 nos.</td>
<td>Rs. 83,00,000/-</td>
<td>i. One Order with 80% of the Estimated Cost, or</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>ii. Two Orders with 50% of the Estimated Cost, or</td>
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<td></td>
<td></td>
<td></td>
<td>iii. Three Orders with 40% of the Estimated Cost</td>
</tr>
<tr>
<td>4.</td>
<td>DINING TABLES</td>
<td>150 nos.</td>
<td>Rs. 45,00,000/-</td>
<td>i. One Order with 80% of the Estimated Cost, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ii. Two Orders with 50% of the Estimated Cost, or</td>
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<td></td>
<td></td>
<td></td>
<td>iii. Three Orders with 40% of the Estimated Cost</td>
</tr>
</tbody>
</table>
Important Note: If the bidder is interested to bid for more than one item, the bidder should comply with the consolidated (the items for which the bidder is bidding) eligibility criteria mentioned above in Table 1. An example is given below:

(Example: If any bidder is interested to bid for below mentioned two items)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Name</th>
<th>Quantity Required</th>
<th>Estimated Cost</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cots</td>
<td>1500 nos.</td>
<td>Rs. X</td>
<td>i. One Order with 80% of the Estimated Cost, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ii. Two Orders with 50% of the Estimated Cost, or</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>iii. Three Orders with 40% of the Estimated Cost, or</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Here the Estimated Cost will be Rs. X+Y</td>
</tr>
<tr>
<td>2.</td>
<td>STUDY CHAIRS</td>
<td>1500 nos.</td>
<td>Rs. Y</td>
<td></td>
</tr>
</tbody>
</table>

(Same procedure will be followed for the evaluation of eligibility criteria, if any vendor interested to bid for more than two items)

- The bidder/Manufacturer must not be blacklisted anywhere in India or abroad by any organization whatsoever. A Certificate/Undertaking to this effect must be submitted with the Technical Bid.
- The bidder/Manufacturer must not have incurred any loss in more than two financial years during the last five financial years ending as on 31st March, 2022. A Certificate/Undertaking to this effect must be submitted with the Technical Bid.
- During evaluation of the Technical Bid, the Committee as would be constituted for the purpose will scrutinize the documents mentioned above and may forward any or all the documents to the concerned authorities for verification and authentication. In case of any document(s) as submitted by the tenderer found/reported to be fake, the tenderer will be out of the tendering process besides any legal action that may be initiated against the tenderer, as per rules. Further, the Committee may visit the factory site of the Manufacturer to inspect and assess the capability etc.
- Besides, scrutinizing the documents submitted with the Technical Bid, the tenderer may be interviewed by the Committee to assess the eligibility, capability, and suitability of the tenderer. As such, the presence of the tenderer or any authorized representative of the tenderer in the Technical Bid meeting is preferable.
- Past Performance of the Vendors will be judged at the time of Technical Evaluation.
- The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.

PRICE BID:

- The Price should be quoted in INR only.
- The price should be quoted “For IIT Kharagpur” basis. The rate should be clearly submitted in breakup of Basic Price, GST, other taxes/charges, if any in Indian rupee only.
• The unit prices should be for the same unit as indicated in Annexure I and not for any other unit.
• Discount, if any, should be indicated separately/prominently.

• Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.
• The Price Bid should be submitted as per the format enclosed with the tender document on the Letter Head of the Firm/Agency. Price Bid in any other form will not be accepted and be summarily rejected.

Note: The Price Bid(s) of only those vendor(s) who are found item-wise technically qualified will be opened. The date for the opening of price bids will be notified separately by email.

BID VALIDITY
• The Bid shall remain valid for the period not less than six (6) months after the last date of bid submission.
• A bid submitted for a bid validity of shorter period may be rejected as non-responsive.

LATE BID:
Any bid received by the Hall Management Centre after dead line as prescribed in the tender notice will be treated as late bid and will not be considered.

ACCEPTANCE AND REJECTION:
The Authority of IIT Kharagpur does not bind itself to accept the lowest priced bid. 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 will be vested upon the Committee as would be constituted for the purpose.

COMPLETION, DELIVERY & COMPLETE INSTALLATION PERIOD:
30 days for 01 (one) item, 45 days for 02 (two) items and 60 days for all the items from the date of Purchase Order. On completion of the manufacturing of the furniture items ordered for, the Manufacturer(s) will have to inform the same to the Chairman, HMC, IIT Kharagpur, Kharagpur – 721302 in writing, who will instruct the Manufacturer about the location for delivery of the materials and date of delivery.

FREIGHT & INSURANCE:
No freight and insurance charges will be provided and the materials are to be delivered at various Halls of Residence, as may be desired by the Chairman, HMC at the cost and risk of the Manufacturer.

WARRANTY DECLARATION:
• The Bidder/Manufacturer must give a comprehensive on-site five years warranty of the furniture items from the date of delivery/installation of the furniture items against any manufacturing defect and also give the warranty that everything to be supplied by them shall be free from any defects and faults in materials, workmanship and shall be of the highest quality and materials of the type ordered shall be in full conformity with the specifications.
• Any deviation in the material, and the specification from the accepted terms and conditions may 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 in the required format and quality to the satisfaction of the Hall Management Centre.

**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/Hall Management Centre reserve the right to cancel the order unilaterally.

**PAYMENT TERM:**

90% payment shall be made after successful delivery of the items at respective rooms at various Halls of Residence in IIT Kharagpur, as instructed by Hall Management Centre, and duly certified by that respective Halls. Balance 10% of the amount will be released against submission of Performance Bank Guarantee (PBG) to the tune of 3% of the total purchase order value or completion of warranty period. The PBG should be issued by any nationalized bank and validity of the PBG will be five (5) years from the date of issuance. No advance is payable against part supply of any furniture items.

**LIQUIDATED DAMAGES:**

The furniture items 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 @1% per month or part thereof in respect of the value of the stores will be deducted from the bill subject to a maximum of 5%. Alternately, the purchase order will be cancelled and the undelivered items will be procured from elsewhere at the risk and expenses of the Manufacturer.

**FINAL SELECTION AND AWARD CRITERIA:**

• The order shall be placed to successful L1 bidder/s.
• The decision of the Competent authority will be final in awarding the order.

The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to IIT Kharagpur by the selected OEM/vendor at any point of time.

**INSTALLATION AND COMMISSIONING:**

Free of cost at Various Halls at IIT, Kharagpur. The supplier must ensure timely installation with necessary support to the indenters, as per details and lists to be made available by the HMC Office.
DISPUTE AND JURISDICTION:

Any legal disputes arising out of any breach of contract pertaining to the whole process of this tender shall be settled in the court of competent jurisdiction in the district of Paschim Medinipur, West Bengal.

ADDENDUM/CORRIGENDUM

The addendum/corrigendum if any shall be published on Institute’s Website i.e. www.iitkgp.ac.in and on CPP Portal.

OTHER CONDITIONS:

• The quality of the earlier supplies of similar nature of furniture items (like Furnitures for Hostel Rooms) to the Institute by any of prospective bidder during last five years will be kept in view for qualification in the Technical Bid.

• No payment shall be made for any damage caused by rain, snowfall, flood, earthquake or any other natural causes whatsoever during the execution of work. The damages to the work will be made good by the Manufacturer at his own cost and no claim on this account shall be entertained.

• The manufacturer shall at his own cost shall arrange for necessary licenses/permission/clearance etc. required to import the material for completion of work within the stipulated period.

• If the materials used or finished works are not found acceptable, the Manufacturer shall arrange for the replacement of material required for re-execution of the work as per the contract.

• 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.

• Maintenance: The maintenance period will be twelve months from the date of recording of complete delivery by HMC, IIT Kharagpur. During maintenance period if any defect is found in the furniture items, it will be the responsibility of the manufacturer to rectify the same as per the requirement at his own cost and risk.

• All work must confirm to Indian standard specification, ISO 9001, 14001.

• Inspection: Initially the manufacturer will fabricate one ordered item for inspection and approval. Necessary modifications suggested at this stage by the indenter have to be incorporated in the subsequent items to be supplied. Before dispatch of materials, the manufacturer will give sufficient advance notice of the date in writing on which the goods 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 materials will be dispatched. If due to any reason, it is not possible on the part of the purchaser to visit the site of the manufacturer for inspection of the materials, the manufacturer shall bring samples of such item to site at IIT Kharagpur for inspection of the purchaser.

• Interested bidders shall have to comply with Integrity Pact as per the Institute policy along with the bid.

IMPORTANT

I. Director may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its
discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.

II. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.

III. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.

IV. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.

V. The Bidders are requested to submit the bids after issue of clarifications only considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, in their bid.
1. **General**: Only Indian Manufacturers/Service provider or their authorized vendors, having registered office in India are invited to quote.

**A. Compliance under Rule 144 (xi) of the General Financial Rules (GFRs) 2017**

I. As per Ministry of Finance, Department of Expenditure, Public Procurement Division Order (Public Procurement No.1) issued from file No.6/18/2019-PPD dated 23rd July, 2020 & the Order issued from time to time regarding Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) 2017, it is directed that any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority i.e. the Department for Promotion of Industry and Internal Trade (DPIIT).

II. “**Bidder**” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participated in a procurement process.

III. “**Bidders from a country which shares a land border with India**” for the purpose of this Order means:
   a) An entity incorporated, established or registered in such a country; or
   b) A subsidiary of an entity incorporated, established or registered in such a country; or
   c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
   d) An entity whose **beneficial owner** is situated in such a country; or
   e) An Indian (or other) agent of such an entity; or
   f) A natural person who is the citizen of such a country; or
   g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

IV. The **beneficial owner** for the purpose of above will be as under: -
   1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercise control through other means.
Explanation-
a) “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of share or capital or profit of the company;

b) “Control” shall include the right to appoint majority of the directors or to control the management of policy decisions including by virtue of their shareholding or management rights or share-holders agreements or voting agreements;

2. In case of a partnership firm, the beneficial owner is the natural person (s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

V. An agent is a person employed to do any act for another, or to represent another in dealings with third person.

VI. For Works contracts, including Turnkey contracts, the successful bidder shall not be allowed to subcontract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

A certificate (duly filled & signed) shall be submitted by bidders in the tender documents regarding their compliance with the said order as per Annexure XI. If the certificate submitted by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

B. Compliance under Rule 153 (iii) of the General Financial Rules (GFRs) 2017
It is mandatory for bidders to quote items having 20% or more local content. Refer revised Public Procurement (Preference to Make in India), Order 2017 P-45021/2/2017-B.E-II dated 16.09.2020 and the order issued from time to time by Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India. (Submit duly filled Annexure XII for the same).

Also, as per DPIIT, Ministry of Commerce and Industry OM vide no: P-45021/102/2019-BE-II-Part(1) (E-50310) dated 04.03.2021, bidders can’t claim themselves as Class-I local supplier / Class-II local supplier by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.
2. **Deviation from Specifications**: It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements. Otherwise, your tender will not be considered at all.

3. **TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER**: (i) Complete address and tele links for contact persons of manufacturers/service providers/authorized vendors offices dealing with this purchase. (ii) Name and full address of the manufacturers/service providers/authorized vendors (iii) **Country of origin** is to be provided for each item. (iv) Purchase order to be placed on: Should be mentioned in the quotation with full address.

4. **Performance Bank Guarantee**: The bidders to provide Performance Bank Guarantee of the amount equivalent to the 3% of the cost of contract value from any Nationalized Bank

5. **Guarantee**: The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications.

6. **Patent Rights**: The Supplier shall indemnify IIT Kharagpur against all third-party claims of infringement of patent, trademark or industrial design rights, copy rights arising from use of the Goods or any part thereof in India.

7. **Indemnity**: The vendor shall indemnify, protect and save IIT Kharagpur against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment(s) supplied by him.

8. **Jurisdiction**: All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e. Jurisdiction of KOLKATA HIGH COURT. Acceptance to this effect is also necessary at the time of opening of Technical Bid.

9. **Acknowledgment**: It is hereby acknowledged that we have gone through all the points listed under “Instructions & Special Conditions” outlined above, and those in the accompanying note on “Important Conditions”, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.
MINIMUM ELIGIBILITY CRITERIA / PRE-QUALIFICATION CRITERIA

1. **Registration Certificate(s):** Certificate of incorporation, PAN, GST, Trade License and so on shall be provided with the bid document.

2. **Past Experience of the bidder:**
   a. **Experience in terms of years; and/or:** As mentioned in “Qualification in Technical Bid / Eligibility Criteria”.
   b. **Experience in terms of execution of orders:** As mentioned in “Qualification in Technical Bid / Eligibility Criteria”.

   Necessary supporting document with work orders/Purchase Order, list of satisfactory clients, completion certificate shall be enclosed with the bid document. Prior experience may be relaxed for start-ups as per Govt. orders issued from time to time. Supporting documents may be submitted along with the bid document.

3. **ISO Certification, if any:** Supporting document must be enclosed with the bid document.

4. **Annual Average turnover (Rs. 50 Lakhs or higher) for last three Financial Year:** Bidder shall enclose CA Certificate/Audited statement.

5. **Income Tax Return (ITR) for last three Financial Year:** Bidder shall enclose ITR certificates.

6. **Non-blacklisting certificate:** The bidder should not have been suspended or blacklisted by any Govt. Organization. *(An undertaking to this effect must be submitted by the bidder that the firm has not been suspended or blacklisted by any Govt. Organization in the past or as on the date of bidding).*

   **Note:** The condition of prior turnover and prior experience may be relaxed for Start-ups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications and making suitable provisions in the bidding document (Rule 173 (i) of GFR 2017)
# TECHNICAL BID

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>Submitted (Yes / No) (If Yes- Page No.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certificate of Incorporation / Registration Certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Trade License, PAN and GST Certificates</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Status of the Tenderer (attach documents, if registered company / partnership /propriety ship)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Manufacturer (OEM certificate) or Service Provider /Dealer (Authorization and OEM certificate from Manufactures)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Details of key top official/authorized official with e-mail id and contact number</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Experience certificate (Previous Work Orders/Purchase Orders, list of satisfactory clients with address and contact number, completion certificates, etc.)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Technical Compliance Statement, as per Annexure - VI</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>ISO Certificate, if any</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Average turnover of company in last three Financial years, if any. Bidder shall enclose CA Certificate /Audited statement as per Annexure - VII</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Income Tax Returns of last three Financial years</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Bid Security Declaration as per Annexure - VIII</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Declaration as per Annexure - IX</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Undertaking / Self-Certification of non-blacklisting as per Annexure - X</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Certification on compliance under Rule 144 (xi) of the General Financial Rules (GFRs) 2017 as per Annexure – XI</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Certification on Compliance under Rule 153 (iii) of the General Financial Rules (GFRs) 2017 / Declaration for Local content as per Annexure - XII</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Other documents like literature, catalogues etc.,(if any)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

1. Attach all relevant documents in the same serial order as above, properly indexed, duly signed.
2. **This is to be submitted in a separate sealed envelope** super scribing “TECHNICAL BID”, Notice inviting Tender Reference no. and name of the bidder.
3. Price bid of that company/firm only will be opened which do technically qualify, for further consideration. **Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.**

Signature and seal of the Bidder
## TECHNICAL COMPLIANCE STATEMENT

### a. Cots:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Specification</th>
<th>Specification Description</th>
<th>Complied (Yes / No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overall size of the cot</td>
<td>For detailed specification; refer ANNEXURE-I</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Diameter and thickness of tubes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>The total head side height is 600 mm</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>The tubular leg would be detachable and fitted when required with 14 SWG thick MS strong corner plate</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>One lower storage platform should be provided below the top cover with Perforated sheet, 16 SWG, supported with 25x25x16 SWG square pipe</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>The whole steel components should be of CRC Sheet / MS Pipe. The open ends of the legs would be covered by MS 2mm circular disc</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>The cot structure should not have any nuts and bolt attachment, structure with fully welded construction</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>Powder Coating Paint</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

### b. Study Chairs:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Specification</th>
<th>Specification Description</th>
<th>Complied (Yes / No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overall size of the Study Chair</td>
<td>For detailed specification; refer ANNEXURE-I</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>The backrest and Seat [(Size -18” (L) x 16” (D)] made of 12 mm thick termite proof IS0-9001 &amp; 14001 grade commercial hot pressed ply board</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Both the backrest and the seat would have two nos. of support made of 25 mm x 5 mm MS Flat</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Both sides of the back rest and single side (top side) of the seat would be laminated by 1 mm thick Sunmica Decorative laminates</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>Varnish would be applied all over the bottom surface of seat</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
6. Open edges of the back rest and seat should be painted matching the Sunmica colour for aesthetic look

7. Open ends of the legs and back rest steel pipe would be covered by Nylon caps and Nylon buffer

8. Powder Coating Paint

c. **Study-Cum-Computer Table**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Specification</th>
<th>Specification Description</th>
<th>Complied (Yes / No )</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overall size of the Study-Cum-Computer Table</td>
<td>For detailed specification; refer ANNEXURE-I</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Table of S.S. Sheet 304 grade Quality. With one Drawer and one cabinet with provision of padlock locking system instead of key locking system. Over size of Drawer &amp; cabinet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The table top would be made of 18-19 mm thick BWR termite proof ISO 9001 &amp; 14001 grade ISI marked hot pressed commercial waterproof ply with laminated by 1 mm thick sunmica and polished all over the inner surface with matching colour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The exposed edges of Table top would be finished with 2 mm thick PVC edge beading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The mainframe with all six number of full length legs and foot rest of table will be made of 30mm x 30mm x 1.5mm thick SS 304 grade hollow polished square tube</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Structure would be fully welded construction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

d. **Dining Tables**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Specification</th>
<th>Specification Description</th>
<th>Complied (Yes / No )</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overall size of the Dining Table</td>
<td>For detailed specification; refer ANNEXURE-I</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Top of Table top would be made of 1.5mm thick SS 304 grade sheet with all four side 50mm edge folding. Top shall be supported by two 100mm (W) SS 304 grade sheet stiffener</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3  Diameter and thickness of pipes

4  All four legs connector, footrest all side would be made of 50 mm x 50 mm X 1.5 mm thick SS Square Pipe

5  Single Pole Fixed stool leg made of 50mmx 50mm x 1.5 mm SS Square Pipe 304 grade, and top made of moulded 300 mm dia SS sheet connected to the table frame foot rest on both sides by the same pipe

6  All sharp end of table should be curved inside with welding of S.S pipe of suitable size to avoid any damage/cut to human body. All open ends of legs are fixed with hard plastic buffer

7  Structure with fully welded construction

ANNEXURE – VII

FINANCIAL INFORMATION

Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three preceding years (Financial years) duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
<th>Year ending 31st March</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Year 1</td>
</tr>
<tr>
<td>01</td>
<td>Gross annual turnover in the similar works</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Profit (+) / Loss (-)G</td>
<td></td>
</tr>
</tbody>
</table>

1. Income Tax Return  
2. Audited Account of the company for last three years  
3. Income Tax, PAN Details  
4. GST No.

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

Dated:

Signature of Chartered Accountant with seal and membership number
ANNEXURE - VIII

BID SECURITY DECLARATION

1. I, ..........................................................Son /Daughter of Shri ........................................
..........................................................Proprietor/Partner/CEO/MD/Director/Authorized
Signatory of M/s..........................................................am competent
to sign this Bid Security Declaration and execute this tender document and hereby
declare that;

2. I/we understand that, according to your conditions, bid must be supported by a Bid
Securing Declaration.

3. I/we accept that I will automatically be suspended from being eligible for bidding in
any contract with IIT Kharagpur for a period equal to the duration of the contract
for tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of
Goods’ from the date of notification, if I am in a breach of any obligation(s) under
the bid conditions, because I;

   a. have withdrawn/modified/amended, impairs or derogates from the tender
during the period of bid validity specified in the bid document, or

   b. having been notified of the acceptance of our Bid by IIT Kharagpur during
the period of bid validity, (i) fail or refuse to execute the contract, if required,
or (ii) fail or refuse to furnish the Performance Security, in accordance with
the General terms and conditions & Instructions to Bidders.

4. I/we understand this Bid Securing Declaration shall cease to be valid if I am not the
successful Bidder, upon the earlier of (i) the receipt of your notification of the name
of the successful Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of
my Bid.

Signature of the Authorized Person

Date: -----------------------------

Full Name: -----------------------------

Place: -----------------------------

Company Seal: -----------------------------
DECLARATION

1. I,-------------------------------------------------Son /Daughter of Shri ----------------------- ----
-----------------------------------------------------------------------------Proprietor/Partner/CEO/MD/Director/Authorized
Signatory of M/s.------------------------------------------------------------am competent to sign
this declaration and execute this tender document.

2. Tender ref no: ___________________________  dt:__________ . I have carefully
read and understood all the terms and conditions of the tender and hereby convey
my acceptance of the same.

3. The information/ documents furnished along with the above application are true
and authentic to the best of my knowledge and belief.

4. I/we am/are well aware of the fact that furnishing of any false information/
fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is
authenticated, sealed and signed, and I take full responsibility for the entire
documents submitted.

Signature of the Authorized Person

Date: -----------------------------

Full Name: ----------------------------

Place: ----------------------------

Company Seal: --------------
ANNEXURE - X

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT
(On Company / firm’s Letterhead)

I/We hereby confirm and declare that we, M/s --------------------------------------------, is not blacklisted/ Deregistered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services as on date.

Signature of the Authorized Person

Date: -----------------------------

Full Name: ----------------------------

Place: ----------------------------

Company Seal: --------------
CERTIFICATE

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is not from such a country and is eligible to be considered.

OR (whichever is applicable)

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is from [Name of Country] and has been registered with the Competent Authority. I/we also certify that this bidder fulfils all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached with the bid document)

Signature of the Authorized Person

Date: -----------------------------

Full Name: -----------------------------

Place: -----------------------------

Company Seal: -----------------------------
(On Company / firm’s Letterhead)

Tender No:………………………………… Dated:………………………..……..

CERTIFICATE

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is not from such a country and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

OR (whichever is applicable)

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we hereby certify that this bidder is from ________ (Name of Country) and has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I/we also certify that this bidder fulfils all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached with the bid document)

Signature of the Authorized Person

Date: -----------------------------

Full Name: ----------------------------

Place: ----------------------------

Company Seal: --------------
DECLARATION OF LOCAL CONTENT

(To be given on Company Letter Head – For tender value upto Rs.10 Crores)
(To be given by Statutory Auditor/Cost Auditor/ Practising Cost Accountant/ Practising Chartered Accountant for tender value in excess of Rs.10 Crores)

Tender No:………………………………… Dated:……………………………………

To
The Chairman
Hall Management Centre
IIT Kharagpur
PIN: 721302

Subject: Declaration of Local Content-reg.

1. Country of origin of Goods being offered:.................................................................
2. We hereby declare that items offered has .................% local content.
   (Clarification for Local content calculation as per OM No: P-45021/102/2019-BE-II-Part (1) (E-50310), dated 4th March 2021 of Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India.)
3. The details of the location(s) at which local value addition is made are given in the below table;

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the item</th>
<th>Location(s) of local value addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

“Local Content” means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Important:
False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules 2017 for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules 2017 along with such other actions as may be permissible under law.”

Date:

Yours faithfully,

(Signature of the bidder, with Official Seal)
FINANCIAL BID FORMAT

Tender No.: No. IIT/HMC/PUR/FUR/2023/01, Date: 10/03/2023

Tender for SUPPLY OF FURNITURE FOR HOSTEL ROOMS

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price without GST (in Rs.)</th>
<th>GST on unit price (in Rs.)</th>
<th>Unit Price including GST (in Rs.)</th>
<th>Total Amount for entire quantity (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cots</td>
<td>1500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Study Chairs</td>
<td>1500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Study-cum-Computer tables</td>
<td>1500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dining Tables</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

Total amount (E) in words:
Rupees

1. Non-conformities between Figures and Words:
   a. If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price shall be corrected accordingly;
   b. If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
   c. If there is a discrepancy between words and figures, the amount in words shall prevail.

Signature of the bidder along with seal
## Checklist
(Bidder should fill up YES or NO without fail)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/ No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Technical Bid (Envelope – A) contains the following documents</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Tender fee : Rs. 2,000/-</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EMD Rs. 5,50,000/- / Bid Security Declaration if Exempted</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical Bid as per Annexure – V along with all supporting annexures, documents etc. as mentioned in the Tender document as per given sequence</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Signed Notice Inviting Tender (NIT) and corrigenda thereon, if any</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Any other supporting/ additional document/ information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial Bid (Envelope – B)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Price Bid (As per the format given at Annexure – XIII)</td>
<td></td>
</tr>
</tbody>
</table>

Note: All pages of the bid documents must be serially numbered and signed.