



**Office of Alumni Affairs & International Relations
Indian Institute of Technology
Kharagpur – 721 302**

No. IITKGP/AA&IR/PUR-RP/FURNITURE/2018-19/009

Date: 28/06/2018

Sub: Fabrication and Installation of Furniture in Library and Common Room at RP Hall, IIT Kharagpur

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed two part bids from reputed **Furniture Manufacturers/Fabricators or their authorized certificate holders, for Fabrication and Installation of Furniture (TURN KEY BASIS) in Common room and Library at RP Hall, IIT Kharagpur** The Estimated Cost is Rs. 6.00 lac.

Interested and eligible vendors are requested to send their sealed bids as per **Technical Specifications (Annexure-I), General Terms & Conditions (Annexure-II), Format of Technical Bid Document (Annexure-III), signed Declaration (Annexure-IV), and Format of Price Bid as per ANNEXURE – V under a Two- Bid System.** Kindly refer the Institute website: www.iitkgp.ac.in (Link: Tenders) and on Central Public Procurement Portal (<https://eprocure.gov.in>) for full tender details. Any Addendum/Corrigendum shall only be published on the Institute Website and CPP Portal. Price bid (as per ANNEXURE – V) should be submitted for all the items of **BOQ (AS A TURN KEY PROJECT).**

Indian Institute of Technology, Kharagpur will hold **Pre Bid Conference** with the all **interested bidders** for technical and commercial discussions/clarifications. This Conference will be held in the **Committee Room, IIT KHARAGPUR on 10/07/2018 at 11.00 a.m.**

Eligible vendors are requested to submit two sealed envelopes containing Technical Bid (Envelope – I) and Commercial Bid (Envelope – II) placed in a larger sealed envelope super-scribing with reference number **(Tender Notice No. IITKGP/AA&IR/PUR-RP/FURNITURE/2018-19/009 , Dated: 28/06/2018)** to the Dean Alumni Affairs, Office of AA&IR, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721302 **on or before 24/07/2018. upto 2:00 pm.**

The technical proposals submitted by the OEM/Vendors will be evaluated first by a technical committee and the price bids submitted by only the technically qualified OEMs/vendors will be opened for price comparison.

The Technical bids will be opened on 24/07/2018 at 4.00 p.m. in the Committee Room, Indian Institute of Technology Kharagpur.

Copy to:

1. Institute website
2. CPP Portal
3. Notice Board

Dean Alumni Affairs
IIT Kharagpur

Tender for Fabrication and Installation of Furniture for Library and Common Room at RP Hall, IIT Kharagpur

1. Last Date and Time for Submission of Tender	24/07/2018 up to 1400 hrs.
2. Date of Pre-bid meeting	10/07/2018 at Committee Room, IIT Kharagpur at 11.00 AM
3. Opening of Technical Bid	24/07/2018 at 1600 hrs. at Committee Room, IIT Kharagpur
4. Address for submission of bid documents	Dean Alumni Affairs (Office of Alumni Affairs & International Relations) IIT Kharagpur, Kharagpur-721302 (W.B)
5. Estimated cost (All inclusive)	Rs. 6 lac
6. Time of completion of Work	40 days from the date of issue Of Purchase order
7. Tender Fee	Rs. 1,000.00 (Non-Refundable)
8. EMD Value	Rs. 20,000.00

BOQ**Furniture****ANNEXURE – I**

<i>Sl. No.</i>	<i>Product</i>	<i>Specification</i>	<i>Quantity</i>
1.	Library Bookshelf	Made up of 20 Gauge Steel; 78 X 34 X 12 Inches; 5 Compartments	50
2.	Sofa	Three seater; 30 X 63 Inches; Leather Finish; Wooden Frame (Oak wood); ILD(Foam Density)-32	4
3.	Center Table	Made up of Stainless Steel; 36 X 18 Inches; 8mm Coloured Glass Top	2
4.	Study + PC Table	Made up of 18mm Commercial Ply and Mica; 60 X 24 X 30 Inches; 1 Keyboard Drawer + 1 compartment for CPU & UPS + 3 Drawer	1
5.	Office Chair	High Back Revolving Chair with Handle(Model RB-47)	1
6.	Study Table	Solid Wooden Frame with Table Top made up of 18 mm Commercial Ply & Mica; 60 X 24 X 30 Inches;	2
7.	Cushioned Chairs	Model- Supreme Ornate or equivalent	8
8.	Lobby Chairs	Four Seater Chairs(cushioned seats with backrest)	15
9.	Bean Bags	<p>XXXL Size -2Kg</p> <ul style="list-style-type: none"> • Bean Bag Cover with beans • Fade resistant Leatherette fabric with superior seam and tear strength • Double stitched for extra strength • Double protection with velcro and zipper to prevent beans from spilling • Handle strap for ease of holding or carrying around • Product Dimensions: Length (127 cm), Width (127 cm), Height (117 cm) 	10

ANNEXURE – II

GENERAL TERMS AND CONDITIONS

1. Important Dates :

- ✓ Pre-bid meeting on 10/07/2018, 11.00 AM at Committee Room, IIT, Kharagpur
- ✓ Last Date of Submission of Sealed Bids: 24/07/2018, 02-00 PM in the Office of Alumni Affairs & International Relations, IIT Kharagpur
- ✓ Date of opening of the Technical Bids: 24/07/2018, 04-00 PM at Committee Room, IIT Kharagpur

2. **Payment Terms:** 90% Payment shall be made after successful completion of the work duly certified by the consignee. Balance 10% may be released against submission of Performance Bank Guarantee to the tune of 10% of the total purchase order value. The Performance Bank Guarantee shall be issued from any Nationalized Bank, validity of which shall be five (05) years plus ninety (90) days drawn on any commercial bank.

No advance/mobilization support, is payable against supply of stores.

In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

3. **Warranty / Guarantee: 5 years OEM warranty**, from the date of successful completion of the Work.
4. **Completion of the Work:** The work should be completed within 40 days from the date of receipt of the Purchase Order.
5. **Tender Fee:** An amount of Rs. 1,000.00 (Rupees One thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. **Bids without Tender will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.**

6. **Earnest Money Deposit (EMD):** An amount of Rs. 20,000.00 (Rupees Twenty Thousand only) in the form of Demand Draft be enclosed along with the bid. The E.M.D. shall be from any Nationalized Bank and to be drawn in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. **Any bid without EMD will not be considered.** This will be refunded to the unsuccessful vendors once the process of technical and price bid opening is complete. The EMD of vendor getting the purchase order will be retained and returned six months after successful completion of the work. No interest is payable on refunds. EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same. **E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document.**

A Tender Fee and Earnest Money Deposit (EMD) be made by Demand Draft from any Nationalized Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur or directly to the ESD Bank Account of IIT Kharagpur through ECS/RTGS/NEFT transfer. The Bank details are as follows:

- | | | | |
|----|------------------|---|----------------------|
| 1. | Name of the Bank | - | SBI IIT Kharagpur 2. |
| | Account No. | - | 10224331218 |
| 3. | IFS Code | - | SBIN000202 |
| 4. | MICR Code | - | 721002103 |
| 5. | SWIFT Code No. | - | SBININBB339 |

The bidders should enclose system generated self attested copy of RTGS/NEFT/ECS confirmation slip with UTR No. as proof of deposit of Tender Fee and EMD. EMD of unsuccessful vendor(s) shall be refunded once the process of technical and price bid opening is completed. In case of successful vendor(s) the said amount will be refunded after complete execution of the purchase order. Tender submission fee and EMD in any other form is not acceptable. Tenders received without submission of tender fee and EMD will be summarily rejected. Late and delayed tenders will be summarily rejected.

[Note: Exemption for submission of Tender Fee and EMD will be given as per Government of India rule subject to submission of proper and valid documents]

7. **Price:** The price shall be **quoted in Indian Rupees only**, on free delivery at site basis. This shall be inclusive of all taxes, and Inter-state transit Way Bill (Form-50) will be issued only to the selected bidder as may be mentioned in the Purchase Order.
8. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.
9. **Reputed Furniture manufacturers/Fabricators or their authorized certificate holders can submit the bid.**

OEM may submit the bid directly, for other vendors original authorization certificate from OEM/fabricator is required to be enclosed.

- 10. Acceptance of Tender:** The Authority of IIT, Kharagpur reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
- 11. Extra Features:** If the bidder provides any other extra features on the work which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
- 12. Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- 13.** The OEM should be an ISO certified company.
- 14. Conditional Offer** will not be accepted.
- 15. Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.
- 16.** The benefit of downward prices due to any kind of tax revision should be given to IIT Kharagpur by the selected vendor.
- 17. Past Performance of the Vendors will be judged at the time of Technical Evaluation.**
- 18. 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.
- 19. Bidders should** enclose the following documents with the technical bid document for their eligibility:
 - (i) Bidder shall have a minimum 03 (three) years of experience in supplying and installing of FURNITURE in a government organization (at State/National/ International level) as on tender submission deadline. Name, address/contact details of the present and past satisfactory clients to be provided
 - (ii) Experience for execution of similar type of work in any IIT/NIT/UNIVERSITY/IIM/IISER or any Institute of National Importance in India during last 03 years.
 - (iii) Copy of the ISO certificate
 - (iv) Copy of Company Registration Certificate/Trade License

- (v) Copy of PAN Card, GST registration certificate
- (vi) The bidder must submit copies of acknowledgement of Income Tax return for the last three financial years.
- (vii) Copy of product literature technical leaflet, wherever applicable for which the prices have been quoted should invariably be enclosed
- (viii) Signed copy of the tender document, with company seal, agreeing to the all terms & conditions of the tender document

Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking by the Bidder for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head, to be submitted with the Technical document.

20. All tenders are to be submitted or handed over to the Dean Alumni Affairs, Office of Alumni Affairs & International Relations, IIT Kharagpur and acknowledgement to be obtained. 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.

21. The person/officer signing the tender/bid documents should be delegated with an appropriate Power of Attorney by the Chief Executive Office/Managing Director of the Company to sign such documents.

22. Opening of Price Bids :The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). **The date for opening of price bids will be notified separately only to technically qualified bidders.**

23. Tenderer or his/her authorized representative (with proper authorization letter for 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.

24. IMPORTANT

1. 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.
2. The OEMs/Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.
3. In case of any dispute, the decision of the Director of this Institute shall be Final and binding on the bidders.

4 For any query pertaining to the bid document, correspondence be addressed to :

Dean, Alumni Affairs, Indian Institute of Technology Kharagpur
Kharagpur – 721 302 (India)
Phone: +91- 3222 282236
e-mail: adeanaa@adm.iitkgp.ernet.in

In case the due date for submitting and opening tender happens to be a holiday, the same will be happened on the next working day. The timings will however remain unchanged. Please note that the Institute remains closed during Saturdays & Sundays.

25. Before awarding for the complete execution of work, LETTER OF INTENT (LOI) and request for supplying one no. of each item (as per specifications in BOQ of the tender notice) will be issued and be completed within a period of 15 days from issue of the LOI. These items will be considered as 'benchmark' for the total execution. Any shortcoming from the tender specification will be pointed out for rectification followed by re- inspection until full satisfaction of the Competent Authority of IIT Kharagpur. Please note that after successful completion of the above mentioned works and followed by satisfactory inspection report, confirmed Purchase/Work Order may be issued for total execution of the project.

26. Inspection : Before dispatch the 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 will be dispatched. If due to any reasons, it is not possible on the part of the purchaser to visit the plant site of the Manufacturer for inspection of the items, the Manufacturer shall bring sample pieces of such items to site (IIT Kharagpur) for Inspection the purchaser.

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

TECHNICAL BID DOCUMENT

**FORMAT TO BE FILLED BY THE OEM/AUTHORIZED VENDORS FOR SUBMITTING TENDER FOR
Fabrication and Installation of Furniture for Library and Common Room at RP Hall, IIT Kharagpur**

1. Name of the Tenderer :
2. Status of the Tenderer :
(attach documents, if registered
company/partnership/propriety ship)
3. Whether OEM/authorized certificate holder :
(attach copy of certificate/authorization)
4. Details of experiences in a Govt. Organization for : last
03 years. Detailed Name, Address/contact details of
the present and past clients
5. Details of experiences in any IIT/NIT/Univ./IIM/ :
IISER or any Institute of National Importance in India
during last 03 years
6. Copy of the ISO certificate(s) of the vendor :
7. Copy of Company Registration Certificate/
Trade License and PAN Card, GST registration no. :
8. Copies of acknowledgement of Income Tax return for the
last three financial years :
9. Signed copy of the tender document, with seal :
10. Details of EMD/Tender fee Bank Draft No., issuing branch and
date :
11. Mention all the brand name(make & specification) :
of all the materials and items that would be using
in the proposed work

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the OEM/Vendor

NOTE : This is to be submitted in a separate sealed envelope **super scribing "TECHNICAL BID"**

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. 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 – V

Tender No. IITKGP/AA&IR/PUR-RP/FURNITURE/2018-19/009 Dated 28/06/2018

FORMAT FOR PRICE BID AGAINST THE TENDER: The Vendor must submit the price bid separately for BOQ of Annexure-I including drawing as per below **format**. **Price bid submitted without the given format, the price bid will not be considered.**

Sl. No.	Type	Nos.	Rate in INR		Rate in INR (all inclusive) FOR IIT Kharagpur basis
			Basic Price	Tax and other charges	
1.	Bookshelf	50	_____ (a)	_____ (b)	_____ A=(a+b)x50
2.	Sofa	4	_____ (c)	_____ (d)	_____ B=(c+d)x4
3.	Center Table	2	_____ (e)	_____ (f)	_____ C=(e+f)x2
4.	Study + PC Table	1	_____ (g)	_____ (h)	_____ D=(g+h)x1
5.	Office Chair	1	_____ (i)	_____ (j)	_____ E=(i+j)x1
6.	Study Table	2	_____ (k)	_____ (l)	_____ F=(k+l)x2
7.	Cushioned Chairs	8	_____ (m)	_____ (n)	_____ G=(m+n)x8
8.	Lobby Chairs	15	_____ (o)	_____ (p)	_____ H=(o+p)x15

9.	Bean Bags	10	<u> </u> (q)	<u> </u> (r)	<u> </u> l=(q+r)x10
<p>Total (All inclusive) [A+B+C (in Figure) : Rs. +D+E+F+G+H+I]</p> <p>Total (All inclusive) [A+B+C (in Words) : Rs. +D+E+F+G+H+I]</p>					

Dated signature & seal of the OEM/Vendor