TENDER DOCUMENT


FOR

(Purchase of Furniture for Hall Rooms)

OF

(Of Office of Alumni Affairs & Branding)

IIT KHARAGPUR

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR – 721302
WEST BENGAL
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NOTICE INVITING TENDER

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites sealed bids from all Indian Manufacturers having registered office in India who fulfil the criteria mentioned in the Tender document and has adequate credential, for the Purchase of Furniture for Hall Rooms at the Department of (Office of Alumni Affairs & Branding), IIT Kharagpur.

Interested parties may submit their sealed bids under Two-Bid system as per Technical Specifications given at Annexure I and General Terms & Conditions and other formats given at Annexure II to XI. Two covers (Technical Bid and Price Bid) are to be sealed and placed in one large Cover superscribed with tender reference number (Tender No. OAA/2021-22/455 DT: 16.12.2021) and submitted to “Chairman, Purchase Committee, Office of Alumni Affairs & Branding, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before 07.01.2022 at 3.00 PM. Technical Bids will be opened on 07.01.2022 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. Date for opening price bids will be intimated through email or website, only to the technically qualified bidders.

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/eprocure/app]. If there is any corrigendum/addendum, it shall only be published on Institute’s Website and Central Public Procurement Portal.

Signature of The Associate Dean, Office of Alumni Affairs & Branding
IIT Kharagpur

Signature of Dean Outreach
Office of Alumni Affairs & Branding
IIT Kharagpur

To
1. Institute Website
2. CPP Portal
3. Department Notice Board
TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES

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<th>Tender No. with Date</th>
<th>OAA/2021-22/455 Date : 16.12.2021</th>
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<tr>
<td>Brief Description of Tender</td>
<td>Purchase of Furniture for Hall Rooms</td>
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<tr>
<td>Tenser fee (Non refundable)</td>
<td>Rs.1000/- (By way of Demand draft from any Nationalized Bank /Commercial Bank and paid in favour of &quot;IIT KGP INSTITUTIONAL DEVELOPMENT FUND&quot;, payable at Kharagpur)</td>
</tr>
<tr>
<td>EMD</td>
<td>NIL (Bidder should submit the Bid Security Declaearation as per Annexure VI)</td>
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<tr>
<td>Pre -bid Meeting</td>
<td>Date : 20.12.2021, 5 PM at Office of Alumni Affairs, IIT Kharagpur</td>
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<tr>
<td>Last date for submission of sealed tenders/quotations</td>
<td>07.01.2022 at 03.00PM</td>
</tr>
<tr>
<td>Pre -qualification &amp; Technical Bid opening date/time</td>
<td>07.01.2022 at 04.00 PM</td>
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<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>One Year from the opening of Price Bid</td>
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| Submission of bids (by speed post) (Addressed to) | Chairman
Purchase Committee
Office of Alumni Affairs & Branding
Indian Institute of Technology Kharagpur
Kharagpur-721302, W.B |

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.

Signature and seal of Bidder
TECHNICAL SPECIFICATIONS

Purchase of Furniture for Hall Rooms
(Tender no. OAA/2021-22/455 Date: 16.12.2021)

<table>
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<tr>
<th>S. No.</th>
<th>Name of the item &amp; Specifications</th>
<th>Unit</th>
<th>Quantity</th>
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<tr>
<td>1</td>
<td><strong>Bed (with cupboard):</strong></td>
<td>Nos</td>
<td>18</td>
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|        | • Overall Dimension of bed (Approx): Length: 79.5" (includes 2" of head & leg boards) Width: 37.5" (includes 2" width of side boards) Height along the middle: 20" (with a groove of 1" for Mattress), Height towards head board: Total 28" Height towards leg board: Total 22" • The bed frame to be made of size 25 mm x 25 mm x 16 swg thick mild steel square pipe with four middle support 25 mm x 25 mm x 16 SWG mild steel square pipe at equal distance. • Four corner legs are to be made of 40 mm x 40 mm x 16 SWG thick mild steel square pipes. Each of two corner legs should be connected at lower portion of head & leg side supported by of 25mm x 25mm x 16 SWG thick mild steel square pipe. • Two extra middle leg supports are to be provided of 25mm x 25mm x 16 SWG mild steel square pipes with leg support of 25mm x 25mm x 16SWG mild steel square pipe. • All the tubular leg would be defect-free welded. • 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 non electrolytic deep process to produce a protective 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. • Head board 26"H x 38"W is to be made of 25 mm thick BWR termite proof ISO 9001 & 14001 grade ISI marked hot pressed waterproof commercial ply wood, & leg board 20"H x 38"W is to be made of 25 mm thick BWR termite proof ISO 9001 & 14001 grade ISI marked hot pressed waterproof commercial ply wood. Both head board and leg board are to be laminated with 0.8 mm thick sunmica (reputed brand approved by the customer) on all exposed sides. The head & leg boards are to be fastened to the metal frame properly with screws. • Side boards of 39" L x 7" H (half of the frame) on both side of the bed are to be made of 19 mm thick BWR
termite proof ISO 9001 & 14001 grade ISI marked hot pressed waterproof commercial ply wood, laminated with 0.8 mm sunmica (reputed brand approved by the customer). The side boards are to be fastened to the head & leg boards properly with screws.

- Left/Right handed side will have a provision of cupboard of 39" L x 36" W x 19" H, made of 12 mm BWR termite proof ISO 9001 & 14001 grade ISI marked hot pressed waterproof commercial ply wood, laminated with 0.8 mm thick sunmica (reputed brand approved by the customer) on all exposed sides. The cupboard should have double door on hinge with magnet stopper and a single locking arrangement and knob.

- The exposed edges of plywood to be finished with 3 mm thick teak wood beading (with matching polish) / pvc beading (with matching colour). Sharp top corners of the head board and leg board should be properly rounded before the teak wood beading.

- All ply boards will have a ground clearance of 2 inches. Only the six legs (fours at corners and two at middle) would touch the floor.

- All open ends of legs would be covered by nylon buffers for scratch free floors.

- Manufacturer’s name/logo (not easily removable) should be on each hostel bed.

**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
2. MS pipe: Tata/ Sail/ Jindal

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**Study-cum-Computer Tables:**

- Overall Size: 900 mm (Length) x 600 mm (Depth) x 750 mm (Height)
- It will have a drawer 300 mm (Length) x 450 mm (Depth) x 150 mm (Height) at right side.
- A base for keeping computer/UPS (made of 19 mm thick BWR termite proof ISO 9001 & 14001 grade ISI marked hot pressed commercial waterproof ply, (which is laminated by 1mm thick sunmaica and polished all over the inner surface with matching colour) at right side below the drawer fixed at the height of leg rest.
- The post formed table top would be made of 19 mm thick BWR termite proof ISO 9001 & 14001 grade ISI marked hot pressed commercial waterproof ply with laminated by 1mm thick sunmaica and polished all over the inner surface with matching colour.
- The exposed edges of Table top would be finished with 2 mm PVC edge beading.
- The drawer will be made of 18 SWG thick Mild Steel Sheet.
- The mainframe with all legs and footrest of Table will...
be made of 25 mm x 25 mm x 14 SWG thick Mild Steel Square pipe.
- The table will have six numbers of full-length legs, of which four will be at the corner of the table and another two at the side of the drawer supporting them.
- All open ends of the square pipes including those of legs would be covered by unscratchable nylon/rubber buffer.
- The keyboard tray should be fitted at height so that there is sufficient leg space. The keyboard tray will have best quality sliding guides on both sides.
- All metal Structure would be treated by seven tanks process for Powder Coating Paint i.e. Digressing (1st Tank), Water rinsing (2nd Tank), Dirusting 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 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.
- Manufacturer’s name/logo (not easily removable) should be on each study table.

3 Steel Frame Study Chairs:
- Size: 900mm (H) x 420mm (D) and 450mm 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.
- The backrest [(Size-18" (L) x 8" (H))] and Seat [(Size - 18" (L) x 16" (D))] made of 12 mm thick termite proof IS0-9001 & 14001 grade commercial hot pressed ply board and Both backrest and seat are properly curved by hot pressing so as to give seating comfort. The four corners of both should be rounded.
- Both the backrest and the seat would have two nos. of Support made of 25 mm x 5mm MS Flat. Each of the backrest and the support is rivetted at four places with the flat MS supports for rigid and durable fixing with the mainframe structure.
- Both sides of the back rest and single side (top side) of the seat would be laminated by 1 mm thick sunmica.
- Varnish would be applied all over the bottom surface of seat.
- Open edges of the back rest and seat should be painted matching the sunnicacolour for asthetic look.
- Open ends of the legs and back rest steel pipe would be covered by Nylon caps and Nylon buffer.
- All metal Structure would be treated by seven tanks process for Powder Coating Paint i.e. Digressing (1st Tank), Water rinsing (2nd Tank), Dirusting by Acid (3rd Tank), Water rinsing (4th Tank), Pho sphating (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
<table>
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<th>4</th>
<th>Installation of the above mentioned items in the respective Hall rooms as specified by the Office of Alumni Affairs &amp; Branding</th>
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<td><strong>Guarantee/Warranty of above items</strong></td>
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<td>5 year after successful installation and demonstration</td>
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GENERAL TERMS AND CONDITIONS

1. Tender Fee: Tender(s) of INR 1000.00 (Rupees One Thousand Only) by way of Demand Draft from any nationalizes bank/Commercial bank and paid in favour of “IIT KGP INSTITUTIONAL DEVELOPMENT FUND”, payable at Kharagpur.

Office of Alumni Affairs & Branding, 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 bidder in support of their claim.

Tender fee will be kept in separate covers and placed in Technical Bid Covers.

2. Bid Security Declaration in lieu of EMD: No EMD shall be deposited, however the bidder should submit the Bid Security Declaration as per Annexure – VI with the Technical bid, without which the bid shall be straightway rejected. 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 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.

3. Payment Terms & Performance Bank Guarantee (PBG): 90% payment will be made after receipt of stores in good order and condition, successful installation and demonstration thereafter certification by the Department. Balance 10% may be released against submission of Performance Bank Guarantee to the tune of 3% of the total Contract value. PBG shall be issued from any nationalized bank/commercial bank, which shall be valid for the period of warranty plus 60 days. No advance/mobilization support, is payable against supply of stores. Remain valid for a period 60 (sixty) days beyond the expiry of the Tender Period.

4. Price:
   a. The Price should be quoted in INR only.
   b. The price should be quoted “FOR IIT Kharagpur” basis. The price should be all inclusive.
   c. The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
   d. Discount, if any, should be indicated separately/prominently.
   e. Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.

5. 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, if any should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.
6. **Award of the Contract:** The order shall be placed to successful L1 bidder upon approval of the competent authority. L1 bidder is selected based on the tender evaluation sheet of price bid format (**Annexure-XI**).

7. **Tender Evaluation Criteria:** The committee of IIT KGP will prepare a list of firms based on compliance of terms and conditions of the tender. The tenders, which do not conform to the conditions stated in the tender, shall be rejected. Price bids of only technically qualified bidders will be opened on a later date to be notified on the Institute website or informed through mail.

8. **Acceptance of Tender:** The Authority of IIT Kharagpur does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

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

10. **Compliance List:** The proposal should be properly indexed and a compliance list against the technical specifications should be provided.

11. **Installation and Commissioning:** Free of cost at Respective Hall, 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 Office of Alumni Affairs & Branding.

12. Past Performance of the Vendors will be judged at the time of Technical Evaluation.

13. 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.

14. Bidders should enclose the following documents:
   
   a. Purchase order to be placed on: Should be mentioned in the quotation with full address, email address, phone number.
   
   b. Proforma Price Bid (without mentioning the price rate) may be attached with technical bids.
   
   c. Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories (if applicable).

15. All tenders are to be handed over in a sealed box in the Office of Alumni Affairs & Branding, IIT Kharagpur-721302. 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. For speed post, the Postal Address is

   **Chairman, Departmental Purchase Committee**

*Signature and seal of Bidder*
Office of Alumni Affairs & Branding, IIT Kharagpur
Kharagpur-721302, West Bengal (State)

16. **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 by email.

17. **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.**

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

19. **Last Date of Submission of Sealed Bids (both technical and price bids, separately in two covers and placed, sealed in one envelope):** 07.01.2022 up to 3.00 P.M.

20. **The Technical bids** will be opened on 07.01.2022 at 4.00 P.M. in the Office of Alumni Affairs & Branding, I.I.T. Kharagpur, West Bengal (State).

21. **Liquidated Damages:** 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.

22. **Warranty/Guarantee & On-site skill support:** Five (5) years onsite comprehensive OEM warranty from the date of successful installation and commissioning. The firm has to guarantee supply of spares for a minimum period of 5 years.

23. **Delivery of Stores:** The store items are to be supplied within 30 days from the date of receipt of the Purchase Order.

24. **Extra Features:** If the bidder provides any other extra features on the Furniture & Fixture which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
25. **Period of Validity**: Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.

26. 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.

27. The Client may visit the work place of the selected vendor time to time to assess the progress of the work.

**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.

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

VII. 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.

VIII. A copy of the tender document with all pages (total 26 pages) duly signed and submitted by the bidder along with the Bid.

IX. All tenders are to be handed over in a sealed box in the Office of Alumni Affairs & Branding, IIT Kharagpur-721302. 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. For speed post, the Postal Address is "

Chairman,
Purchase Committee
Office of Alumni Affairs & Branding,
IIT Kharagpur-721302, West Bengal (State)
INSTRUCTIONS & SPECIAL CONDITIONS

1. **General**: Indian Manufacturers/Service providers 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:
   i. An entity incorporated, established or registered in such a country; or
   ii. A subsidiary of an entity incorporated, established or registered in such a country; or
   iii. An entity substantially controlled through entities incorporated, established or registered in such a country; or
   iv. An entity whose *beneficial owner* is situated in such a country; or
   v. An Indian (or other) agent of such an entity; or
   vi. A natural person who is the citizen of such a country; or
   vii. 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 shareholders 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.

X. 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 X. 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 XI 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 service providers 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. The Performance Bank Guarantee is required for the entire period of Warranty. Performance Bank Guarantee must remain valid for a period 60 (sixty) days beyond the expiry of the Warranty Period.

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.

7. 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.

7. 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.

8. Interested vendors must be able to supply adequate spares and consumable during five years of comprehensive warranty.
MINIMUM ELIGIBILITY CRITERIA / PRE-QUALIFICATION CRITERIA

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

2. **Past Experience**

   The bidder must have at least three (3) years experience of providing similar type of purchase order for supply of furniture to Central/State Government/PSUs Organisations and reputed organisation. The bidder must have successfully executed/completed the same purchase order for supply of furniture. The purchase order of one of the following is to be submitted -

   1) Three similar completed purchase order for supply of furniture costing not less than the amount equal to 40% (Forty per cent) of the estimated cost; or

   2) Two similar completed purchase order for supply of furniture costing not less than the amount equal to 50% (Fifty per cent) of the estimated cost; or

   3) One similar completed purchase order for supply of furniture costing not less than the amount equal to 80% (Eighty per cent) of the estimated cost.

   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. **Annual Average turnover for last three Financial Year:** Average Annual financial turnover of similar type of purchase during the last three years, ending 31st March 2021, should be at least 75% (Seventy five per cent) of the estimated cost. Bidder shall enclose CA Certificate/Audited statement.

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

5. **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).*

6. **ISO Certification, if any:** Bidder shall enclose ISO certificates, if any.

7. **Technical Compliance Statement**

8. **Other documents like literature, catalogues etc.,(if any)**

**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)
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
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>01</td>
<td>Gross annual turnover in the similar works</td>
<td>2018-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019-20</td>
</tr>
<tr>
<td>02</td>
<td>Profit (+) / Loss (-)</td>
<td>2020-21</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
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: ________________

Signature and seal of Bidder
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 understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.

3. I 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 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: -----------------------------

Signature and seal of Bidder
UNDEARTAKING 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: --------------------

Signature and seal of Bidder
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: -------------------------
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
Purchase Committee
Office of Alumni Affairs & Branding
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></td>
<td></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)
Tender for **Purchase of Furniture for Hall Rooms of IIT Kharagpur with 5 years of warranty.**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price without taxes (in Rs.)</th>
<th>Taxes (in Rs.)</th>
<th>Unit Price with Taxes (in Rs.)</th>
<th>Total Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bed with cupboard (One year warranty)</td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D = (B + C)</td>
</tr>
<tr>
<td>2</td>
<td>Study-cum-Computer Tables (One year warranty)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Steel Frame Study Chairs (One year warranty)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

In words: Rupees ________________

1. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
2. Indian institute of Technology Kharagpur is a public Funded Academic & Research institute under the minister of Human Resource Development and is eligible for GST @5% vide Notification No.47/2017 dated:14.11.2017 and 10/2018- Integrated Tax (Rate) dated:25.01.2018 by the Ministry of Finance, Department of Revenue.

**Signature of the bidder along with seal**

Signature and seal of Bidder
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><strong>Technical Bid (Envelope – A)</strong> contains the following documents</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Tender fee of Rs. 1,000.00/ Exemption certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bid Security Declaration as per prescribed format</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical Bid as per <strong>Annexure – I</strong> along with all supporting annexure, 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><strong>Financial Bid (Envelope – B)</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Price Bid (As per the format given at <strong>Annexure – XI</strong>)</td>
<td></td>
</tr>
</tbody>
</table>

Note: All pages of the bid documents must be serially numbered, signed and submitted along with the technical bid.