



**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721302, West Bengal**

Enquiry No.IIT/CE/ENQ/TRE/Furniture/2018-19/ 45

Date : 26.12.2018

LAST DATE FOR SUBMISSION: 17.01.2019 up to 3.00PM

TENDER ENQUIRY

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from principal manufacturers or eligible bidders or their authorized distributors (foreign firms or their Indian representative companies), who have adequate credential for the Procurement of **“Furniture for Transportation Engineering (UG) Laboratory”** in the Department of Civil Engineering , IIT Kharagpur. Interested parties may submit their sealed bids **two cover system** as per the guidelines mentioned below.

TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES

Enquiry No	IIT/CE/ENQ/TRE/Furniture/2018-19/45
Bid calling date	26.12.2018
Submission fee (Non refundable)	Nil
Last date for submission of sealed tenders/quotations	17.01.2019 up to 03.00PM
Technical Bid opening date/time	17.01.2019 at 04.15 PM
No of covers	Two Covers – (i)Technical and (ii) Price bid in two separate envelope- placed & sealed in one envelope
EMD *	Rs. 5,000 (By way of Demand draft from any Nationalized Bank /Commercial Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur)
Submission of bids (by speed post) (Addressed to)	Chairman Departmental Purchase Committee Department of Civil Engineering KHARAGPUR-721302, W.B
Name of the item for procurement and technical specifications	Annexure- I (attached)
General Terms and Conditions	Annexure-II to VII (attached)

* IIT Kharagpur will give exemption for submission of Tender Fee and EMD who are registered with MSME or Central Purchase Organization or startups as recognised by DIPP as per revised rule 170 of GFR -2017 only. However proper and valid document in this regard must be submitted by the bidders in support of their claim.

Signature

Prof. In Charge, Transportation Engineering Lab

Signature

Chairman, Departmental Purchase Committee
Department of Civil Engineering,
IIT Kharagpur-721302

To 1. Institute Website 2. Department Notice Board 3. CPP Portal

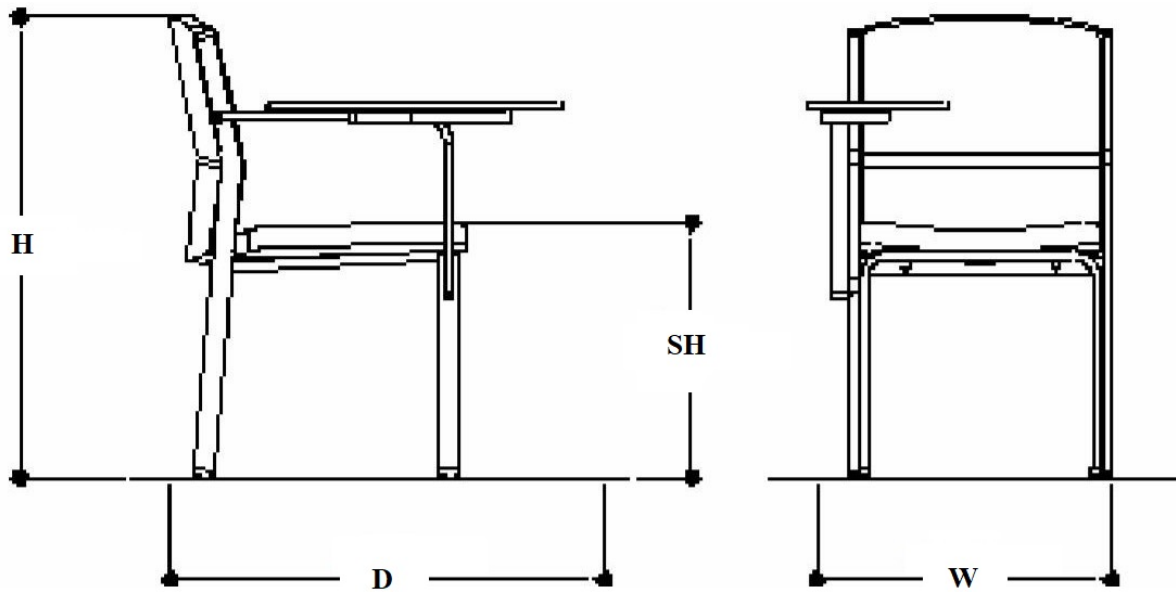
Annexure-I

Technical specifications

(Enquiry No. IIT/CE/ENQ/TRE/Furniture/2018-19/45 dated 26.12.2018).

ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	<p>Chair with Desk let with Foam cushion seat (Figure 1)</p> <ul style="list-style-type: none"> • Mainframe of Chair : MS Type- welded mainframe (under structure) and properly coated black powder • Seat back assembly: Thick hot –pressed plywood (ISI Mark); upholstered with cushion and moulded Polyurethane foam (Density = 44+/-3 Kg/m³ and Hardness load 15±3 kgf as per IS:7888 for 25+- 1 % compression... • Desk let Size: 25.0± 0.2cm (Width) X 53.0±0.2 cm (Length); hinged type & made thick Medium Density fiberboard and membrane formed with black thick PVC film. To fit to mainframe with necessary fixtures <p>Essential documents (To be enclosed)</p> <ul style="list-style-type: none"> • Original /signed product catalogue a must • Manufacturer certificate: BIFMA, Green Guard • ISO: 14001:2015, /ISO:50001:2001/ ISO:9001-2015(Atleast one of the three) • Dealer certificate from manufacturer • List of customers where this product is supplied along with customer satisfaction certificate (preferably). • Warranty/Guarantee : 60 months 	01 (One)	20 (Twenty)
2	<p>Conference Table – 8 to 10 seater capacity (Figure 2)</p> <p>Table Size: 2400 +-50 mm (width) 1200 +-25 mm (depth) and 750+-10 mm (height)</p> <p>Top part: Made from 25+- 1 mm Thick pre-laminated board / plywood (ISI Mark) with 2mm thick PVC edge beading</p> <p>UNDERSTRUCTURE:</p> <ul style="list-style-type: none"> • Side Panel: Made from 25+- 2 mm Thick Pre–laminated Twin / plywood (ISI Mark) with 2mm thick PVC Lipping of same color on sides and 0.8mm PVC Lipping • Modesty Panel : Made from 18/20 mm thick Pre-laminated Board / plywood (ISI Mark) with PVC Lipping • Middle Support Panel for 8 to 10 seater: Panels of 25+- 2 mm thick Pre-Laminated Twin /plywood with PVC Lipping. • Wire Management: Proper in-built wire management (with switch mounting tray) to facilitate access of electrical/data voice sockets from top. <p>Essential documents (To be enclosed)</p> <ul style="list-style-type: none"> • Original /signed product catalogue a must • Manufacturer certificate: BIFMA, Green Guard • ISO: 14001:2015,/ISO:50001:2001/ ISO:9001-2015(At least one of the three) • Dealer certificate from manufacturer • List of customers where this product is supplied along with customer satisfaction certificate(preferably). ➤ Warranty/Guarantee : 60 months 	01 (One)	01 (One)

Note: Price should be quoted separately for each of the item along with all applicable charges (GST, Packing charges etc)



Width (W) = 540 - 570 mm
 Depth (D) = 710 - 740 mm
 Height (H) = 825 - 855 mm
 Seat Height (SH) = 435 - 465 mm

*Drawing is not to the scale

Figure 1 Chair with Desk let & foam cushion seat

Width (W) = 2350 - 2450 mm
 Depth (D) = 1175 - 1225 mm
 Height (H) = 740 - 760 mm

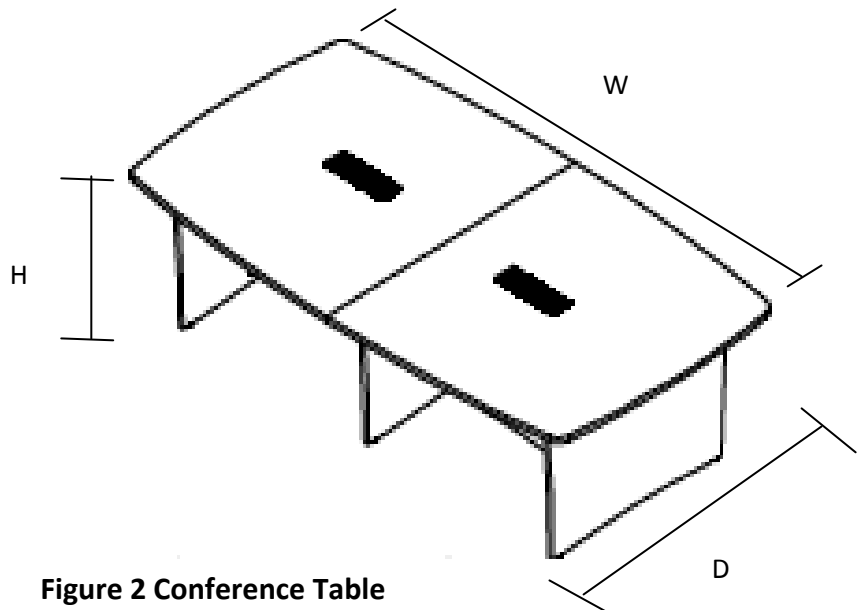


Figure 2 Conference Table

Note:

- (i) Price : To be quoted per one item
- (ii) Supply and fixing/installation: Transportation Engg (UG) Lab of the Civil Engineering Department, IIT Kharagpur
- (iii) Technically qualified bidders will be informed to arrange both **chair and conference table - one each** (that are quoted and to be supplied if purchase order is issued) in the civil engineering department for inspection by the committee. Bidders will be given 15 days time for the above task. Bidder who fails to arrange the above within the time frame will not be considered for price bid evaluation.
- (iv) Any defects arise during warranty period should be replaced with new parts/spares

GENERAL TERMS AND CONDITIONS

(Enquiry No. IIT/CE/ENQ/TRE/Furniture/2018-19/45 dated 26.12.2018)

1) Last Date of Submission of Sealed Bids (technical and price bids, separately in two covers and placed, sealed in one envelope): 17.01.2019 up to 3.00 P.M.

The **Technical bids** will be opened on 17.01.2019 at 4.15 P.M. in the Conference room, Department of Civil Engineering, I.I.T. Kharagpur, India.

2) Payment Terms & Performance Bank Guarantee (PBG): 90% payment will be made on submission of shipping documents and balance 10% payment will be made on installation, commissioning and submission of PBG for performance period if the payment is made by LC, otherwise 90% will be released after receipt of stores and 10% after successful installation and submission of PBG for the performance period. The security deposit so retained may be refunded on submission of Bank Guarantee towards Performance Guarantee valid for throughout comprehensive warranty period plus sixty 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.

3) Warranty/Guarantee & On-site skill support: Three years (03) 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 10 years.

4. Tender Fee: An amount of Rs.NIL as tender fee (non refundable) has to be paid. The payment shall be made by Demand Draft from any Bank in favour of "Indian Institute of Technology Kharagpur", payable at "Kharagpur". Quotation will not be accepted without the Tender Fee. Tender fee should be enclosed separately in an envelope and stapled with the Technical Bid.

5. Earnest Money Deposit (EMD): An amount of Rs. 5000 (Rupees Five Thousand only) (Refundable) in the form of Demand Draft drawn in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur or Bank Guarantee as per format at Annexure VI. E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document superscribing EMD. In case of Bank Guarantee(BG), the validity of the BG should be 6 (six) months from the date of issue. Any bid without EMD will summarily be rejected. No interest is payable on EMD. EMD will be refunded to the unsuccessful bidder after finalization of the tender process. The EMD of vendor awarded with the contract may be treated as part of security deposit towards Performance Guarantee. EMD shall be forfeited if the selected vendor after award of contract, fails to execute the same

[NOTE: IIT Kharagpur will give exemption for submission of Tender Fee and EMD who are registered with MSME or Central Purchase Organization or startups as recognised by DIPP as per revised rule 170 of GFR -2017 only. However proper and valid document in this regard must be submitted by the bidders in support of their claim.]

6) Delivery of Stores: The store items are to be supplied within 60 days from the date of receipt of the Purchase Order.

7) Price: PRICE may be quoted either in INR or in foreign currency. Where tenderer intends to quote in Indian Rupees (INR), the price should be quoted "FOR IIT Kharagpur "basis. The price should be all inclusive including GST.

Indian Institute of Technology Kharagpur is a Public Funded Academic & Research Institute under the Ministry of Human Resource Development and is eligible for

- a. Customs Duty exemption (in terms of Notification No. 51/96-Customs dt.23.07.1996)
- b. Concessional GST @5% in terms of Notification No: 47/017-Integrated Tax (Rate) dated 14/11/2017 and Notification No. 45/2017- Central Tax (Rate) dt. 14/11/2017 by the Ministry of Finance, Department of Revenue.

Necessary certificate in this regard will be issued as per requirement and on request of the successful bidder.

- (i) Prices quoted should be for supply, installation and commissioning at I.I.T. Kharagpur.
 - (ii) Discount, if any, should be indicated separately/prominently.
 - (iii) Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.
- 8) Payments will be made as per rules after completion of the job and installation at IIT Kharagpur satisfactorily. Part payments and Advance payments are not possible.
- 9) **Bid:** Technical Bid and Price Bid (as per format) should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. **EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.**
- 10) **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.
- 11) The addendum/corrigendum if any shall be published on Institute's **Website i.e. www.iitkgp.ac.in and on CPP Portal.**
- 12) 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.
- 13) **Extra Features:** If the bidder provides any other extra features on the Hardware or Software which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
- 14) **Compliance List:** The proposal should be properly indexed and a compliance list against the technical specifications should be provided.
- 15) **Service:** Response to ensure quality of services, the deputed Engineer from the OEM/Vendor shall have a minimum of 2 years of experience in the relevant field and must be in the payroll of the OEM/Vendor.
- 16) **Installation and Commissioning:** Free of cost at Transportation Engineering laboratory of Civil Engineering Department , IIT, Kharagpur. The supplier must ensure timely installation of Experimental test setup with necessary support to the indenters, as per details and lists to be made available by the Stores & Purchase Section or the indenting Departments/Centres/Schools.
- 17) **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.
- 18) 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.
- 19) Past Performance of the Vendors will be judged at the time of Technical Evaluation.
- 20) 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.
- 21) Bidders should enclose the following documents:
- a. Certificate of Registration / Trade License
 - b. Attested copy of PAN card and GST registration papers .
 - c. Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration should be provided.
 - d. Original catalogue/leaflet of the product with company seal and signature
 - e. Proforma Price Bid (without mentioning the price rate) may be attached with technical bids
 - f. Port or place of Shipment: Should be mentioned in the quotation.
 - g. Purchase order to be placed on: Should be mentioned in the quotation with full address, email address, phone number.

22) All tenders are to be handed over in a sealed box in the Office of Department of Civil Engineering, 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
Department of Civil Engineering,
IIT Kharagpur-721302, West Bengal (state)**

23) **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.

24) 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.

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. For any query pertaining to this bid document, correspondence is to be addressed to the End user

Prof. In charge, Transportation Engineering lab
Department of Civil Engineering,
Indian Institute of Technology Kharagpur- 721302, West Bengal, India
[Ph:+91-03222-281420]

- V. 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.

INSTRUCTIONS & SPECIAL CONDITIONS

(To be returned by Tenderer along with the Tender duly signed)

1. **GENERAL:** Tenderer, who are Indian Agents of OEMs, should furnish a clear declaration as follows: We declare that I am/we are Accredited Agents of the suppliers aboard. DGS&D enlistment certificate needs to be attached (applicable only for the Indian Agents)
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 principals and Indian agent offices dealing with this purchase. (ii) Name and full address of the OEM's Banker and their swift code. (iii) Port of shipment and 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:** On behalf of the Principal, Indian Agent must be able to provide Performance Bank Guarantee of the amount equivalent to the 10% of the cost of equipment 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 sixty days beyond the expiry of the Warranty Period. Bid security will be refunded back on submission of performance Security.
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. **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 three years of comprehensive warranty. Vendor should also ensure trouble free service and performance for another seven years beyond three years Comprehensive Warranty Period with adequate spares and accessories.

TECHNICAL BID DOCUMENT FORMAT TO BE FILLED BY THE MANUFACTURERS/ INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPALS) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/ REPRESENTING DEALERS/ REGIONAL AGENCIES, SUBMITTING TENDER FOR “Furniture for Transportation Engineering (UG) Laboratory ” FOR IIT KHARAGPUR (DEPARTMENT OF CIVIL ENGINEERING)

1. Name of the Tenderer :
2. Status of the Tenderer: (attach documents, if registered company/partnership/proprietorship)
3. Whether OEM/representing foreign principle : (attach copy of certificate/authorization)
4. Details of key top official/authorized official: (attach details)
5. Details of tie-ups for supply/services, if any: (Attach details, agreements, escalation matrix)
6. Income Tax returns of previous three assessment year (copy) :
7. Current list/address of clients where similar material has been supplied and successfully working: 8. Name of the vendor's three largest clients, to whom similar products and services were extended & amount of transaction/annual bills to such clients :
9. Income Tax Permanent A/c No.(attach copy) :
10. GST registration No.(attach copy) :
11. Details of Tender fee :
12. Details of EMD :

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

-----Dated

Signature & Seal of the Authorized person of OEM/Vendor

NOTE: This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”, Notice inviting Enquiry No. IIT/CE/ENQ/TRE/Furniture /2018-19/46 dated 26.12.2018 and name of the bidder. *All technical documents like literature, catalogues/leaflet (signed),etc., are to be put in the same envelope. 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 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 – VI

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas(thereinafter called the “tenderer”) has submitted their offer dated
..... for the supply of (hereinafter called
the “tender”) against the purchaser’s tender Notice No.
KNOW ALL MEN by these presents that WE of
..... having our registered office at are bound
unto(hereinafter called the “Purchaser”) in the sum of
..... for which payment will and truly to be made to the said
Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said
Bank thisDay of 20

THE CONDITIONS OF THIS OBLIGATION ARE

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity
of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
 - (a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - (b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the
Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed
by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or
conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in
respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)
Name and designation of the officer
Seal, name & address of the Bank and address of the Branch

**(on the official Letterhead of the firm)
FINANCIAL BID**

Supply and Installation, Testing and Commissioning of “Furniture for Transportation Engineering (UG) Laboratory” with 05 Years of warranty.

The Bidder shall fill all the required columns of Financial Bid:

No .	Description	Qty	Unit Price without taxes (in Rs.)	Taxes Rs	Unit Price with Taxes (in Rs.)	Total Amount (in Rs.)
		A	B	C	D=(B+C)	E =(A * D)
1	Supply and Installation, Testing and Commissioning of “Furniture for Transportation Engineering (UG) Laboratory – Chair with Desk let & foam cushion seat ” with 05 years of warranty					
2	Supply and Installation, Testing and Commissioning of “Furniture for Transportation Engineering (UG) Laboratory – Conference Table ” with 05 years of warranty					

In words Rupees: _____

Note:-

2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
3. Indian Institute of Technology Kharagpur is a Public Funded Academic & Research Institute under the Ministry of Human Resource Development and is eligible for
 - a. Customs Duty exemption (in terms of Notification No. 51/96-Customs dt.23.07.1996)
 - b. Concessional GST @5% in terms of Notification No: 47/017-Integrated Tax (Rate) dated 14/11/2017 and Notification No. 45/2017- Central Tax (Rate) dt. 14/11/2017 by the Ministry of Finance, Department of Revenue.

Signature of the bidder along with seal