

INVITATION FOR TENDER FOR SUPPLY OF EQUIPMENT

Sealed tender offers are invited in two separate sealed covers (Technical and Commercial offers) from eligible manufacturers/suppliers or their direct Indian agents for the supply of the following equipment.

Name of equipment: Furniture

Please send offers, **ALONG WITH DESCRIPTIVE CATALOGUE/ BROCHURE**. The validity of the bid should be at least four months (120 days) or more from the date of the opening of this tender. Please ensure that your quotation reaches not later than **18.05.2018 at 15:00 Hrs** at the following address:

**Prof. Siddhartha Mukhopadhyay,
Professor, Department of Electrical Engineering,
Indian Institute of Technology Kharagpur – 721 302, West Bengal, India**

Earnest money of **Rs. 6000/-** is to be deposited in the form of Account payee Demand Draft in favour of IIT Kharagpur, payable at Kharagpur, India. Any bid which is not accompanied with an EMD shall be summarily rejected. Earnest money deposited will be forfeited if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. No interest will be paid on the earnest money of the unsuccessful bidders.

Tender Reference	IIT/SRIC/EE/HEV/SM/2017-18/EQ-24, Dated: 26.04.2018
Price of Tender Document	NIL
Last Date and Time for submitting the tender document	18.05.2018 at 15:00 Hrs (Indian time)
Time and Date of Opening of Technical Bids	18.05.2018 at 16:00 Hrs (Indian time)
Place of Opening Tender	Department of Electrical Engineering, Indian Institute of Technology Kharagpur – 721 302, West Bengal, India
Address of Communication	As stated above
Contact Telephone Numbers	+91- 3222 – 283066 +91 9434038345
E-mail	siddhartha.mukhopadhyay@gmail.com patrashamit@gmail.com

DETAILED TECHNICAL SPECIFICATIONS FOR

Furniture for AES Laboratory

SN.	Description of Items	Qty reqd.
01.	Very High Back Revolving Chair	10 nos.
02.	High Back Revolving Chair	04 nos.
03.	Mid Back Revolving chair	10 nos.
04.	Non Revolving Four Legged all purpose chair	08 nos.
05.	Storage almirah	04 nos.

Annexure - I

SN	Items	Specifications	Qty
01.	Very High Back Revolving Chair	<ul style="list-style-type: none">• Dimension: BACK SIZE - 560 mm. (W) x 880 mm. (H) SEAT SIZE - 560 mm. (W) x 49.0 cm. (D)• The seat/back should be made up of 12 ± 1mm. thick hot pressed plywood and upholstered with fabric and moulded Polyurethane foam with PVC lipping all around. The back foam should be designed with contoured lumbar support for extra comfort. HIGH RESILIENCE (HR) POLYURETHANE FOAM: The HR Polyurethane foam should be moulded with density = 45±2 kg/m³ and Hardness load 16 ± 2 kgf on hampden machine at 25% compression.• ARMRESTS: The one piece armrests should be made of black Integral skin-polyurethane with-50-70 Shore 'A' hardness and reinforced with M.S. insert. The armrests should be scratch and weather resistant. The armrests should be fitted to the seat with seat/armrest connected strip assembly which should be made of 0.5 ± 0.5 mm. thick HR steel.• CENTER PIVOT MECHANISM: The mechanism should be designed with the following features: 360° revolving type. 17 ±2° maximum tilt on pivot at center. The tilt tension-adjustment Upright position locking• PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment should have an adjustment of 120 ± 3mm.• TELESCOPIC BELLOW ASSEMBLY: The bellow must be a 3 piece telescopic type and injection moulded in black Polypropylene.• PEDESTAL ASSEMBLY: The pedestal should be injection moulded in black 33% glass-filled Nylon 66 and should be fitted with 5 nos. twin wheel castors. The pedestal pitch-center dia should be 663 ± 5mm. (763 ± 10 mm with castors).	10 nos.

		<ul style="list-style-type: none"> • TWIN WHEEL CASTORS: The twin wheel castors must be injection moulded in black Nylon. 	
02.	High Back Revolving Chair	<ul style="list-style-type: none"> • Dimension: Back size: 470 mm (W) x 700 mm (H) SEAT SIZE: 470 mm. (W) x 480 mm (D). • The seat and back should be made up of 12 mm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam with PVC lipping all around. The back foam is designed with contoured lumbar support for extra comfort. The polyurethane foam should be moulded with density = 45 +/-2 kg/m³ and Hardness = 20 +/- 2 on Hampden machine at 25% compression. • Armrest: One-piece armrests should be made of black integral skin polyurethane with 50-70 Shore hardness and reinforced with M.S. insert. The armrests should be scratch and weather resistant. The armrests must be fitted to the seat with seat armrest connecting bracket made of 3 mm. thick HR steel. • The center pivot mechanism must be designed with features such as 360° revolving type, 17° maximum tilt on pivot at center, Tilt tension adjustment, upright locking. The pneumatic height adjustment must have an adjustment stroke of 90 mm. The bellow must be 3 piece telescopic type and injection moulded in black Polypropylene. • Pedestal: The pedestal must be made of moulded plastic (polypropylene) with metal insert and fitted with 5 nos. twin wheel castors (castor wheel dia. 50 mm.). The pedestal must be 660-mm. pitch-center dia. (760 mm with castors). The twin wheel castors must be injection moulded in Black Nylon 	04 nos.
03.	Mid Back Revolving chair	<ul style="list-style-type: none"> • Dimensions: Back support size – 500 mm (W) x 470 mm (H) Seat size – 500 mm (W) x 450 mm (D) • The seat and back should be made up of 12 mm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam with PVC lipping all around. The back foam is designed with contoured lumbar support for extra comfort. The polyurethane foam should be moulded with density = 45 +/-2 kg/m³ and Hardness = 20 +/- 2 on Hampden machine at 25% compression. • Armrest: One-piece armrests should be made of black integral skin polyurethane with 50-70 Shore hardness and reinforced with M.S. insert. The armrests should be scratch and weather resistant. The armrests must be fitted to the seat with seat armrest connecting bracket made of 3 mm. thick HR steel. 	10 nos.

		<ul style="list-style-type: none"> The center pivot mechanism must be designed with features such as 360° revolving type, 17° maximum tilt on pivot at center, Tilt tension adjustment, upright locking. The pneumatic height adjustment must have an adjustment stroke of 90 mm. The bellow must be 3 piece telescopic type and injection moulded in black Polypropylene. Pedestal: The pedestal must be made of moulded plastic (polypropylene) with metal insert and fitted with 5 nos. twin wheel castors (castor wheel dia. 50 mm.). The pedestal must be 650mm. (approx.) pitch-center dia. (750 mm with castors). The twin wheel castors must be injection moulded in Black Nylon. 	
04.	Non Revolving Four Legged all purpose chair	<ul style="list-style-type: none"> Dimensions: 550 mm (W) x 600 mm (D) x 850 mm (H) and 450 mm (SH). 4 legged chair with the seat and back should be made up of 12 mm thick hot pressed plywood, upholstered with fabric and moulded polyurethane foam with PVC lipping all around. The back foam should be designed with contoured lumbar support for extra comfort. The polyurethane foam is moulded with density = 45 +/-2 kg/m³ and Hardness = 20 +/- 2 on Hampden machine at 25% compression. Armrests: The one-piece armrests should be made of black integral skin polyurethane with 50-70 shore Hardness and reinforced with M.S. insert. The armrests should be scratch and weather resistant. The armrests must be fitted to the seat with seat armrest connecting bracket made of 3 mm. thick HR steel. The understructure should be made of M.S. tube dia.254 mm. (1") x 14BG thick and black powder coated. 	08 nos.
05.	Storage almirah (Storwel Plain)	<ul style="list-style-type: none"> Dimensions: 900 mm (W) x 480 mm (D) x 1980 mm (H), Should be made of 0.8 mm thick CRCA for back, shelf 0.9 mm thick CRCA and for all other components. (CRCA is D grade as per IS:513). Locking and Handle: Should have 3 way locking mechanism with shooting bolt having Mazak Handle. Shelving: 4 nos. height adjustable shelf with uniformly distributed load capacity per full shelf is 40 kg maximum. Finish of Epoxy polyester powder coated to the thickness of 50 microns (+/-10). Leveler: M10 screw type leveler with hex plastic base. 	04

Note:

- The quantity may vary and all the items may not be purchased.
- Manufacturer should have the following certificates; BIFMA, Green Guard, ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007.
- The products should be designed with ergonomics design practice.
- Catalogue required for the quoted items.
- Manufacturer should have the experience in executing the similar nature of job in any IIT across India like seating, desking, storage, and laboratory furniture.
- Manufacturer should have the service provider at least within the district.
- Single purchase order value of 1Cr or more to be submitted along with completion certificate.

GENERAL TERMS & CONDITIONS

PLEASE SPECIFICALLY INDICATE THE FOLLOWING POINTS IN YOUR QUOTATIONS AND COMPLY THE TERMS AS MENTIONED HEREUNDER:-

1. TENDER ARE INVITED COMPLYING THE REQUIREMENT FOR TENDER AS DETAILED IN THE TENDER SPECIFICATION TO BE SUBMITTED IN THE COMPANY'S / FIRM'S LETTERHEAD NEATLY PRINTED / TYPED DULY SIGNED BY AUTHORIZED PERSON WITH THE SEAL OF THE BIDDERS. ALL ENVELOPS CONTAINING THE TENDER SHOULD BE PROPERLY SEALED. SEPARATE ENVELOPS SHOULD BE USED FOR TECHNICAL AND PRICE BID AND INDICATION TO THEIR EFFECT MAY PLEASE BE SUPERSCRIBED ON THE ENVELOP.

THE FOLLOWING DOCUMENTS ARE REQUIRED FROM THE INDIAN AGENTS OF FOREIGN FIRMS:

1.1 FOREIGN PRINCIPAL'S PROFORMA INVOICE INDICATING THE COMMISSION PAYABLE TO THE INDIAN AGENT AND NATURE OF AFTER SALES SERVICE TO BE RENDERED BY THE INDIAN AGENT.

1.2 COPY OF THE AGENCY AGREEMENT WITH THE FOREIGN PRINCIPAL INDICATING THE NATURE OF AFTER SALES SERVICES, PRECISE RELATIONSHIP BETWEEN THEM AND THEIR MUTUAL INTEREST IN THE BUSINESS.

1.3 PLEASE ENCLOSE THE DOCUMENT(S) RELATED TO THE ENLISTMENT OF THE INDIAN AGENT WITH DIRECTOR GENERAL OF SUPPLIES & DISPOSALS (DGS & R) UNDER THE COMPULSORY REGISTRATION SCHEME OF MINISTRY OF FINANCE.

2. TECHNICAL CATALOGUE/LEAFLET SHOULD BE ENCLOSED WITHOUT FAIL. PROVIDE COMPLIANCE STATEMENT WITH RESPECT TO THE TECHNICAL SPECIFICATIONS MENTIONED ABOVE.
3. PLEASE CONFIRM WHETHER YOU ARE AUTHORISED TO QUOTE ON BEHALF OF YOUR PRINCIPALS AND IF SO, PLEASE ENCLOSE A COPY OF SUCH AUTHORISATION WITH YOUR QUOTATION.
4. **PRICE BIDS FOR FOREIGN FIRMS:** PRICES ARE TO BE QUOTED ON 'EX-WORKS' DULY PACKED OR ON "FCA/FOB" INTERNATIONAL PORT" BASIS AND ALSO INCLUDING AGENCY COMMISSION PAYABLE TO YOUR INDIAN AGENTS, IF ANY SHOWING CLEARLY THE FOLLOWING BREAK UP:-

- I) EX-WORKS PRICE
- II) PACKING & FORWARDING
- III) FREIGHT
- IV) ANY OTHER RELEVANT EXPENSES.
- V) TAXES PAYABLE BY THE INSTITUTE

INSURANCE WILL BE PAID BY OUR INSTITUTE SEPARATELY AND SHOULD NOT FORM PART OF THE QUOTED PRICE.

PRICE BIDS FOR INDIAN FIRMS: PRICES ARE TO BE QUOTED ON F.O.R., IIT KHARAGPUR, ON DOOR DELIVERY BASIS CLEARLY SHOWING THE BREAK UP.

5. **PERIOD OF VALIDITY:** BIDS SHALL REMAIN VALID FOR ACCEPTANCE FOR A PERIOD OF **120 DAYS** FROM THE DATE OF OPENING.
6. INDIAN AGENTS ADDRESS AND PERCENTAGE OF AGENCY COMMISSION INCLUDED IN ABOVE F.O.B./EX-WORKS PRICE. (THIS WILL BE PAID TO THE INDIAN AGENTS IN INDIAN RUPEES ONLY AND NOT IN FE). PLEASE ENCLOSE COPY OF AGENCY AGREEMENT ENTERED INTO WITH YOUR PRINCIPALS INDICATING THE NATURE OF AFTER SALES SERVICES OF INDIAN AGENTS, PRECISE RELATIONSHIP & MUTUAL INTEREST IN THE BUSINESS.

7. **MEASUREMENTS/WEIGHT:** NETT/GROSS OF THE CONSIGNMENT. IN CASE OF AN ORDER, YOU SHALL USE AIR WORTHY PACKAGE (AS APPLICABLE) DULY CERTIFIED WITH DOCUMENTS – PLYTO – SANITARY CERTIFICATE (AS PER QUARANTINE ORDER 2003).
8. **SCOPE OF SUPPLY:** SHOULD INCLUDE FREE INSTALLATION AND COMMISSIONING
9. **PAYMENT TERMS FOR FOREIGN FIRMS**
 - A) 90% PAYMENT THROUGH SIGHTDRAFT/FOREIGN DEMAND DRAFT/LC (EXCEPTIONAL CASES)/SWIFT TELE TRANSFER AFTER RECEIPT OF STORE IN GOOD ORDER AND CONDITION AND 10% AFTER SUCCESSFUL INSTALLATION & COMMISSIONING.
 - B) BANK CHARGES ON LC/SD (WITHIN INDIA APPLICANT ACCOUNT AND OUTSIDE INDIA TO BENEFICIARY ACCOUNT).
- PAYMENT TERMS FOR INDIAN FIRMS**
 - A) 90% PAYMENT THROUGH CROSSED ACCOUNT PAYEE CHEQUE / ELECTRONIC TRANSFER AFTER RECEIPT OF STORE IN GOOD ORDER AND CONDITION AND 10% AFTER SUCCESSFUL INSTALLATION & COMMISSIONING.
 - B) ENSURE MENTIONING
 - i) BANK DETAILS OF THE BENEFICIARY, GST NO., HSN NO. AND PAN NUMBER
 - ii) FULL NAME AND ADDRESS OF THE BENEFICIARY ON WHOM ORDER HAS TO BE PLACED
10. WHETHER ANY EXPORT LICENCE IS REQUIRED FROM YOUR GOVERNMENT, IF SO, PLEASE CONFIRM WITH DETAILS.
11. COUNTRY OF ORIGIN OF THE GOODS IS TO BE MENTIONED.
12. THE INSTITUTE SHALL PROVIDE THE CONCESSIONAL CUSTOMS DUTY AND EXCISE DUTY EXEMPTION CERTIFICATE AS PER GOVT. NOTIFICATION NO. 51/96 CUSTOMS DATED: 23.07.1996 AND CENTRAL EXCISE DUTY EXCEMPTION IN TERMS OF GOVT. NOTOFICATION NO. 10/97 – CENTRAL EXCISE DATED: 01.03.1997 AS AMENDED FROM TIME TO TIME.
13. **LIQUIDATED DAMAGES:** THE STORES SHOULD BE DELIVERED / DISPATCHED TO DESTINATION AND READY FOR OPERATION NOT LATER THAN THE DELIVERY DATE SPECIFIED. IT THE SUPPLIER FAILS TO DELIVER ANY OR ALL THE STORES OR PERFORM THE SERVICE BY THE SPECIFIED DATE, LIQUIDATED DAMAGES AT 1% PER MONTH OR PART THEREOF IN RESPECT OF THE VALUE OF STORES WILL BE DEDUCTED FROM THE CONTRACT PRICE SUBJECT TO A MAXIMUM OF 5%. ALTERNATIVELY, THE ORDER WILL BE CANCELLED AND THE UNDELIVERED STORES PURCHASED FROM ELSEWHERE AT THE RISK AND EXPENSE OF SUPPLIER.
14. **PATENT RIGHTS:** THE SUPPLIER SHALL INDEMNIFY THE PURCHASE AGAINST ALL THIRD PARTY CLAIMS OF INFRINGEMENT OF PATENT, TRADEMARK OR INDUSTRIAL DESIGN RIGHTS ARISING FROM USE OF THE GOODS OR ANY PART THEREOF IN INDIA.
15. ONLY THOSE BIDDERS WHO'S BIDS HAVE BEEN TECHNICALLY FOUND ACCEPTABLE WILL ONLY BE INVITED FOR PARTICIPATION IN THE PRICE BID.
16. THOSE BIDDERS WHO DO NOT RECEIVE ANY COMMUNICATION FOR PARTICIPATION IN PRICE BID OPENING MEETING MAY PRESUME THAT THEIR BID HAS NOT BEEN ACCEPTED BY THE INSTITUTE.
17. CONDITIONAL OFFER WILL NOT BE ACCEPTED.
18. LATE TENDERS I.E. TENDER RECEIVED AFTER THE DUE DATE AND TIME OF SUBMISSION AS MENTIONED ABOVE SHALL NOT BE ACCEPTED.
19. BIDDERS TO ENCLOSE THE FOLLOWING DOCUMENTS:-

- A) CURRENT INCOME TAX AND SALES TAX CLEARANCE CERTIFICATES (GST No.), SERVICE TAX NO. AND PAN NO.
- B) BANKER'S SOLVENCY CERTIFICATE
- C) SUMMARY OF AUDITED STATEMENT OF ACCOUNTS FOR THE LAST THREE YEARS TO BE ENCLOSED AND FINANCIAL HIGHLIGHTS AND THE KEY PERFORMANCE DURING THE LAST THREE QUARTERS TO BE ENCLOSED AS PER FORMAT:-

COMPANY'S KEY PERFORMANCE

DESCRIPTION	JAN. TO MARCH	APRIL TO JUNE	JULY TO SEPT.
GROSS REVENUE			
PROFIT BEFORE TAX			
PROFIT AFTER TAX			
RETURN ON INVESTED			
CAPITAL (ROIC)			

D) CUSTOMER SATISFACTION CERTIFICATE FROM ONE SUCH ORGANIZATION IS TO BE ATTACHED WITH THE TECHNICAL BID AND PRICE BID.

E) NAME AND ADDRESS OF MINIMUM THREE CLIENTS TO WHOM SUCH EQUIPMENT HAVE BEEN SUPPLIED SHOULD BE MENTIONED.

20. **WARRANTY / GUARANTEE:** THIS COMPREHENSIVE WARRANTY / GUARANTEE SHALL REMAIN VALID FOR **60 MONTHS** AFTER THE GOODS (OR ANY PORTION THEREOF AS THE CASE MAY BE) HAVE BEEN DELIVERED AND COMMISSIONED TO THE FINAL DESTINATION.

21. THE INSTITUTE DOES NOT BIND ITSELF TO OFFER ANY EXPLANATION TO THOSE BIDDERS WHO'S TECHNICAL BID HAS NOT BEEN FOUND ACCEPTABLE BY THE EVALUATION COMMITTEE OF THE INSTITUTE.

22. ALL TENDERS (UNLESS OTHERWISE SPECIFIED) ARE TO BE SUBMITTED / HANDED OVER TO **PROF. SIDDHARTHA MUKHOPADHYAY, DEPARTMENT OF ELECTRICAL ENGINEERING, INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR - 721302** AND ACKNOWLEDGEMENT TO BE OBTAINED.

IMPORTANT

1. IIT Kharagpur authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself 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.
2. Promptly make arrangements for repair and / or replacement of any damaged item (s) irrespective of settlement of claim.
3. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.
4. For any query pertaining to this bid document correspondence may be addressed to Prof. Siddhartha Mukhopadhyay, at the address mentioned above.

LAST DATE FOR SUBMISSION OF SEALED BIDS: 18.05.2018

- 1) Please Note that the Institute remains closed during Saturdays & Sundays and all specified government holidays.
 - 2) Fax, e-mail Tender will not be accepted.
 - 3) The General Terms and Conditions as stated above relate to supply of stores / equipment /assets etc. and for specific service other terms and conditions of the Institute will apply.
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