

REQUEST FOR PROPOSAL

FOR

PROCUREMENT OF IRON RACK, STEEL ALMIRAH & SLOTTED ANGLE RACK



INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR

Table of Contents

1. SECTION 1 : INVITATION OF THE BIDS SECTION
2. SECTION 2 : ELIGIBILITY CRITERIA
3. SECTION 3 : INSTRUCTIONS TO BIDDERS
4. SECTION 4 : CONDITIONS OF CONTRACT
5. SECTION 5 : ANNEXURES

Annexure A1: Bidder's Information

Annexure A2: Declaration Regarding Clean Track by Bidder

Annexure A3: Declaration for Acceptance of RFP Terms and Conditions

Annexure A4: Experience in similar work

Annexure A5: Declaration of Annual Turnover and Income Tax Return

6. SECTION 6 : TECHNICAL BID
7. SECTION 7 : COMMERCIAL BID
8. SECTION 7 : CHECK LIST

SECTION 1 - INVITATION OF THE BIDS

RFP No.	IITKGP/TSG/ENQ/GI-RAR/2018-19
RFP Date	25 th October, 2018
Item Description	Slotted Rack , Steel Almirah & Slotted Rack with three side cover
Category	Furniture
Last date & time of submission of Tender :	28th November 2018, 11:30 AM
Place of Submission of Bids	Office of Technology Students' Gymkhana, IIT Kharagpur 721302
Submission of Bids	Two Bid System : The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as - Technical Bid and Commercial Bid. Both the technical bid and commercial bid envelopes should be clearly marked as "Envelope No. 1 - Technical Bid" and "Envelope No. 2 - Commercial Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
Opening Date & Time of tender	28th November 2018, 12:00 PM
Tender Fees	NIL
Earnest Money Deposit	Rs.30, 000 (Rupees Thirty Thousand Only)
Place of Opening Tender	Office of the President ,Technology Students' Gymkhana, IIT Kharagpur, 721302
Any Clarification	032222-81186, 60711
E-Mail ID	rishisirohi@adm.iitkgp.ernet.in

Asst Registrar TSG

Sr. Sports Officer, TSG

President TSG

SECTION 2 - ELIGIBILITY CRITERIA

1. The bidder should have existence of retail items shop/workshop/Industry/Institute Registered Vendor (who has adequate documents) and required experience for a minimum period of 5 years. – (Enclose copy of Certificate of Incorporation/Registration Certificate of the firm.)
2. Enclose copy of PAN CARD of the firm.
3. Enclose Bidder's Information. **Annexure A1.**
4. The bidder must not be blacklisted/Suspended or any service related dispute with any organization/Govt. Organizations/ Bank in India or outside India. **Annexure A2.**
5. The bidder should accept RFP Terms & Conditions- **Annexure A3.**
6. The bidder must have experience of supplying of items to various Government/Semi-Government/PSU/Private Firms during last three years **OR** Store decoration experience/ Interior decoration experience. Enclose copy of at least 2 (two) purchase orders or completion certificates/invoices which is more than Rs.100, 000/- each. – **Annexure A4.**
7. The bidder must have Annual Business Turnover of minimum Rs.10 lakhs in the last two Financial years i.e. 2016-17 & 2017-18. -**Annexure A5.**
(Enclose copy of Audited Annual Accounts or Chartered Accountant certificate for turnover for the last two years).
8. The bidder should have submitted filed ITR copy for last two years i.e. A.Y. 2016-17 & A.Y. 2017- 18. -**Annexure A5. (Enclose copy of Acknowledgments.)**
9. Enclose copy of valid GST Registration certificate.

SECTION 3 - INSTRUCTIONS TO BIDDERS

A) PREPARATION AND SUBMISSION OF BID:

1. The Bid must be enclosed in a SEALED COVER super scribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed, it will be rejected.
2. The Bid should be dropped in the tender box kept in the office of concerned Department / Section mentioned in the tender. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (IIT Kharagpur shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.

B) COST OF BIDDING:

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs.

C) VALIDITY OF THE BID: 180 Days from the date of submission of bid.

D) AMENDMENT OF BIDDING DOCUMENTS:

1. At any time prior to the deadline for submission of bids, IIT Kharagpur may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDER's who have downloaded the bidding document may visit IIT Kharagpur, website for amendments / modifications which will be binding on them.

E) DEADLINE FOR SUBMISSION OF BIDS:

1. Bids must be received by IIT Kharagpur before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Kharagpur the bid closing deadline will stand extended to the next working day up to the same time.

F) BID OPENING PROCESS:

1. In the two bid system, The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at IIT Kharagpur.
2. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
4. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the commercial bid opening.

G) EVALUATION OF BID:

1. IIT Kharagpur evaluates technical and commercial acceptable offers on landed net Price basis.
2. In case any BIDDER is silent on any clauses mentioned in this tender documents, IIT Kharagpur shall construe that the BIDDER has accepted the clauses as per the invitation to tender and no further claim will be entertained.
3. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

H) PRICE BID:

1. Quoting of Price (s) : Price quoted should be in Indian Rupees, free delivery at IIT Kharagpur Campus at site.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form only provided in tender document then, IIT Kharagpur will reject bid.
4. If supplier wish to give pricing details it may be attached in separate sheet.
5. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
6. Quantity : The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.
7. It is mandatory to quote optional items in separate sheet otherwise your quote will be rejected.

I) CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, Purchaser i.e IIT Kharagpur in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
 - a. To accept OR reject lowest tender or any other tender or all the tenders.
 - b. To accept any tender in full or in part.
 - c. To reject the tender offer not confirming to the tenders terms.

2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a. Non - submission of complete offers.
 - b. Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c. Receipt of offers in open conditions.
4. Conditional Tenders and Unsigned Tenders will also be rejected.

J) DELIVERY:

1. The successful BIDDER should deliver the material on site, as per tender document/purchase order. The successful bidder should emboss stickers of purchase order number on the material.

K) INSTALLATION:

1. It is mandatory to installation of all items, inside the store room at TSG, IIT Kharagpur. Installations shall be under the scope of work.
2. Service Technician: Any service call must be attended within 24 (twenty four) hours from the time of any problem, i.e. within the next business day. Name and address of all the Customer Support Technician with their contact numbers along with escalation matrix, who will provide service support during the warranty period (without any financial Involvement) be provided.

SECTION 4 - CONDITIONS OF CONTRACT

A) AWARD OF CONTRACT:

1. The bidder with lowest price in each category shall be awarded the contract.
2. The bidder will be abiding by all the Terms & Conditions of the Tender Document.
3. The services of the empanelled bidder's will be reviewed by committee during contract period and IITKGP reserve right to add or delete bidders in rate contract based on performance if necessary without intimation.

B) EARNEST MONEY DEPOSIT & SECURITY DEPOSIT:

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIT Kharagpur through the following instruments:

1. Earnest Money Deposit (EMD) of Rs. 30,000/- (Rs. Thirty Thousand Only) in the form of Demand Draft in the favour of 'IIT Kharagpur' payable at Kharagpur to be submitted in Technical Bid. Failing which, submitted bid will be rejected.
2. The Earnest Money shall be valid upto a period of 90 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
4. For successful bidder, EMD will be converted to security Deposit and will be retained with IIT Kharagpur till the expiry / termination of rate contract without interest. EMD will be released to unsuccessful bidders after the tender process is over.
5. Security deposit shall be released after successful completion of the contract subject to compliance and settlement of all outstanding dues and after expiry of warranty period.

C) TERMS OF PAYMENT:

1. 100% Payment will be made within 45 days after delivery and acceptance certificate from concerned department.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the bank.
3. No payment will be admissible for goods rejected.

D) PENALTY:

1. Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 5% of total purchase order value.

E) DELIVERY:

1. Free delivery at IIT Kharagpur. Delivery should be made within 30 days from the date of issue of Purchase order. Non-availability of the stock should be informed in writing immediately. No part supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

F) FORCE MAJEURE:

1. Force Majeure will be accepted on adequate proof thereof.

G) LEGAL MATTER:

1. In the event of any dispute over this contract, IIT Kharagpur's decision shall be final and binding.

H) Warranty:

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 cover for a period of **two years onsite warranty** after the installation of equipments and to strictly maintain also in accordance with the specifications.

SECTION 5- ANNEXURES**ANNEXURE A- 1: BIDDER'S INFORMATION (On Company / firm's Letterhead)**

Details of the bidders:		
1	Name of The Bidder	
2	Address of The Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Valid GST Registration No.	
5	Details of the Incorporation of the Company	Date: Reference Document:
6	Permanent Account No. (PAN)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
8	Telephone No. (with STD Code)	
9	Email Address of the Contact person	
10	Fax No. With Std Code.	
11.	Bank details of the Bidders:	

Signature :

Name :

Office Address :

Contact Details :

Affix Rubber Stamp :

**ANNEXURE A-2 - DECLARATION REGARDING CLEAN TRACK
Declaration of Clean Track Record (On Company / firm's Letterhead)**

To,
The President
Technology Students' Gymkhana
Indian Institute of Technology Kharagpur
West Bengal: 721302.
Sir,

Date:

Re: RFP No. IITKGP/TSG/ENQ/GI-RAR/2018-19, Dated: 25th October, 2018 for "Procurement of Furniture items".

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions/private hospitals in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions/ Private hospitals	Reason	Since when and for how long
1				
2				
3				

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

(Signature of the bidder)
Printed Name Designation
Seal:
Date:
Business Address:

**ANNEXURE A-3: DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS
(On Company / firm's Letterhead)**

To,
The President
Technology Students' Gymkhana
Indian Institute of Technology Kharagpur
West Bengal: 721302.

Date:

Sir,

**Re: RFP No. IITKGP/TSG/ENQ/GI-RAR/2018-19, Dated: 25th October, 2018 for
"Procurement of Furniture items".**

I/we carefully gone through the Terms & Conditions as mentioned in the above referred RFP Document. I/we declare that all the provisions of this RFP are acceptable to my company. I/we further certify that I'm an authorized signatory of my company and am therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)
Printed Name Designation
Seal
Date:
Business Address:

**ANNEXURE A-4: EXPERIENCE IN SIMILAR WORK
(On Company / firm's Letterhead)**

To,
The President
Technology Students' Gymkhana
Indian Institute of Technology Kharagpur
West Bengal: 721302.

Date:

Sir,

Re: RFP No. IITKGP/TSG/ENQ/GI-RAR/2018-19, Dated: 25th October, 2018 for "Procurement of Furniture items".

Brief particulars of the similar supply done in last three years : (Please attach copy of at least 2 (two) purchase orders or completion certificates or invoices of more than Rs.100,000/- for our reference).

S. No.	Name of Institution	Purchase Order No. & Date	Amount of Purchase order	Details of Contact person (Name, Add & Contact No.)
1				
2				
3				
4				
5				

Yours faithfully,

(Signature of the bidder)
Printed Name Designation
Seal
Date:
Business Address:
Encl: As above

**ANNEXURE A-5: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On Company / firm's Letterhead)**

To,
The President
Technology Students' Gymkhana
Indian Institute of Technology Kharagpur
West Bengal: 721302.

Date:

Sir,

**Re: RFP No. IITKGP/TSG/ENQ/GI-RAR/2018-19, Dated: 25th October, 2018 for
"Procurement of Furniture items".**

- 1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references :

F.Y. 2016-17	F.Y. 2017-18

And,

2. I/we hereby declare that, our firm had filed Income Tax Returns for last two year's i.e. A.Y. 2016- 17 & A.Y. 2017-18. Supported by copy of ITR of two years & acknowledgement.

Yours faithfully,

(Signature of the bidder)
Printed Name Designation
Seal
Date:
Business Address:

Encl: As above

SECTION 6: TECHNICAL BID

1): Specification of Slotted Angle Rack (Qty.: 30 nos.)

Size: 8 (H) X 5 (W) X 4 (D) ft.
Or any other size, please specify

1. Rack with 4 Compartments of 5 nos. of shelves. Distance between each shelf will be 1.5 ft or adjustable height. These 5 shelves should be hanging arrangement (adjustable).
2. Racks shall be manufactured from Galvanized Iron angle (L type) at 10 SWG.
3. Shelves shall be manufactured from Galvanized Iron 14 SWG thick sheets.
4. The rack shall be assembled with G I bolt, nuts and washers.
5. Slotted angle and G.I sheet shall be made of cold rolled with anti-rust treated and shall be finished with powder coating (color: Prince Gray).
6. H/D Rubber bushes shall be provided to the bottom of legs of slotted angle racks.
7. The quality of G.I sheet which is used for racks shall be free from any defects, Undulations, and old paints and surface corrosion, etc.
8. Capacity per shelves 100 kgs. Total five shelves capacity should be 700 kgs.
9. It can be used for heavy duty.
10. Brand: Preferably Godrej brand or any other subsequently equivalent



Photographs are depiction not actual.

2): Specification of Steel Almirah (Qty. 20 nos.)

Size: 2133 (H) X 1066 (W) X 762 (D) mm
Or any other size, please specify

1. Internal Size of Almirah: 1983 (H) X 1066 (W) X 762 (D) mm
2. Rack with 5 Compartments of 4 no. of shelves. Distance between each shelf will be 360 mm. These 4 shelves should be hanging arrangement (adjustable).
3. Standard lock and 2 sets of keys.
4. The thickness of the Almirah sheet shall be 18 SWG.
5. The body of the Almirah shall be manufactured from cold rolled G.I sheet (C. R. Sheet) with Anti-rust treatment and shall be finished with powder coating (color: Prince Gray).
6. The quality of used G.I. sheet for making Almirah shall be free from any pitting and corrosion etc.
7. H/D Rubber bushes shall be provided to the bottom of legs of Almirah.
8. Brand: Preferably Godrej brand or any other subsequently equivalent



Photographs are depiction not actual.

**3): Specification of Slotted Angle Rack (Three sides covered)
(Qty.: 05 nos.)**

Size: 2430 (H) X 915 (W) X 457 (D) mm
Or any other size, please specify

1. Rack with 5 Compartments of 6 nos. of shelves. Distance between each shelf will be 410 mm. These 6 shelves should be hanging arrangement (adjustable).
2. Rack will be three side covered & Front side opened.
3. Racks shall be manufactured from Slotted G.I angle 14 SWG.
4. Shelves shall be manufactured from G.I 18 SWG thick sheet.
5. The rack shall be assembled with G I bolt, nuts and washers.
6. Slotted angle and G.I sheet shall be made of cold rolled with anti-rust treated and shall be finished with powder coating (color: Prince Gray).
7. H/D Rubber bushes shall be provided to the bottom of legs of slotted angle racks.
8. The quality of G.I. sheet which is used for racks shall be free from any defects, Undulations, and old paints and surface corrosion, etc.
9. Brand: Preferably Godrej brand or any other subsequently equivalent



Photographs are depiction not actual.

SECTION 6 TECHNICAL BID

Supplier's Ref. No. & Date:-

Tender No:-

Due Date:-

SrNo.	Name of the items	Required quantity	Brand Name	Model No if any	Materials to attached wherever can supply Yes/ No [Please √]	
					Yes	no
1.	Slotted Angle Rack	30				
2.	Steel Almirah	20				
3.	Slotted Angle Rack (Three sides covered)	05				
4.	Please quote if any other standard size of all above items					

Date:

Place

Authorized signatory of the company with
seal

Sign of bidder: - _____

Date: - _____

Name of the bidder: - _____

Firm's Name: - _____

SECTION 7 - COMMERCIAL BID

Supplier's Ref. No. & Date:-

Tender No:-

Due Date:-

Sr No.	Description of Item & specification (Model no if any)	Required quantity	Unit name	Unit Price in (Rs.)	GST (%)	Total unit Price in (Rs.)
1	Slotted Angle Rack	30				
2	Steel Almira	20				
3.	Slotted Angle Rack (Three sides covered)	05				
4.	Please quote if any other standard size of all above items					

Note:

1. I/We have gone through the entire terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute after Purchase Order.
3. **Quantity of all items may be increase at the time of order.**
4. **Or any other size, please quote.**

Date:

Place

Authorized signatory of the company with seal

Sign of bidder: - _____

Date: - _____

Name of the bidder: - _____

Firm's Name: - _____

SECTION 8 - CHECK LIST

The following items must be checked before the Bid is submitted:

1. Envelope "1"
 - a. Demand Draft for Rs. 30,000/ (Rs. Thirty Thousand only) towards Earnest Money Deposit.
 - b. Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
 - c. Copy of this RFP document duly sealed and signed by the authorized signatory on every page.
 - d. Annexure A1 : Bidder's Information
 - e. Annexure A2 : Declaration Regarding Clean Track by Bidder
 - f. Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions
 - g. Annexure A4 : Experience in similar work
 - h. Annexure A5 : Declaration Of Annual Turnover And Income Tax Return
2. Envelope "2"
 - a. Technical Bid :

Each item properly mention with brand name and product code and must be filled **Materials to attach wherever can supply** Yes/ No [Please √] if not properly mention may rejected technically.

3. Envelope "3"
 - a. Commercial Bid:

Your quotation must be submitted in three envelopes (Envelope 1) and Technical Bid (Envelope 2) and Commercial Bid (Envelope 3) are super scribing on three the envelopes the Tender no. and the due date and all three these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due Date. and send to above mention address.