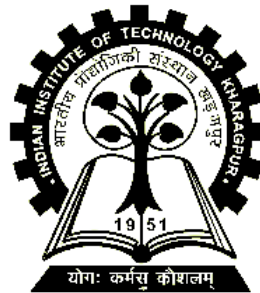


# Tender Notice

No. IIT/HMC/PUR/FUR/S\_CHAIR/01 DATE 28<sup>th</sup> February  
2017

## Name of Work:

Procurement of Steel Frame Study Chairs for Students'  
Rooms



## Hall Management Centre

Indian Institute of Technology Kharagpur

Kharagpur –721302

Phone: 03222- 281103

E-mail: [chairman.hmc@adm.iitkgp.ernet.in](mailto:chairman.hmc@adm.iitkgp.ernet.in)

No. IIT/HMC/PUR/FUR/S\_CHAIR/01 DATE 28<sup>th</sup> February 2017

**Tender Notice for Procurement of Steel Frame Study Chairs for Students' Rooms**

1. Last Date and Time for Submission of Tender : 22<sup>nd</sup> March, 2017 at 15-00 hrs.
2. Opening of Technical Bid : 22<sup>nd</sup> March, 2017 at 16-45 hrs.
3. Address for submission of bid documents : Hall Management Centre,  
IIT Kharagpur, Pin-721302 (W.B)
4. Venue for opening of Technical Bid : Same as above
5. Estimated cost put to the tender : Rs. 5.75 Lakh
6. Time of completion of Work : 45 days from the date of issue  
of purchase order.
7. Cost of tender : Rs. 1,000 (non-refundable)
8. EMD : Rs. 15,000



**HALL MANAGEMENT CENTRE  
Indian Institute of Technology  
Kharagpur - 721 302**

No. IIT/HMC/PUR/FUR/S\_CHAIR/01 DATE 28<sup>th</sup> February 2017

**TENDER NOTICE FOR PROCUREMENT OF STEEL FRAME STUDY CHAIRS FOR STUDENTS' ROOMS**

Hall Management Centre, Indian Institute of Technology Kharagpur invites sealed tenders (**under two bid system**) from original Manufacturer/authorized Dealer for quality procurement of furniture items for the students' hostel of the Institute as per the Terms and Conditions & Specification given in the schedule annexed to the tender hereto.

Detailed tender notice can be downloaded from the website of the Institute at: [www.iitkgp.ac.in](http://www.iitkgp.ac.in) (Tenders).

**Approximate requirement of the furniture items as per the specification enclosed at Annexure:**

SI No.	Particulars of the item	Approximate requirement
1	Steel Frame Study Chairs for Students' Rooms	638 Pcs.

**Time schedule for various bid related events:**

SI No.	Event	Time and Date
1	Last date of submission of tender	22 <sup>nd</sup> March, 2017 at 15-00 hrs.
2	Opening & Evaluation of Technical Bid Venue : Hall Management Centre	22 <sup>nd</sup> March, 2017 at 16-45 hrs.
3	Schedule for opening of Commercial Bid will be announced through Notice Board of the Hall Management Centre after evaluation of the Technical Bid and declaration of the list of bidder qualified in the Technical Bid.	

**Presence of the tenderer or one authorised representative at the time of opening of the technical bid is insisted.**

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto is reserved by the Hall Management Centre, IIT Kharagpur without any obligation or liability whatsoever.

Following are the procedure for submission of Tender and other important conditions to be fulfilled by the Tenderer. **Every page containing the said procedure for submission of tender and other important conditions are to be signed by the tenderer and to be submitted along with their technical bids towards their acknowledgement that they have gone through all the contents in these pages and in the schedules as well and they are agreeing to comply.**

**TWO BID SYSTEM:**

The offer/bids are to be submitted under a two bid system, namely (i) Technical Bid and (ii) Commercial Bid. The Technical Bid must contain all the details as specified in the schedules along with the terms and conditions whereas Commercial Bid must indicate rate only. **THERE MUST NOT BE ANY COST INDICATION IN THE TECHNICAL BID.**

**SEALING & MARKING OF BID:**

The tender should be submitted in a proper manner with index for easy identification i.e.:

Envelope Number	To be Superscribed as
A	Tender Fee + E M D
B	Technical Bid
C	Commercial Bid

**Envelope - A (Duly sealed):** Should contain the Demand Drafts towards Tender Fee and

EMD. **Envelope - B (Duly sealed):** Should contain the documents as listed under Technical

Bid below. **Envelope - C (Duly sealed):** Should contain the document as listed under

Commercial Bid below.

All the above three envelopes should clearly be marked on top of envelope about type of envelope (i.e., A, B, & C), details of contents in envelope, name of agency submitting the bid.

The envelopes including the bigger envelope shall be addressed to:

" Chairman,  
Hall Management Centre,  
IIT Kharagpur,  
Kharagpur, Paschim Medinipore,  
West Bengal, PIN - 721 302 " .

The bigger envelope **must be sealed and must bear the following identification on top:**

- a) "Tender for procurement of Steel Frame Study Chairs for Students' Rooms for various Halls of Residence at IIT Kharagpur".
- b) Bid Reference Number : \_\_\_\_\_ Date: \_\_\_\_\_ , and
- c) Name and Address of the Bidder. (on bottom left of the envelope)

If the outer envelope is not sealed and marked as above, the Institute will assume no responsibility for the misplacement or premature opening of Bid.

**SUBMISSION OF TENDER:**

The tender can be personally dropped in the box to be kept in the Hall Management Centre on all working days (except Saturday, Sunday & Holidays) between 10.00 am and 1.00 pm in the forenoon and 3.00 pm and 5.00 pm in the afternoon session on or before the date and time as specified in the Tender Notice. The tender can also be sent by post to "The Chairman, Hall Management Centre, IIT Kharagpur, Kharagpur, Paschim Medinipore, West Bengal, PIN - 721 302. Tender shall not be received after expiry of the time as specified on the 1<sup>st</sup> page of the tender notice.

**TENDER FEE:**

Rs. 1,000/- (Rupees One thousand only) in the form of a Demand Draft drawn in favour of "Chairman, HMC, IIT Kharagpur" and payable at any nationalized bank at Kharagpur. Photocopy / Fax copy of the demand draft will not be accepted. THE TENDER FEE IS NOT REFUNDABLE.

**EARNEST MONEY DEPOSIT (EMD):**

Rs. 15,000/- (Rupees fifteen thousand only) in the form of a Demand Draft drawn in favour of "Chairman, HMC, IIT Kharagpur" and payable at any nationalized bank at Kharagpur. Photocopy / Fax copy of the demand draft will not be accepted.

Any tender without EMD would be considered as "DISQUALIFIED" and hence would be REJECTED.

**RETURN OF EMD:**

- The EMD of the unsuccessful bidders will be returned to them without any interest on receipt of written request from them within thirty days after awarding the contract to the successful bidders.
- The EMD of the successful Bidder will be kept as Security Money and will be returned to them without any interest after completion of the contract successfully.

**FORFEITURE OF EMD:**

After receiving the Purchase Order, if the Manufacturer is unable to execute the order satisfactorily, the EMD will be forfeited and the Hall Management Centre will be constrained to take necessary action against the Agency.

**OPENING OF TENDER:**

The offer/bid will be opened by a Committee, as would be constituted by the Competent authority, at a pre-defined place, time and date in the presence of all such bidders and / or their authorized representatives. The bigger envelope (containing Tender Fee, EMD, and two separate envelope containing Technical Bid and Commercial Bid) will be opened first.

**REJECTION OF TENDER:**

In the event of the following, the Technical Bid of a tenderer will not be considered at all and will in fact be summarily rejected and all the documents excepting the Tender Fee will be returned on a subsequent date as would be found suitable by the Committee -

- a) If the Demand Draft towards payment of Tender Fee and/or EMD are not put separately in the bigger envelope as instructed; and/or
- b) If it is to be presumed that the Demand Draft towards Tender Fee and/or EMD are kept inside the sealed envelope containing Technical Bid/Commercial Bid; and/or
- c) If the Demand Draft towards Tender Fee and/or EMD are not valid and acceptable; and/or
- d) If without breaking seal of the other envelope it cannot be detected which envelope contains Technical Bid; and/or
- e) If the indication of rate is found understandable in any way from any paper other than Commercial Bid.

On verifying each and every point as mentioned above, the technical bid will be opened to examine all the documents and to decide on all related aspects as per Institute's specification and requirements.

### **TECHNICAL BID:**

The bidder must submit the following documents/information with the Technical Bid.

1. Details of Organisation as per format enclosed herewith. Filled in form must be kept on top of the documents with the Technical Bid.
2. The entire tender notice duly signed on each page of the same.
3. In case, the bidder is an **authorized dealer**, “Dealership Certificate” from the original manufacturer **MUST be submitted** mentioning the tenure of such dealership.
4. Technical capability to manufacture/supply of such bulk stores as mentioned in the tender document within a short period (maximum - 45 days). A copy confirming the terms of supply should be attached.
5. roof of supply of equivalent quantity to similar furniture items (Steel Frame Study Chairs for Students’ Rooms) in each financial years for last three years along with maintenance of delivery schedule as in the purchase order together with quality assurance.
6. Status of the firm regarding quality certification (ISO certification). Copy of the ISO 9001, and ISO 14001 certificates are to be attached.
7. List of reputed Organisations/Institutes where similar orders (Steel Frame Study Chairs for Students’ Rooms) have been executed. Copy of the purchase orders are to be attached.
8. Copy of the valid PAN Card, Sales Tax, VAT Registration certificates along with the copy of the return of the Sales Tax and VAT for the last financial year.
9. Audited financial Statement and IT Return available atleast for the three financial years : 2012 - 13, 2013 - 14, 2014-15, and 2015-16 (if available).
10. Solvency certificate from any nationalized bank to the extent of Rs. 25 lakhs is to be submitted (as per format given in Annexure-II).
11. Details of the Powder Coating Application Unit .
12. Details and nature of the maximum warranty period offered by the bidder. A declaration is to be attached on the letter head of the firm.
13. A Certificate/Undertaking on the letter head of the Company to the effect that the bidder/Manufacturer must not have incurred any loss in more than two years during the last five years ending as on 31<sup>st</sup> March, 2016.
14. A Certificate/Undertaking on the letter head of the Company to the effect that the bidder/Manufacturer had not been blacklisted anywhere in India or abroad by any organization.

### **CRITERIA FOR QUALIFICATION IN THE TECHNICAL BID:**

- The tenderer must submit above documents duly attested by them with signature and seal of the firm on each page of every document. In the event of non receipt of any of the above documents with the Technical Bid, it will be presumed that the tenderer could not fulfill that particular criteria and hence the tenderer will be disqualified from the process. Any paper relating to the above documents will not be received during the Technical Bid meeting. Further, any separate correspondence in the matter shall also not be entertained.
- **The original Manufacturer must be an ISO 9001, 14001 certified Company.**
- In case, the bidder is an authorized dealer, “Dealership Certificate” from the original manufacturer **MUST be submitted** mentioning the tenure of such dealership.
- The Manufacturer must have own Powder Coating Application Unit as per the requirement mentioned with the specification of the furniture items detailed in the Annexure.
- The bidder (Manufacturer/Company having own manufacturing units/infrastructure) must have executed orders for similar or more quantity of similar furniture items (Steel Frame Study Chairs for Students’ Rooms) in the last three years preferably in the students’ hostel of an educational institute. Copy of the purchase orders must be attached with the Technical Bid.
- The bidder/Manufacturer must not be blacklisted anywhere in India or abroad by any organization whatsoever. A Certificate/Undertaking to this effect must be submitted with the Technical Bid.
- The bidder/Manufacturer must not have incurred any loss in more than two years during the last five years ending as on 31<sup>st</sup> March, 2016. A Certificate/Undertaking to this effect must be submitted with the Technical Bid.

- The bidder/Manufacturer must provide with Solvency Certificate in original from any nationalized bank to the extent of Rs. 25 lakhs. (As per format given in Annexure-II)
- During evaluation of the Technical Bid, the Committee as would be constituted for the purpose will scrutinize the documents mentioned above and may forward any or all the documents to the concerned authorities for verification and authentication. In case of any document(s) as submitted by the tenderer found/reported to be fake, the tenderer will be out of the tendering process besides any legal action that may be initiated against the tenderer, as per rules. Further, the Committee may visit the factory site of the Manufacturer to inspect and assess the capability etc.
- Besides, scrutinizing the documents submitted with the Technical Bid, the tenderer will be interviewed by the Committee to assess the eligibility, capability, and suitability of the tenderer. As such, the presence of the tenderer or any authorized representative of the tenderer in the Technical Bid meeting is insisted.

**SPECIAL CONDITIONS:**

1. The quality of the earlier supplies of similar nature of furniture items (Steel Frame Study Chairs for Students' Rooms) to the Institute by any of prospective bidder during last five years will be kept in view for qualification in the Technical Bid.
2. No payment shall be made for any damage caused by rain, snowfall, flood, earthquake or any other natural causes whatsoever during the execution of work. The damages to the work will be made good by the Manufacturer at his own cost and no claim on this account shall be entertained.
3. The manufacturer shall at his own cost shall arrange for necessary licences/permission/ clearance etc. required to import the material for completion of work within the stipulated period.
4. If the materials used or finished works are not found acceptable, the Manufacturer shall arrange for the replacement of material required for re-execution of the work as per the contract.
5. The rate quoted shall be inclusive of expenditure on the requisite approval/quality assurance tests/certification to be carried out on the materials and/or work as may be decided by the Competent authority for which nothing extra shall be payable.
6. Maintenance: The maintenance period will be twelve months from the date of recording of complete delivery by HMC, IIT Kharagpur. During maintenance period if any defect is found in the supplied chairs, it will be the responsibility of the manufacturer to rectify the same as per the requirement at his own cost and risk.
7. **All work must confirm to Indian standard specification, ISO, 9001, 14001.**
8. Inspection: Before dispatch of materials, the manufacturer will give sufficient advance notice of the date in writing on which the goods will be ready for inspection. The manufacturer also shall provide the purchaser all necessary facilities including appliances, tools, materials, and labour at no extra cost to carry out the specified inspection. Further, after inspection and approval, the materials will be dispatched. If due to any reason, it is not possible on the part of the purchaser to visit the site of the manufacturer for inspection of the materials, the manufacturer shall bring samples of such item to site at IIT Kharagpur for inspection of the purchaser.

**COMMERCIAL BID:**

- The Commercial Bid of the technically qualified bidder will **ONLY** be opened.
- The Commercial Bid should be submitted as per the format enclosed with the tender document on the Letter Head of the Firm/Agency.
- The rate should be clearly submitted in breakup of Basic Price, VAT, other taxes/charges, if any in Indian rupee only.
- Commercial Bid in any other form will not be accepted and **SUMMARILY REJECTED**.

**BID VALIDITY:**

- The Bid shall remain valid for the period not less than six (6) months after the last date of bid submission.
- A bid submitted for a bid validity of shorter period may be rejected as non responsive.

**LATE BID:**

Any bid received by the Hall Management Centre after dead line as prescribed in the tender notice will be treated as late bid and will not be considered.

**ACCEPTANCE AND REJECTION:**

The right to shortlist/reject any or all the tenders and/or to accept the whole or any part of the tenders without assigning any reason whatsoever will be vested upon the Committee as would be constituted for the purpose.

**COMPLETION PERIOD:**

45 days from the date of Purchase Order. On completion of the manufacturing of the furniture items ordered for, the Manufacturer(s) will have to inform the same to the Chairman, HMC, IIT Kharagpur, Kharagpur - 721302 in writing, who will instruct the Manufacturer about the location for delivery of the materials and date of delivery.

**Note:** Institute will not provide and 'C' or 'D' Form. However, subject to applicability, **WAY BILL** will be issued by the Institute, as per rules.

**FREIGHT & INSURANCE:**

No freight and insurance charges will be provided and the materials are to be delivered at various Halls of Residence, as may be desired by the Chairman, HMC at the cost and risk of the Manufacturer.

**WARRANTY DECLARATION:**

- The Bidder/Manufacturer must give a comprehensive on-site **FIVE YEARS WARRANTY** of the furniture items from the date of delivery/installation of the furniture items against any manufacturing defect and also give the warranty that everything to be supplied by them shall be free from any defects and faults in materials, workmanship and shall be of the highest quality and materials of the type ordered shall be in full conformity with the specifications.
- Any deviation in the material and the specification from the accepted terms and conditions may liable to be rejected and the bidder/manufacturer needs to supply all the items in the specified form to the satisfaction/specifications specified in the order and demonstrate at their own cost. The payments shall be made only after receiving the materials in the required format and quality to the satisfaction of the Hall Management Centre.

**FAILURE OF ORDER EXECUTION:**

If a successful bidder after receiving the order fails to execute the order within the stipulated period or does not fulfill any of the terms and conditions in any respect, the Institute/Hall Management Centre reserve the right to cancel the order unilaterally.

**PAYMENT TERM:**

90% payment shall be made after successful delivery of the items at respective rooms at different Halls, as instructed by Hall Management Centre, and duly certified by that respective Halls. Balance 10% of the amount will be released against submission of Performance Bank Guarantee (PBG) to the tune of 10% of the total purchase order value. The PBG should be issued by any nationalized bank and validity of the PBG will be five (5) years from the date of issuance. No advance is payable against part supply of any furniture items.

**LIQUIDATED DAMAGE:**

The furniture items should be delivered/dispatched to destination and ready for use not later than



the delivery period specified. If the Manufacturer fails to deliver any or all the stores or perform the service by the specified date, liquidated damages @1% per month or part thereof in respect of the value of the stores will be deducted from the bill subject to a maximum of 5%. Alternately, the purchase order will be cancelled and the undelivered items will be procured from elsewhere at the risk and expenses of the Manufacturer.

**FINAL SELECTION AND AWARD CRITERIA:**

- IT WILL BE PREROGATIVE OF THE PURCHASE COMMITTEE TO MAKE NEGOTIATION, IF REQUIRED, AND TO WORK OUT SPLITTING OF THE JOB AMONGST THE SUCCESSFUL INTERESTED BIDDERS ON PARALLEL RATE CONTRACT WITH A VIEW TO GET THE COMPLETE CONSIGNMENT WITHIN THE TIME LIMIT
- The decision of the competent authority will be final in awarding the order.

**DISPUTE AND JURISDICTION :**

Any legal disputes arising out of any breach of contract pertaining to the whole process of this tender shall be settled in the court of competent jurisdiction in the district of Paschim Medinipore, West Bengal.

**ACKNOWLEDGEMENT BY THE TENDERER:**

It is hereby acknowledged that we have gone through all the schedules as well as the conditions mentioned above and we agree to abide by these.

Date:

Signature of the Tenderer along with official seal.

Place :

CANVASSING OR OFFER OF AN ADVANTAGE OR ANY OTHER INDUCEMENT BY ANY PERSON WITH A VIEW TO INFLUENCING ACCEPTANCE OF A BID WILL BE AN OFFENCE UNDER LAWS OF INDIA. SUCH ACTION WILL RESULT IN THE REJECTION OF BID, IN ADDITION TO OTHER PUNITIVE MEASURES. RESERVED BY THE HALL MANAGEMENT CENTRE, IIT KHARAGPUR WITHOUT ANY OBLIGATION OR LIABILITY WHATSOEVER.

Encl: Specification at Annexure.

Chairman  
Hall Management Centre  
For and on behalf of IIT Kharagpur

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To  
Chairman  
Institute Information Cell  
IIT Kharagpur  
(with the request to kindly publish the same in the Institute website.)

Copy to :  
1. CPP Portal  
2. H M C Notice Board.



**HALL MANAGEMENT CENTRE**  
**Indian Institute of Technology**  
**Kharagpur - 721 302**

**Details of the Manufacturer/Authorised Dealer**  
[ to be submitted on top of the document in the Technical Bid ]

SI No.	Description	Information
1	Name	
2	Address (with Contact number and mail ID)	
3	Address of the Factory site (with contact number)	
4	Name of the Proprietor with Mobile Number	
5	Name of the authorized Representative with designation and Mobile Number	
6	Trade License Number (copy to be enclosed)	
7	P A Number (copy to be enclosed)	
8	VAT Registration Number (copy to be enclosed)	
9	Sales Tax Registration Number (copy to be enclosed)	
10	Up to date VAT & Sales Tax cleared (whether copies enclosed?)	Yes / No
11	Audited Statement of Accounts submitted for last three years (whether copies enclosed?)	Yes / No
12	Solvency Certificate for minimum Rs. 25 lakhs (whether enclosed in format given in annexure-II)	Yes / No
13	Proof of bulk supply of similar stores in the last three years (whether enclosed?)	Yes / No



TO BE TYPED ON THE LETTER HEAD OF THE BIDDER/MANUFACTURER

**COMMERCIAL BID**

To  
The Chairman  
Hall Management Centre  
IIT Kharagpur

Subject: Procurement of Steel Frame Study Chairs for Students' Rooms.  
Ref.: Tender Notice No. IIT/HMC/PUR/FUR/S\_CHAIR/01 DATE 28<sup>th</sup> February 2017

Sir,

I/We do hereby submit our Commercial Bid for the furniture items (Steel Frame Study Chairs for Students' Rooms) against the tender notice under reference.

[Mention all figures in Indian rupees ]

Sl No.	Description	Unit	Basic Rate	VAT	Other Charges, if any	Total Price per Unit
1	Steel Frame Study Chairs for Students' Rooms (as per indented specifications in Annexure-1)	Each Piece				
Validity of Offer :						
Any other Conditions:						

**Declaration:**

I/We do hereby accept all the terms and conditions laid down in the tender notice for the above said supply. I/We also agree to the condition that the right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reasons thereto is reserved by the Competent authority of the Institute without any obligation or liability whatsoever.

Date :

Signature of the Bidder/Manufacturer seal

## Annexure-1

### Technical Specifications of Steel Frame Study Chairs for Students' Rooms

- 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 ISO-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 sunmica colour 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 (1<sup>st</sup> Tan k), 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 finish anticorrosive automated Powder Coating Paint of thickness 60 microns and oven baked for high resistance to scratch, chemical, thermal and mechanical stress.



Representative figure of the Steel Frame Study Chairs for Students' Rooms (not to scale)

**Annexure-II**  
[Format for Solvency Certificate]

Date:

To  
The Chairman  
Hall Management Centre  
Indian Institute of Technology, Kharagpur  
Kharagpur- 721302  
West Bengal

## Solvency Certificate

This is to certify that to the best of our knowledge and information, M/s..... (address) ..... , a customer of our bank is respectable and be treated as good for an engagement up to a sum of Rs..... (Solvency amount) ..... only as on..... (Date of Certificate).

This Certificate has been issued without any risk and responsibility on the part of the Bank or any of its officers. This certificate is issued at the specific request of the customer.

Yours faithfully,

For..... Bank

Bank Officer with designation and seal