



**HALL MANAGEMENT CENTRE**  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**TENDER NOTICE**

No. IIT/HMC/PUR/FUR/MOULDED\_CHAIR/2018/01,

Date: 11<sup>th</sup> May 2018

Hall Management Centre, Indian Institute of Technology Kharagpur invites sealed tenders (**intwo bid system**) from reputed Manufacturers with ISO Certifications or their authorised Dealers for procurement of moulded plastic chair for the students' hostels of the Institute as detailed hereunder.

SI No.	Particulars of Furniture Item	Quantity
1	Moulded plastic chair without armrest (with specifications detailed in Annexure -1)	1115 pieces (approx.)

Time schedule for various bids related events:

1	Last Date of submission of Technical Bid and Price Bid	31.05.2018 at 2:00 P.M.
2	Sample to be placed in the Hall Management Centre. Production of sample(s) is a must, without which a bid will not be considered	31.05.2018 at 2:00 P.M.
3	Inspection of sample as submitted by the vendors with Manufacturers Logo. (Venue : HMC, IIT Kharagpur)	31.05.2018 at 4:00 P.M.
4	Opening & evaluation of Technical Bid (Venue : HMC, IIT Kharagpur)	31.05.2018 at 4:15 P.M.
5	Opening and evaluation of Price Bid (Venue : HMC, IIT Kharagpur)	Immediately after evaluation of the Technical bid on 31.05.2018

**Terms and conditions:**

1. Bidder must provide the following information along with the Technical Bid:
  - a) All pages of the tender document and other important documents, as asked for in the tender, are to be ink-signed by the bidder along with company seal 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.
  - b) A declaration on company letterhead, confirming the terms of the delivery period (45 days on receiving the purchase order), should be included.
  - c) Proof of bulk supply of similar stores (moulded plastic chair) in the last three years.
  - d) List of reputed Organisations/Institutions, where similar orders have been executed.
  - e) Manufacturer should be an ISO 9001 certified company.
  - f) Manufacturer's technical leaflet, catalogue, wherever applicable, should invariably be enclosed.
  - g) Copies of valid Trade license, GST registration (if applicable), PAN card.

Date:

Signature of the bidder with seal

- h) Income Tax Return for last three financial years.
- i) A minimum warranty period of one year is required against any manufacturing defect. The bidder must mention about the warranty period.
- j) Dealership Certificate on the offered products in case the vendor is a dealer.
- k) The bidder must not be blacklisted anywhere in India or abroad by any organisation whatsoever. A certificate or undertaking (on company letter head) to this effect must be submitted by the bidder himself with the Technical Bid.

**Tender Submission:**

The tender papers can be submitted on all working days (except holidays) during office hours either by Speed Post/Registered Post addressed to the Chairman, Hall Management Centre, IIT Kharagpur, Kharagpur 721 302 or by dropping those in the box as would be kept in the office of the Hall Management Centre, IIT Kharagpur, Kharagpur 721302, within the stipulated period as mentioned earlier at the latest. In the event of this day being declared as a holiday, the tender papers can be submitted up to the afore-mentioned time on the next working day.

The envelope should be superscribed with with “TENDER FOR MOULDED PLASTIC CHAIR WITHOUT ARMREST”, No. IIT/HMC/PUR/FUR/MOULDED\_CHAIR/2018/01, Date: 11<sup>th</sup> May 2018. The tender should be submitted in a proper manner with index for easy identification.

Envelope No.	To be superscribed as
A	Tender Fee + EMD
B	Technical Bid
B	Price Bid

All the envelopes - A, B&Care to be put together in a bigger envelope and to be superscribed with “TENDER FOR MOULDED PLASTIC CHAIR WITHOUT ARMREST”, No. IIT/HMC/PUR/FUR/MOULDED\_CHAIR/2018/01, Date: 11<sup>th</sup> May 2018. No other form will be accepted.

**Tender Fee:**

Rs. 1000/- (Rupees one thousand only) payable through Demand Draft or Banker’s pay order drawn in favour of “Chairman, Hall Management Centre, IIT Kharagpur” and payable at any nationalized bank at Kharagpur. TENDER FEE ISNOT REFUNDABLE.

**Earnest Money Deposit (EMD):**

Along with their bids the tenderers are to submit an EMD to the tune of Rs. 15,000/- (Rupees fifteen thousand only) in the form of a Demand draft or Banker’s pay order drawn in favour of “Chairman, Hall Management Centre, IIT Kharagpur” and payable at any nationalized bank at Kharagpur. Photo/Fax copies of the demand draft/ Banker pay orders will not be accepted.

**Return of EMD:**

- The earnest money of the successful bidder will be deposited as security money and returned to them without any interest after completing the successful contract (warranty period).
- The earnest money of unsuccessful bidders will be returned to them without any interest within thirty days after awarding the contract on receipt of written request from the bidders.

Date:

Signature of the bidder with seal

### **Forfeiture of EMD:**

After receiving the work order, if the Manufacturer/Authorised Dealer is unable to execute it satisfactorily, the EMD will be forfeited and the Hall Management Centre will be constrained to take necessary action against the agency.

### **Bid without Tender Fee and EMD shall be disqualified and summarily rejected.**

### **Mode of Selection:**

Samples, for which the bidder has quoted, are to be placed in the Hall Management Centre as instructed above in the bid related events. The samples will be scrutinized by a Committee as would be constituted by the competent authority for the purpose for further action. It is up to the said committee to accept/ reject any sample put forward for scrutiny.

In case a bidder finds none of his samples getting approved by the said committee, his bid will be technically disqualified.

### **Opening of the Tender:**

The offer/bid will be opened by the Purchase Committee at the pre-defined place, time and date in the presence of such Tenderers and/or their authorised representatives who will choose to be present. The bigger envelope (containing envelopes A, B and C) will be opened first.

In the event of the following, the Technical Bids will summarily be rejected:

- a. EMD and Tender Fee are found invalid and unacceptable; and / or
- b. EMD and Tender Fee are presumably kept inside the covers containing Price Bid.

On verifying the EMD and Tender Fee, the Technical Bids will be verified. The Committee will examine the Technical Bids and decide the suitability after inspection of the sample and also fulfillment of other criteria.

**Delivery Period:** 45 (Forty-five) days from the date of issue of the Purchase Order.

**Validity of the Quotations:** 120 (one hundred twenty) days at least.

**Late Offer:** The Tenders received after the pre-defined date and time will not be considered and the same will be returned unopened to the address of the Tenderer.

**Rate:** Price should be inclusive of all Taxes. Materials/Stores are to be delivered at various Halls of Residence at IIT Kharagpur as per instruction of the Chairman, Hall Management Centre, IIT Kharagpur. Manufacturer's price list is preferably enclosed with the price bid.

**Payment Terms:** 100% payment after receipt of the stores in good order and condition and after obtaining certificate from the Wardens of the respective Halls of Residence.

**Liquidated Damages:** The stores should be delivered/dispatched to destination and ready for operation not later than the delivery date specified. If 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%. Alternately, the order will be cancelled and the undelivered stores will be purchased from elsewhere at the risk and expenses of supplier.

---

Date:

Signature of the bidder with seal

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 Hall Management Centre, IIT Kharagpur without any obligation or liability whatsoever.

**Disputes 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 Medinipur in the State of West Bengal.

**Every page 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.**

-----  
**Acknowledgement**

(to be given by the Tenderer duly signed on the Company Letter head along with the Technical Bid) :

*It is hereby acknowledged that we have gone through all the Schedules as well as the Terms and Conditions laid down in the Tender Notice No. IIT/HMC/PUR/FUR/MOULDED\_CHAIR/2018/01 Dated 11<sup>th</sup> May 2018 for procurement of moulded plastic chair for the students' hostels at IIT Kharagpur.*

-----  
The tender document with complete details of tender can be downloaded from

1. Central Public Procurement (CPP) Portal: (<https://eprocure.gov.in>)
2. Institute Website: <http://www.iitkgp.ac.in> (link: Tenders)

Chairman  
Hall Management Centre  
IIT Kharagpur

-----  
To

1. Chairman, Institute Information Cell  
- to kindly display the same in the Institute Website.
2. Joint Registrar (Stores & Purchase)  
- to kindly arrange to upload the same on CPP Portal.

Date:

Signature of the bidder with seal



**HALL MANAGEMENT CENTRE  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

No. IIT/HMC/PUR/FUR/MOULDED\_CHAIR/2018/01, Date: 11<sup>th</sup> May 2018

**Details of the Manufacturer / Authorised Dealer**

[ to be submitted with the Technical Bid keeping the same on top of the documents]

Sl.	Description	Information		
1	Name of the Firm / Authorised Dealer (In case of Dealers, dealership certificate have to be enclosed):			
2	Complete Address with  Phone/Mobile No. and E-mail ID:			
3	Name, designation and Phone/Cell nos. of contact person/representative of the firm:			
4	Details of Tender Fee (DD No./ Bank/ Amount to be mentioned)			
5	Details of E M D (DD No./Bank/Amount to be mentioned)			
6	Status of the Manufacturer (copy of ISO 9001 certification enclosed?).	Yes/ No		
7	Trade License No. (copy enclosed?)	Yes/ No		
8	PAN Number (copy enclosed?)	Yes/ No		
9	GST Registration No (copy enclosed?)	Yes/ No		
10	Proof of bulk supply of similar stores in the last three years enclosed?	Yes/ No		
11	Copy of Income Tax Return for last three years enclosed?	2014-15	2015-16	2016-17
		yes/no	yes/no	yes/no
12	Average annual turnover of the bidder during the last three years	2014-15 (INR)	2015-16 (INR)	2016-17 (INR)

**Acknowledgement:** It is hereby acknowledged that I/We have gone through all the Schedules as well as the Terms and Conditions laid down in the Tender Notice for procurement of furniture for various Halls of Residence at IIT Kharagpur.

Date:

Signature of the bidder with seal

**Declaration:** I/We do hereby declare that the above information submitted by me/us are true to the best of my/our knowledge and I/we have submitted documents in support of all the information, as asked for. 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 Hall Management Centre, IIT Kharagpur without any obligation or liability whatsoever.

Date:

Signature of bidder with Seal

---

*Note : This duly filled in details of the Manufacturer/Authorised Dealer will have to submitted with all the required documents in the Technical Bid, keeping the same on top.*

---

Date:

Signature of the bidder with seal

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

---

## COMMERCIAL BID

To  
The Chairman  
Hall Management Centre  
IIT Kharagpur

**Subject :** TENDER FOR "MOULDED PLASTIC CHAIR WITHOUT ARMREST",  
**Ref.No.:** IIT/HMC/PUR/FUR/MOULDED\_CHAIR/2018/01,      **Date:** 11<sup>th</sup> May 2018

Sir,  
I/We do hereby submit our Commercial Bid for the furniture items against the tender notice under reference.

[Mention all figures in Indian rupees, Include all charges]

Sl No.	Description	Unit	Basic rate	GST	Other charges, if any	Total price per unit
1	Moulded plastic chair without armrest (as per specifications detailed 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 :  
with date and seal

Signature of the Bidder/Manufacturer

## Annexure -1

### Technical Specifications of Moulded Plastic Chair without Arms

Monoblock Plastic Moulded chair without arms with the following features.

- Overall dimensions: height approx. 855 mm, Width approx. 410 mm, Depth approx. 545 mm (a maximum deviation of +4% from the specified dimensions is acceptable).
- Ergonomic and strong design.
- The back of the chair shall have slits for better air circulation.
- Chair will be made by injection moulded process.
- The material used shall be of prime quality virgin polymers and the pigments used shall be of best quality having high heat tolerance.
- The polymer should withstand temperature upto 45 degree Centigrade, at least.
- The stabilizer shall be used to slow down degradation.
- The polymer shall be acid and alkali resistant.
- Chairs can be stacked, if required.



**Representative image of the chair**