



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR – 721 302, INDIA

No. IIT/ISE/RS/TABLE/2017/12/1

Date: 01.12.2017

Last date for submission: Thursday, December 21, 2017 at **3:00 PM**

Time & Date for Opening: Thursday, December 21, 2017 at **4:00 PM**

Sub: Procurement of Workstation Table for Research Scholar in VLS Lab.

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed Price bid from reputed manufacturers or their authorized Distributors / Dealers, who have adequate credential for supply / installation of **Workstation Table** for the items as per the Annexure I to III for Industrial and Systems Engineering, Indian Institute of Technology, Kharagpur, India. Workstation Table are required for dedicated use in Visual Laboratory for Simulation and Gaming Laboratory.

Interested parties may submit their sealed Price bids and **General Terms & Conditions** given at **Annexure II**. Tender document can be downloaded from www.iitkgp.ac.in (**Link: <http://iitkgp.ac.in/topfiles/tenders.php>**).

The Price Bid be sent in a sealed envelopes duly superscripted with **Tender Notice No. IIT/ISE/RS/TABLE/2017/12/1**, Dated: 01.12.2017 to the Office of **Prof J Maiti, Head, Industrial and Systems Engineering, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721 302, West Bengal, India on or before 21/12/2017 by 3:00 PM.**

For any query pertaining to this bid document, communication be address to **Prof J Maiti, Head, Industrial and Systems Engineering**, Indian Institute of Technology, Kharagpur-721302 [Ph.:913222-282272]

The **Price bids will be opened on 21/12/2017 at 4:00 PM** in the Office of **Prof J Maiti, Head, Industrial and Systems Engineering**, Indian Institute of Technology Kharagpur.

Copy to:

1. Institute website
2. Notice Board

**Head,
Industrial and Systems
Engineering**

Technical Specifications of Workstation Table

Sl. No.	Description	Size	Quantity per unit
1	Workstation Table (made of 19 mm BWP ply and finished with 1mm laminates) for research Scholar with 3 number of pull out drawers, partly covered with soft board and fabric up to 4.0' along the center with 6" skirting above 2'-6" for supplying power points.	8' X 4' X 2.5' (Depth)	4

Terms and Conditions:

1. Firm has to guarantee support for the workstation table for a minimum period of 5 years.
2. Firm must have proven knowledge and expertise in manufacturing and installation of above mentioned work. Supporting documents evidencing the above must be enclosed.
3. Compliance of all listed specifications terms and conditions should be indicated on a separate sheet.
4. Maintenance and service requests must be attained within 7 working days.

MATERIALS OF FOLLOWING MANUFACTURERS OR BRAND ARE TO BE USED IN THE WORK. TENDERER MUST QUOTE THEIR RATES ACCORDINGLY

Commercial ply	Phenol Formaldehyde resin bonded ply of National Plywood Industries /Century plywood /Green ply / Archid ply.
3.5mm. / 4mm. thick teak veneers	Archid ply / Green ply.
18mm. / 19mm. thick block board	Phenol Formaldehyde resin bonded ply of National Plywood Industries/Wood Craft Products Ltd. / Sarada / Kitply / Greenply / Orkid.
35mm/38mm.thick flush door shutter	Phenol Formaldehyde resin bonded ply of National Plywood Industries/Wood Craft Products Ltd./ Sarada/ Kitply/ Greenply / Orkid.
Particle Board	Green ply wood / Century ply wood / Archid ply wood
Laminate	Green ply/ Century Ply / Archid ply.
Mat N.C. Lacquer (Nitro-Cellulose)	I.C.I
Melamine Polish	I.C.I / Berger / Asian Paints.
Synthetic Enamel Paint	Berger paint/ICI/Asian Paints.
Adhesive (for timber work)	Pidilite / Bal Endura.
Locks with Security latch	Godrej / Dorma / Hardwyn
Brass hinges/handles	Best quality as approved by Architect.
Glass/Mirror	Modifloat / Saint Gobain. Wherever required etching / Bevelling should be done with machine finish and edge polished.

GENERAL TERMS and CONDITIONS

1. Important Dates:

- Last Date of Submission of Sealed Bids: **21st December 2017 at 3:00 pm** in the Office of the **Prof J Maiti, Head, Industrial and Systems Engineering**, Indian Institute of Technology Kharagpur
- Date of opening of the Price Bids: **21st December 2017 at 4:00 pm** in the Office of **Prof J Maiti, Head, Industrial and Systems Engineering**, Indian Institute of Technology Kharagpur.
- Late Tenders: - Tender received after the due date and time of submission as mentioned above shall not be accepted.

2. Warranty: 5 years warranty from the date of successful installation of the furniture.

3. Completion of the Work: The Workstation Table should be supplied within 30 days from the date of receipt of the Purchase Order.

4 Price:

Price in Indian Rupees: The price shall be quoted only in Indian Rupees, on free delivery at site basis, as per format given in Annexure-III. The unit price without tax and the tax breakups should be shown separately.

The quoted price should be valid for a period of 180 days from the date of opening of Price Bid.

- 5 Acceptance of Tender:** The Authority of IIT Kharagpur reserves the right to accept/reject any or the entire tender bids received without assigning any reason thereof.
- 6. Conditional Offer** will not be accepted.
- 7. Period of Validity:** Bids shall remain valid for acceptance for a period of 180 days from the date of opening of the price bid. The benefit of downward prices (revision on account of budget/financial policy, tax revision, etc.) should be given to IIT Kharagpur by the selected OEM/vendor.
- 8. Past Performance** of the Vendors will be judged at the time of Price Evaluation.

9 Bidders should enclose the following documents:

- (i) Certificate of Registration / Trade License
- (ii) Copy of PAN card and GSTN registration papers
- (iii) Audited statement of accounts and IT returns for the last three years
- (iv) Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.

10 All tenders are to be submitted or handed over to the office of the **Prof J Maiti, Head, Industrial and Systems Engineering**, Indian Institute of Technology Kharagpur. The price bids once submitted shall be the property of the Institute and shall not be returned to the vendor in future.

11. The person/officer signing the tender documents should be delegated with an appropriate authority.

12. Tenderer or his/her authorized representative (with proper authorization letter for opening of price bids) may choose to be present at the time of opening of Price Bids.

13. IMPORTANT

1. 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.

2. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.

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.

3. For any query pertaining to this bid document, correspondence be addressed to :

Prof J Maiti,
Head,
Industrial and Systems Engineering,
Indian Institute of Technology Kharagpur
PIN-721302
jmaiti@iem.iitkgp.ernet.in
Phone: +91 322282272

5. 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 during Saturdays & Sundays.

PRICE BID DOCUMENT

WORKSTATION TABLE						
<u>Sr. No</u>	<u>Description</u>	<u>Make - Model</u>	<u>Qty</u>	<u>Unit Price (in Rs.)</u>	<u>Tax if any (in Rs.)</u>	<u>Total Price (in Rs.)</u>
1	Workstation Table (made of 19 mm BWP ply and finished with 1mm laminates) for research Scholar with 3 number of pull out drawers, partly covered with soft board and fabric up to 4.0' along the center with 6" skirting above 2'-6" for supplying power points. 8' X 4' X 2.5' (Depth)		4			

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. 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: -----