



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR – 721 302, INDIA

No. IIT/ISE/WORKSTATION TABLE/2017/04/1 Date: Wednesday, April 05, 2017

Last date for submission: Wednesday, April 26, 2017 **at 3:00 PM**

Time & Date for Opening: Wednesday, April 26, 2017 **at 4:00 PM**

Sub: Procurement of Workstation Table for Workstation Laboratory.

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids 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 V for Industrial and Systems Engineering, Indian Institute of Technology, Kharagpur, India. Workstation Table are required for dedicated use in Workstation Laboratory (Computer Laboratory).

Interested parties may submit their sealed bids under Two-cover system as per **Technical Specifications** given at **Annexure I**, and **General Terms & Conditions** given at **Annexure II**. Bidders are required to submit their **Details** in the format given at **Annexure IV** along with their technical bids. They are also required to submit a signed **Declaration** in the format given at **Annexure VI**. A **Checklist** and **Compliance statement** against each item of Annexure I - II thereon severally & individually shall also be submitted. Tender document can be downloaded from **www.iitkgp.ac.in** (**Link: <http://iitkgp.ac.in/topfiles/tenders.php>**).

The tender be sent in a sealed packet, containing two separate sealed envelopes (one each for **Technical Bid and Price Bid**) along with prescribed tender fee and Earnest Money Deposit (EMD) duly superscripted with **Tender Notice No. IIT/ISE/WORKSTATION TABLE/2017/04/1**, Dated Wednesday, April 05, 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 26/04/2017 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 technical bid will be evaluated first and price bids will be opened only in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids.

The **Technical bids will be opened on 26/04/2017 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
3. CPP Portal

**Head,
Industrial and Systems
Engineering**

Technical Specifications of Workstation Table

Sl. No.	Bill of materials	Size	Quantity per unit
1	Workstation table (made of 19 mm BWP ply and finished with 1 mm laminates) for students with pull out drawer and keyboard tray, 11 (eleven) seater on both sides of 3" thick partition (made on hard wood frame work partly glazed and partly covered with soft board and fabric) up to 4'-6" height along the center with 6" skirting above 2'-6" for supplying power points.	L → 31'-2", D → 4'-0", H → 2'-6"/4'-6'	2
2	Similar item as Sl. No.1 – 11 seater on one side only.	L → 31'-2", D → 2'-3", H → 2'-6"/4'-6'	1
3	Similar item as Sl. No. 2 - 14 seater on one side only.	L → 40'-0", D → 2'-3", H → 2'-6"/4'-6'	1
4	Workstation (L Shaped) table (made of ply and finished with laminates) for server room with pull out drawers and key boards tray.	L → 14'-0", D → 2'-0", H → 2'-6"	1
5	(i) Workstation table (made of ply and finished with laminates) with pull out drawers and keyboard tray (ii) Side table with shelves.	(5'-0" X 2'-6" X 2'-6") (3'-0" X 1'-8" X 2'-3")	1 1
6	Vertical Blinds.	185 Sq ft	

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.

5. 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.
Vertical blind / Venetian blind	Mac Décor Ltd. / Odd Jobs / Stellar / MARVEL.

6.

GENERAL TERMS and CONDITIONS

1. Important Dates:

- Last Date of Submission of Sealed Bids: **26th April 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 Technical Bids: **26th April 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. **Payment Terms:** 90% Payment shall be made after successful supply and installation of the Workstation Table duly certified by the Head, ISE. Balance 10% may be released against submission of Performance Bank Guarantee to the tune of 10% of the total purchase order value. The Performance Bank Guarantee shall be issued from any Commercial Bank, validity of which shall be five years plus 60 days drawn on any commercial bank.

In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1 % per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

The Purchaser will not pay separately for **Transit Insurance**.

3. **Warranty: 5 years warranty** from the date of successful installation of the furniture.
4. **Completion of the Work:** The Workstation Table should be supplied within 60 days from the Date of receipt of the Purchase Order.
5. **Tender Fee:** An amount of **Rs.1000.00** (Rupees One Thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Commercial Bank and paid in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur. Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.
6. **Earnest Money Deposit (EMD):** An amount of **Rs.15,000.00** (Rupees Fifteen Thousand only) (Refundable) in the form of Demand Draft drawn in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur or Bank Guarantee as per format at Annexure-III. E.M.D.

should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EMD. The validity of the EMD should be 3 (three) months from the date of issue. Any bid without EMD will summarily be rejected. No interest is payable on EMD. EMD will be refunded to the unsuccessful bidder after finalization of the tender process. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected vendor fails to execute the contract after receiving the same.

7. 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-IV. The unit price without tax and the tax breakups should be shown separately. Excise Duty Exemption/ Custom Duty Exemption Certificate/ Way Bill etc. will be issued as per applicable institute rules.

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

8. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Technical bid should have a copy of the price bid with costs blanked out Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs may submit the bid directly, for other vendors original authorization certificate from OEM specifically against this tender is required to be enclosed.

9. **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.

10. **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.

11. Conditional Offer will not be accepted.

12. **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.

13. Past Performance of the Vendors will be judged at the time of Technical Evaluation

14. The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.

15. Bidders should enclose the following documents:

- (i) Certificate of Registration / Trade License
- (ii) Copy of PAN card, Service Tax, VAT, CST 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.
- (v) Copy of product literature technical leaflet, wherever applicable for which the prices have been quoted should invariably be enclosed.
- (vi) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.

16. 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 bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future.

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

19. **Opening of Price Bids:** The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). The date for opening of price bids will be notified separately.

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

21. **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. The OEMs/ Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.

3. 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.

4. 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
jmailto@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.

ANNEXURE-III

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas (there in after called the "tenderer") has submitted their offer dated for the supply of (there in after called the "tender") against the purchaser's tender Notice No ,

KNOW All MEN by these presents that WE of having our registered office atare bound unto (here in after called the "Purchaser") in the sum of for which payment will and have to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE

- (1) If the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
 - (a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - (b) Fails or refuses to accept/execute the contract.

WE, undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE MANUFACTURERS / INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/ REPRESENTING DEALERS/ REGIONAL AGENCIES, SUBMITTING TENDER FOR SUPPLY FOR IIT KHARAGPUR

1. Name of the Tenderer :
2. Status of the Tenderer :
(attach documents, if registered company/partnership/proprietyship)
3. Whether OEM/representing foreign principle :
(attach copy of certificate/authorization)
4. Details of key top official/authorized official :
(attach details)
5. Details of tie-ups for supply/services, if any :
(Attach details, agreements, escalation matrix)
6. Income Tax and Service Tax returns of previous three assessment year (copy) :
7. Financial status of bidder including Statement of Account of past three years duly authenticated by Chartered Accountant :
8. Current list/address of clients where similar material has been supplied and successfully working :
9. Name of the vendor's three largest clients, to whom similar products and services were extended & amount of transaction/annual bills to such clients :
10. Income Tax Permanent A/c No. (attach copy) :
11. **Details of EMD/Bank Draft No., issuing branch and date:**

Certified, that all above information is correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the Authorized person of OEM/Vendor

NOTE: This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting Tender No IIT/ISE/WORKSTATION TABLE/2017/04/1, dated 05.04.2017 and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do technically qualify, for further consideration. **Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.**

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 1 mm laminates) for students with pull out drawer and keyboard tray, 11 (eleven) seater on both sides of 3” thick partition (made on hard wood frame work partly glazed and partly covered with soft board and fabric) up to 4’-6” height along the center with 6” skirting above 2’-6” for supplying power points. L → 31’- 2” , D → 4’-0” , H → 2’-6”/4’-6’		2			
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6	Vertical Blinds.		185 Sq ft			
				Grand Total		

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: -----