



Indian Institute of Technology Kharagpur
Subir Chowdhury School of Quality and Reliability

INVITATION FOR TENDER OF FURNITURE SUPPLY ON TURNKEY BASIS

No.:

Date:

Description of Stores: Furniture for **Subir Chowdhury School of Quality and Reliability** of IIT Kharagpur

Details of Stores: As given in Annexure-I & II.

Estimated Cost: INR 30 Lakhs

Sealed tender offers are invited in two separate sealed covers (Technical and Commercial offers) from eligible manufacturers/suppliers or their direct Indian agents for the supply of the following furniture.

Please send offers, **ALONG WITH DESCRIPTIVE CATALOGUE/ BROCHURE**. The validity of the bid should be at least four months (120 days) or more from the date of the opening of this tender. Please ensure that your quotation reaches not later than **Monday September 25, 2020 at 15:00 Hrs** at the following address:

The Head
Subir Chowdhury School of Quality & Reliability
Indian Institute of Technology
Kharagpur – 721302

ELIGIBILITY:

- a) The bidder must have adequate credential for supplying and installing modular furniture and executing renovation and upgradation of office space in National Institutes like IITs, IISERs and NITs or similar Autonomous Govt. Institutions/Universities, Government/Public Sector Undertakings etc in the past five years.
- b) Experience of having successfully completed works during the last **5 years**.
 - i. 3 (Three) similar completed works costing not less than the amount equal to 40% of estimated cost put to tender **OR**
 - ii. 2 (Two) similar completed works costing not less than the amount equal to 60% of estimated cost put to tender **OR**
 - iii. 1 (One) similar completed work of aggregate cost not less than the amount equal to 80% of estimated cost.
- c) The technical bids must be accompanied by copies of authentic user's certificates on successful installations in India. IIT Kharagpur reserves the right to verify confidentially the information in this regard from the users.

- d) The OEM should be having the following valid certifications:
1. ISO 9001:2015, ISO 14001:2015, ISO 50001:2011,
 2. Green Guard certification for its products. (This **certification** helps reduce indoor air pollution and the potential for airborne chemical exposure.)
- Relevant documents in connection with the certification given by appropriate authorities, *viz.* from NABCB, (central Govt. accredited organization) or equivalent should be enclosed along with the technical bid. The manufacturer should have the service set up within the district for better serviceability for last 5 years. The vendor can send any query on the above within 10 days from the publication of this tender.
- e) While submitting the technical bid, the bidder must undertake to ensure continued availability of adequate number of service personnel during the period of supply, installation, renovation and upgradation and throughout the warranty period.
- f) Technical bid should contain all relevant technical details; printed technical leaflet of models quoted and other details, which may be necessary to ensure that offer is complete in all respect *e.g.* technical specification, delivery period, guarantee period, validity etc.
- g) The bidder must have a minimum annual average turnover of INR50 Lakhs during the three financial years 2017-18, 2018-19 and 2019 -20. All bidders should submit copies of audited Statement of Accounts for the last three years ending 31st March 2019 along with the tender documents.
- h) The bidder must submit copy of acknowledgement of Income Tax return for the three financial years 2017-18, 2018-19 and 2019 -20.
- i) All bidders should submit along with their tender, copies of PAN Card, GST registration number.

*Bidders must submit documentary proof in support of meeting them in minimum eligibility criteria in the Technical Bid of the tender. Simply an undertaking by the bidder for any item of the **eligibility** criteria shall not sufficient for the purpose.*

Earnest money of **Rs. 50,000/-** is to be deposited in the form of Account Payee Demand Draft in favour of IIT Kharagpur, payable at Kharagpur, India. Any bid which is not accompanied with an EMD shall be summarily rejected. Earnest money deposited will be forfeited if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. No interest will be paid on the earnest money of the unsuccessful bidders.

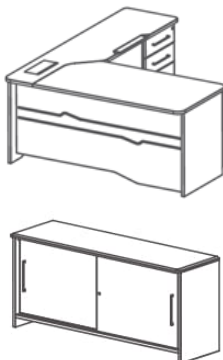
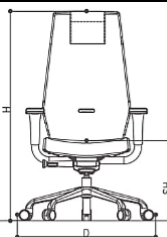
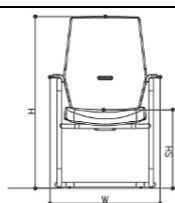
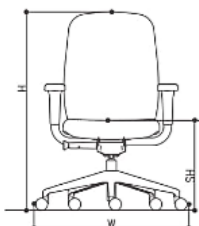
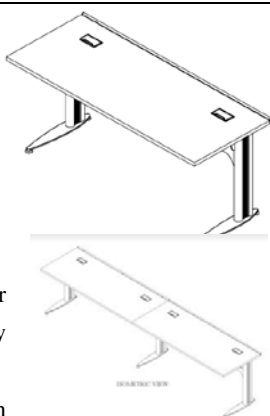
Tender Reference	IIT/SCSQR/FURNITURE/SKC/2020/01, Dated: 31-08-2020
Price of Tender Document	NIL
Last Date and Time for submitting the tender document	25-09-2020 at 15:00 Hrs (Indian time)
Time and Date of Opening of Technical Bids	29.09.2020 at 16:00 Hrs (Indian time)
Place of Opening Tender	Subir Chowdhury School of Quality & Reliability Indian Institute of Technology Kharagpur Kharagpur-721302, West Bengal, India
Address of Communication	As stated above

Contact Telephone Numbers	+91- 3222 – 282289
E-mail	skcrec@hijli.iitkgp.ac.in

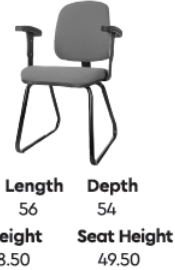
Annexure – I

List of Furniture		
S. N.	Items	QTY
01.	HOS ROOM	
	a) Executive Table with Back Unit	01 SET
	b) High Back Revolving Chair with Arms	01 PCS
	c) Visitor Chair with Arms	04 PCS
02.	CONFERENCE ROOM	
	a) Medium Back Revolving Chair	15 PCS
03.	SEMINAR ROOM	
	a) 2 Seater Desk	32 PCS
	b) Chair with Arms	64 PCS
04.	RESEARCH SCHOLAR ROOM	
	a) 24 Seater Modular Workstation	1 SET
	b) Medium Back Revolving Chair with Arms	24 PCS
05.	VISITOR LOUNGE	
	a) 3 Seater Lounge Sofa	02 PCS
	b) 1 Seater Lounge Sofa	04 PCS
	c) Centre Table	02 PCS

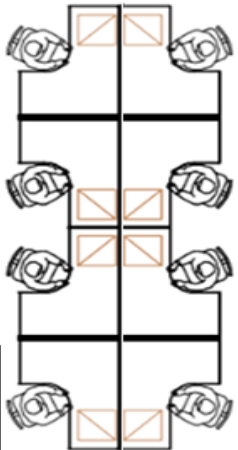
DETAILED TECHNICAL SPECIFICATIONS FOR FURNITURE**FOR CENTRE FOR RAILWAY RESEARCH (CRR)**

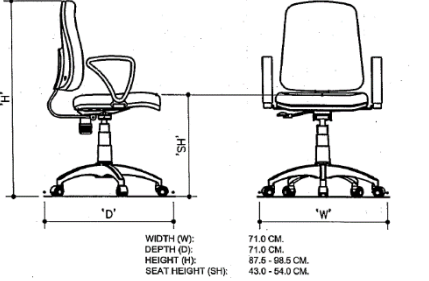
ITEM	SPECIFICATAION	QTY
1. HEAD ROOM		
A) Executive Table with Back Unit , Table Size: 2100 x 2250x 750 & Back Unit Size: 1800x500x750	<p>Main Table Work Surface : Made of 25mm Thick Pre-laminated twin board, Edge banded with matching 2 mm thick PVC lipping.</p> <p>Side Table Work Surface , Modesty Panel,Top Panel & Under- structure Made of 25mm thick MDF one side pre-laminate board with 0.4mm PVC membrane pressed on to top. Soft closing access flap with in-build power box are provided on work surface for wire management.</p> <p>Integrated Pedestal : Made of 25mm Thick Pre-laminated twin, Edge banded with matching 2 mm thick PVC lipping. Drawer Unit has 2 Drawer and 1 Filling Cabinet, which Uses powder coated 400 MM long metal Panel Drawer Slides. Drawer extension is 325 MM.Drawers have a soft closing & anti slam mechanism. Handles & Lock are provided.</p> <p>Back Unit: Top Panel Made of 25mm thick MDF one side pre-laminate board with 0.4mm PVC membrane pressed on to top , Slide Door Unit Made of 25mm Thick Pre-laminated twin board of, Edge banded with matching 2 mm thick PVC lipping for body panels like side, bottom,back and shelves. Shutters are made of 25mm thick MDF one side pre-laminate board with 0.4mm PVC membrane pressed on to top. Shutters have a soft closing & anti slam mechanism. Handles are provided for ease of opening.Storage is provided with lock.</p>	 <p>01 SET</p>
B) High Back Revolving Chair with Arms	<p>The cushioned seat & back is leatherette and moulded polyurethane foam of density of 45± kg/ m³ and has a hardness load 16±2 kgf as per IS :7888 for 25% compression . The armrests top is made of moulded polyurethane (PU) and mounted on to a drop lift adjustable type tubular armrest support made of MS ERW tube having chrome plated finish. The chair is equipped with <u>active bio synchro mechanism with the features like 360 degree revolving type, five position tilt limiter is given for variable tilt option. Seat depth adjustable.</u> The pedestal assembly is made of high pressure die cast polished Aluminum and fitted with 5 no's twin wheel castors made up of injection molded plastic having 6 (+/- 0.1) cm wheel dia and assembled to pedestal. Dimensions: Seat Back: 761 mm W* 761 mm D* 1127 mm - 1302 mm H, seat height: 431-531 mm</p>	 <p>01 PCS</p>
C) Visitor Chair with Arms	<p>The cushioned seat & Back leatherette and moulded polyurethane foam of density of 45± kg/ m³ and has a hardness load 16±2 kgf as per IS :7888 for 25% compression .The armrests top is made of moulded polyurethane (PU) and mounted on to a drop lift adjustable type tubular armrest support made of MS ERW tube having chrome plated moulded polyurethane foam of density of 45± kg/ m³ and has a hardness load 16±2 kgf as per IS :7888 for 25% compression finish. Dimensions: 982 Height x 642 Depth x 448 Seat Height x 609 Length mm</p>	 <p>04 PCS</p>
2. CONFERENCE ROOM		
A) Medium Back Revolving Chair	<p>Dimensions: 761 mm W* 761 mm D* 1136-1311 mm H and seat height: 444-544 mm. The seat & Back made of injection moulded plastic outer & inner and plastic iner is upholstered with leatherette and spacer fabric and moulded polyurethane foam of density of 45± kg/ m³ and has a hardness load 16±2 kgf as per IS :7888 for 25% compression. The armrests top is made of moulded polyurethane (PU) and mounted on to a drop lift adjustable type tubular armrest support made of MS ERW tube having chrome plated finish. The chair is equipped with active bio synchro mechanism with the features like 360 degree revolving type, front pivot for tilt and fet resting on the ground and continuous lumbar support. <u>Five position tilt limiter is given for variable tilt option. Seat depth adjustable.</u> The pedestal assembly is made of injection moulded in black 33% glass-filled Nylon 66 and fitted with 5 nos twin wheel castors.</p>	 <p>15 PCS</p>
3. SEMINAR ROOM		
A) 2 Seater Desk	<p>Work-Surface : 25mm Thickb Pre-laminated particle board,Thick (±1mm)</p> <p>Modesty : 18mm Thick (±1mm), Base material - 16mm Plain particle board.</p> <p>Post-laminated with 0.6mm Top laminate on either side.2mm Thk and 0.8mm Thk PVC edge banding of matching colour on outer edges of modesty.</p> <p>Legs: Made from 1.6mm Matt silver Anodized Aluminium extrusion. Legs assembled together with 8mm thick MS powder coated plate at bottom and 5mm thick MS powder coated plate at bottom and 5mm thick MS powder coated plate at top. The Base support plate is having provision for wire entry and glide fixing. .</p> <p>Stopper : Powder coated stopper made from 1.5mm thick Aluminium extrusion</p>	 <p>32 PCS</p>

	<p>fixed with work-surface by powder coated stopper bracket made from 3mm thick MS sheet. Both ends of Aluminium extrusion covered with plastic moulded End cap.</p> <p>Grommet: Made from plastic moulded components to facilitate access of Electrical/Data/Voice sockets access from Top.</p> <p>Switch Mounting Tray : Powder coated switch mounting tray made from 0.8mm and 2mm thick MS sheet fitted on modesty through which cables can be passed. Switches to be mounted on tray as per requirement. Powder coated Cable tray made from 0.6mm thick MS sheet hooked on switch mounting tray for keeping extra length Electrical/Data/Voice cables.</p>	
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<p>B) Chair with Arms</p>	<p>the seat should be made from 12mm. thick hot pressed plywood and back should be injection moulded from black co-polymer polypropylene upholstered with fabric and moulded polyurethane foam of density of 45± kg/ m³ and has a hardness load 16±2 kgf as per IS :7888 for 25% compression together with seat and back covers.. The seat and back covers should be injection moulded in black Co-polymer Polypropylene. The polyurethane foam should be moulded. Armrests: The one-piece armrests should be injection moulded from black nylon. The armrests should be fitted to the seat with armrest connecting brackets made of 0.5cm. thick HR steel.</p>		<p>64 PCS</p>
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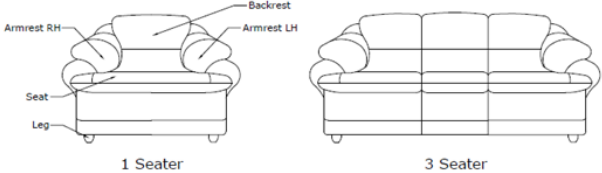

4. RESEARCH SCHOLAR ROOM

<p>A) 24 Seater Modular Workstation Size: 1500 W1 x 1350 W2 x 1200 Partition Ht. x 750 Desk Ht.</p>	<p>WORKSTATIONS WITH METAL DRAWER UNIT, KEYBOARD & MOUSE TRAY The Workstation Common block made of 52.4mm panel, which is divided into 4 Tile Configuration & the bottom tile should be metal tile. Work surfaces shall be made of 25mm thick Pre laminated particle board . All the edges of work surface shall be provided with machine pressed 2 mm thick PVC lipping.</p> <p>BOTTOM FRAME ASSEMBLY: Fabricated bottom frame for 52.4mm shall comprise of L- Channels made of 2mm thick CRCA steel , formed plates of 3mm thick HR steel & ERW steel tube of size 35x15x1.6mm in oval cross section welded together. This shall be coated with average 50-60 micron thickness of epoxy powder coating. This shall be bolted to the uprights with M6 screws.</p> <p>TILES TOP TILES/INTERMEDIATE TILES/BOTTOM TILES The Top Tile Should have Fabric magnetic tiles, Whiteboard tiles, & Intermediate tiles should be fabric or DL tile and bottom tile is metal tile.</p> <p>Block for 52.4mm panel's thickness shall comprise of 38mm thick paper honeycomb with 3mm MDF on each sides and 0.6mm decorative laminate or fabric on both sides, Fabric magnetic tiles shall be fabric upholstered metal tiles in 0.6 mm thick. The fabrics shall be upholstered with adhesives. White board tiles shall be made of 8.0 mm thick particle board laminated with 0.6mm thick white glossy high pressure laminate on outer side & 0.6mm backing laminate on inner surface and will be having all its edges with minimum 0.5 mm thick PVC edging. .</p> <p>SIDE PANELS: This side panel shall be in 25 mm thick PLT. It shall be mounted with the help of full gable end bracket (LH and RH options available) made from 1.2 mm thick M.S. CRCA Grade.</p> <p>LEG ASSEMBLY: The all assembly leg shall be fabricated by CO2 welding with square connector bracket & horizontal top & bottom Chanel (2 mm CRCA) & MS Tube of section 38 mm x 25 mm (16bg). This shall be coated with average 50 to 60-micron thickness of epoxy powder coating.</p> <p>WIRE MANAGER: Cable duct shall be made from 0.8 mm thick M.S. CRCA, this shall be coated with average 50 to 60-micron thickness of epoxy powder coating</p> <p>MOVABLE DRAWER UNIT : SIZE- 646 H X 390 WX 585 , 2 DRAWER WITH 1 FILLING CABINET : made of Welded construction, 0.8 thk CRCA. Cam lock and Central Locking with actuator & lock channel mechanism for Drawer. Epoxy polyester powder coated to the thickness of 50 microns.</p> <p>Layout Details given in figure 1.</p>		<p>01 SET</p>
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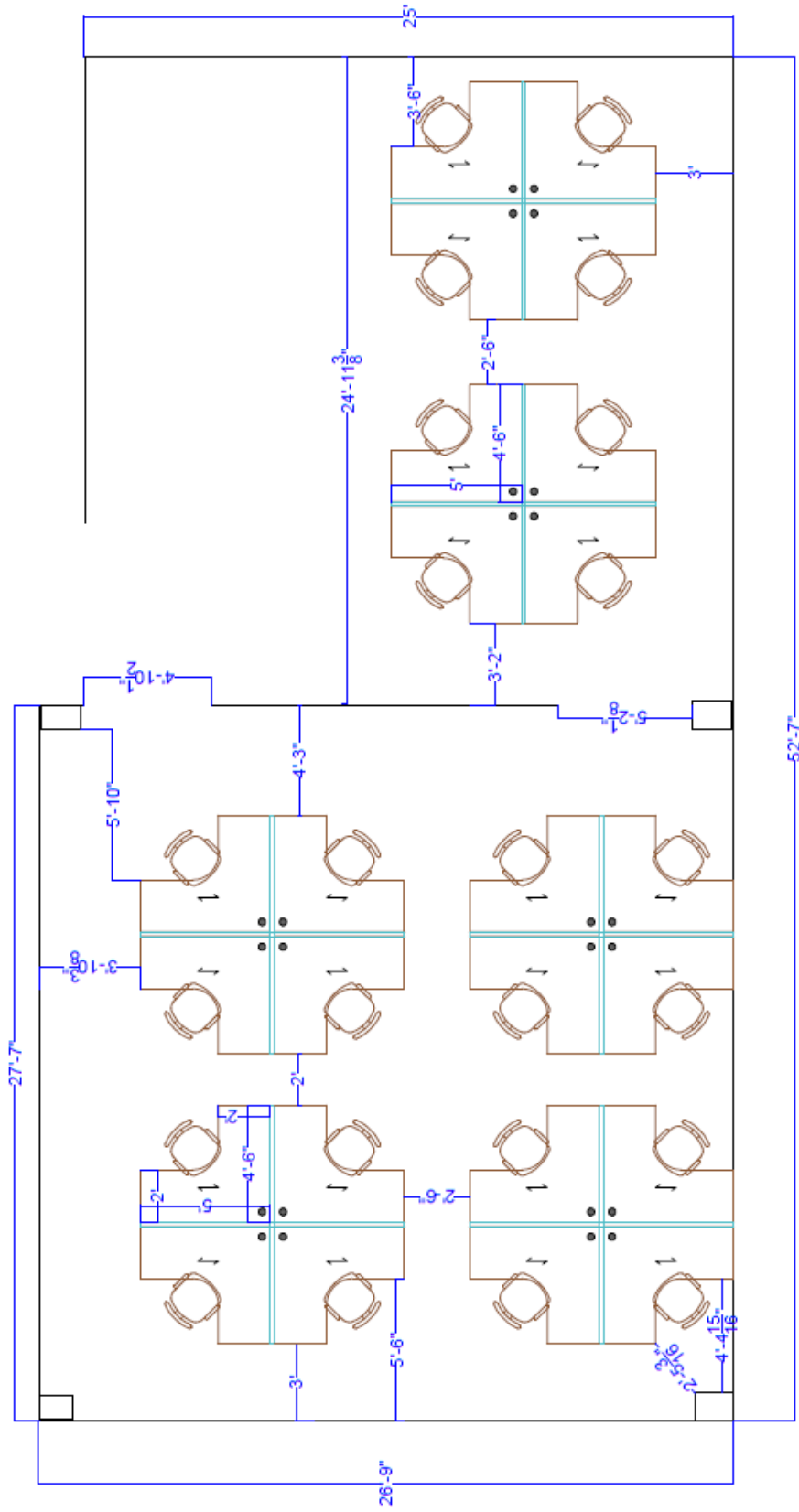
<p>B) Medium Bank Revolving Chair with Arms</p>	<p>Dimensions: Seat size: 450mm (W) x 420mm.(D) Back size: 390mm (W) x 470mm. (H). the seat should be made from 12mm. thick hot pressed plywood and back & seat should be injection moulded from black co-polymer polypropylene upholstered with fabric and back covers. The seat and back covers should be injection moulded in black Co-polymer moulded polyurethane foam of density of 45± kg/ m³ and has a hardness load 16±2 kgf as per IS :7888 for 25% compression</p> <p>Armrests: The one-piece armrests should be injection moulded from black nylon. The mechanism should be 360° revolving type, 14° maximum back-tilt only, Upright position locking and Tilt tension adjustment. The pneumatic height adjustment has an adjustment stroke of 9.0 cm. The bellow should be 3 piece telescopic type and injection moulded in black polypropylene.</p> <p>The pedestal should be injection moulded in black 30% glass-filled Nylon and fitted with 5 nos. twin wheel castors (castor wheel dia. 5.0cm.). The pedestal is 57.0 cm. pitch-centre dia. (67.0 cm with castors). The twin wheel castors are</p>		<p>24 PCS</p>
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injection moulded in Black Nylon.

5. VISITOR LOUNGE

<p>A) 3 Seater Lounge Sofa</p>	<p>Understructure: Understructure is made up of combination of plywood & pinewood members. Plywood is 12±1mm thk. [moisture resistance & termite proof as per IS:303]. Powder coated MS support pipe is fitted with the wooden seat.</p> <ul style="list-style-type: none"> •Foam: Seat is made of PU foam with density 28 kg/m3 with a top layer of supersoft PU foam. Recron sheet of 200GSM is wrapped & glued above this seat top foam. • Upholstery: Armrest upholstery is made in polyester fabric, having a pocket to insert the armrest cushion bag.The fabric has a special coating which gives it a leather like feel. 	 <table border="1" data-bbox="927 566 1222 667"> <thead> <tr> <th>SKU Description</th> <th>1 Seater</th> <th>3 Seater</th> </tr> </thead> <tbody> <tr> <td>Total Width (±10mm)</td> <td>1110</td> <td>2110</td> </tr> <tr> <td>Total Height (±10mm)</td> <td>890</td> <td>890</td> </tr> <tr> <td>Total Depth (±10mm)</td> <td>935</td> <td>935</td> </tr> <tr> <td>Seat Width (±10mm)</td> <td>460</td> <td>1460</td> </tr> <tr> <td>Seat Height (±10mm)</td> <td>475</td> <td>475</td> </tr> <tr> <td>Seat Depth (±10mm)</td> <td>560</td> <td>560</td> </tr> <tr> <td>Seat Back Angle (±2°)</td> <td>108°</td> <td>108°</td> </tr> <tr> <td>Leg Height</td> <td>60</td> <td>60</td> </tr> </tbody> </table>	SKU Description	1 Seater	3 Seater	Total Width (±10mm)	1110	2110	Total Height (±10mm)	890	890	Total Depth (±10mm)	935	935	Seat Width (±10mm)	460	1460	Seat Height (±10mm)	475	475	Seat Depth (±10mm)	560	560	Seat Back Angle (±2°)	108°	108°	Leg Height	60	60	<p>2 PCS</p>
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<p>B) 1 Seater Lounge Sofa</p>	<ul style="list-style-type: none"> • Upholstery: Armrest upholstery is made in polyester fabric, having a pocket to insert the armrest cushion bag.The fabric has a special coating which gives it a leather like feel. <p>Legs: Plastic legs with the M8 stud are fitted at the bottom surface of both the armrests and on front of the seat.</p>	<p style="text-align: center;">SL NO.5</p>	<p>4 PCS</p>																											
<p>C) Centre Table</p>	<p>Table Size : Width 1000mm* Breadth 650mm* Depth 450mm . Made up of 10mm toughened glass of with understructure of paper laminated MDF</p>		<p>2 PCS</p>																											

LAYOUT: (Fig. 1)



FORMAT OF COMPLIANCE STATEMENT

Para of Quotation Enquiry Specification	Specification of Items Offered	Compliance to Quotation specification whether yes or no	In case of noncompliance deviation from quotation specification to be indicated in unambiguous term.
01	02	03	04

* The compliance certificate along with the required specification must be submitted with the bid for evaluation. Firm not submitting the model/specification and their details availability in the bid documents may not be considered for evaluation.

Annexure – IV

FORMAT FOR PRICE BID

[To be submitted by OEM or their authorized dealers/distributors in their Letter Head]

Tender No..... Date:

Name of the Firm/ Bidder:

Address:

Phone/Fax/Mobile:Email:

Rate Quoted: Rates to be quoted separately for each items (All inclusive)

Sl. No.	Name & Description	Quantity	BASIC (Rs.)	GST % (CGST+SGST)	Total Price in Rs.
1.	Executive Table with Back Unit	01 Set			
2.	High back Revolving Chair with arms	01 Pc.			
3.	Visitor Chair with arms	04 pcs.			
4.	Medium back Revolving Chair	15 pc.			
5.	Two Seater Desk	32 pcs.			
6.	Chair with Arms	64 pcs.			
7.	24 Seater Modular Workstation	1 set			
8.	Medium back Revolving Chair with arms	24 pcs.			
9.	Three Seater Lounge Sofa	02 pcs.			
10.	One Seater Lounge Sofa	04 pcs.			
11.	Centre Table	02 pcs.			
Grand Total (In Figure)					
Grand Total (In Words)					

Warranty: For all the items mentioned above, 5 years' comprehensive onsite warranty is required from the date of successful installation.

Validity of Quotation:

Order to be placed on:

Signature of the Authorized
Signatory

Seal of the Bidder/ Firm

Place & Date

Note: The price bid is to be submitted in the given format only. A separate sheet may be attached, if required. Each attached sheet should be duly signed.

GENERAL TERMS AND CONDITIONS

1. TenderFee: Nil

2. **Earnest Money Deposit (EMD):** An amount of Rs. 50,000 (Rupees fifty thousand only) in the form of Demand Draft be enclosed along with the Technical bid. The EMD shall be from any Nationalized Bank and to be drawn in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur.

Any bid without EMD will not be considered except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department.

The EMD will be refunded to the unsuccessful vendors once the process of technical and price bid opening is complete. The EMD of the bidder awarded with the contract will be refunded after completion of the total project. No interest is payable on refunds. EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same as per the required quality.

3. **Selection:** Selection will be based on compliance to eligibility and statutory requirements and the price components quoted by the bidder. The bidder may be required to give presentation. Demonstration on the systems offered where vendor has installed furniture, renovated and upgraded similar office space, may need to be arranged by the bidder at their own cost. The commercial bids of only those agencies who would qualify based on Technical Bid documents and whose submitted samples will be of acceptable equality (as determined by the committee) will be opened and usually the lowest bidder (as per the evaluation criteria) will be awarded the contract. Rate must be quoted only in the prescribed format. Bidders quoting in other formats are liable for rejection.

4. The quotations should reach the undersigned on or before **25-09-2020 2020, 3:00 PM**

Opening of Bids: The Technical bid will be opened by a technical committee on **29. 09. 2020** at **4:00PM** in the chamber of the **Head, Subir Chowdhury School of Quality & Reliability IIT Kharagpur.**

1. The date and time for opening of Price (Commercial) bids will be intimated to the technically qualified bidders in due course of time.
2. **Late Tenders:** Any Tender received after the due date and time of submission as mentioned above shall not be accepted.
3. **Person signing:** The persons attending the bid opening session should be delegated with appropriate letter of authorization and should carry photo identity card. Only two persons on behalf of each Company will be allowed to participate in the Bid opening session.
4. **Bid:** A bid once submitted shall be the property of IIT Kharagpur and shall not be returned to the bidder at any time.
5. **Conditional offers:** Conditional bids will not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
6. **Rejection of Bid:** A bid submitted with false information will not only be rejected but the bidder may also be debarred from participation in future tendering process.
7. **Canvassing:** Canvassing in any form not only invites disqualification in this tender but may also result in debarring the bidder from participation in the future tendering process.
8. **Price:** Prices may be quoted in Indian Rupees only.

9. **Validity of Quotation:** The validity of quotation should be **120 days** from the date of opening of Price bids. The benefit of downward prices (revision on account of budget/financial policy, tax revision etc) should be provided by the selected OEM.
10. **No extra cost:** Materials such as pipe, bricks, sand, stone-chips, cement, paint etc. if required for the installation, renovation or upgradation of the above items and other fixation work will have to be supplied by the bidder free of cost.

Rate: The rates quoted must be inclusive of all t a x e s , fees, levies, etc., at IIT Kharagpur. Rates / Price Bid shall be quoted at a separate format in Annexure-IV.

- a In case of any increase/decrease in quantity of furniture, the corresponding prices will be increased/decreased on prorata basis.
- b The bidders must submit their price bids in the format given in **Annexure–IV**.
- c Total cost of the project (excluding GST) will be considered for evaluation of the Financial Bids of the bidders. GST will be payable as per applicable rate to the successful bidder.
- d **Warranty:** All furniture should have **5 (five) years** comprehensive onsite warranty from the date of successful installation.

11. BIDDERS TO ENCLOSE THE FOLLOWING DOCUMENTS: -

- (i) The OEM should be having the following certifications: BIFMA membership or BIFMA compliance certification or India Design Mark certification; ISO 9001:2015. Preferable but not mandatory: Green Guard certification for its products. Relevant documents in connection with the certification given by appropriate authorities viz. from NABCB, (central Govt. accredited organization) should be enclosed along with the technical bid.
- (ii) Solvency certificate minimum of Rs. 20 lakhs is required and is to be obtained after the tender publication date from any scheduled bank.
- (iii) Copy of Company Registration Certificate/Trade License.
- (iv) Copy of PAN Card, GST registration certificate.
- (v) Authorization certificate from OEM if applicable.
- (vi) Copy of Income Tax return for the last three years.
- (vii) Provide product Catalog mandatory, wherever applicable for which the prices have been quoted should invariably be enclosed.
- (viii) Signed copy of the tender document, with company seal, agreeing to the all terms & conditions of the tender document.
- (ix) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.

12. **Delivery:** The stores are required to be delivered at the Institute under the suppliers own arrangement free of additional charges. The damage or loss in transit if any will be at the risk and cost of the vendor. If the material or finished work is not found acceptable, the manufacturer shall arrange for the replacement of materials required for re-executing the work as per contract.
13. **Installation:** The items ordered must be delivered, installed and commissioned within a period of 40 days from the date of placing the purchase order or availability of site whichever is later. The installation will be considered complete and warranty period will commence only when all the components of furniture etc. are installed, commissioned and all renovation and up gradation work is completed satisfactorily.
14. **Consignee:** All stores are to be consigned in the name of HOD, Subir Chowdhury School of Quality & Reliability Indian Institute of Technology, Kharagpur-721302, West Bengal.

15. **Way Bill:** This may be issued only against formal request from the vendor and Proforma Invoice in original.
16. **Quantity & Specification of Stores:** As given in **Annexure-I**. The stores offered should be conforming strictly to the specifications given. The Institute reserves the right to reject such stores, if found unacceptable on these grounds.
17. **Compliance:** A point wise compliance list against the technical specifications clearly mentioning the proposed make and model number of each equipment and relevant technical literature are to be provided along with the technical bid.
18. **Deviation from Specifications:** It is in the interest of the bidder to study the specifications in the tender thoroughly before quoting so that if the bidder makes any deviations, the same are prominently highlighted in the body of the technical bid. If you need any optional (additional) items in order to meet our specifications, you are requested to quote for the total including the option (addition) required to suit our requirements; otherwise, your tender will not be considered at all.
19. **Payment:** Payment (90%) will be made through bank transfer to the account of the successful bidder, normally within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later AND after successful installation of furniture and due certification by HOD, Subir Chowdhury School of Quality & Reliability. Rest 10% of payment may be released after warranty period or submission of equivalent PBG as per clause no. 24.
20. **Advance:** No advance payment will be given.
21. **Performance Bank Guarantee (PBG):** The selected vendor is required to submit PBG of the amount equivalent to the 10% of the cost of his total bid, from any nationalized Bank. PBG should remain valid for a period 90 (ninety) days beyond the expiry of the warranty period. Failure to comply with performance requirements within stipulated period would lead to forfeiture of PBG and EMD.
22. **Guarantee:** The bidder has to declare that the goods sold to the buyer under this contract shall be of the best quality and shall be strictly in accordance with the specifications.
23. **Liquidated Damage:** 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%.
24. **Dispute:** In case of dispute, them at they will be settled mutually, failing which the decision of the Director shall be final and binding on the bidders.

IMPORTANT

Submission of Bids: All bids must be forwarded in sealed bids format under a two cover system as per requirement mentioned in the tender document. Two separate **sealed** envelopes superscribed “**Technical Bid**” and “**Commercial Bid**” along with specified **Tender Fee** and **EMD** should be submitted in a single sealed envelope duly superscribed with **Reference Number** Tender Notice No (to the Office of the HOD, Subir Chowdhury School of Quality & Reliability Indian Institute of Technology, Kharagpur-721 302.

1. **Pre-Bid Meeting**
2. **Opening of Bids:** All Bids received will be processed in the Office of the HOD, Subir Chowdhury School of Quality & Reliability.
 - a. **Last date & Time of submission of Bids: 25/09/2020 3 pm**
 - b. **Date & Time of opening the Technical Bid: 29/09/2020 4 pm**
3. Bidder should enclose signed “**declaration form**” (Annexure–II) as a token of acceptance for the Terms & Conditions specified in various sections of the Tender Document.

4. All documents to be submitted in the Technical Bid and the Commercial (Price) Bid are enclosed in **Annexure-III**.
5. The Institute reserves the right to accept or reject any or all the offers including the lowest bid without assigning any reason. The Institute does not bind itself to accept the lowest offer. The Institute also reserves the right to amend the scope of work, including change in quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
6. For any query pertaining to this Bid document correspondence may be addressed to: -

HOD, Subir Chowdhury School of Quality & Reliability
Indian Institute of Technology, Kharagpur-721 302

Phone:

Email:

N.B.: 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 on Saturday & Sunday.

HEAD

Copy To:

1. Institute Website
2. CPP Portal
3. Newspaper

SCSQR, IIT Kharagpur