



Indian Institute of Technology Kharagpur

VINOD GUPTA SCHOOL OF MANAGEMENT

INVITATION FOR TENDER OF FURNITURE SUPPLY

Subject: Procurement of Chairs on buy back basis for Vinod Gupta School of Management (VGSoM)

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 equipment.

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 **22.12.2017 at 15:00 Hrs** at the following address:

**Dean(Actg.)
Vinod Gupta School of Management
Indian Institute of Technology Kharagpur – 721302**

Tender Reference	IIT /VGSoM/Furniture/2017-18/21, Dated: 01.12.2017
Price of Tender Document	NIL
Last Date and Time for submitting the tender document	22.12.2017 at 15:00 Hrs (Indian time)
Time and Date of Opening of Technical Bids	22.12.2017 at 15:00 Hrs (Indian time)
Place of Opening Tender	Vinod Gupta School of Management (VGSoM) Indian Institute of Technology Kharagpur – 721 302, West Bengal, India
Address of Communication	As stated above
Contact Telephone Numbers	+91- 3222 – 282295
E-mail	deanvgs@hijli.iitkgp.ac.in

Copy to:
1. Institute website
2. CPP Portal
3. Notice Board

Dean (Actg.)
Vinod Gupta School of Management
IIT Kharagpur

TECHNICAL SPECIFICATION

Medium Back revolving chair with armrest

- SEAT SIZE: 47.0 cm. (W) X 48.0 cm. (D)
- BACK SIZE: 47.5cm. (W) X 58.0cm. (H) (Approx.). The seat and back should be made of 1.2 cm thick hot pressed plywood upholstered with fabric upholstery covers and moulded polyurethane foam. The back foam should be designed with contoured lumber support for extra comfort and extra thick comfort in the front edge to give comfort to popliteal area. The polyurethane foam should be moulded with density = 45 +/-2 kg/m³ and Hardness = 20 +/- 2 on Hampden machine at 25% compression. The armrests should be injection moulded from black Co-polymer polypropylene. The 360 degree revolving chair should have center tilt synchro mechanism, upright position locking with tilt tension adjustment. The pneumatic height adjustment should have an adjustment stroke of 12.0 cm. The pedestal should be injection moulded in black 30% glass-filled Nylon-66 and fitted with 5 nos. twin wheel castors (castor wheel dia. 5.0cm.). The pedestal should have 66.3 cm pitch-centre dia. (76.3 cm with castors) (Approx.).

MINIMUM ELIGIBILITY CRITERIA

1. Manufacturer should have Green Guard certification and having certifications like BIFMA, ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, OHSAS 18001:2007.
2. The products should be designed with ergonomics design practice.
3. Catalogue is required for the quoted items.
4. Manufacturer should have Powder coating plant and all metal components should be pretreated.
5. Bidder should have a minimum 5 (five) years of experience in executing the similar nature of job in an organization of repute (at state or national level) across India like seating, desking, storage, and laboratory furniture. Name and address/ contact details of the present and past satisfactory clients to be provided with a copy of the experience certificate in the client's letter to be enclosed with the technical bids.
6. Experience of having successfully executed during the last 3 (three) years continuously as of tender submission deadline. Signed certificate and work order copy to be enclosed.
7. Manufacturer should have the service provider at least within the district.
8. All materials should be sourced from reputed brands. Brand name for all the materials used have to be mentioned.
9. Proof of Registration of the bidder under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
10. All bidders should submit along with their tender copies of PAN Card, GST registration number.
11. The bidder must submit copies of acknowledgement of Income Tax return for the last three financial years.

Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking by the Bidder for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head, to be submitted with the Technical document.

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:

Sl. No.	Name & Description	Quantity required	Rate (Rs.) per Chair	GST % (CGST + SGST)	Total for 50 chairs
1.	Chair MODEL:..... MAKE :	50			
2.	Buy Back offer for old chair	50			
3.	Net Price (1 -2 above)	50			
4.	Total Price all inclusive (Rs.)	50			

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

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*
- LI will be decided on the basis of net total cost (including tax) of 50 chairs.*

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.

GENERAL TERMS & CONDITIONS

PLEASE SPECIFICALLY INDICATE THE FOLLOWING POINTS IN YOUR QUOTATIONS AND COMPLY THE TERMS AS MENTIONED HEREUNDER: -

1. TENDER ARE INVITED COMPLYING THE REQUIREMENT FOR TENDER AS DETAILED IN THE TENDER SPECIFICATION TO BE SUBMITTED IN THE COMPANY'S / FIRM'S LETTERHEAD NEATLY PRINTED / TYPED DULY SIGNED BY AUTHORIZED PERSON WITH THE SEAL OF THE BIDDERS. ALL ENVELOPS CONTAINING THE TENDER SHOULD BE PROPERLY SEALED. SEPARATE ENVELOPS SHOULD BE USED FOR TECHNICAL AND PRICE BID AND INDICATION TO THEIR EFFECT MAY PLEASE BE SUPERSCRIBED ON THE ENVELOP.

THE FOLLOWING DOCUMENTS ARE REQUIRED FROM THE INDIAN AGENTS OF FOREIGN FIRMS:

1.1 FOREIGN PRINCIPAL'S PROFORMA INVOICE INDICATING THE COMMISSION PAYABLE TO THE INDIAN AGENT AND NATURE OF AFTER SALES SERVICE TO BE RENDERED BY THE INDIAN AGENT.

1.2 COPY OF THE AGENCY AGREEMENT WITH THE FOREIGN PRINCIPAL INDICATING THE NATURE OF AFTER SALES SERVICES, PRECISE RELATIONSHIP BETWEEN THEM AND THEIR MUTUAL INTEREST IN THE BUSINESS.

1.3 PLEASE ENCLOSE THE DOCUMENT(S) RELATED TO THE ENLISTMENT OF THE INDIAN AGENT WITH DIRECTOR GENERAL OF SUPPLIES & DISPOSALS (DGS & R) UNDER THE COMPULSORY REGISTRATION SCHEME OF MINISTRY OF FINANCE.

2. TECHNICAL CATALOGUE/LEAFLET SHOULD BE ENCLOSED WITHOUT FAIL.
3. PLEASE CONFIRM WHETHER YOU ARE AUTHORISED TO QUOTE ON BEHALF OF YOUR PRINCIPALS AND IF SO, PLEASE ENCLOSE A COPY OF SUCH AUTHORISATION WITH YOUR QUOTATION.
4. **PRICE BIDS FOR FOREIGN FIRMS:** PRICES ARE TO BE QUOTED ON 'EX-WORKS' DULY PACKED OR ON "FCA/FOB" INTERNATIONAL PORT" BASIS AND ALSO INCLUDING AGENCY COMMISSION PAYABLE TO YOUR INDIAN AGENTS, IF ANY SHOWING CLEARLY THE FOLLOWING BREAK UP:-

- I) EX-WORKS PRICE
- II) PACKING & FORWARDING
- III) FREIGHT
- IV) ANY OTHER RELEVANT EXPENSES.
- V) TAXES PAYABLE BY THE INSTITUTE

INSURANCE WILL BE PAID BY OUR INSTITUTE SEPARATELY AND SHOULD NOT FORM PART OF THE QUOTED PRICE.

PRICE BIDS FOR INDIAN FIRMS: PRICES ARE TO BE QUOTED ON F.O.R., IIT KHARAGPUR, ON DOOR DELIVERY BASIS CLEARLY SHOWING THE BREAK UP.

5. **PERIOD OF VALIDITY:** BIDS SHALL REMAIN VALID FOR ACCEPTANCE FOR A PERIOD OF 120 DAYS FROM THE DATE OF OPENING.
6. INDIAN AGENTS ADDRESS AND PERCENTAGE OF AGENCY COMMISSION INCLUDED IN ABOVE F.O.B./EX-WORKS PRICE. (THIS WILL BE PAID TO THE INDIAN AGENTS IN INDIAN RUPEES ONLY AND NOT IN FE). PLEASE ENCLOSE COPY OF AGENCY AGREEMENT ENTERED INTO WITH YOUR

PRINCIPALS INDICATING THE NATURE OF AFTER SALES SERVICES OF INDIAN AGENTS, PRECISE RELATIONSHIP & MUTUAL INTEREST IN THE BUSINESS.

7. **MEASUREMENTS/WEIGHT:** NETT/GROSS OF THE CONSIGNMENT. IN CASE OF AN ORDER, YOU SHALL USE AIR WORTHY PACKAGE (AS APPLICABLE) DULY CERTIFIED WITH DOCUMENTS – PLYTO – SANITARY CERTIFICATE (AS PER QUARANTINE ORDER 2003).
8. **SCOPE OF SUPPLY:** SHOULD INCLUDE FREE INSTALLATION AND COMMISSIONING
9. **PAYMENT TERMS FOR FOREIGN FIRMS**
 - A) 100% PAYMENT THROUGH SIGHTDRAFT/FORIGN DEMAND DRAFT/LC (EXCEPTIONAL CASES)/SWIFT TELE TRANSFER AFTER RECEIPT OF STORE IN GOOD ORDER AND CONDITION.
 - B) BANK CHARGES ON LC/SD (WITHIN INDIA APPLICANT ACCOUNT AND OUTSIDE INDIA TO BENEFICIARY ACCOUNT).**PAYMENT TERMS FOR INDIAN FIRMS**
 - A) 100% PAYMENT THROUGH CROSSED ACCOUNT PAYEE CHEQUE / ELECTRONIC TRANSFER AFTER RECEIPT OF STORE IN GOOD ORDER AND CONDITION.
 - B) ENSURE MENTIONING
 - i) BANK DETAILS OF THE BENEFICIARY AND PAN NUMBER
 - ii) FULL NAME AND ADDRESS OF THE BENEFICIARY ON WHOM ORDER HAS TO BE PLACED
10. WHETHER ANY EXPORT LICENCE IS REQUIRED FROM YOUR GOVERNMENT, IF SO, PLEASE CONFIRM WITH DETAILS.
11. COUNTRY OF ORIGIN OF THE GOODS IS TO BE MENTIONED.
12. THE INSTITUTE SHALL PROVIDE THE CUSTOMS DUTY EXEMPTION CERTIFICATE AGAINST GENERAL EXEMPTION NO. 37 [NOTIFICATION. NO. TU/V/RG-CDE (344)/2011, DATED 10.10.2011].
13. **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%. ALTERNATIVELY, THE ORDER WILL BE CANCELLED AND THE UNDELIVERED STORES PURCHASED FROM ELSEWHERE AT THE RISK AND EXPENSE OF SUPPLIER.
14. **PATENT RIGHTS:** THE SUPPLIER SHALL INDEMNIFY THE PURCHASE AGAINST ALL THIRD PARTY CLAIMS OF INFRINGEMENT OF PATENT, TRADEMARK OR INDUSTRIAL DESIGN RIGHTS ARISING FROM USE OF THE GOODS OR ANY PART THEREOF IN INDIA.
15. ONLY THOSE BIDDERS WHO'S BIDS HAVE BEEN TECHNICALLY FOUND ACCEPTABLE WILL ONLY BE INVITED FOR PARTICIPATION IN THE PRICE BID.

16. THOSE BIDDERS WHO DO NOT RECEIVE ANY COMMUNICATION FOR PARTICIPATION IN PRICE BID OPENING MEETING MAY PRESUME THAT THEIR BID HAS NOT BEEN ACCEPTED BY THE INSTITUTE.
17. CONDITIONAL OFFER WILL NOT BE ACCEPTED.
18. LATE TENDERS I.E. TENDER RECEIVED AFTER THE DUE DATE AND TIME OF SUBMISSION AS MENTIONED ABOVE SHALL NOT BE ACCEPTED.
19. BIDDERS TO ENCLOSE THE FOLLOWING DOCUMENTS: -
 - A) LAST 3YEAR IT RETURNS AND SALES TAX CLEARANCE CERTIFICATES, TRADE LICENCE, GST REG.CERTIFICATE, DEALER CERTIFICATE AND PAN CARD.
 - C) BANKER'S SOLVENCY CERTIFICATE & SUMMARY OF AUDITED STATEMENT OF ACCOUNTS FOR THE LAST THREE YEARS TO BE ENCLOSED.
 - D) CUSTOMER SATISFACTION CERTIFICATE FROM ONE SUCH ORGANIZATION IS TO BE ATTACHED WITH THE TECHNICAL BID AND PRICE BID.
 - E) NAME AND ADDRESS OF MINIMUM THREE CLIENTS TO WHOM SUCH EQUIPMENT HAVE BEEN SUPPLIED SHOULD BE MENTIONED.
20. **WARRANTY / GUARANTEE:** THIS COMPREHENSIVE WARRANTY / GUARANTEE SHALL REMAIN VALID FOR **5 YEARS** AFTER THE GOODS (OR ANY PORTION THEREOF AS THE CASE MAY BE) HAVE BEEN DELIVERED AND COMMISSIONED TO THE FINAL DESTINATION INDICATED IN THE CONTRACT.
21. THE INSTITUTE DOES NOT BIND ITSELF TO OFFER ANY EXPLANATION TO THOSE BIDDERS WHO'S TECHNICAL BID HAS NOT BEEN FOUND ACCEPTABLE BY THE EVALUATION COMMITTEE OF THE INSTITUTE.
22. ALL TENDERS (UNLESS OTHERWISE SPECIFIED) ARE TO BE SUBMITTED / HANDED OVER TO **Dean (Actg.), VINOD GUPTA SCHOOL OF MANAGEMENT, INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR - 721 302** AND ACKNOWLEDGEMENT TO BE OBTAINED.

IMPORTANT

1. IIT Kharagpur authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The Institute at its discretion may change the quantity / upgrade the criteria / drop any item or part thereof at any time before placing the Purchase Order.
2. Promptly make arrangements for repair and / or replacement of any damaged item (s) irrespective of settlement of claim.
3. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.
4. For any query pertaining to this bid document correspondence may be communicated at the address mentioned above.

LAST DATE FOR SUBMISSION OF SEALED BIDS: 22.12.2017

- 1) Please Note that the Institute remains closed during Saturdays & Sundays and all specified government holidays.
 - 2) Fax, e-mail Tender will not be accepted. Duplicate Bid document must be submitted in a separate closed cover.
 - 3) The General Terms and Conditions as stated above relate to supply of stores / equipment's /assets etc. and for specific service other terms and conditions of the Institute will apply.
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