

Tender

for

Supply & Installation of
Almirah, Study Tables and Chairs

at

Indian Institute of Technology Jodhpur

NIT No. : IITJ/SPS/CoW/2016-17/34
NIT Issue Date : 21 December 2016
Pre-bid Meeting : 03 January 2017 at 03:00 PM
Last Date of Submission : 16 January 2017 by 3:00 PM



Indian Institute of Technology Jodhpur
Old Residency Road, Ratanada, Jodhpur – 342011, Rajasthan
Telefax: 0291- 2449011, email: sps@iitj.ac.in

Notice Inviting Tender

Indian Institute of Technology (IIT), Jodhpur, Rajasthan (hereinafter referred to as the “Institute”), an Educational Institute of National Importance, invites sealed tender(s) for “Supply and Installation of Almirah, Study Tables and Chairs” at the Institute as per the specification given in the schedule attached with the tender as Annexure – I. The tender document can be downloaded from the Institute website at URL Link: <http://www.iitj.ac.in> or from Central Public Procurement Portal link: <http://www.eprocure.gov.in>.

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.40,000/- (Rupees Forty Thousand only) which is refundable and a non-refundable tender fee for an amount of Rs.500/- (Rupees Five Hundred only) by way of demand drafts only. The demand drafts shall be drawn in favour of “Director, IIT Jodhpur” payable at Jodhpur. The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid.

Offer should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. All the pages of the bid shall be page numbered and all the relevant supporting documents as required must be enclosed.

Envelope of bid to be sealed and superscribed with tender number, due date of submission and addressed to:

“Officer-in-charge
Office of Stores & Purchase
Indian Institute of Technology Jodhpur
Old Residency Road, Ratanada
Jodhpur – 342011, Rajasthan”

Sealed tender should reach the Institute, latest by January 16, 2017 by 03:00 PM. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or FAX.

Pre-bid meeting is scheduled on January 3, 2017 at 3:00 PM in the Conference room, Administrative Block, IIT Jodhpur. The prospective tenderer(s) are requested to attend the pre-bid meeting on scheduled date and time. Technical specifications, Warranty, Terms & Conditions or any other query related to this tender shall be opened for discussion for wider competition and competitive prices. The Pre-bid queries to be submitted on or before January 3, 2017 before 11:00 AM on the above given email id. No queries would be acceptable after given timeline. However, the tender of the Bidders should be received as mentioned in appropriate manner by the stipulated due date.

At any time prior to the deadline of submission of bid, Institute for any reason, whether at its own initiative or in response of a clarification requested by a prospective tenderer, modify the tender by amendment and it will be published on the website.

Bid(s) will be opened on January 16, 2017 at 04:00 PM in the Conference Hall, Administrative Block of the Institute in the presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.

In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.

The tenderer are requested to read the tender document carefully and ensure to compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.

The Institute reserves the right to select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.

INSTRUCTIONS TO TENDERER

1. Earnest Money Deposit (EMD):

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.40,000/- (Rupees Forty Thousand only) which is refundable and a non-refundable tender fee for an amount of Rs.500/- (Rupees Five Hundred only) by way of demand drafts only. The demand drafts shall be drawn in favour of “Director, IIT Jodhpur”, Payable at Jodhpur”.

The firm(s) who are registered with the National Small Industries Corporation (NSIC) / or Small Scale Industries (SSI) for the subjected goods are exempted to furnishing the EMD and tender fee. Self-attested photocopy of the valid registration certificate must be enclosed with the technical bid.

The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the bid. Any bid is found without the demand drafts of earnest money deposit and tender fee will be rejected. The Institute will not be liable to pay any interest on such an amount. The earnest money deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.

The earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of the Performance Security. Earnest money deposit of the successful tenderer shall be

forfeited, if it refuses or neglects to execute the order or fails to furnish the required performance security within 90 days of issue of Purchase Order.

After the award of the contract to the successful tenderer, the earnest money deposit of the unsuccessful tenderer(s) will be refunded within 30 days.

2. **Validity:** Quoted rates must be valid for a period of 90 days from the date of the closing of the tender. The overall offer for the assignment and tenderer quoted price shall remain unchanged during the period of validity. If the tenderer quotes the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or changes his offer during the validity period, the tender is liable to be rejected and the earnest money deposited shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

3. **Delivery & Installation:** All the goods ordered shall be delivered within 06 weeks from the date of issue of the purchase order/ date of opening of Letter of Credit. All the aspects of safe delivery and commissioning shall be the exclusive responsibility of the supplier. If the supplier fails to deliver and commissioning of the goods on or before the stipulated date, then a penalty at the rate of 1% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

Liquidated Damages(LD): If the supplier would fail to perform the delivery of the items and/ or which is not ready to use within stipulated time then penalty at the rate of 1% per week subject to maximum of 10% of the order value will be deducted.

Extension of Delivery & Installation Period: If the supplier is unable to complete the project / order within the stipulated time, for which the supplier is responsible, then the supplier shall request for the extension of the delivery/installation period before the expiry of delivery/installation period with valid reason for the delay which will be recommended by the Institute, and then it may be extended.

In case the supplier fails to complete the order / project within the stipulated time, Institute reserves the right to cancel the contract / order and to confiscate/forfeit the performance security / EMD.

4. **Guarantee / Warranty:** Tender must be quoted with one (01) year warranty on site and it will commence from the date of the satisfactory installation / commissioning of items against the defect of any manufacturing, workmanship and poor quality of components.

5. **Tender Preparation Expenses:**

All costs incurred by the tenderer in the preparation of the tender, presentation and negotiating the contract including the site visits etc. will be borne by the tenderer themselves and in no case will be reimbursable by the Institute.

6. **Rates:** Rates should be quoted on FOR destination at IIT Jodhpur, Old Residency Road, Ratanada, Jodhpur-342011, Rajasthan on DOOR Delivery Basis, inclusive of all the charges (as Annexure-IV), with breakups as:

- (i) Basic Cost.
- (ii) VAT/CST as applicable.
- (iii) Total Cost (F.O.R at IIT Jodhpur)

Note: Institute is registered with DSIR, Govt. of India (Custom Duty Notification No.51/96-Custom dt: 23July, 1996 and Central Excise Duty Notification No.10/97-Central Excise dt: 1March, 1997) and is therefore, exempted from Excise Duty and partial exempted from Custom Duty (CD applicable to IIT Jodhpur is 5.15%). Exemption certificate of the same shall be issued.

7. **Tender Evaluation:**

The Institute will evaluate the entire tenders, strictly on the basis of the terms & conditions incorporated in the tender enquiry document and terms, conditions etc. as stipulated by the tenderer(s) in their tender to determine whether these comply in all respects, as specified in the tender enquiry document.

During the evaluation / scrutiny of the tenders, at any stage, if it is found that any of the tenderer(s) terms and conditions are not in compliance with tender enquiry document, Institute may seek the clarification within the specified time and if the tenderer fails to reply / or do not agree / accept the terms and conditions, their tender will be treated as unresponsive and it is liable for rejection.

If the schedule of requirements contains more than one schedule, then offers for each schedule are to be evaluated and ranked separately, if it is in the benefit of the Institute, order may be awarded accordingly.

Evaluation of the proposals shall be done as:

Institute will examine all the bid(s) to determine whether tenderer has submitted the EMD & Tender fee with bid, whether all the documents as mentioned / or required in the tender to be submitted with bid, has submitted, whether all the documents are in prescribed format and has been properly signed & stamped and whether the bid are completed and generally in order. Tender(s) which are conditional tender are to be treated as unresponsive and it may be rejected.

The bid(s) will be evaluated on the basis of the cost of the item with its all taxes, freight, and other charges, as quoted.

If there is discrepancy between the unit price and total price (which is obtained by the multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly and same is to be conveyed to the tenderer with specified target time, if the tenderer does not agree with the observation of the Institute, the tender is liable to be ignored.

8. **Sample:** The L1 bidder (also qualified as per tender specifications and requirements) on the basis of quoted price, must be required to place its sample of furniture for sample display at IIT Jodhpur after evaluation of prices quoted by participated firms. Samples should be as per tender specifications.

9. **Award of Contract:**

After due evaluation of the bid(s) and the acceptance of the samples by the Institute provided by L1 firm, the Institute will award the order to the lowest evaluated responsive tenderer (hereinafter referred to as the "Supplier").

10. **Performance Security:**

After the award of work, the supplier shall be required to submit the performance security in the form of irrevocable bank guarantee in the prescribed format (Annexure-III) issued by any Nationalised/Scheduled Bank / or Fixed Deposit Receipt, for an amount equal to the 10% of order value and **it will be kept valid for a period of 60 days beyond the date of completion of warranty period. Warranty Period will be commenced from the date of the installation of the supplied item. Hence, be careful at the time of calculation of the validity date of Performance Bank Guarantee.**

11. **(I) Payment Terms for Indigenous Order :**

- (i) 90% payment of the total order value will be released against receipt of the goods and successful installation/commissioning and inspection at the Institute premises.
- (ii) Balance 10% of the order value shall be released after the submission of the performance security.

(II) Payment Terms for Import Order:

Option 1: Payment will be made through irrevocable Letter of Credit (LC). Letter of Credit will be established in favour of firm to which order to be placed, after the submission of Performance Security. The firm shall furnish the Performance security Deposit for 10% of the order value in the

form of Bank Guarantee in the prescribed format issued from any of Nationalized / Scheduled Bank of India for Satisfactory Performance of the contract. The bank Guarantee shall be valid for a period of 60 days beyond the date of completion of warranty period.

- a) Letter of Credit will be established on 100% of the ordered value. 80% (Eighty Percent) of the ordered value shall be paid of shipment of the equipment, on the submission of the following original documents through bank:

Following documents are required for 80% payments:

- i) Airway Bill in Original. HAWB is acceptable.
 - ii) Signed commercial invoice in duplicate for claiming 80% payment.
 - iii) Certificate of Country of Origin.
 - iv) Packing list in duplicate.
 - v) Provide the manufacture's guarantee certificate and in-house inspection certificate.
- b) Balance 20% (Twenty Percent) of the ordered value shall be released after satisfactory installation / or commissioning and handing over of the equipment, on the submission of installation report duly certified by the Institute, through Bank.

Following documents are required for 20% payments:

- i) Signed commercial invoice for claiming 20% payment.
 - ii) Acceptance certificate by purchaser.
- c) All the bank charges within India will be borne by the Institute and outside India will be borne by the supplier.

Option 2: 100% payment will be made after receiving the material and submission of Bill of Entry, Airway Bill, Invoice, and submission of Performance Security. The firm shall furnish the Performance security Deposit for 10% of the order value in the form of Bank Guarantee in the prescribed format issued from any of Nationalized / Scheduled Bank of India for Satisfactory Performance of the contract. The bank Guarantee shall be valid till expiry of the Warranty period with provision for claim period of two (02) months means warranty period + 60 days.

12. Incidental Services: The supplier shall be required to perform the following services:-

- a. Installation & Commissioning, Supervision and Demonstration of the goods.
- b. Providing required jigs and tools for assembly, for the completion of the installation.
- c. Supplying required number of operation & maintenance manual for the goods.

13. After Sales Service: After sales service Centre should be available on 24 (hrs.) X 7 (days) X 365 (days) basis. Complaints should be attended properly, maximum within 48 hours to ensure an uptime of minimum 95%, wherever applicable, failing which the necessary penalty measures shall be enforced.

14. Manufacturer should have valid ISO 9001:2008, ISO 14001:2004, and OHSAS 18001:2007 certificate. Dealers participating should enclose certificate from their parent manufacturer company.

15. Only manufacturer(s) or their sole authorized distributor/ agent are eligible to bid. Authorization letter (Annexure-II) from Original Equipment Manufacturer (OEM) in favor of authorized Agent to bid / negotiate/conclude the order against this tender, must be enclosed with the bid.

16. The delivery of the items will have to be made at Indian Institute of Technology Jodhpur. No transportation/ carriage charges will be provided for the same.

17. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.

18. Merger / Acquisition of Foreign Principal:

In case of merger of Foreign Principal with another Firm or acquisition of Foreign Principal by another firm, it shall be obligatory for the New Entity so formed after the merger of the Acquiring Firm, as the case may be, to take over all the duties and obligations / liabilities of the Foreign Principal and the New Entity / Acquiring Firm would *ipso facto* become liable for all acts of commission or omission on the part of original Foreign Principal as well as Indian Agent.

19. Change of Indian Agent:

In case the Foreign Principal changes in Indian Agent then it shall be obligatory for Foreign Principal to automatically transfers all the duties and obligations to the New Indian Agent, failing which the Foreign

Principal would *ipso facto* become liable for all acts of commission or omission on the part of New Indian Agent.

20. Force Majeure:

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Supplier or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

21. Arbitration and Laws:

In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jodhpur only. The resolution of the Arbitrator shall be final and binding on both the parties.

22. Jurisdiction:

The courts at Jodhpur alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Jodhpur court shall have jurisdiction in the matter.

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Annexure – I **Detailed Specifications of Furniture(s) with Drawings**

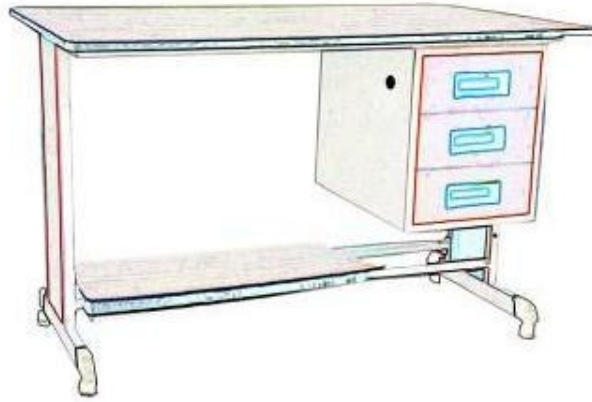
1. Almirah: Qty. 250 nos.

| S.No. | Specification of full steel body cupboard or Almirah For students |
|-------|---|
| (A) | <u>Dimensions</u> : Height - 66", Width 36", Depth 21" Overall Inner Height 60", Mainting base 5" without built in lock with appropriate strong stainless steel handle. The Stainless steel Aldrop having 6" length, sturdy fabrication , stylish pattern and easy to clean. All hinge material must be stainless steel. |
| (B) | The cupboard is to be 20 gauge 1 mm crca steel sheet & doors in 18 gauge 1.2mm thickness with adequate stiffeners. The body should have stiffeners as required. Any bending must be done by machine. |
| (C) | The doors will be adequatly strengthened by metallic rib of 3" width 18 gauge (1.2 mm) folded sheet metal with 1" bending on both side in middle position of the inner side of both doors. |
| (d) | The door must have 10"*2" sheet metal pocket in inner side for storage of small items. Must have one stainless-steel latch (kundi) for inner bolting. |
| (E) | A steel strip(3mm thickness) must be welded on door for providing additional support during closing/opening. |
| (F) | Each unit will have five compartments with four shelves of 18 gauge 1.2mm thickness. Total Height of each shelf is: Shelf 1: 25.5" (Having two equal partition width vise and Cloth hanger rod arrangement in Left hand side compartment), Shelf 2 : 11.5", Shelf 3: 11.5", Shelf 4: 11.5". Shelves should be moulded and adequately stiffened. |
| (G) | Mounting base of 18 gauge CR Steel sheet. It should have good quality welding with additional supports on four bottom corners. It should have 2" adequate and rigid anti vibration pad made of high quality nylon or rubber. |
| (H) | All steel components need to be given acid wash, anticorrosive treatment and fine finishing prior to powder coating. Companies for steel components must be J.S.W. Steel/ Tata/ Apollo / T.I. / Jindal iron & steel company limited. |
| (I) | All steel components should be powder coated (Steel grey) with thickness 60 to 70 µm. Scratch resistant powder coating must be done. |
| (J) | Test certificates are required to be produced for all the material. |
| (K) | The sample will be tested for strength, breakage, quality of material and strict adherence to specification mentioned |

Note: Better value element can be added to the sample if appropriate.

2. Study Table: Qty. 20 Nos.

Size: Top size 525 x1050 mm (750mm ht.)



Study Table as per sketch above, MS pipe frame 25x25mm square, floor stand in 25x50 mm square section with level adjuster screws, with three drawer box made in 22 Gauge sheet with single lock system in drawers left side. Spray paint in two colours. Table top made of 18 mm thick both side pre-laminated board with PVC edge beading and foot level shelf of 11" x 36" with PVC edge beading. Study Table top be fixed at all four corners with quarter round stainless steel nut bolts and spot welded under neath the tabletop and foot rest.

3. Chairs: Qty. 100 nos.



Chair made of MS round pipe in 16 Gauge as per sketch above and sample available. Seat & back in perforated sheet 18 gauge sheet Seats & back be re-in-forced/stiffened by H shaped MS Clips (clip size 50 MM x 50 MM and 2 MM thickness).Seat back be adequately welded to main frame but not less than eight welding spots each . Arm rest be fixed with Hand rest sleeted wooden Pad. Complete chair is powder coated in black color. Chair legs be stiffened by "L" shaped clips (08 Nos).

Annexure – II

FORMAT FOR MANUFACTURER'S AUTHORISATION LETTER TO AGENT (on letter head)

Ref. No.

Date:

To,
The Director
Indian Institute of Technology Jodhpur
Old Residency Road, Ratanada, Jodhpur - 342011.

Sub.: Authorization Letter.

Dear Sir,

We, _____, who are established and reputed manufacturers of _____, having factory at _____, hereby authorize M/s. _____ (name & address of Indian distributor /agent) to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall remain responsible for the tender / contract / agreement negotiated by the said M/s. _____, jointly and severally.

We ensure that we would also support / facilitate the M/s _____ on regular basis with technology / product updates for up-gradation / maintains / repairing / servicing of the supplied goods manufactured by us, during the warranty period.

In case duties of the Indian agent / distributor are changed or agent / distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent / distributor.

Yours faithfully,

[Name & Signature]

for and on behalf of M/s. _____ [Name of manufacturer]

Note: This letter of authorisation should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer. A copy of notarised power of attorney should also be furnished.

Annexure-III

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

The Director
Indian Institute of Technology Jodhpur,
Jodhpur (India) 342011.

WHEREAS..... (Name and address of the Supplier) (hereinafter called "the Supplier") has undertaken, in pursuance of contract no..... dated (hereinafter called "the contract") to supply

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled/nationalized bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with and due performance of the contract;

AND WHEREAS we have agreed to give the Supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of(amount of the guarantee in words and figures), and we hereby irrevocably and absolutely undertake to pay you immediately, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

The Bank guarantee shall be interpreted in accordance with the laws of India. The Guarantor Bank represents that this Bank Guarantee has been established in such form and with such content that is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

The Bank Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank or the Supplier. The Bank further undertakes not to revoke this Guarantee during its currency except with the previous express consent of the Buyer in writing.

The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for an on behalf of the Bank.

This guarantee shall be valid up to and including the day of, 20.....

.....
(Signature with date of the authorised officer of the Bank)

.....
Name and designation of the officer

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

Annexure - IV

Format for Financial Bid

(To be submitted on the letterhead of the company / firm)

Ref. No.

Dated:

| S. No. | Description | Qty. | Unit Rate | Total Amount |
|---------------------------|--|------------|-----------|--------------|
| 1. | Almirah | 250 | | |
| 2. | Study Table | 20 | | |
| 3. | Chair | 100 | | |
| 4. | Other charges (if any, specify in brief) | | | |
| VAT / CST (As applicable) | | | | |
| Total | | | | |

Note:

1. I/We have gone through the entire terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.
- 3.

Date:

Place

Signature & Seal of the Tenderer