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भारतीय प्रौद्योगिकी संस्थान धारवाड
Indian Institute of Technology Dharwad

INDIAN INSTITUTE OF TECHNOLOGY DHARWAD

TENDER DOCUMENT FOR

SUPPLY & INSTALLATION OF FURNITURE FOR HOSTEL MESS-II

Tender No. IITDh/GA/Furniture/Hostel-Mess/01/2018-2019

Tender Notice: Supply & Installation of Furniture for Hostel Mess-II for IIT Dharwad

1	Last Date and Time for Submission of Tender	20th May 2018 at 12:00 hrs
2	Address for submission of bid documents	Officer on Special Duty (Admin, Fin & Contracts) IIT Dharwad Next to Dharwad High court, Dharwad, Karnataka - 580011
3	Time allowed for completion of Work	30 days from the date of issue of purchase order
4	EMD	Rs. 42,200/-

Tender Notice for Supply & Installation of Furniture for Hostel Mess-II for IIT Dharwad

Indian Institute of Technology Dharwad invites sealed tenders (under two bid system) from original Manufacturer/authorized Dealer for **Supply & Installation of Furniture for Hostel Mess-II for IIT Dharwad** as per the Terms and Conditions & Specification given in the schedule annexed to the tender hereto.

Detailed tender notice can be downloaded from the website of the Institute at: www.iitdh.ac.in/announcements/tenders.

Approximate requirement of the subject items as per the specification enclosed at Annexure-I:

SI No.	Particulars of the item	Approximate requirement
1	Stainless Steel Dining Table of Size 2.5m × 0.762m × 0.75m as per Annexure-I (with 3 years warranty)	24 Nos.
2	Stainless Steel Dining Table as per 1m × 0.762m × 0.75m Annexure-I (with 3 years warranty)	10 Nos.
3	Stainless Steel Stools	300 Nos.

Quantities are likely to vary.

Time schedule for various bid related events:

SI No.	Event	Time and Date
1	Last date of submission of tender	: 20 th May 2018 at 12:00 hrs
3	Schedule for opening of Commercial Bid will be intimated to the technically qualified bidders through proper mode.	

Presence of the bidder or his/her authorized representative at the time of opening of the Commercial bid is preferable.

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIT Dharwad without any obligation or liability whatsoever.

Following is the procedure for submission of Tender and other important conditions to be fulfilled by the tenderer. Every page containing the said procedure for submission of tender and other important conditions are to be signed by the tenderer and to be submitted along with their Technical bids towards their acknowledgement that they have gone through all the contents in these pages and in the schedules as well and they are agreeing to comply.

TWO BID SYSTEM:

The offer/bids are to be submitted under a two bid system, namely (i) Technical Bid and (ii) Commercial Bid. The Technical Bid must contain all the details as specified in the tender document along with the terms and conditions whereas Commercial Bid must indicate item wise cost only. **THERE MUST NOT BE ANY PRICE ELEMENT IN THE TECHNICAL BID.**

SEALING & MARKING OF BID:

The tender should be submitted in a proper manner with index for easy identification i.e.:

Envelope Number	To be Super scribed as
A	E M D for Tender
B	Technical Bid
C	Commercial Bid

Envelope – A (duly sealed): should contain the Demand Draft towards Earnest Money Deposit.

Envelope – B (duly sealed): should contain the documents as listed under Technical Bid below.

Envelope – C (duly sealed): should contain the document as listed under Commercial Bid below.

All the above three envelopes should clearly be marked on top of envelopes about type of envelopes (i.e., A, B, & C), details of contents in envelopes, name of agency submitting the bid.

The envelopes (A, B & C) including the bigger envelopes shall be addressed to:

Officer on Special Duty (Admin, Fin & Contracts)
IIT Dharwad,
Next to Dharwad High Court,
Dharwad - 580011, Karnataka

The bigger envelopes must be sealed and must bear the following identification on top:

- a) **“Supply & Installation of Furniture for Hostel Mess-II for IIT Dharwad”.**
- b) Tender Number: _____ Date: _____, and
- c) Name and Address of the Bidder. (on bottom left of the envelopes)

If the outer envelope is not sealed and marked as above, the Institute will assume no responsibility for the misplacement or premature opening of Bid.

SUBMISSION OF TENDER:

The tender can be personally dropped in the box to be kept in on all working days (except Saturday, Sunday & Holidays) between 10.00 am and 1.00 pm in the forenoon and 3.00 pm and 5.00 pm in the afternoon session on or before the date and time as specified in the Tender Notice. The tender can also be sent by register post to “Officer on Special Duty (Admin, Fin & Contracts), IIT Dharwad, Next to Dharwad High Court, Karnataka, PIN–580011. Tender shall not be received after expiry of the time as specified on the 1st page of the tender notice.

EARNEST MONEY DEPOSIT (EMD):

Rs. 42,200/- (Rupees Forty Two Thousand Two Hundred Only) in the form of a Demand Draft drawn in favour of “Dean, IIT Dharwad” and payable at any nationalized bank at Dharwad. Photocopy / Fax copy of the demand draft will not be accepted.

Any tender without EMD would be considered as “**DISQUALIFIED**” and hence would be **REJECTED**.

RETURN OF EMD:

The EMD of the unsuccessful bidders will be returned to them without any interest on receipt of written request from them within thirty days after awarding the contract to the successful bidders.

FORFEITURE OF EMD:

After receiving the Purchase Order, if the selected Manufacturer/Service Provider is unable to execute the order satisfactorily, the Earnest Money Deposit will be forfeited and the Institute will be constrained to take necessary action against the Agency.

REJECTION OF TENDER:

In the event of the following, the Technical Bid of a tenderer will not be considered at all and will in fact be summarily rejected and all the documents will be returned on a subsequent date as would be found suitable by the Committee –

- a) If the Demand Draft towards payment of EMD is not put separately in the bigger envelopes as instructed; and/or
- b) If it is to be presumed that the Demand Draft towards EMD is kept inside the sealed envelopes containing Technical Bid/Commercial Bid; and/or
- c) If the Demand Draft towards EMD is not valid and acceptable; and/or
- d) If without breaking seal of the other envelopes it cannot be detected which envelopes contains Technical Bid; and/or
- e) If any price element is found understandable in any way from any paper other than Commercial Bid.

On verifying each and every point as mentioned above, the Technical bid will be opened to examine all the documents and to decide on all related aspects as per Institutes specification and requirements.

Technical BID:

The bidder must submit the following documents/information with the Technical Bid.:

- 1) Details of Organization as per format enclosed herewith. **Filled in form must be kept on top of the documents** with the Technical Bid.
- 2) The entire tender document duly signed on each page of the same.
- 3) In case, the bidder is an **authorized dealer**, “**Dealership Certificate**” from the original manufacturer **MUST be submitted** mentioning the tenure of such dealership.
- 4) List of reputed Organizations/Institutes where similar orders have been executed. Copy of the purchase orders are to be attached.
- 5) Copy of the valid PAN Card, Goods & Sales Tax Registration.
Audited financial Statement and IT Return of at-least for the three financial years:
2015 – 16, 2016 – 17 & 2017 – 18.
- 6) A declaration to provide warranty for a minimum period of 3 Years.
- 7) A Certificate/Undertaking on the letter head of the Company to the effect that the bidder/Manufacturer had not been blacklisted anywhere in India or abroad by any organization.

CRITERIA FOR QUALIFICATION IN THE TECHNICAL BID

- The tenderer must submit above documents including NIL report, if any, duly attested by them with signature and seal of the firm on each page of every document. In the event of non-receipt of any of the above documents with the Technical Bid, tenderer will be disqualified from the process. Any paper relating to the above documents will not be received during the Technical Bid meeting. Further, any separate correspondence in the matter shall also not be entertained.
- During evaluation of the Technical Bid, the Committee as would be constituted for the purpose will scrutinize the documents mentioned above and may forward any or all the documents to the concerned authorities for verification and authentication. In case of any document(s) as submitted by the tenderer found/reported to be fake, the tenderer will be out of the tendering process besides any legal action that may be initiated against the tenderer, as per rules. Further, the Committee **may visit the factory site** of the Manufacturer to inspect and assess the capability etc.
- Besides, scrutinizing the documents submitted with the Technical Bid, the tenderer may be interviewed by the Committee to assess the eligibility, capability, and suitability of the tenderer. As such, the presence of the tenderer or any authorized representative of the tenderer in the Technical Bid meeting is preferable.

SPECIAL CONDITIONS:

- 1) The performance of the earlier supplies of similar nature of items to the Institute by any of prospective bidder during last three years will be kept in view for qualification in the Technical Bid.
- 2) No payment shall be made for any damage caused during the execution of work. The damages to the work will be made good by the Manufacturer at his own cost and no claim on this account shall be entertained.
- 3) The manufacturer shall at his own cost shall arrange for necessary licenses / permission / clearance etc. if required to import the material for completion of work within the stipulated period.
- 4) If the materials used or finished works are not found acceptable, the Manufacturer shall arrange for the replacement of material required for re-execution of the work as per the contract.
- 5) The rate quoted shall be inclusive of expenditure on the requisite approval/quality assurance tests/certification to be carried out on the materials and/or work as may be decided by the Competent authority for which nothing extra shall be payable.
- 6) The supplier/service provider also shall provide the purchaser all necessary facilities including appliances, tools, materials, and labour at no extra cost to carry out the installation & commissioning at IIT Dharwad for inspection of the purchaser.

7) **OPENING OF COMMERCIAL BID:**

The offer/bid will be opened by a Committee, as would be constituted by the competent authority, at a pre-defined place, time and date in the presence of all such bidders and / or their authorized representatives. **The Commercial Bid of the Technically qualified bidder will ONLY be opened.** The Commercial Bid should be submitted as per the format enclosed with the tender document on the letter Head of the Firm/Agency. The rate should be clearly submitted with breakup of Basic Price, GST, etc. Commercial Bid in any other form will not be accepted and be **SUMMARILY REJECTED.**

- 8) **BID VALIDITY:**
- The Bid shall remain valid for the period not less than six (6) months after the last date set for bid submission.
 - A bid submitted for a bid validity of shorter period may be rejected as non-responsive.
- 9) **LATE BID:**
Any bid received after the dead line as prescribed in the tender notice will be treated as late bid and will not be considered.
- 10) **ACCEPTANCE AND REJECTION:**
The right to shortlist/reject any or all the tenders and/or to accept the whole or any part of the tenders without assigning any reason whatsoever would vest with the management of IIT Dharwad.
- 11) **PERIOD FOR COMPLETION OF WORK:**
30 days from the date of Purchase Order.
- 12) **FREIGHT & INSURANCE:**
No freight and insurance charges will be provided and the materials are to be delivered at Bhoopali Building in campus of IIT Dharwad, as may be desired by the IIT Dharwad at the cost and risk of the Manufacturer.
- 13) **WARRANTY DECLARATION:**
- The Bidder/Manufacturer must give a comprehensive on-site **THREE YEARS WARRANTY** of the items from the date of delivery/installation against any manufacturing defect and also give the warranty that everything to be supplied by them shall be free from any defects and fault in materials, workmanship and shall be of the highest quality and materials of the type ordered shall be in full conformity with the specifications.
 - Any deviation in the material, and the specification from the accepted terms and conditions may be liable to be rejected and the bidder/manufacturer need to supply all the items in the specified form to the satisfaction/specifications specified in the order and demonstrate at their own cost. The payments shall be made only after receiving the materials as per required specification and quality to the satisfaction of the competent authority of IIT Dharwad.
- 14) **FAILURE OF ORDER EXECUTION:**
If a successful bidder after receiving the order fails to execute the order within the stipulated period or does not fulfill any of the terms and conditions in any respect, the Institute/ reserves the right to cancel the order unilaterally and forfeit the EMD amount.
- 15) **PAYMENT TERM:**
Payment of 90% amount of purchase order value shall be made after successful delivery & installation. Balance 10% of the amount will be released against submission of Warranty Bank Guarantee (WBG) to the tune of 10% of the total purchase order value. The WBG should be issued by any nationalized bank and validity of the WBG will be till expiry of warranty period & 60 days beyond the period of expiry of the warranty period. No advance is payable against part supply of any items.

- 16) **LIQUIDATED DAMAGES:**
The furniture items should be delivered/dispatched to destination and ready for use not later than the delivery period specified. If the Manufacturer fails to deliver/successfully install any or all the stores or perform the service by the specified date, liquidated damages @ 2% per month or part thereof in respect of the value of the delayed stores will be deducted from the bill subject to a maximum of 10% .
- 17) **FINAL SELECTION AND AWARD CRITERIA:**
L-1 CRITERIA. The decision of the Competent authority will be final in awarding the order.
- 18) **DISPUTE AND JURISDICTION:**
Any legal disputes arising out of any breach of contract pertaining to the whole process of this tender shall be settled in the court of competent jurisdiction in the district of Dharwad, Karnataka.
- 19) **ACKNOWLEDGEMENT BY THE TENDERER:**
It is hereby acknowledged that we have gone through all the schedules as well as the conditions mentioned above and we agree to abide by these.

Date: Signature of the Tenderer along with official seal.

Place:

CANVASSING OR OFFER OF AN ADVANTAGE OR ANY OTHER INDUCEMENT BY ANY PERSON WITH A VIEW TO INFLUENCING ACCEPTANCE OF A BID WILL BE AN OFFENSE UNDER LAWS OF INDIA. SUCH ACTION WILL RESULT IN THE REJECTION OF BID, IN ADDITION TO OTHER PUNITIVE MEASURES. RESERVED BY THE , IIT DHARWAD WITHOUT ANY OBLIGATION OR LIABILITY WHATSOEVER.

Encl: Specifications at Annexure-1.

OSD(AFC)
For and on behalf of IIT Dharwad

No.	Description	Information		
1	Name			
2	Address (with Contact number and mail ID)			
3	Address of the Organisation (with contact number)			
4	Name of the Proprietor with Mobile Number			
5	Name of the authorized Representative with designation and Mobile Number			
6	Trade license Number (copy to be enclosed)			
7	Permanent Account Number (copy to be enclosed)			
8	GST Registration Number (copy to be enclosed)			
9	Up to date VAT & GST (copies to be enclosed)			
10	Audited Statement of Accounts submitted for last three years (copies to be enclosed)			
11	Proof of bulk supply of similar stores in the last three years enclosed?			
12	Average annual turn-over during last three years (Rupees to be shown in crores)	2015 – 16	2016 – 17	2017– 18
14	Details of EMD	Rs. Bank: DDNo. : Date :		
15	Any other information			

Acknowledgement: It is hereby acknowledged that I/We have gone through all the schedules as well as the terms and conditions laid down in the tender notice for procurement of furniture items for various halls of residence at IIT Dharwad.

Declaration: I/We do hereby declare that the above information submitted by me/us are true to the best of my/our knowledge and I/We have submitted the documents in support of all the information asked for. I/We also agree to the condition that the right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reasons thereto is reserved by the Competent authority of the Institute without any obligation or liability whatsoever.

Date:
Signature of the Bidder/Manufacturer

with date and seal

Commercial BID

To,
Officer on Special Duty (AFC)
IIT Dharwad

Subject : Supply of Cots for Hostel Rooms to IIT Dharwad.

Ref.: Tender Notice No. _____, Date _____.

Sir,

I/We do hereby submit our Commercial Bid for the furniture items against the tender notice under reference.

[Mention all figures in Indian Rupees, Include all charges]

Sl No.	Description (as per tender specifications)	Unit	Basic Rate	GST	Other Charges, if any	Total Price per Unit
1	Stainless Steel Dining Table of Size 2.5m × 0.762m × 0.75m as per Annexure-I (with 3 years warranty)	24 Nos.				
2	Stainless Steel Dining Table as per 1m × 0.762m × 0.75m Annexure-I (with 3 years warranty)	10 Nos.				
4	Stainless Steel Stool as per Annexure-I	300 Nos.				
Validity of Offer:						
Any other Conditions:						

Note:

All required active and passive components need to be supplied for successful installation 'total solution as per the technical requirements/specifications etc.

In case of any mistake or error in calculations or any discrepancy in price quoted in word and figures, the LOWEST amount will be considered for comparison. If this lowest price is not acceptable to the bidder, their bid will be rejected. In this case, IIT Dharwad reserves the right to forfeit their EMD. L1 is calculated based on the Grand total price under section C: (Section A + Section B).

Declaration: I/We do hereby accept all the terms and conditions laid down in the tender notice for the above said supply. I/We also agree to the condition that the right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reasons thereto is reserved by the Competent authority of the Institute without any obligation or liability whatsoever.

Date:

Signature of the Bidder/Manufacturer
With date and seal

ANNEXURE-I

Sl.No.	Item Description	Quantity
1	<p>Stainless Steel Dining Table of Size 2.5m × 0.762m × 0.75m</p> <p>Specification: a) Grade of Steel : SS304 b) Thickness of Tabletop SS Sheet: 20 SWG c) Grade of Steel for Legs of Table: SS304 d) Diameter of Legs of Table: 30 mm e) Legs should have Neoprene Rubber Bush and should be non-foldable</p>	24 Nos.
2	<p>Stainless Steel Dining Table of Size 1m × 0.762m × 0.75m</p> <p>Specification: a) Grade of Steel : SS304 b) Thickness of Tabletop SS Sheet: 20 SWG c) Grade of Steel for Legs of Table: SS304 d) Diameter of Legs of Table: 30 mm e) Legs should have Neoprene Rubber Bush and should be non-foldable</p>	10 Nos.
3	<p>Stainless Steel Stool.</p> <p>Specifications.</p> <p>a) Material to be used: Stainless steel 304 Grade 20SWG Sheet for Top b) Under frame structure: 25mm 19SWG CRC square Tube. c) Three legs should be of 30mm 19SWG CRC round tube. d) Neoprene rubber bush for legs. e) Seat provided should be with rotatable top.</p> <p>Dimensions:</p> <p>a) Height of stool – 22” b) Seat should be round in shape of dia.-12”</p>	300 Nos.