

**Ref: IITDH/MMD/R&D/2019-20/32**

**Dated: 26.06.2019**

To,

The prospective bidder/s

**Subject:** Tender/Enquiry for purchase of Furniture items.

Sir,

The Indian Institute of Technology, Dharwad proposes to procure furniture items for official use and in this regard, you are requested to send your quotation in respect of same. The description of item required and term & conditions are as below: -

S. No.	Item	Qty.	Specifications of the item required	Unit Price (in Rs.)*	Total Price (in Rs.)*
1	Small Cupboards	9 (Nine)	➤ As per details provided in Annexure-1		
2	White Board	14 (Fourteen )	➤ As per details provided in Annexure-2		
3	Book Shelf	14 (Fourteen )	➤ As per details provided in Annexure-3		
<b>GRAND TOTAL</b>					

**\*GST extra as per applicable rates.**

The bidding firm is required to furnish complete details as per Annexure-4.

The last date for submitting quotation is **05.07.2019 (Friday) till 01:00 PM.**

The quotations will be opened on **05.07.2019. (Friday) at 02:30 PM** in Meeting Room, Admin Block, IIT Dharwad (in presence of the bidders interested to attend the opening of quotations).

**Terms & Conditions for the quotation to be followed: -**

- Price:** The total quoted price should **only be Unit price** (GST extra as applicable). Unit price should be inclusive of basic price, packing and forwarding charges, if any and to deliver & install the goods at IIT Dharwad to the satisfaction. Supplier shall be responsible for safe delivery of materials up to destination.
- EMD:** The firm quoting for this item shall have to pay the Earnest Money Deposit of **Rs.8,000/- (Rupees Eight Thousand only)** in the form of Demand Draft drawn in favour of "The Registrar, IIT Dharwad" issued by any Indian Nationalized Bank/ scheduled bank and payable at Hubli/Dharwad and must enclose the DD along with the quotation. **Kindly note that no exemption from EMD is available to any class of bidder (except to the suppliers holding valid MSME/NSIC certificate).** The EMD will be refunded to all the unsuccessful bidders within 15 days of finalizing of supplier. The EMD of successful bidder will be returned along with the final bill settlement after successful supply and installation of items.
- Eligibility Criteria:** The bidder must have supplied the similar furniture items to at-least any one IIT anywhere in India. **The bidder must also be capable of providing maintenance & repair services for a period of one year from installation at the site.**
- It must also be noted that the sample for each furniture item is available at IIT Dharwad for reference of each prospective bidder. Any furniture item offered in the quote and not conforming to the sample displayed shall not be considered for evaluation of bid.**
- Price bid and Evaluation criteria:** The supplier should quote the rate strictly as per the sample & specifications provided. The quote given for other sample

& specification will be rejected. The L-1 bidder shall be decided on the basis of the grand total price excluding GST.

- Bidders having GST Registration Certificate are required to indicate their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate.
  - If bidder has opted for composition scheme under GST ACT 2017, they have to declare themselves as “Composition Scheme” in the bid and indicate their Registration number in the Price Bid. Bidder shall have to enclose a certificate in original from a practicing Chartered Accountant / Cost & Management Accountant / Company Secretary confirming that Bidder is eligible to opt the scheme and has fulfilled all the conditions as mentioned in notification in this regard. In addition, bidder has to enclose the self-attested GST Registration Certificate in the commercial bid.
  - If the Bidder is unregistered i.e. exempted from GST registration, they have to declare themselves as “GST Unregistered Bidders” in the bid and shall have to enclose GST Exemption documents i.e. certificate in original from Practicing Chartered Accountant / Cost & Management Accountant / Company Secretary that Bidder is fulfilling all the conditions prescribed in GST Act, 2017 to make him exempt from registration.
6. **Offer validity:** The validity of Quotation is 30 days from the last date of submission.
7. **Delivery Period:** The delivery period shall be within 15 days from the issue of Purchase Order.
8. **Payment terms:** No advance payment will be made. The payment will be made through electronic transfer after successful Delivery and installation of items at IIT Dharwad.

9. **Mode of Payment:** The bank details (Name of the Bank, Account No., Branch & IFSC Code) should be enclosed along with the bid for the refund of EMD or release of payment.
10. **TAXES AND DUTIES:** The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made there under and should bear the IIT Dharwad GST Registration no. **29AAAGI0111B1Z8**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods shall be shown separately in tax invoice for each item of supply. In case the bidder has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made there-under.
11. Statutory variation: If there is any statutory change in CGST & SGST or IGST within contractual delivery period, the same shall be admissible and will be paid at actual based on the documentary evidence. However, no upward revision in the same beyond original delivery period shall be admissible.
12. The envelope containing the quotations shall be properly sealed. Envelope stapled shall not be accepted. Further, the envelope shall be super scribed as "Quotation for supply of Furniture items" addressed to "**The Assistant Registrar (MMD), Indian Institute of Technology, Dharwad, Near High Court, Belur Industrial Area, Dharwad, Karnataka-580011.**"
13. Quotations received after the due date and time i.e. **05.07.2019 till 01:00 PM** will be out rightly rejected. Quotations received through e-mail or open envelope shall also be rejected.
14. The IIT Dharwad reserves the right to accept in part or in full any quote(s) or reject any one or more quote(s) without assigning any reason. The IIT

Dharwad also reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders without assigning any reason whatsoever.

15. The Quantity requirement indicated for above items is subject to upward or downward revision. However, depending upon the requirements, the actual quantity shall be intimated at PO stage. The firm quoting the rates for this item must also note that IIT Dharwad may place a repeat order subject to quantity mentioned above (at same rates, terms & conditions) during a period of six months from the date of issue of initial purchase order.
16. It is also required by the firms to submit the catalogue / details and picture of the model quoted in the price bid. It shall be the sole prerogative of IIT Dharwad to accept or reject any particular item.
17. Please read all instructions before submitting the quotation.

**Sd/-**  
**(ANIL DHANKHAR)**  
**ASSISTANT REGISTRAR (MMD)**  
**IIT DHARWAD**  
**Email: [armm@iitdh.ac.in](mailto:armm@iitdh.ac.in)**

## **Annexure-1**

### **Technical Specifications of the product required**

**Name of the item: - Small Cupboards (As per sample)**

<b>Sl.no</b>	<b>Feature or parameters</b>	<b>Specifications</b>
01	Metal door	710 mm (H) x 900 mm (W) x 450mm (D)
02	Metal door partition models	Centre partition with half shelves
03	Construction & material	Rigid knock down construction, back sides and doors are made from 0.7mm high yield strength CRCA rest in 0.8mm
04	Sliding door arrangement	Sliding door with top hanging arrangement to prevent derailment  Each door provided with 2 plastic roller having steel ball bearing with smooth movement of door.
05	Shelving	85W x 345H x 285D can be stored vertically on one shelf and clear space above second shelf is 220mm.

## **Annexure-2**

### **Technical Specifications of the product required**

**Name of the item/Equipment: - Book Shelf (As per sample)**

<b>Sl.no</b>	<b>Feature or parameters</b>	<b>Specifications</b>
01	Glass door	(1830mm H x 900 mm (W) x 450mm (D) Without leveller
02	Metal door partition models	Centre partition with half shelves
03	Construction & material	Rigid knock down construction, back sides and doors are made from 0.7mm high yield strength CRCA rest in 0.8mm
04	Sliding door arrangement	Glass door for visibility of the content
05	Shelving	Height wise adjustable shelf mounting Uniformly distributed load capacity of the shelf is 40kg max 4 no of adjustable full shelves

## **Annexure-3**

### **Technical Specifications of the product required**

**Name of the item/Equipment: - White Board (As per sample)**

<b>Sl.no</b>	<b>Feature or parameters</b>	<b>Specifications</b>
01	White board resin magnetic	Size 3 feet x 4 feet



**Annexure-4**

**Bidder Information**

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	PAN No.	
4.	GSTN No.	
5.	State of GST Registration	
6.	E-mail	
7.	Contact Person's Name & Designation	
8.	Mobile No.	

**Signature of the bidder**  
**Stamp / Seal of the firm/Bidder**