

COST OF TENDER Rs.500/-ONLY

TENDER NO: IIITDMJ/P&S/2017-18/Furniture/08

Dated 17/11/2017

TENDER DOCUMENT

FOR

Furniture for Micro and Nano Circuit Design (VLSI Lab)

located at Sanjeev Bhargava Core Lab Complex.

PDPM

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,

DESIGN & MANUFACTURING, JABALPUR

Dumna Airport Road Jabalpur - 482005

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INVITATION FOR TENDER

**Sub: Notice inviting tender for supply, installation and commissioning of Furniture for
Micro and Nano Circuit Design(VLSI Lab) located at Sanjeev Bhargava Core Lab
Complex .**

Registrar, PDPM-Indian Institute of Information Technology, Design and Manufacturing, Jabalpur invites tenders from Original Manufacturers for supply, erection, installation & commissioning of following furniture(the details of which be provided in Annexure-I .)

- | | |
|--|----------------|
| 1) Medium Height Partition @ 1200HT | - 71.13 Sq.Mtr |
| 2) Curvilinear Table @ 1200L x 1350L x 600D x 750/1200HT | - 24 No. |
| 3) Table @ 900L x 600D x 750HT/1200HT | - 16 No. |
| 4) Meeting Table @ 6000L x 1200D x 750HT | - 01 No. |
| 5) Medium Height Openable Storage @ 750L x 450 x 1200HT | - 01 No. |
| 6) Medium Height Openable Storage @ 1050L x 450 x 1200HT | - 03 No. |
| 7) Chairs | - 40 No. |

Interested bidders can send their sealed tenders for supply, installation and commissioning of furniture. The specifications are given at Annexure- I. The General terms and conditions for bidders are given in Annexure-II.

Tender Reference No.	Enquiry No. IIITDMJ/P&S/2017-18/ furniture/ 08
Date of Pre bid meeting	30 /11/2017 at 04:00PM
Last Date and Time for receipt of Tender	12 /12/2017 till 03:00PM
Time and Date for Opening of Technical Bid	12 /12/2017 at 04:00PM
Venue	PDPM-IIITDM, Jabalpur, Campus

The tender document and details of terms and conditions can be downloaded from our website www.iiitdmj.ac.in between 17/11/2017 to 12/11/2017. A crossed demand draft of Rs. 500/- (Rupees Five Hundred only) towards Tender Fee (non-refundable) in favour of 'PDPM-IIITDM, Jabalpur' payable at Jabalpur should be submitted in a separate sealed envelope along with the tenders.

1) Earnest Money Deposit

The earnest money deposit for the above is-

Detail of item	Amount as EMD
VLSI Lab furniture	Rs 50,000/-

2) Sealing and Marking of Bids

Both the bids (Technical as well as price bid) must be separately sealed and marked. The bids shall be marked as following.

- i) EMD and Tender Fee should be sealed in a separate envelope (ENVELOPE-ONE), duly super scribed as EMD and Tender Fee for Tender No.: IIITDMJ/P&S/Enq./2017-18/Furniture/08
- ii) The Technical bid (Part 1) should be sealed in a separate envelope (ENVELOPE-TWO), duly super scribed as Technical Bid (Part 1) for Tender No.: IIITDMJ/P&S/Enq./2017-18/Furniture/08
- iii) The Price bid (Part 2) should be sealed in separate envelopes (ENVELOPE-THREE), duly super scribed as Price Bid (Part 2) for Tender No.: IIITDMJ/P&S/Enq./2017-18/furniture/08
- iv) These THREE separate sealed envelopes are to be put in a bigger envelope (ENVELOPE-FOUR), which should also be sealed. Each of these FOUR envelopes MUST be super-scribed with following details:

TENDER FOR SUPPLY & INSTALLATION OF FURNITURE	
PDPM-IIITDM, JABALPUR	
TENDER REF: NO. IIITDMJ/P&S/Enq./2017-18/Furniture/08	Dated:- 17/11/2017
LAST DATE FOR SUBMISSION:-	
The Registrar,	
PDPM-Indian Institute of Information, Design and Manufacturing,	
Dumna Airport Road, Jabalpur-482005	
From:- M/s.....	
Contact No:.....	

- 3) The price bids of only those firms will be opened who are found to be technically qualified after evaluation based on the documents & information submitted by the tenderer. The bids submitted without tender fees and/or EMD will be summarily rejected and no further communications in this regards will be entertained.

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1. Two / Double Bids

Tenders will have to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Price Bid, in two separate properly sealed covers clearly mentioning the type of Bid; on both these covers. The EMD and Tender fee in will have to be submitted in a sealed cover. All these three envelopes shall be required to kept in a bigger envelope which will have the address of the firm submitting the tenders and the officer to whom the tender is addressed.

2. Opening of Bids

Part- I (Technical Bid) will be opened on the date, time and at the venue mentioned in this tender document. The Technical bids will be opened as per the schedule mentioned, in the presence of such of the renderers who may wish to be present, either by themselves or through their authorised representatives. On finalization of the Technical Bid, Part-II (Price bids) of only those tenderers whose technical bid is found suitable after scrutiny will be opened. After scrutiny of documents of tenders submitted in Part- I (Technical Bid), the contractor shall arrange for the mock up/display of the selected items for observation and approval of the committee IIITDM premises. The furniture approved by the committee will have to be procured by successful bidder for record keeping which will be utilized at the time of execution with prior permission of the committee. On satisfactory report of the committee the Part-II (Price bids) of the bidder will be opened.

The date, time and venue of opening of the price bids will be intimated to all qualified renderers by fax / e-mail / telephone etc. The Institute reserves the right to accept or reject any bid in part or full without assigning any reason whatsoever. The Institute will not hold any responsibility for postal loss or delay of any bid.

3. Financial Bid

The Performa of Financial bid is given at Annexure-III. The bidder should enter rates in the bid at the specified place. The quoted rates should be inclusive of all taxes transportation and installation charges. Rates entered anywhere else will not be entertained and summarily rejected.

4. Eligibility criteria for Technical bid qualification:

- a) The Vendor should exclusively be an original manufacturer of furniture and manufacturer and should have registered office anywhere in India and having experience of at least 05 years. The copy of "Certificate of incorporation" issued under the Companies act 1956 to be submitted.
- b) The annual turnover of the tenderer during the last three financial years (FY; 2013-14; 2014-15, 2015-16) should not be less than Rs 40 Crores (Rupees Forty Crore) for each year.


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- c) The manufacturer should have valid **ISO 9001, ISO14001, ISO18001, BIFMA**, certifications and attested copy of each of the same needs to be attached with the tender document.
- d) The bidder must have successfully completed during **03 similar works of Rs20 lakhs or more** in an Institute/organisation of repute. The completion certificates of such order(s) are required to be submitted along with technical bid.
- e) Audited financial statement and IT return for the last three years (**FY; 2013-14; 2014-15, 2015-16**) are required to be submitted along with technical bid.
- f) Copy of PAN, VAT, TIN, EXCISE & SERVICE TAX registrations is required to be submitted along with technical bid.
- g) Latest "Solveny Certificate" issued by the bank of Rs. 50 Lac (Rupees Fifty Lac Only)
- h) Details & nature of maximum warranty period offered by the vender are required to be submitted along with technical bid.
- i) **Earnest Money Deposit (EMD)** in form of Demand Draft/FDR and tender fee for **Rs.50,000/-**, in the form of Demand Draft only is acceptable. EMD of unsuccessful bidders will be refunded after finalisation of the tender.
- j) All the documents submitted including tender document should be duly certified by the authorised signatories.
- k) The bidder shall submit one 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 of the tender enquiry document.
- l) The firm must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Govt./PSU Department in India during last 3 years.
- m) All the pages/documents of the Tender should bear the dated signature (in ink) of the bidder/tendered with stamp of Firm. Any over-writing corrections & cuttings should bear dated initials of the tendered. Corrections should be made by writing again instead of shaping or over-writing.
- n) The bidders are requested to enclose only requisite and relevant data, which has been asked for.
- o) Each and every page of the submitted bid must carry the page numbers. The bidders are not allowed to make addition and alteration in the tender document. Conditional/modified tender are liable to be rejected.

- p) The tender/tenders NOT submitted in the prescribed format or Incomplete in any respect will be out rightly rejected.
- q) If any commercial or price details are found along with Technical bid (Part-1), such bids will be out rightly rejected.
- r) Any offer containing both the, Technical bid (Part-1) and Price bid (Part-2) in the same envelop will be out rightly rejected.
- s) The above documents shall be submitted in Technical bid (Part-1) failing which Price bid (Part-2) shall not be opened.

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ANNEXURE-I

TECHNICAL SPECIFICATIONS OF ITEMS

1) Medium Height Partition @ 1200HT

Providing & Fixing of TILE BASED PARTITION SYSTEM:- Tile based Aluminium partition system of 1200 mm ht. made of 60mm thick aluminium frames having two separate race ways for laying electrical & computer wiring. The wire management shall be through to the race way to be fitted at bottom of partition and other immediately below of work top with hook on type raceway cover for easy access of wires. Frames to be joined by aluminium connectors with M6 x 16 pan-head machine screw and washer with aluminium post cover. Post cover of snap on fashion to be connected on aluminium connectors. All visible aluminium to be in anodized finish. The top/ exposed sides of the frame and posts should be covered with horizontal/ Vertical trim and caps made of Aluminium in anodized finish in order to enhance its look. Upper tiles of partition to be in Soft Board or Marker tile of 9mm. thick., and prelaminate particle board lower tiles in laminate finish of 9mm. thick. on both the sides, as per design and drawing and instructions of in charge. (Make - Godrej/ Spacewood/ Steelcase/Haworth, only)

2) Curvilinear Table @ 1200LX1350Lx600Dx750/1200HT

Providing and fixing Table of Size 1200LX1350Lx600Dx750HT Top: made from 25 mm Prelaminated Particle board. All edges are covered by 2 mm. Thick. PVC edge bands glued by hot melt glue applied by auto edge banding machine. Gable Ends : Made from 25mm prelaminate particle All edges are covered by 0.8mm PVC edge bands glued by hot melt glue applied by auto edge banding machine. KEYBOARD TRAY (WITHOUT MOUSE TRAY) :- Metal Powder Coated - Black Colour, CPU TROLLEY :- Metal Powder Coated - Black Colour, 3 DRAWER PEDESTAL UNIT having overall size 400mm x 450mm x 685*mm* with central lock and key. Drawers are complete metal powder coated with ball bearing slide for 2 book drawers and telescopic slide for filing drawer, body and facia in 18 mm prelaminate particle board, as per design and drawing and instructions of in charge. (Make - Godrej/ Spacewood/ Steelcase/Haworth, only)

3) Table @ 900Lx600Dx750HT/1200HT

Providing and fixing Table of Size 900Lx600Dx750HT Top: made from 25 mm Prelaminated Particle board. All edges are covered by 2 mm. Thick. PVC edge bands glued by hot melt glue applied by auto edge banding machine. Gable Ends : Made from 25mm prelaminate particle All edges are covered by 0.8mm PVC edge bands glued by hot melt glue applied by auto edge banding machine. KEYBOARD TRAY (WITHOUT MOUSE TRAY) :- Metal Powder Coated - Black Colour, CPU TROLLEY :- Metal Powder Coated - Black Colour, as per design and drawing and instructions of in charge. (Make - Godrej/ Spacewood/ Steelcase/Haworth, only)

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[Signature]

4) Meeting Table @ 6000Lx1200Dx750HT

Providing & Fixing of FREE STANDING TABLE @ 6000Lx1200Dx 750HT:-Top: made from 25 mm prelaminated Particle board. All edges are covered by 2 mm. Thick. PVC edge bands glued by hot melt glue applied by auto edge banding machine. Gable Ends : Made from 25mm prelaminated particle All edges are covered by 0.8mm PVC edge bands glued by hot melt glue applied by auto edge banding machine. Modesty Panel : Made from 18mm prelaminated particle All edges are covered by 0.8mm PVC edge bands glued by hot melt glue applied by auto edge banding machine , along with 4 Nos. metal Access Flap & Switch Mounting Box for Wire Management as per design and drawing and instructions of in charge. (Make - Godrej/ Spacewood/ Steelcase/Haworth, only)

5) Medium Height Openable Storage @ 750Lx450x1200HT

Providing & Fixing of Openable Storage @ 750Lx450Dx 1200HT:- To be made out of 25mm thick Top & 18mm Prelaminated particle board with Openable laminate shutter & have a adjustable shelf, as per design and drawing and instructions of in charge. (Make - Godrej/ Spacewood/ Steelcase/Haworth, only)

6) Medium Height Openable Storage @ 1050Lx450x1200HT

Providing & Fixing of Openable Storage @ 1050Lx450Dx 1200HT:- To be made out of 25mm thick Top & 18mm Prelaminated particle board with Openable laminate shutter & have a adjustable shelf, as per design and drawing and instructions of in charge. (Make - Godrej/ Spacewood/ Steelcase/Haworth, only)

7) Chairs

Providing & Arrangement of High Back Chair with push back mechanism and fixed Arm rest seat and back made of high density foam with 10 mm thick. Plywood in fabric upholstery finish, along with five pronged nylon base with castors, as per design and drawing and instructions of in charge. (Make - Godrej/ Spacewood/ Steelcase/Haworth, only)

Note: The dimensions mentioned above may have tolerance of $\pm 3\%$ so as to accommodate in the available space

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Annexure - II
GENERAL TERMS AND CONDITIONS

1. Rates:- Rates quoted should be in Indian Rupees(INR) on FOR destination at PDPM-IIITDM, Jabalpur on DOOR Delivery basis, inclusive of all the charges including all taxes, transportation and installation charges, etc.
2. Validity: The quoted rates must be valid for a minimum period of **120 days** which shall be reckoned from the date of opening for financial bid.
3. The principal manufacturer only should submit the tenders.
4. The Quantity is tentative and Institute reserves the right to change the quantity as per its requirement at any stage.
5. **In case the tenderer withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required without changing any terms and conditions etc. of their original tender.**
6. Warranty/Guarantee:
 - i) Suppliers must give the comprehensive warranty in writing that everything to be supplied by them hereunder shall be free from all defects and faults in material, workmanship and material shall be in full conformity with the specifications. The period of warranty shall not be less than two years from the date of successful installation of furniture.
 - ii) The supplier shall confirm that the goods supplied are new, unused and of the most recently manufactured and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract.
 - iii) The supplier shall further warrant that all goods supplied shall have no defect arising from design materials or workmanship or from any act or omissions of the supplier that may arise under normal use of the supplied goods in the conditions prevailing in the Institute.
 - iv) All charges with regard to supply of spare parts, labour, travel, per diem and accommodation to supplier's staff, etc. shall be borne by the supplier during the period of warranty. The Institute shall not pay any additional charges for services rendered during the warranty period.
7. Contract:-
 - i) The technically qualified vendor who is awarded the order will have to give acceptance within 07 days on receipt of such communication. Further, an agreement having terms and conditions laid down in tender documents will require to be signed on prescribed format within 05 days of acceptance of such order.
 - ii) The agreement would be signed on a non-judicial stamp paper of Rs 100 and cost of which is to be borne by the vendor.

8. Defect Liability clause

- i) In case of any loss, breakage / damage and manufacturing defects are detected in the supplied material; it shall be replaced / repaired by the manufacturer/supplier free of cost and without any charges whatsoever.
- ii) The supplier will remain responsible for any defect arising out of defective or improper materials or workmanship in the work for a period of **Two years** from the date of installation and they shall be bound to make good the same at their own cost or in case of failure to do so, the Institute may cause the same to be made good by other alternative agency and deduct the expense from any sum that may be due and any time thereafter may become due to the supplier or from security deposit lying with the Institute. The maximum downtime during warranty period should not be more than 48 hours from the time the complaint is locked.

9. Enhancement in Rates

The tender rates shall remain valid applicable during the whole execution period and the supplier shall not be entitled to any price variation or escalation.

10. Delivery:

Unless otherwise stated delivery, installation and commissioning of furniture at PDPM-IIITDM, Jabalpur will have to be completed within **09 weeks** from the stipulated date of start mentioned in the purchase order.

11. Printed conditions of the firm sent along with the tender, if any, shall not be binding on PDPM-IIITDMJ.

12. Late and delayed submission of tenders: Late and delayed tender will not be considered. If, in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.

13. Conditional bids will be summarily rejected.

14. Terms of Payment:

- a) Payment will be made
 - i) 70 % on successful delivery as per ordered quantity and specification
 - ii) 30 % subject to successful installation of furniture and submission of PBG (Security deposit) i.e. 5 % of the order value.
- b) The Performance Bank Guarantee in the form of Demand Draft/FDR from any Nationalised Bank including SBI shall have to be submitted within 21 days from the date of issue of Purchase Order. The value of PBG shall be 5 % of the value of Purchase Order and this PBG has to be valid up to 60 days beyond all contractual/ obligations .

15. All legal disputes shall be subjected to jurisdiction of Jabalpur court(s) only.

16. The tenderer shall quote only one specific make / model, options shall not be quoted. Quoting of options and terms like better/ equivalent/latest/OEM etc. Will lead to technical disqualification.

17. Penalty for delayed Delivery:- In the event of delayed delivery, Installation & Commissioning i.e. after the expiry of the period as mentioned in P.O., the vendor shall be liable for a penalty deduction at a rate 1.5% per month of delay to be computed on per day basis. The maximum levy of compensation shall be 10% of the contract value.
18. Incomplete Tenders: Bidders are required to submit all relevant documents as per the checklist along with technical bid. Failing which their bid will be summarily rejected.



IMPORTANT

1. In case of any disputes, the decision of the Director of this Institute shall be final and binding on the Bidders.
2. Any other term/rule/clause not specifically mentioned here, GFR shall be referred.

Note:- All documents should necessarily to be submitted at the time of submission of tenders failing which tenders may be rejected.

(Signature of Tender with seal)



ANNEXURE-III
FINANCIAL BID FOR ITEMS

Sl.No	Name of item	Unit Price(Inclusive of taxes, freights, installation, etc)
1	Medium Height Partition @ 1200HT	
2	Curvilinear Table @ 1200LX1350Lx600Dx750/1200HT	
3	Table @ 900Lx600Dx750HT/1200HT	
4	Meeting Table @ 6000Lx1200Dx750HT	
5	Medium Height Openable Storage @ 750Lx450x1200HT	
6	Medium Height Openable Storage @ 1050Lx450x1200HT	
7	Chairs	

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