

COST OF TENDER RS.500/-ONLY

TENDER NO:IIITDMJ/P&S/Enq./2015-16/Dual desk/21

Dated 07/10/2015

**TENDER DOCUMENT
FOR
DUAL DESKS**

PDPM

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY

DESIGN & MANUFACTURING, JABALPUR

Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005

(Signature)

(Signature)

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(Signature)

INVITATION FOR TENDER

Sub: Notice inviting tender for supply, installation and commissioning of Dual desks - 500 nos.

Registrar, PDPM-Indian Institute of Information Technology Design and Manufacturing, Jabalpur invites tenders from Original Manufacturers or their authorized dealers for supply, erection, installation & commissioning of Dual desks-500 nos (details of which is at Annexure-II and reference images at Annexure-III)

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

Tender Reference No.	Enquiry No. IIITDMJ/P&S/Enq/2015-16/Dual desk 21
Date of pre bid meeting	20/10/2015 at 04:00 P.M.
Last Date and Time for receipt of Tender	06/11/2015 till 03:00P.M
Time and date for opening of Technical bid	06/11/2015 at 04:00P.M
Venue	PDPM-IIITDMJ, Jabalpur campus

The tender document & and details of terms and conditions can be downloaded from our website www.iiitdmj.ac.in between **07/10/2015 to 06/11/2015**

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 tender.

1) Earnest Money Deposit

The earnest money deposit for the above items has to be submitted separately as under:-

Detail of item	Amount as EMD
Dual desks- 500 Nos	Rs 1,00,000/-


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2) Sealing and Marking of Bids

Both the bids (Technical as well as price bid) may be separately sealed and marked as follows:-

- i) EMD and Tender Fee should be sealed in a separate envelope (ENVELOPE-ONE), duly superscribed as "EMD and Tender Fee for Tender No.: **IIITDMJ/P&S/Enq./2015-16/Dual desk/21**
- ii) The "Technical bid (Part 1)" should be sealed in a separate envelope (ENVELOPE-TWO), duly superscribed as "Technical Bid (Part 1) for Tender No.: **IIITDMJ/P&S/Enq./2015-16/Dual desk/21**
- iii) The "Price bid (Part 2)" should be sealed in separate envelopes (ENVELOPE-THREE), duly superscribed as "Price Bid (Part 2) for Tender No.: **IIITDMJ/P&S/Enq./2015-16/ Dual desk/21**
- 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 DUAL DESK

PDPM-IIITDM,JABALPUR

TENDER REF: NO. IIITDMJ/P&S/Enq/2015-16/Dual desk/21 **Dated:-07/10/2015**

LAST DATE FOR SUBMISSION:-

The Registrar,

PDPM-Indian Institute of Information, Design and Manufacturing,

Dumna Airport Road,Jabalpur-482005

From:- M/s.....

Contact No:.....

E-mail ID:.....

Note:- Please follow the above procedure strictly. Envelopes not placed and sealed in the Envelope FOUR shall not be entertained.

The price bids of only those firms will only be opened who are found to be technically qualified after evaluation. The bids submitted without tender fees and/or EMD will be summarily rejected and no further communications in this regards will be entertained.

Atul *202* *XO pie* 3 *82*

INSTRUCTIONS TO BIDDERS

1. Two / Double Bids

Quotations will have to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Price Bid, in two separate properly sealed covers indicating the type of Bid as mentioned in the section(2) sealing and marking of the bids. Both these covers along with EMD and Tender fee in another separate cover will have to be again put in to a single sealed cover. Also the address of the firm submitting the quotation and the officer to whom the quotation is addressed, must appear distinctly on both the inner sealed covers, indicating also TECHNICAL BID/PRICE BID as may be applicable.

2. Opening of Bids

Part- I (Technical Bid) will be opened on the date, time and at the venue already indicated. The tenderers or their authorised representatives may be present at the time of opening of technical bids. On finalization of the Technical Bid **[technical evaluation will be done in 02 steps as detailed at 4(t)]**, Part-II (Price bids) of only those tenderers whose technical bid is found suitable after scrutiny will be opened. The date, time and venue of opening price bids will be intimated to all qualified tenderers by fax / e-mail / telephone etc. 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-IV**. 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 .

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4. Eligibility criteria for Technical bid qualification:

- a) The Vendor should be exclusively an original manufacturer or his authorized dealer/distributor. The manufacturer should have registered office anywhere in India & should have a show room/authorised dealer/authorised partner in Jabalpur. Authorised dealers should submit dealership certificate.
- b) The original Manufacturer of dual desk should have valid **ISO 9001; ISO14001;OHSAS 18001**.
- c) The annual turnover of the tenderer during the last three financial years should not be less than **Rs 50 lakhs (Rupees Fifty Lakhs)** for each year.
- d) The bidder must have successfully completed during last **03 years -01 order of dual desks** valued **Rs 40 lakhs OR 02 orders of dual desks of Rs 20 lakhs each** in an educational Institute/organisation of repute. The successful completion certificates of such order(s) are required to be submitted along with technical bid.
- e) Audited financial statement from Chartered Accountant and IT return for the last three years **(FY; 2011-12; 2012-13, 2013-14)** are required to be submitted along with technical bid.
- f) Copy of PAN, VAT, registrations is required to be submitted along with technical bid.
- g) Details & nature of maximum warranty period offered by the vender are required to be submitted along with technical bid. In any case it should not be less than **05 years** from the date of successful installation.
- h) Earnest Money Deposit (EMD) in the form of Demand Draft/FDR and tender fee of **Rs.500/**, in the form of Demand Draft only is acceptable. EMD of unsuccessful bidders will be refunded after finalisation of the tender.
- i) All the documents submitted including tender document should be duly certified by the authorised signatories.
- j) 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.

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- k) 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 03 years.
- l) All the pages/documents of the Tender should bear the signature and date (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.
- m) Dealership/Authorization certificate is required along with technical bid specific to the offered products or this tender, in case the vendor is a dealer. Any generalized certificate or partnership deed shall not be considered.
- 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 a page number.
- p) The bidders are not allowed to make addition and alteration in the tender document. Conditional/modified tender are liable to be rejected.
- q) The tender/tenders NOT submitted in the prescribed format or Incomplete in any respect will be outrightly rejected.
- r) If any commercial or price details are found along with Technical bid (Part-1), such bids will be out rightly rejected
- s) Any offer containing both the Technical bid (Part-1) and Price bid (Part-2) in the same envelop will be outrightly rejected.
- t) **Technical evaluation will be done in two stages:-**

STEP-1 - Opening of technical bids and after ascertaining the eligibility on the basis of the documents/certificates etc. submitted by the vendor. Those who qualify STEP-1 will be required to submit sample of dual desk within 07 days of receipt of such communication.

STEP-2-After evaluation of the supplied sample Financial bid of only those vendors will be opened who are technically qualified as per documents AND their sample also meets required specifications/standards.

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4. In the part of price bid, the vendor must provide the following

- a) Quantity, basic price (against item-wise details of specifications of each of the offered items)
- b) CST/ Sales Tax/ VAT (as percentage of basic price + packing and forwarding charges if any)
- c) Installation and commissioning charge (including Service Tax) at PDPM IIITDM Jabalpur to be shown item-wise extra, if any.
- d) Freight and insurance charge, if any.

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ANNEXURE - I
GENERAL TERMS AND CONDITIONS

1. **Rates:-** Rates quoted should be in Indian Rupees(INR) on FOR destination at PDPM-IIIITDM, 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 Quantity is tentative and Institute reserves the right to change the quantity as per its requirement at any stage.
4. **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.**
5. **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 **five years (05)** 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

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(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.

6. **Contract:-**

i) The technically qualified vendor who is awarded the order will have to give acceptance within 07 days on receipt of the purchase order. Further, an agreement having terms and conditions laid down in tender documents will also be required to be signed alongwith acceptance.

(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.

7. **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 **five 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 there after may become due to the supplier or from security deposit lying with the Institute.

8. **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.

9. **Delivery:**

Unless otherwise stated delivery, installation and commissioning of dual desk at PDPM-IIITDM, Jabalpur will have to be completed within **12 weeks** from the date of purchase order.

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10. Printed conditions of the firm sent along with the tender, if any, shall not be binding on PDPM-IIITDMJ.
11. **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.
12. Conditional bids will be summarily rejected.
13. **Terms of Payment:**
 - a) Payment will be made as per the following schedule:-
 - 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. 10% 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 10% of the value of Purchase Order and this PBG has to be valid up to 60 days beyond all contractual/obligations.
14. All legal disputes shall be subjected to jurisdiction of Jabalpur court(s) only.
15. 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.
16. **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.
17. **Incomplete Tenders:** Bidders are required to submit all relevant documents as per the checklist (Annexure-V) along with technical bid. Failing which their bid will be summarily rejected.

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IMPORTANT

1. In case of any dispute, the decision of the Director of PDPM-IIITM Jabalpur 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)

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ANNEXURE-II

SPECIFICATION FOR DUAL DESKS

Top to be made of 25mm thick in MDF with long edges in half round shape and 0.65 mm thick curvica laminate duly pasted and post formed. 2mm thick REHAU edge band duly passed with Jowat glue to be done. The MS sheet bent in ergonomic design to support the back of the students for long sitting durations.

All steel structural components to be processed and made from virgin material. The powder coated components would be tested on regular basis for Scratch resistance test of 04 kgs & for impact resistance test for 150kgs/cm. All the exposed sheet metal parts should be powder coated having 45-50 microns. The powder coating should be done after a seven tank treatment to metal parts for degreasing, derusting and phospatting.

Dimensions

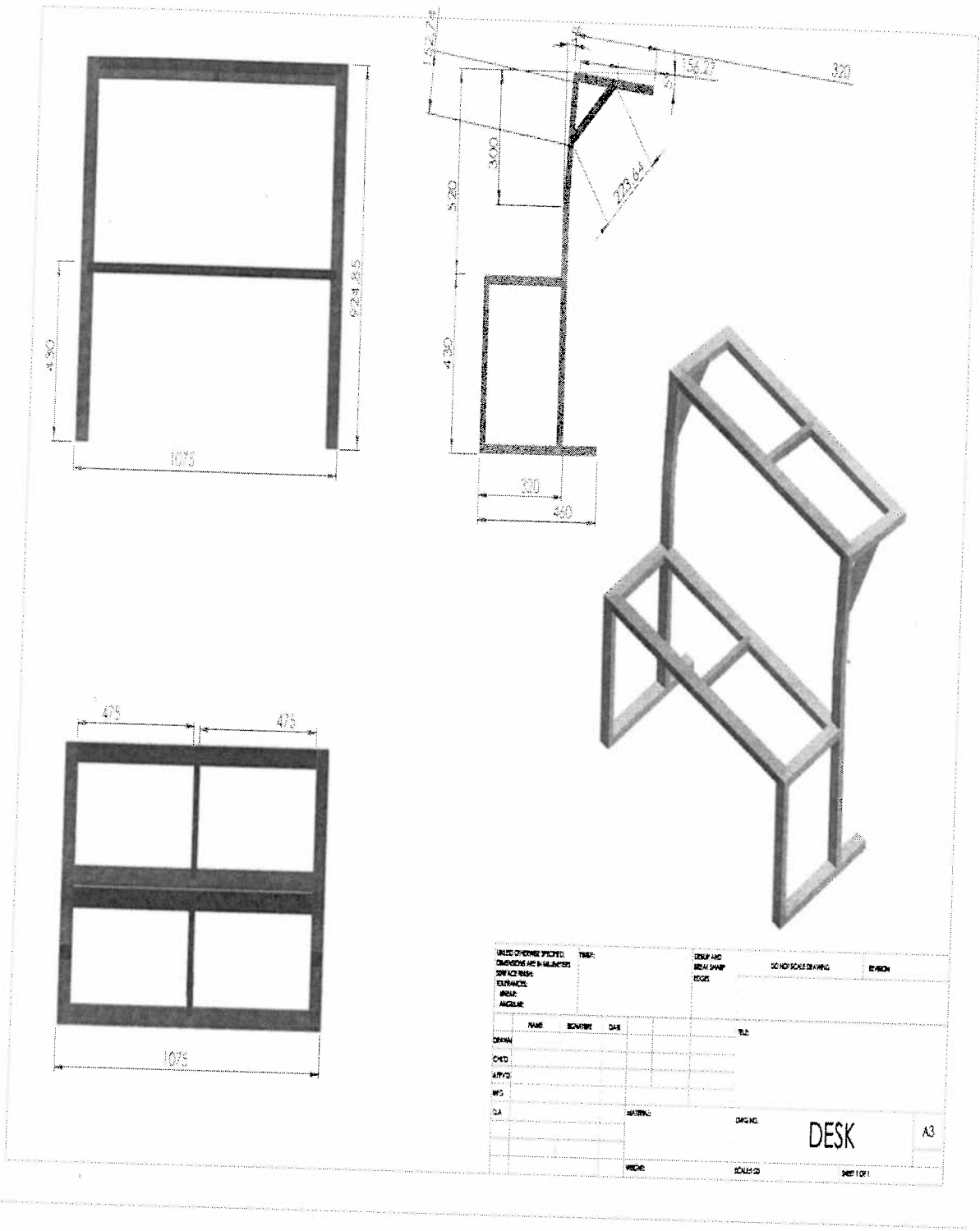
- 1) Desk width -460 mm
- 2) Seat width- 410 mm
- 3) Seat height from ground- 430mm.
- 4) Desk height (desk) from ground -900mm to 880mm(sloping)
- 5) Width of desk frame-320mm
- 6) Width of seat frame-330 mm
- 7) Composite width of the frame including desk and seat- 670mm
- 8) Length of desk & seat -1100mm
- 9) Height of desk from seat 520 mm
- 10) Length of back support -1100m and height-260mm.

Material

- 1) The frame should be made up of 16 SWG (minimum thickness) of CR grade MS pipe having rectangular cross section. The frame should be powder coated and made scratch resistant. Thickness-3mm ,section size 28 mm x50 mm. The top of the bench, desk and back should be made up of MDF having 25mm thickness and is to be painted with melamine.

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A. K. S. / A. K. S. / J. S. / S. S.

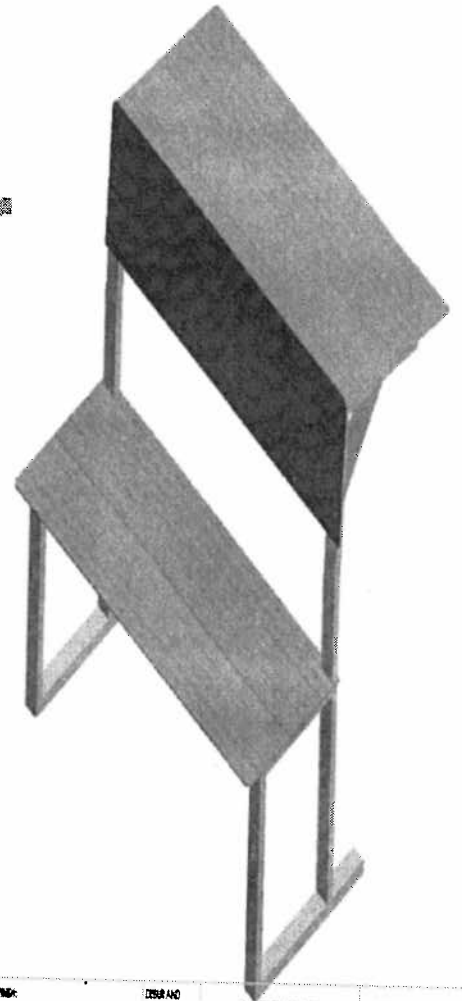
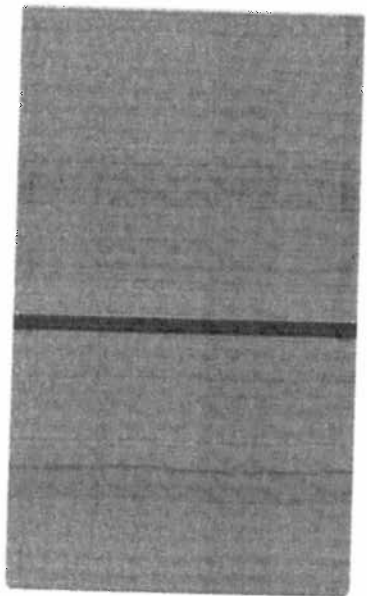
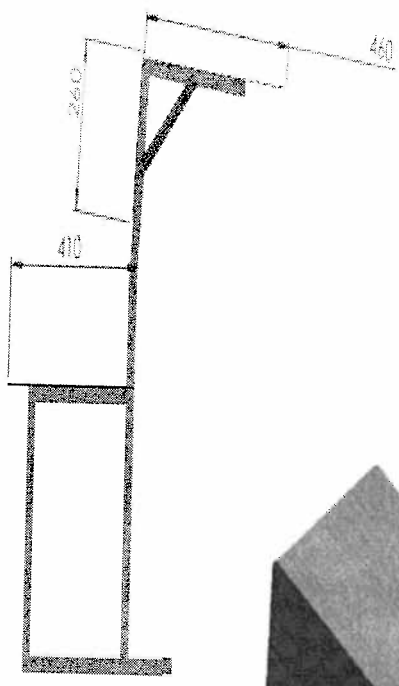
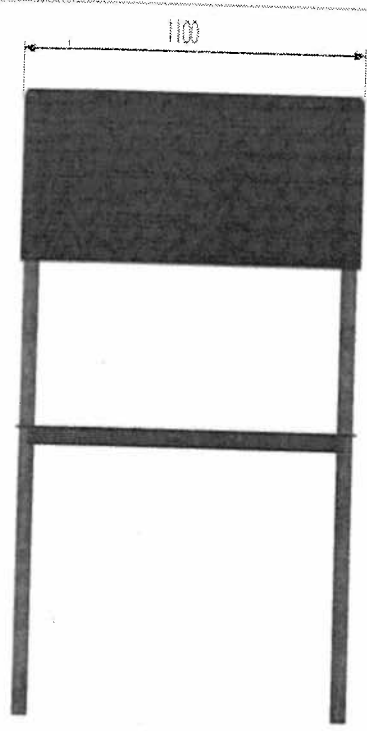
ANNEXURE-III



UNITS: DIMENSIONS IN MILLIMETERS		TITLE:	TEMP AND PERM SWAP EDGES	DO NOT SCALE DRAWING	REVISION
DIMENSIONS:					
REVISIONS:					
NO.:					
ANGLES:					
NAME	SECURITY	DATE	T.C.		
DRNAN					
CHKD					
APPD					
INS					
QA					
			DESK		
			A3		
REVISIONS:					
DATE:					

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DATE ORANGE SPECIES		TMR	ITEM AND ITEM NAME		CONSTRUCTION	TYPE
DIMENSIONS ARE IN MILLIMETERS						
SERIAL NUMBER						
MATERIALS						
DRAWING						
DATE						
BY						
CHECKED						
SCALE						
PROJECT					DESK	A3
SHEET NO.						
TOTAL SHEETS						

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ANNEXURE-IV

FINANCIAL BID

<i>Sl.No.</i>	<i>Item</i>	<i>Quantity</i>	<i>Per unit rate inclusive of all taxes, freight and installation*</i>	<i>Total cost</i>
1.	<i>Supply, installation and commissioning of Dual desk as per specification mentioned at Annexure -II and III completed as per requirement of the Institute and in accordance with the approved sample</i>	500 nos		
2.	<i>* VAT/Sales Tax etc.(to be deducted at source)</i>			

(Signature of Tenderer with seal)

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ANNEXURE-V

CHECKLIST OF THE DOCUMENTS SUBMITTED

Sl.no	Documents to be submitted	Complied	Not complied	Remarks, if any
1	Copy of Registration of the firm			
2	Dealership certificate with proper reference to this particular tender issued by the principal in case the tenderer is a dealer			
3	Tender Fee			
4	EMD details, if exempted certificate for the same			
5	Technical details of the quoted item viz. make/model, detailed dimensions, materials, paint etc.(enclose leaflet for the product			
6	Warranty declaration			
7	Numbering and signature on all pages of the tender documents and attached documents			
8	Copy of Income Tax Return for the last 03 years (FY 2011-12,2012-13,2013-14)			
9	Copy of PAN card			
10	Proof of experience of last 03 years of dual desk as detailed in point 4(d)of the technical eligibility criteria			
11	Completion certificates for the above orders			
12	TIN/VAT			
13	Copy of valid ISO 9001;ISO14001 and OHSAS 18001 certificates			
14	Blacklist undertaking			
15	Last 03 years audited financial statement from Chartered accountant showing annual turnover for the last 03 years , not less than 50 lakhs for each year (FY 2011-12,2012-13,2013-14)			
16	A signed copy of tender document and addenda thereto if any to establish that all terms and conditions are acceptable			

A. U. N. I. T.

A. D. J. S.

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