

INVITATION FOR TENDER/QUOTATION

Sub: Notice inviting tender for supply, installation of Glass Door Book Case(having vertical sliding door)-30 nos specification as per Annexure

Registrar, PDPM-Indian Institute of Information Technology Design and Manufacturing, Jabalpur invites tenders from Original Manufacturers or their authorized dealers for supply, erection, installation of above mentioned item:-

Tender Reference No.	Enquiry No. IIITDMJ/P&S/Enq./2015-16/ Furniture/07
Last Date and Time for receipt of Tender	25/06/2015 till 03:00 PM
Time and Date for Opening of Technical Bid	25/06/2015 at 04:00 PM
Venue	PDPM-IIITDM, Jabalpur, Campus

The tender document & details of terms and conditions can be downloaded from our website www.iiitdmj.ac.in between 08.06.2015 to 25.06.2015.

1) Earnest Money Deposit

The earnest money deposit for the above item is -

Detail of item	Amount as EMD
Glass Door Book Case(having vertical sliding door)-30 nos	Rs 10,000/-

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.

- EMD 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 /Furniture/07
- 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/ Furniture/07
- 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/ Furniture/07
- These THREE separate sealed envelopes are to be put in a bigger envelope (ENVELOPE-FOUR), which should also be sealed. Each of these THREE envelopes MUST be super-scribed with following details:

TENDER FOR SUPPLY & INSTALLATION OF FURNITURE

PDPM-IIITDM,JABALPUR

TENDER REF: NO. IIITDMJ/P&S/Enq/2015-16/Furniture/07 Dated:- 08.06.2015

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:.....

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The price bids of 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. The Institute reserves the right to cancel/reject any or all bids without assigning any reason thereof

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; and 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 Technical bids will be opened as per the schedule mentioned, in the presence of such of the tenderers 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. The date, time and venue of opening price bids will be intimated to all qualified tenderers 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. Eligibility criteria for Technical bid qualification:

- a) The Vendor should exclusively be an original manufacturer or his authorized dealer/distributor of furniture and manufacturer should have registered office anywhere in India. Authorised dealers should submit dealership certificate.
- b) The original Manufacturer of furniture item should have valid ISO 9001, ISO14001 & OHSAS 18001 certifications. Failure to comply any of these will lead to technical disqualification.
- c) Full details/specifications/dimensions and make/model of the quoted item should given with the technical bid. Brochure of quoted item should be attached.
- d) Vendor should submit a solvency certificate issued from a Bank.
- e) All the pages/documents of the Tender should bear the dated signature (in ink) of the bidder/tenderer with stamp of Firm. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.

- f) Dealership certificate is required along with technical bid on the offered products in case the vendor is a dealer.
- g) The bidders are requested to enclose only requisite and relevant data, which has been asked for.
- h) Each and every page of the submitted bid must carry the page numbers.
- i) The bidders are not allowed to make addition and alteration in the tender document, any additions and alterations shall be at bidder's risk. Conditional/modified tender are liable to be rejected.
- j) The tender/quotations NOT submitted in the prescribed format or Incomplete in any respect will be outrightly rejected.
- k) If any commercial or price details are found along with Technical bid (Part-1), such bids will be outrightly rejected
- l) Any offer containing both the, Technical bid (Part-1) and Price bid (part-2) in the same envelop will be outrightly rejected.
- m) Up-to-date Sales Tax/VAT clearance certificate & sales tax registration certificate indicating also the TIN number of the FIRM are required to be submitted along with technical bid.
- n) Audited of PAN is required to be submitted alongwith technical bid
- o) Copy of PAN are required to be submitted alongwith technical bid.
- p) Details & nature of warranty offered by the vender is required to be submitted alongwith technical bid..
- q) Earnest Money Deposit (**EMD**) in the form of Demand Draft/FDR only is acceptable. EMD of unsuccessful bidder will be refunded after finalisation of the tender.
- r) All the documents submitted including tender document should be duly certified by the authorised signatories.
- s) 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.
- t) The bidder should quote only one specific make/model.No options should be quoted. Quoting of options will lead to technical disqualification .
- u) The quoted item should have specific make/model terms like better/equivalent/latest/OEM are not acceptable and quoting of such terms will lead to disqualification.
- v) 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 the last 3 years.

4. In the part of price bid, the vender 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) to be shown item-wise extra, if any.
- d) Freight and insurance charge, if any.
- e) VAT will be deducted at source as per Madhya Pradesh VAT Act.

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 **90 days**.
3. The principal manufacturer only should submit the quotation. However, if quotations are submitted by Authorized dealers/distributors, it can be acceptable only in case they attach a latest and valid authorization letter of their principals indicating that they are authorized to quote on behalf of their principals and are fully equipped to render us after sale service during warranty and thereafter.
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 us hereunder shall be free from all defects and faults in material, workmanship and material shall be in full conformity with the specification. The period of warranty shall not be less than one year from the date of successful installation of furniture.

(ii) The supplier shall confirm that the goods supplied are new, unused and 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 expenditure for services rendered during the warranty period.

7. Defect Liability clause

- i) In case of any loss, breakage / damage and manufacturing defects are detected in the supply, it should be replaced / compensated 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 three years from the date of installation and they shall be bound to make good the same at their own cost or in default, 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.

8. Enhancement in Rates

The tender rates shall be taken to be firm and the supplier shall not be entitled to any price variation or escalation.

9. Delivery:

The goods have to delivered within 04 weeks from the date of issue of Purchase order

10. Printed conditions of the firm sent along with the quotation, if any, shall not be binding PDPM-IIITDMJ.

11. Late and delayed quotation: 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
 - (i) **90%** on successful delivery as per ordered quantity and specification
 - (ii) **10%** subject to successful installation of furniture and submission of PBG 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 including the warranty period.

REV. 10/17

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


15. **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 percentage of the value of the undelivered equipment subject to a maximum of 7.5% as detailed below:

- @ 1% up to one week;
- @ 2.5% up to two weeks;
- @ 5% up to three weeks;
- @ 7.5% for four weeks and above

For the purpose of this clause, part of the week is considered as a full week.

IMPORTANT

1. Director of PDPM-IIITDM, Jabalpur reserves the right to accept or reject any quotation in part or full without assigning any reason and does not bind himself/herself to accept the lowest bid. The Institute at its discretion may change the quantity/ upgrade the criteria/ drop any item or part thereof at any time before placing the Purchase Order:
2. In case of any disputes, the decision of the Director of this Institute shall be final and binding on the Bidders.



(Rizwan Ahmed)
Assistant Registrar(P&S)

ANNEXURE

SPECIFICATION OF GLASS DOOR BOOK CASE (HAVING VERTICAL SLIDING DOOR)

The book case should be made up of prime quality CRCA steel with 8 steps anti rust treatment. All the steel components should be made up of CRCA (cold rolled close annealed steel) sheet, painting should be done by automatic airless electrostatic process using Alkyd amino paint to ensure unmatched, hard, scratch free surface.

Sl. No.	Feature or Parameter	Specification
1.	Size	900 mm (W) x 450 mm (D) x 1830 mm (H)
2.	Construction & Material	* Welded construction. * 0.8 mm thick CRCA for, Shelf & 0.9 mm thick CRCA for all other Components.
3.	Door	* Glasses fitted to full height steel frame. * Top hanging vertical sliding door to prevent derailment
4.	Locking	* Die cast lock for safe locking
5.	Shelving	* Height wise Adjustable Shelves 4 Nos. * Uniformly Distributed Load Capacity per full shelf should be at least 80 Kilograms.
6.	Finish	* Epoxy Polyester power coated to the thickness of 50 microns (+/-10%)
7.	Leveler	Easy to adjust levelers to match flooring
8.	Misc.	Operation of the vertical sliding door should be smooth without jamming or hindrance.

NOTE -1) Tolerance of $\pm 2\%$ in the specified dimensions is acceptable

2) A test report from the manufacturer, or any authorised Government accredited lab shall be submitted by the supplier to ensure confirmation of specification e.g. dimensions, powder coated paint, load bearing capacity of shelf. etc.

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