

QUOTATION ENQUIRY – FURNITURE FOR COMPUTER LAB

No:- IITMANDI/S&P/PUR-199/2016-17/8786-87

Date:19.12.2016

1. Central Public Procurement Portal.

2. IIT Mandi, Institute Website.

Quotations are invited in sealed envelope for the purchase of the **FURNITURE FOR COMPUTER LAB** items as per specifications mentioned below: -

Sr. No.	Description of item	Quantity
1	COMPUTER WORKSTATION SIZE 1500X600X750 Computer workstation top made of 25mm thick particle board of Action Tessa/Greenlam make and all the exposed edges provided with machine pressed 0.8mm thick PVC edge bands glued with hot melt EVA glue. The work top of provided with cable manager and having provision of one nos 6amp switch, two nos sockets and one no. LAN point. The gable ends of workstation made in combination of 65x25mm, 25mm and 35mm sq. pipe in C – shape with MS sheet mounting brackets duly painted with satin finish synthetic enamel paint and 18 mm thick particle board of Action Tessa/Greenlam make laminated board modesty panel duly fitted to the gable ends and work top. The gable ends having adjustable levelers. The modesty panel having provision of 4 nos 6 amp switch and socket and one no. LAN point	30
2	Computer Chair Mid back Chair with adjustable seat along with tilting back mechanism upholstered with upholstering of fabric or synthetic leather of approved quality and shade as per specifications mentioned below: - (i) Seat/Back Assembly: The seat and back shall be made up of 1.2+0.1cm thick hot pressed plywood and upholstered with fabric and moulded Polyurethane Foam of approved shade together with seat and back covers. The back foam shall be designed with contoured lumber support for comfortable seating posture. (ii) Seat Size: 45.0cm (W) X 42.0cm (D). (iii) Back Size: 40.0cm (W) X 47.0cm (H). (iv) Seat/ Back Covers: The seat and back covers shall be injection moulded in black Co-Polymer Propylene. (v) Polyurethane Foam: The polyurethane foam for seat and back shall be moulded with density =45+2kg/m ³ and Hardness =16 +2kgf for 25% compression. (vi) Armrests: The one piece armrests shall be injection moulded from black Nylon. The armrests shall be fitted to the seat with armrest connecting brackets made of 0.5+0.05cm thick steel. (vii) Permanent Contact Mechanism: The mechanism shall be designed with the following features; •360° revolving type. •Upright position locking. •Tilt tension adjustment. •14°+2° maximum back tilt only.	60

	<p>(viii) Pneumatic Height Adjustment: The pneumatic height adjustment should be an adjustment of 11.0+0.3cm.</p> <p>(ix) Telescopic Below Assembly: The below should be three-piece telescopic type injection moulded in black polypropylene.</p> <p>(x) Pedestal Assembly: The pedestal shall be injection moulded in black 30% glass-filled Nylon and fitted with five nos. twin wheel castors. The pedestal shall be 62.3+0.5cm. Pitch-centre dia. (72.0+1.0cm with castors).</p> <p>(xi) Twin wheel castors: The twin wheel castors should be injection moulded in Black Nylon.</p>	
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The last date & Time of receipt of quotations is **09th January, 2017 till 03:00 P.M.**

One sample of a Module item as per above mentioned specifications should be made available for inspection at 03:00 P.M. on 10th January, 2017 at the Academic Block. Quotations without samples will not be considered.

The financial bids of those firms whose samples are approved by the Technical Committee. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders.

The Institute reserves the right to **split the order between two or more vendors** on the rates of lowest quotation.

Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable for rejection.

General Terms & Conditions:

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format. All quotation (both Technical and Financial should be submitted in the E-procurement portal).
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <http://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Technical Bids should be submitted in PDF format.
4. In case of Financial bids, a standard BOQ format has been provided in PDF format. Bidders are required to download the BoQ PDF file and fill their financial offer on the same BOQ format. After filling the same, submit it online in PDF format, without changing the financial template format. If the BoQ format file is found to be modified by the bidder, the bid will be rejected.
5. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS /formats. Bid documents may be scanned with 100 dpi with black and white option.
6. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Kindly add scanned PDF of all relevant documents in a **single PDF file** like, compliance sheet, OEM/Principle Certificate.
9. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
10. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
11. The Vendors who have earlier supplied the equipment to any of the IITs, IISc, IISERs and other Scientific Institute of National Repute may only tender. The details of such institutions and the cost with name of equipment may also be supplied with the bids.
12. The technical and financial bids should be submitted online through portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include the cost of main equipment/item and its accessories. If there is any separate cost for installation etc. that should be quoted separately.
13. Each bidder should be marked with the following reference on the top bids submitted online: **“IITMANDI/S&P/PUR-199/2016-17/8786-87/Item Name. dated 19th December, 2016”**.
14. The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender. The bidders should submit copies of suitable documents in support of their reputation, credentials and past performance in .pdf format.
15. The rates should be quoted in figures (typed or printed) and cutting should be avoided. The final amount should be in figures as well as in words. If there are cuttings, they should be duly initialed, failing which the bids are liable to be rejected.
16. **Assistant to Bidders:** Any queries relating to the tender document and the terms & conditions contained therein should be addressed to tender Inviting Authority for a tender or relevant contact person indicated in the tender.
17. While sending rates, the firm shall give an undertaking to the effect that **“the terms/conditions mentioned in the enquiry letter/Tender Notice against which the rates are being given are acceptable to the firm.”** in .pdf format. In case the firms do not give this undertaking, their rates will not be considered.
18. The quotations should be submitted on printed pad preferably with Sales **Tax and PAN number** of the firm.
19. **Tender Fee:-** The bidder should submit a demand draft of Rs. 1,000/- (Rupees One Thousand only) towards non-refundable tender fee, drawn in favour of “The Registrar, IIT Mandi” payable at Mandi in a sealed envelope super-scribed as **“Tender fee & NIT No. IITMANDI/S&P/PUR-199/2016-17/8786-87/Item Name. dated 19th December, 2016”** on or before last date & time of submission of bids. In the absence of tender cost, the tender will not be accepted.

20. **EMDs:-** Bidder should furnish an EMD of a refundable amount of Rs 10,000/- in the shape of DD from a scheduled bank in India drawn in favour of “The Registrar, IIT Mandi” payable at Mandi. This EMD should be submitted in sealed envelop super-scribed as EMD & NIT No. **“IITMANDI/S&P/PUR-199/2016-17/8786-87/Item Name. dated 19th December, 2016”**. The bidders should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.

Note: Both (tender fee & EMD) envelops should be placed in another sealed envelope and address to:

**“Assistant Registrar, Stores and Purchase”
Indian Institute of Technology Mandi (IIT Mandi),
Near Director Office, Kamand Distt. Mandil – 175005 (H.P), India”**

This envelop having tender fee & EMD should reach on or before last date & time of submission of bid.

21. **EMD Exemption:** The Institute may accept bids without EMD from those bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concern Ministry or Department as Manufacturer. To claim the exemption, the bidder must be offering goods manufactured by themselves. Exemption will not be granted in case the bidder is acting as an agent for some other vendor.
22. **Return of EMD:**
- i) The earnest money of unsuccessful bidders will be returned to them without any interest within 15 working days after awarding the contract.
 - ii) The earnest money of the successful bidder will be returned to them without any interest within 15 Days after supply of material.
23. The rates quoted should include **transportation costs upto IIT Mandi at Kamand** clearly mentioning the percentage/rate of **sales tax / VAT** or all other taxes and duties. The rates quoted should be valid for at-least 180 days from the date of opening of the quotation.
24. **Clarifications:** In case the bidders require any clarification regarding the tender documents, they are requested to contact our office Ph. No. 01905-267129 & 267039 (e-mail ID: tenders@iitmandi.ac.in & lalit@iitmandi.ac.in , sriramk@iitmandi.ac.in on or **before 02/01/2017**.
25. **Period required for delivery must be mentioned.**
26. The whole supply as per order shall have to be completed within the prescribed time. In case of failure to deliver by the specified date, liquidation charges @ 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
27. The payment will be made **through e- payment system** on satisfactory receipt of material with regard to quality and quantity and on successful Installation, and on submission of pre-receipted bill by the firm.
28. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.

29. In the event of any dispute or difference(s) between the vendee Institute (IIT Mandi) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to “The Director, IIT Mandi”, Kamand who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act,1996. The decision of the arbitrator shall be final and binding on both the parties.
30. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
31. All disputes shall be subject to Mandi Jurisdiction only.
32. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

Sd/-
Assistant Registrar
Stores & Purchase