

**QUOTATION ENQUIRY –LAB FURNITURE**

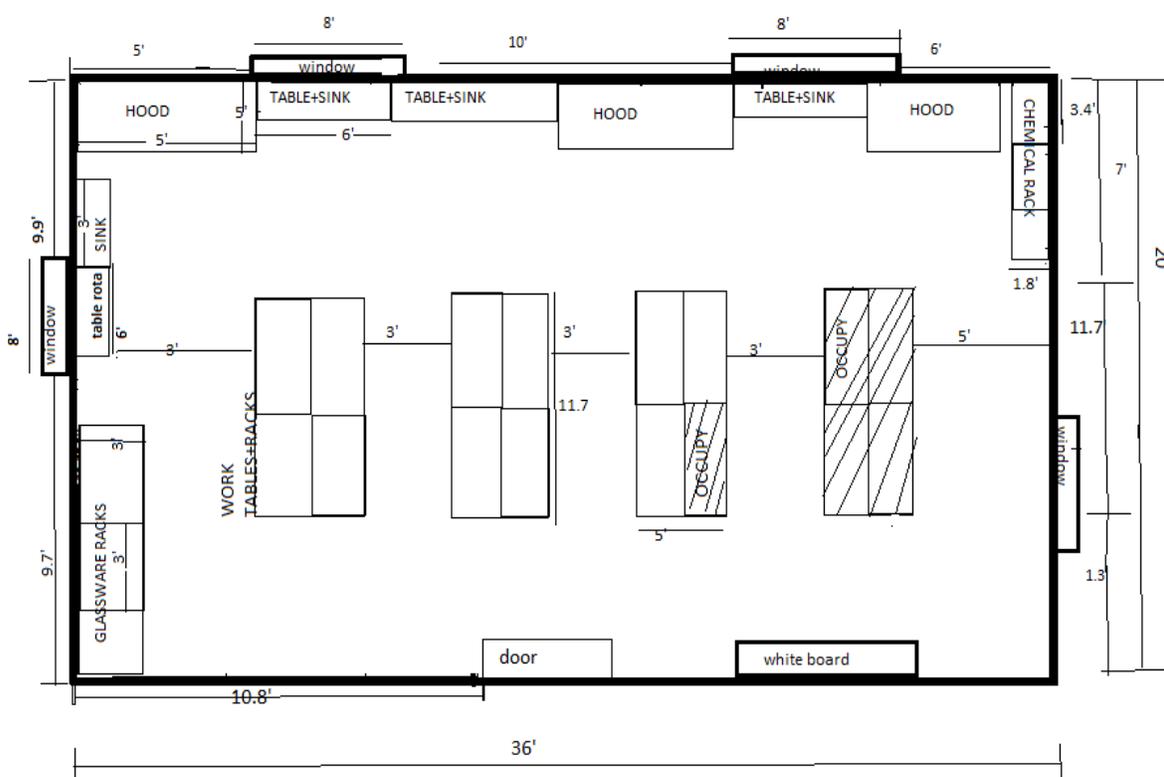
No :- IIT Mandi/S&P/PUR-103/2017-18/4300-01

Date:31.07.2017

1. Central Public Procurement Portal.
2. IIT Mandi, Institute Website.

Online quotations are invited for the purchase of the **LAB FURNITURE** items as per specifications & Lab Layout mentioned below: -

**LAB LAYOUT :-**



Sr. No.	Specifications
1)	<p><b>LABORATORY TABLES WITH GRANITE TOP DRAWER AND CUPBOARD UNDER WORKING TOP SIZE 1800(W) X 750(D) X 875(H)</b></p> <p>Laboratory table with top having granite marvel fitted on 18mm thick board and under structure made of 18mm pre-laminated particle / medium density fiber board of interior grade. The panels of board are interconnected with rastex, dowel &amp; sockets (hettich make) and all exposed edge of board provided with 0.8mm thick machine pressed PVC edge bands glued with hot melt EVA glue. The under structure having drawers fitted on telescopic side mounted ball based channels with full extension and cupboard under drawer having one shelf making two compartments</p>

	and shutters fitted with snap on special hinges with mounting plates. Both drawer and shutters are provided with locks (hettich make) and locking arrangements. The drawers and cub board provided with SS 96mm handles. The under structure rested on 30mm square 18 gauge MS pipe frame with PVC heavy duty pads and frame duly painted with synthetic mat finish paint.
2)	<p><b>LABORATORY SHANK UNIT WITH GRANITE TOP, SHANK AND LAB COCK SIZE 1800(W )X 750(D) X 875(H)</b></p> <p>Modular laboratory table with top having granite marvel fitted on 18mm thick board, provided with ceramic shank along with three-way cock and under structure made of 18mm pre-laminated particle / medium density fiber board of interior grade. The panels of board are inter connected with rastex, dowel &amp; sockets(hettich make) and all exposed edge of board provided with 0.8mm thick machine pressed PVC edge bands glued with hot melt EVA glue. The under structure having cupboard with one shelf making two compartments and shutters fitted with snap on special hinges with mounting plates and locking arrangements. The cub board provided with SS 96mm handles. The under structure rested on 30mm square 18 gauge MS pipe frame with PVC heavy duty pads and frame duly painted with synthetic mat finish paint.</p>
3)	<p><b>STORAGE RACK size 1500x750x250</b></p> <p>Storage rack made of 25mm SS square pipe having two shelves of 12 mm thick glass and electrical points panel having 4 nos. 16 amp. Sockets and on/off switch on each side of rack. The rack having provision of fixing it to granite work top.</p>

**The last date & Time of receipt of quotations is 21<sup>st</sup> Aug, 2017 till 03:00 P.M.**

**Technical bid will be opened at 03:00 P.M. on 22<sup>nd</sup> Aug, 2017.**

**The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders.**

The bidders must have successfully completed similar type of works in any of the NIT/CSIR/ISSER/ISC/ IITs. Copies of such works along with satisfactory reports must be enclosed with the offer.

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.

**Tender forms can be downloaded from the CPP Portal**  
**(<http://eprocure.gov.in/eprocure/app> & Institute website**  
**<http://iitmandi.ac.in/administration/tenderseoi.php>.**

**Instruction to bidder:**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
3. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. 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.**
5. 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”.

**Instruction for Preparation & Submission of bids:**

1. Technical & Financial Bids should be submitted in .pdf format.
2. **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.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and must, they can be in .pdf formats. Bid documents may be scanned with 100 dpi with black and white option.
4. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
5. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. **Kindly add scanned .pdf of all relevant documents in a single .pdf file like, compliance sheet, OEM/Principle Certificate etc.**
7. 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.
8. 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.
9. 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.
10. Each bidder should be marked with the following reference on the top bids submitted online: **“IITMANDI/S&P/PUR-103/2017-18/4300-01/Item Name. dated 31<sup>st</sup> July, 2017”**.
11. 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.
12. 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.
13. **Tender Cost:** 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-103/2017-18/4300-01/Item Name. dated 31<sup>st</sup> July, 2017”** on or before last date &

time of submission of bids. In the absence of tender fee, the tender will not be accepted.

#### 14. **Earnest Money Deposit (EMD):**

Bidder should furnish an EMD of a refundable amount of **Rs. 24,000/-** 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-103/2016-17/4300-01/Item Name. dated 31<sup>st</sup> July, 2017”**. 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 addressed to:**

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

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

#### 15. **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 concerned 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.

#### **General Terms & Conditions**

1. 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.
2. The quotations should be submitted on printed pad preferably with Sales **Tax and PAN number** of the firm.
3. **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.
4. 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.
5. **Clarifications:** In case the bidders require any clarification regarding the tender documents, they are requested to contact our office **Ph. No. 01905-267143 & 267039** (e-mail ID: [tenders@iitmandi.ac.in](mailto:tenders@iitmandi.ac.in) & [arsp@iitmandi.ac.in](mailto:arsp@iitmandi.ac.in) on or **before 14/08/2017**.
6. **Period required for delivery must be mentioned.**
7. 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.
8. 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.
9. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.
- 10. Arbitration Clause:**
- a) 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.
- b) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- c) All disputes shall be subject to Mandi Jurisdiction only.
11. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

Sd/-  
**Assistant Registrar  
Stores & Purchase**