

QUOTATION ENQUIRY -HOSTEL FURNITURE

No:-IIT Mandi/S&P/PUR-61/2018-19/1866-1867

Date:18.05.2018

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

Online quotations are invited for the purchase of the **Class Room Bench for A10 Building at North Campus** items as per specifications mentioned below: -

Sr. No.	Specifications	Quantity
1)	<p>1. Desk Three Seater :</p> <p>Desk of made of 25mm Sq. Pipe three seater of size 1500mmx762mm Box at a height 825mm & Back at height 900mm with seat & back, one shelf for keeping of books in 18mm thick prelaminated MDF board with polished edge fitted with screw.</p> <p>2. Additional Support: additional center support for bench and top for extra strength to be provided.</p>	130

Class Room Bench & Desk (3 Seater)
The picture is for reference only



The last date & Time of receipt of quotations is 7th June, 2018 till 02:00 P.M.

One sample of a Module item as per above mentioned specifications should be made available for inspection on 08th June 2018 at 1:00 PM. The technical bids will be opened on 08th June 2018 at 2:15 P.M. in the Ground Floor, A7 Building, South Campus, Kamand, IIT Mandi. Quotations without samples will not be evaluated.

The financial bids of those firms whose samples are approved by the Technical Committee will be considered for opening. 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. If felt necessary, for orders of large number of the same item, the order may be split between two or more vendors at L1 price.

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-61/2018-19/1866-1867/Item Name. dated 18th May, 2018”**.
11. 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.
12. **Tender Cost:** The bidder should submit a demand draft of **Rs. 1,120/- (Tender Fee inclusive GST) in Words Rupees One Thousand One Hundred & Twenty 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-61/2018-19/1866-1867/Item Name. dated 18th May, 2018”** on or before last date & time of submission of bids. In the absence of tender fee, the tender will not be accepted.
13. **Earnest Money Deposit (EMD):**

Bidder should furnish an EMD of a refundable amount of **Rs. 12,000/-** 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-61/2018-19/1866-1867/Item Name. dated 18th May, 2018”**. 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),
A7 Building, 2nd Floor, 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.

14. 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 & GST 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 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. 01905-267016 & 267039** (e-mail ID: tenders@iitmandi.ac.in & arsp@iitmandi.ac.in on or **before 28/05/2018.**
6. **Period required for delivery must be mentioned.**

7. **Terms of Payment:** 100% Payment will generally be made only after delivery and satisfactory installation, testing, commissioning etc. **This must be specified in the tender/quotation.**
8. 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.
9. 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.
10. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.
- 11. 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.
12. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

Sd/-
Assistant Registrar
Stores & Purchase