

**QUOTATION ENQUIRY – OFFICE FURNITURE FOR FACULTY**

No:- IIT Mandi/S&P/PUR- 355/2016-17/3320-21

Date: 22.03.2017

1. Central Public Procurement Portal.

2. IIT Mandi, Institute Website.

Online quotations are invited for the purchase of the **OFFICE FURNITURE** items as per specifications mentioned below: -

Sr. No.	Specifications	Quantity										
1)	<p><b>OFFICE TABLE:</b> Size 1500x750x750mm</p> <p>Table having top and side panels of 25mm having profiled edges duly post formed with 0.6mm thick post form laminate and exposed edges of top provided with machine pressed .8mm thick PVC edge bands, modesty panel made of 18mm pre laminated particle board duly interconnected and attached to top with rastex, dowel and sockets. All the edges of under structure provided with machine pressed 0.8mm thick PVC edge bands. The top is also provided with two nos. cable managers On right as well as left side. The table provided with Mobile pedestal size 450x500x700mm made of 18 mm pre-laminated particle board, all panels of unit are inter connected with rastex, dowel and sockets having three drawers(two drawers of std. size and one file drawer) with SS 96mm handles and fitted on telescopic side mounted ball based channels with full extension with centre locking system. All the edges provided with machine pressed 0.8mm thick PVC edge bands. The table is also provided with key board made of 25 mm thick pre laminated particle board of make interior grade fitted to top with ball based telescopic full extension telescopic channel.</p>	25										
2)	<p><b>Executive Revolving HIGH BACK</b></p> <p>Chair with armrests made of one piece well rounded polyurethane. The seat and back rest are made of 12mm thick moulded ply having polyurethane foam of right density duly upholstered with best quality fabric. The chair provided with pneumatic seat height adjustment with lever, having cushioning effect and swivel mechanism. The seat &amp; back having tilt locking and tilt tension can be adjusted according to preferences. The chair having wide PVC base provided with twin wheel casters (nylon)</p> <p><b>Overall Dimention</b></p> <table border="1"> <thead> <tr> <th>Width</th> <th>Height</th> <th>Depth</th> <th>Seat Height</th> <th>Seat Size)</th> </tr> </thead> <tbody> <tr> <td>73.0cm</td> <td>103.0-115cm</td> <td>73cm</td> <td>44-56cm</td> <td>48x45cm</td> </tr> </tbody> </table>	Width	Height	Depth	Seat Height	Seat Size)	73.0cm	103.0-115cm	73cm	44-56cm	48x45cm	25
Width	Height	Depth	Seat Height	Seat Size)								
73.0cm	103.0-115cm	73cm	44-56cm	48x45cm								
3)	<p><b>Side Unit 1050X525X725</b></p> <p>Side unit having top of 25mm particle board of interior grade having profiled edges duly post formed with 0.6mm thick post form laminate and exposed edges of top provided with machine pressed 0.8mm thick PVC edge bands, the under structure made of 18mm pre laminated particle board of interior grade duly interconnected and attached to top with rastex, dowel and sockets having a cup boards with two equal compartments with shutters fitted on snap on hinges and key board fitted on full extension ball based telescopic channel with mounting</p>	25										

	brackets in center and space for CPU & UPS under key board. All the edges of under structure provided with machine pressed 0.8mm thick PVC edge bands.	
4)	<b>Visitor Chair</b> With PU cushion arms and 12 mm thick steam pressed curved ply seat & back with molded cushions covered with best quality upholstery cloth and 18 gauge round pipe frame. Seat size: 450x450mm Overall height: 760mm	25
5)	<b>Almirah size</b> 1980mm(H)x900mm(W)x450mm(D)  manufactured from 22 gauge for body and 20 gauge for doors. The Almirah provided with four shelves making five compartments of standard size. The Almirah with lockable doors having glass duly fitted in MS sheet frame. The almirah equipped with a special three way bolting device with tongue-in groove inter locking mechanism with six lever lock. The handle made from a non ferrous metal alloy, chrome plated. The complete almirah duly painted with synthetic enamel paint of approved shade in and outside	25

**The last date & Time of receipt of quotations is 06<sup>th</sup> April, 2017 till 03:00 P.M.**

**One sample of a Module item as per above mentioned specifications should be made available for inspection & Technical bid will be opened at 03:00 P.M. on 07<sup>th</sup> April, 2017 in the B5 Hostel at Kamand. 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.

**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: **“ITMANDI/S&P/PUR-355/2016-17/3320-21/Item Name. dated 22<sup>nd</sup> March, 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-355/2016-17/3320-21/Item Name. dated 22<sup>nd</sup> March, 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. 16,000/-** 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 envelope super-scribed as EMD & NIT No. **“IITMANDI/S&P/PUR-355/2016-17/3320-21/Item Name. dated 22<sup>nd</sup> March, 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) envelopes 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. Mandil – 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- 267045 & 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 31/03/2017**.
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**