

QUOTATION ENQUIRY – FURNITURE FOR B8, B9, B11 HOSTELS

No:- IIT Mandi/S&P/PUR-78/2021-22/3124-25

Date: 05.10.2021

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

Online quotations are invited for the purchase of the **Furniture for B8, B9, B11 Hostels, North Campus** items as per specifications mentioned below: -

| Sr. No. | Items Specifications | Quantity |
|---------|--|----------|
| 1. | Hostel Bed: frame made of 2"x1" MS pipe provided with 4 nos. supports of 1" sq. MS pipe to the frame having 18mm mm thick pre laminated MDF, OSB, faced with, post form high pressure laminate to head side fitted in 2"x1" MS pipe frame and 18mm pre-laminated board panel to foot side, All the exposed edges of board are provided with 0.8mm thick PVC edge bands glued with hotmelt EVA glue, having 12mm thick ISI marked commercial ply on top fitted with self-thread screws. The frame of bed finished in walnut wooden shade. Size : 1829x915mm. Platform Height :380mm Head Side Height:730mm Foot Side Height :380mm | 589 Nos. |
| 2. | Study Chair: frame made of 1" sq. MS pipe with wooden arms rest duly finished in walnut wooden shade, having 32 Density cushions on seat & 23 Density cushions on back fitted on 12mm thick ISI marked commercial ply duly upholstered with best quality upholstery cloth. Dimensions: Seat Size : 450x450mm Seat Height : 450mm Overall Height : 830mm | 807 Nos. |
| 3. | Study Table with book shelf: made of 18mm pre-laminated board at top having single steel drawer fitted on roller channels and 300mm wide, 230 mm high cased shelf below 300mm wide, 150mm high open shelf at top for keeping books etc. Frame made by 25mm x 25mm square pipe 18 | 589 Nos. |

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|----|--|---|
| | gauge. All the exposed edges of board are provided with 0.8mm thick PVC edge bands glued with hotmelt EVA glue. Size(L x W x H) : 787 x 660 x 750mm (overall height 1130) | |
| 4. | Study Table without shelf for Study Room: made of 18mm pre-laminated board at top. Frame made by 25mm x 25mm square pipe 18 gauge. All the exposed edges of board are provided with 0.8mm thick PVC edge bands glued with hotmelt EVA glue. Size(L x W x H) : 787 x 660 x 750mm | 112 Nos. |
| 5. | Sofa Set Two & Three Seater: frame made of 2"x1" MS pipe, having 32 Density cushions on seat & 23 Density cushions on back fitted on 12mm thick ISI marked commercial ply duly upholstered with best quality upholstery cloth. Dimensions should not be less than: Seat Size : 500x2200mm (for 3 seater) and Seat Size : 500X1720mm (for 2 seater) Seat Height : 450mm Overall Height : 800mm | 06 Nos. (Three Seater) + 07 Nos. (2 Seater) |
| 6. | Conference Table: Made of 18mm pre-laminated board. All the exposed edge of board are provided with 0.8mm thick PVC edge bands glued with hotmelt EVA glue. Size (L x W x H) : 3048 x 915x 750mm. | 01 No. |
| 7. | Conference Table: Made of 18mm pre-laminated board. All the exposed edge of board are provided with 0.8mm thick PVC edge bands glued with hotmelt EVA glue. Size (L x W x H) : 5487 x 915x 750mm. | 10 Nos. |



Photo : Hostel Bed for reference only



Photo: Study Chair & Study Table with book shelf for reference only



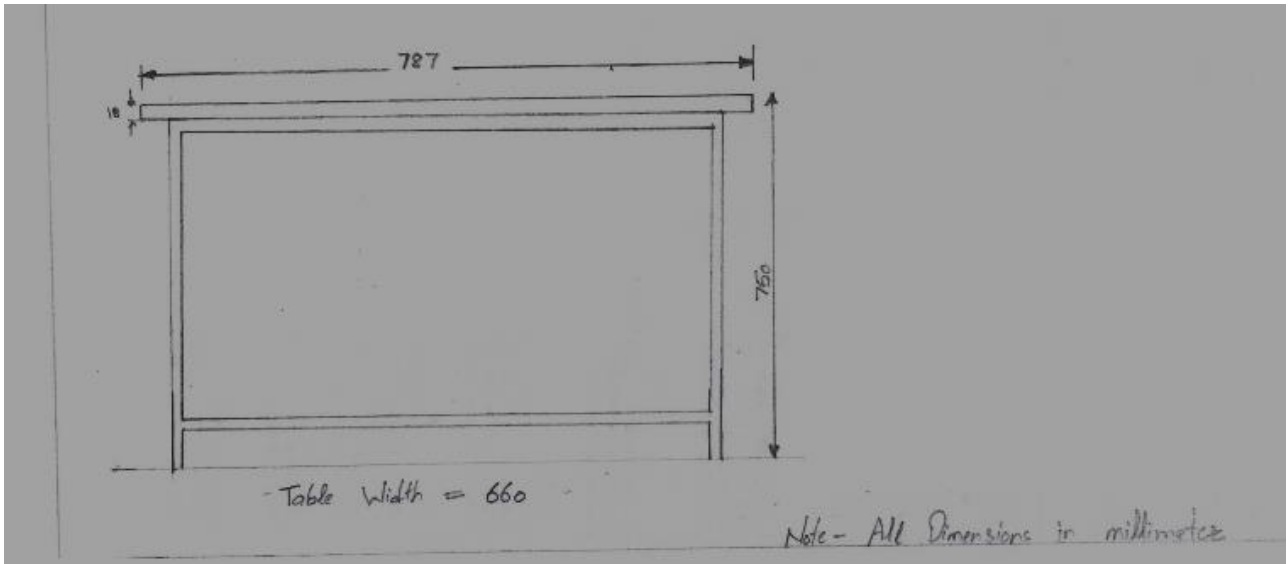
**Photo: Three Seater Sofa
(for reference only)**



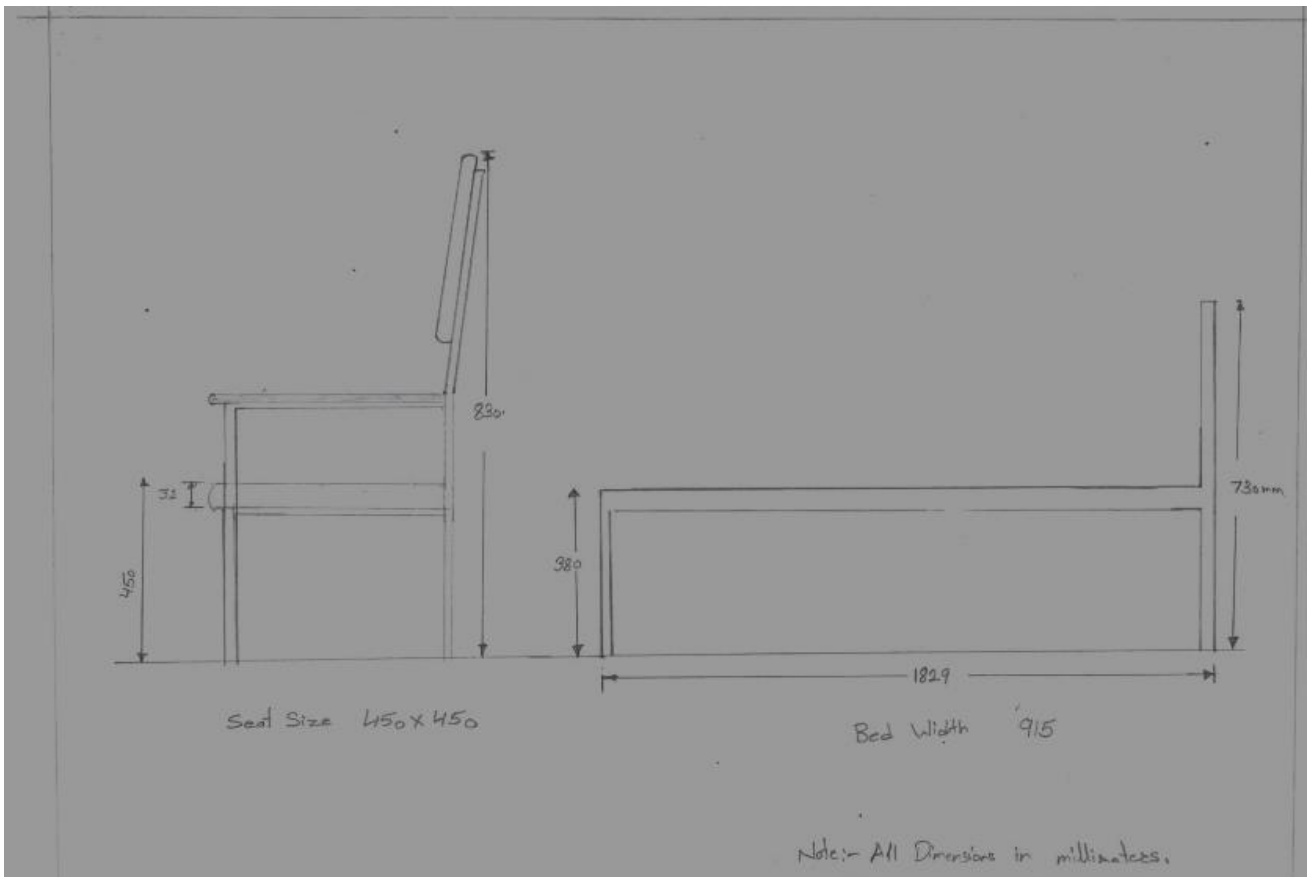
**Photo: Study Table without self
for Study Room (for reference only)**



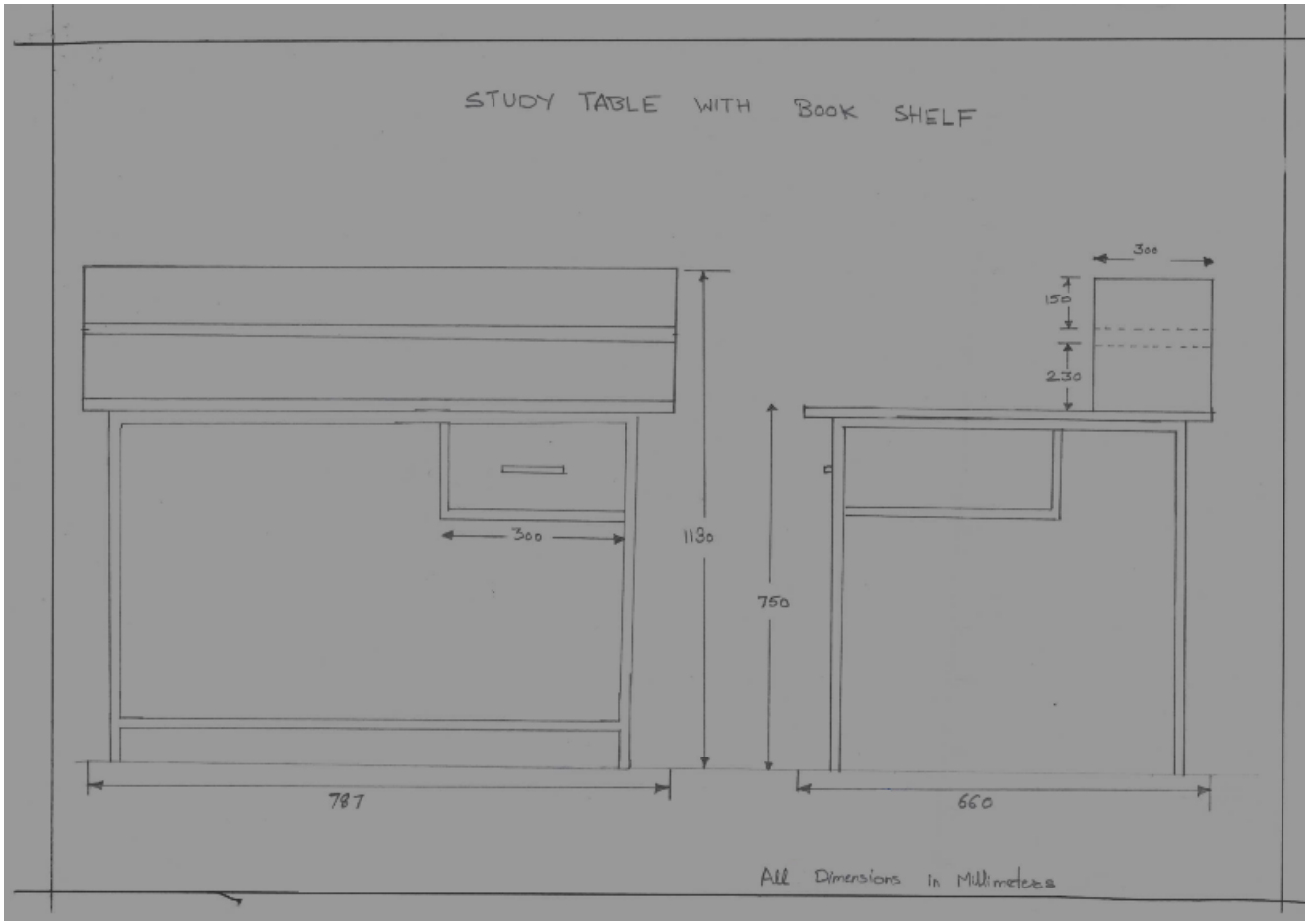
Photo: Conference table (for reference only)



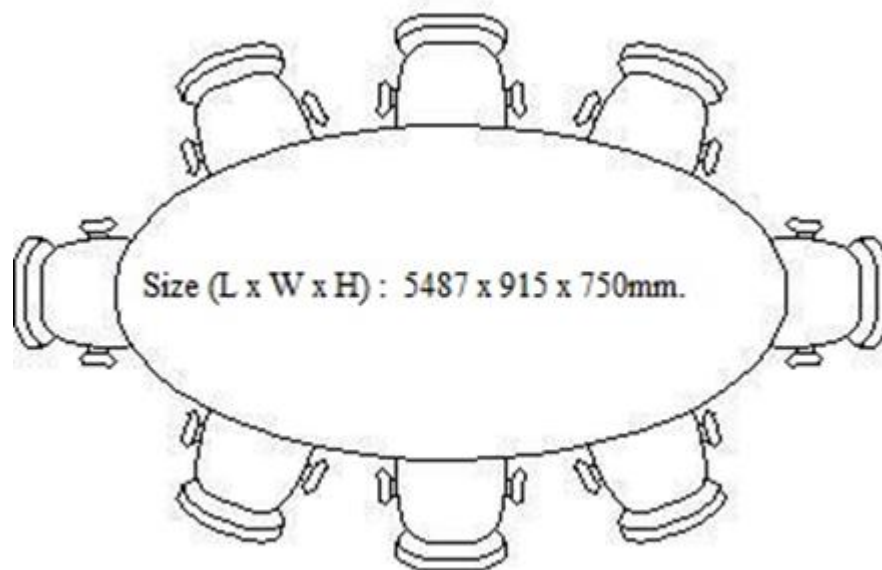
Drawing : Study Table without shelf (for reference only)



Drawing: Study Chair & Hostel Bed (for reference only)



Drawing: Study Table with book shelf (for reference only)



Drawing/Photo : Conference Table (for reference only)

The last date & Time of receipt of quotations is 26th October, 2021 till 02:00 P.M.

One sample of the Module items (Hostel Bed, Study Chair, Study Table with Book Shelf and Study Table without shelf for Study Room of as per Sl. No. 1-4) and (photo of Three Seater Sofa & conference Table (as per Sl. No.- 5, 6 & 7 & Upload photo in technical bid) as per above mentioned specifications should be made available for inspection on 27th October, 2021 at 1:00 PM. The technical bids will be opened on 27th October, 2021 at 02:30 P.M. in the Ground Floor, A9 Building, North Campus, Kamand, IIT Mandi. Quotations without samples will not be evaluated.

The financial bids of those firms whose samples or feedback 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 place the order on the item wise quoted L-1 price and also to split the order if required, between two or more vendors on the rates of lowest quotation. Further, 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 should be submitted in PDF format & Financial Bids should be submitted in Excel format
2. **In case of Financial bids**, a standard BOQ format has been provided in Excel format. Bidders are required to download the BOQ Excel file and fill their financial offer on the same BOQ format. After filling the same, submit it online in Excel 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: **“Tender fee & NIT No. IIT Mandi/S&P/PUR-78/2021-22/3124-25/Furniture for B8, B9, B11 Hostels, dated 05th October, 2021”**.
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. 1,180/- (Tender Fee inclusive of GST) Rupees One Thousand One Hundred & Eighty 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. IIT Mandi/S&P/PUR-78/2021-22/3124-25/Furniture for B8, B9, B11 Hostels, dated 05th October, 2021”** on or before last date & time of submission of bids. **In the absence of tender fee, bids for evaluation shall not be accepted. NSIC/MSME exemption certificate shall be considered only against EMD (detail as mentioned in S.No.15).**
14. **Earnest Money Deposit (EMD):**

EMD amount - Nil.

However, As per GOI guidelines (OM No. F.9/4/2020-PPD, dated 12.11.2020) bidders are required to submit ‘Bid Security Undertaking’ in lieu of EMD (Annexure-I)

- **Note: Both (tender fee & EMD-Bid Security Undertaking) envelopes should be placed in another sealed envelope and addressed to:**

**“Dy. Registrar,
Stores and Purchase
Indian Institute of Technology Mandi (IIT Mandi),
S & P Section, 2nd Floor, A9 Building, North Campus,
Kamand – 175 075, Distt. – Mandi (H.P), India”**

The envelop having tender fee & EMD (Bid Security Undertaking) should reach on or before last date and 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 & GST Number** of the firm.
3. The rates quoted should include **transportation costs up to IIT Mandi at Kamand** clearly mentioning the percentage/rate of **sales tax/VAT/GST** 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.
4. **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: pavinaas@iitmandi.ac.in & arsp@iitmandi.ac.in on or **before 21.10.2021**.
5. **Period required for delivery must be mentioned.**
6. 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.
7. 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.
8. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.
9. **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.

10. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

Sd/-
Deputy Registrar
Stores & Purchase

BID SECURITY UNDERTAKING

(To be issued by the bidder on company's letterhead in lieu of EMD)

To,

The Registrar,
I.I.T. Mandi,
Kamand, – 175 075,
District – Mandi, Himachal Pradesh, India

We, M/s _____ (Name of the Firm), with ref. to Tender No. **IIT Mandi/S&P/PUR-78/2021-22/3124-25/Furniture for B8, B9, B11 Hostels, dated 05th October, 2021 for the supply of Furniture for B8, B9, B11 Hostels at IIT Mandi**, hereby undertake that:

- 1) We accept all terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period and will honour the contract after the award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honour the contract after final award, our firm may be debarred from participation in any tender/ contract notified by IIT Mandi for a period of one year. We undertake that we shall not appeal against such debarment in any court of law.

Yours faithfully,

(signature)

Name:

Date:

Office Seal: