

Quotation Enquiry – Furniture for New Faculty Offices for A11 Building, North Campus at IIT Mandi, H.P.

No:- IIT Mandi/S&P/PUR-157/2021-22/5269-70

Date: 29.12.2021

1. Central Public Procurement Portal.

2. IIT Mandi, Institute Website.

Online quotations are invited for the purchase of the **Furniture for New Faculty Offices for A11 Building, North Campus at IIT Mandi, H.P.** items as per specifications mentioned below: -

Sr. No	Description	Qty.
1.	Office Table: Office table Size 1500x750x750 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 8 mm thick PVC edge bands, modesty panel made of 18mm pre laminated particle board duly interconnected and attached to top with restex, dowel and sockets. All the edges of under structure provide with machine pressed 08mm 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 restex, dowel and sockets having three drawers (two drawers of side size and one file drawer) with SS 96 mm 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 25mm thick pre laminated particle board of make interior grade fitted to top with ball based telescopic full extension telescopic channel.	08 Nos.
2.	Revolving Chair High Back: Chair with adjustable seat along with tilting back mechanism upholstered with upholstery of fabric or leather foam of approved quality and shade as per specifications mentioned below:- • 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 molded Polyurethane Foam of approved shade together with	08 Nos.

	<p>seat and back covers. The back foam shall be designed with contoured lumber support for comfortable seating posture.</p> <ul style="list-style-type: none"> • Seat Size: 50.0cm (W) X 48.0cm (D). • Back Size: 50.0cm (W) X 61.0cm (H). • Polyurethane Foam: The polyurethane foam for seat and back with density =40+2kg/m³. • Armrests: The one piece armrests shall be injection molded from black Nylon. The armrests shall be fitted to the seat with armrest connecting brackets. • 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. • Pneumatic Height Adjustment: The pneumatic height adjustment should be an adjustment of 11.0+0.3cm. • Telescopic Below Assembly: The below should be three piece telescopic type injection molded in black polypropylene. • Pedestal Assembly: The pedestal shall be chromium plated metal fitted with five nos. twin wheel castors. 	
3.	<p>Side Unit:</p> <p>Side Unit 1050x525x525 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 restex, 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 brackets in center and space for CPU & UPS under key board. All the edges of under structure provided with machine pressed 0.8 mm thick PVC edge bands.</p>	08 Nos.
4.	<p>Almirah:</p> <p>Almirah size 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</p>	08 Nos.

5.	Visitor chair: Visitor chair with PU cushion arms and 12mm thick steam pressed cowed ply seat & back with molded cushions covered with best quality upholstery cloth and 18 gauge round pipe frame seat size 450x450mm overall height 760mm	16 Nos.
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Photo: Office Table for reference only



Photo: Revolving Chair High Back for reference only



Photo: Side Unit for reference only



Photo: Almirah for reference only



Photo: Visitor chair for reference only

Note: After award of purchase order, the L-1 bidder will have to get advance samples as per above specifications on their own cost within 10 days & approved from Faculty In-charges/Purchase committee before starting bulk suppliers. In case the bidder fails to supply the samples or fails to provide the items as per ordered quantity, the Institute reserves the right to cancel or place the order to next higher bidder as approved by the competent authority.

The last date & Time of receipt of quotations is 08th January, 2022 till 02:00 P.M.

The Technical bids will be opened on 10th January, 2022 at 02:30 P.M. in the 2nd Floor, A9 Building, North Campus, Kamand, IIT Mandi, H.P.

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

The Institute will place the order on overall quoted L-1 price and not for the cost quoted for individual items.

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 wherever 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-157/2021-22/5269-70/Furniture for New Faculty Offices, dated 29th December, 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-157/2021-22/5269-70/Furniture for New Faculty Offices, dated 29th December, 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. 01905-267277 & 267039** (e-mail ID: prakash@iitmandi.ac.in, deaninfra@iitmandi.ac.in & drsp@iitmandi.ac.in on or **before 06.01.2022**.
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 bidder should submit the financial bid for all the listed items **together**, and not for individual items. This committee will evaluate the bids for all the requirements as a whole and L-1 bidder will be selected on the basis of quoted cost of all items and not for individual item cost.
9. The bidder quoting lower cost for any individual item or not able to provide any specific item will not qualify to be the L-1 bidder for the purpose of finalizing the purchase process.
10. The bidder should strictly follow the technical specification during the supply of the material.
11. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.

12. 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.
13. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

Sd/-
Deputy Registrar
Stores & Purchase

Annexure-I

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-157/2021-22/5269-
70/Furniture for New Faculty Offices, dated 29th December, 2021 for the supply
of Furniture for New Faculty Offices for A11 Building, North Campus at IIT
Mandi, H.P.**, 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: