

LIMITED TENDER ENQUIRY FOR SUPPLY AND INSTALLATION
OF FURNITURE FOR CLASS ROOM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KOTA

Tender No. IIITK / 11/ 2017-18

Date of Issue: 03/10/2017

Date of Closing: 27/10/2017



INDIAN INSTITUTE
OF INFORMATION
TECHNOLOGY, KOTA

**Indian Institute of Information Technology,
II Floor, Prabha Bhawan, MNIT,
JLN Marg, Jaipur – 302017
www.iiitkota.ac.in**

INDEX

Sr.N o.	Contents	Page No.
1	Tender Message	3-4
2	Tender Document	5-6
3	Technical Bid pro forma – Annexure – I (Part A - Company Profile & Part B – Item Profile, Commercial Bid Pro forma)	7-8
4	Quotation Break-up	9

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KOTA
Mentored by MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR

Tender No. IIITK / 11 / 2017-18

To,

The _____

Sub: Limited Tender Enquiry for Supply and Installation of furniture for Classrooms at
VLTC of IIIT Kota Mentored by MNIT, Jaipur

Ref: Tender Enquiry No. IIITK /11 / 2017-18

Sir,

IIIT Kota, an institution setup by MHRD under Public Private Partnership model invites sealed tender for supply and Installation for Classrooms at VLTC of IIIT Kota Mentored by MNIT, Jaipur as per the **Annexure** enclosed:

While submitting the Tender, following points should be clearly mentioned:

1. Description of the Materials (Catalogue with photographs) along with samples of the material failing which bid shall be treated non responsive.
2. The rate for the materials may be quoted in INR. (FOR destination at MNIT Campus, Prabha Bhawan, JLN Marg, Jaipur)
3. CST / TIN Registration Number
4. GST%
5. Concessions, if any, for Educational Institutions.
6. The price quoted for materials must include all costs associated with packing, transportation, transit insurance, all duties and levies, delivery of items, loading, unloading and installation on FOR destination basis to the institute at Jaipur

7. **Bid Security:**

The Bidder should furnish an amount of Rs.100/- towards application fee and Rs. 12000/- towards Bid Security through demand draft favoring Director, IIIT Kota payable at Jaipur with technical Bid. In absence of application fee and Bid Security bid shall be treated as non-responsive.

8. **Performance Security:** Successful bidder should submit performance Security of 10% of the value of the contract in the form of bank guarantee of nationalized banks or its subsidiaries which shall remain valid for a period 60 days beyond of completion of all contractual obligations including warranty period in the form of Bank Guarantee / Demand Draft favoring Director, IIIT Kota payable at Jaipur.

9. **Service and Warranty:** The quote should include a warranty period of 1 year from the date of delivery.

10. **Stipulated period of delivery**

The successful bidder has to supply and install the furniture within a period of Thirty days from issue of purchase order failing which liquidated damages will be imposed as under:

- For Delay of 1/4th period of delivery 2.5% (Of the contract value)
- For Delay of one half period of the delivery 5% (Of the contract value)

- For Delay of 3/4th period of delivery 7.5% (Of the contract value)
 - For Delay exceeding 3/4th period of delivery 10% (Of the contract value)
11. **Payment Terms:** 100% payment will be made on submission of bill in triplicate by the supplier after successful delivery and installation of the furniture to the satisfaction of the purchaser through bank draft / cheque.
 12. Validity of Tender should be for **SIX** months from the date of opening of the Tender.
 13. The bidder has to give an affidavit on non – judicial stamp paper of Rs.100/- that there is no vigilance/ CBI case pending against the firm / supplier and the firm has not been black listed in the past by any Govt. or private organization.
 14. Authorization letter from the manufacturer that the firm is an authorized dealer for supply.
 15. The undertaking has to be submitted along with the tender with relevant supporting documents. (If the Quote is not made by manufacturer).
 16. Tenders are to be sent by Registered / Speed post only. Tenders through Email / Fax will not be considered.
 17. Tenders sent without the entries required in the Bid Pro forma will not be considered.
 18. Application Fee of Rs.100/- should be sent in the form of Bank Demand Draft (DD) from any scheduled bank drawn in favor of Director, IIIT Kota payable at Jaipur.
 19. IIIT Kota reserves right to reject the tender without assigning reasons thereof.
 20. The Technical bid and financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed “**Tender for supply and installation of Furniture for Classrooms, IIIT Kota –Tender No. IIITK / 11 / 2017-18**” and submitted to the The Assistant Registrar , IIIT Kota II Floor ,Prabha Bhawan , MNIT Campus , JLN Marg , Jaipur -302017
 21. Sealed tenders should be sent to the “Assistant Registrar , IIIT Kota ,II Floor, Prabha Bhawan , MNIT Campus JLN Marg , Jaipur -302017 not later than **Oct. 27th, 2017** at **2.00 pm** and The tender received shall be opened on the same day at **3.00 pm**.
 22. Bidder should ensure adequate arrangements for providing after sales service.
 23. The firm should not been debarred by Dept. of Commerce or Ministry/ Department concerned.

Note:

1. The Institute shall not be responsible for any postal delay or non- receipt / non – delivery of documents.
2. IIIT Kota reserves the right to accept or reject any or all the tenders wholly or partially, without assigning any reasons thereof.
3. For any enquiry regarding tender document please visit this institute between 10 a.m. & 5 p.m. and feel free to contact Mr. R.P. Saxena at Mo.No.9549651177 / 9799996359

Yours Faithfully,


 Assistant Registrar
 IIIT, Kota

BID DOCUMENT (TENDER NO. IITK / 11 / 2017-18)

**TO,
The Assistant Registrar,
IIT Kota, MNIT Campus,
Prabha Bhawan, JLN Marg,
Jaipur- 302017**

Sir,

1. I/We hereby offer to supply the items as listed in the schedule to this tender hereto/portion thereof as you may specify in the acceptance of tender at the price given in the said schedule and agree to hold this offer open for a period of six months from the date of opening of the tender. I/We shall be bound by a communication of acceptance / rejection by IIT Kota mentored by MNIT, Jaipur.
2. I/We have understood the instruction to bidders and Conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
3. The following have been added to form part of this tender.
 - (a) Copy of Central / State sales tax registration certificate.
 - (b) Copies of relevant major purchase orders valuing more than Rs.5,00,000/- executed during last two years of Govt. Depts., PSUs & Central Autonomous bodies.
 - (c) Proof of manufacturing Unit, dealership certificate / general order suppliers.
4. Certified that ours is:
 - (a) A sole proprietorship firm and the person signing the bid document is the sole proprietor / constituted attorney of the sole proprietor.

Or
 - (b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement / by virtue of general power of attorney.

Or
 - (c) A company and the person signing the document is the constituted attorney / authorized signatory.

(NOTE: Strike out whatever is not applicable. All corrections / deletions should invariably be attested by the person authorized to sign the bid document.)
5. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. The materials will be delivered and installed at IIT Kota mentored by MNIT, Jaipur free of cost.
7. We understand that IIT Kota has right to reject the bid without assigning any reason.

8. The following certificates to be submitted along with the Bid:
- (a) A declaration that the after sale service facilities as well as spare parts shall be made available at least for five years for each of the article quoted.
 - (b) A declaration that the specific equipment / article with the given specifications has not been sold/ supplied to any other organization at a lesser prices than the price quoted here for each of the specific equipment / article quoted here.

Yours Faithfully,

(Signature)

Dated this day of _____

Address:

Telephone: _____

FAX: _____

E- Mail _____

Company Seal

TECHNICAL BID PROFORMA**PART – A**
(Company Profile)

1.	Name and address of the Supplier with Phone No. and E-mail ID , if any	:	
2.	Registration No. and date of registration of company / cooperative / agency, if any	:	
3.	Year of Establishment	:	
4.	Type of Organization (whether proprietorship, partnership, private ltd. Company or Co-operative body etc. In case the applicant is a non- individual, certified copy of a Partnership deed / certificate of Registration issued by the Registrar of cooperative societies / as the case may be enclosed.		
5.	PAN No. (photocopy to be enclosed)		
6.	Service Tax, Sales Tax / VAT Regn. No. (No. & Photocopy of certificates to be given)		
7.	Details of Application Fee Rs.100/- DD/Pay order No. & Date Drawn on Bank		
8.	Length of Experience in the field		
	Details of bid security for Rs. 12,000/- DD / Banker's Cheque No. & Date , name of Bank on which drawn / Pay order		
9.	Experience in dealing with Central Educational Institutions / Govt. Departments (Indicate the names of the Department and years of dealing with those Departments and attach copies of contract orders placed on the firms.		
10.	Give details of gross income of the firm as evident from the IT Returns for the years 2013-14 to 2016-17		2013-14 2014-15 2015-16 2016-17
11.	Bidder should submit Indian Green Building Council (IGBC) certificate, Business plus Institutional Furniture Manufacture Association (BIFMA) certificate, and ISO certificate		
12.	Additional information, if any (Attach separate sheet, if required)		

Signature and Seal of the Bidder

PART – B

(Items profile – To be filled by the bidder)

The detailed description of the materials should be mentioned and duly signed in each page by the bidder.

COMMERCIAL BID PROFORMA

1. The Price of the materials is to be given individually in the format mentioned below:

S.no.	Description	No. of Units / Sets	Cost per Unit / Set (INR)	Total Cost (Inclusive of all taxes & delivery / Installation charges) (INR)
1.	Three Seater Joinery Desk & Bench The understructure shall be made out of M.S. square pipe of 25mm dia in 16g. in powder coating. Book shelf in BSL of 18mm thk./hook for hang the bags 1500x375x750 Table top, seat and back shall be 25mm thick PLPB modesty 18mm			
Grand Total (Inclusive of all taxes) (In words)			(In Figures)	

2. The Price quoted for materials must include all costs associated with packing, transportation, transit insurance, all duties and levies, delivery of materials, loading and unloading on DOOR DELIVERY basis to the IIIT, Kota, Prabha Bhawan, MNIT, JLN Marg, and Jaipur.
3. The quote should include a warranty of **one year** from the date of delivery of the materials.
4. Maximum educational discount as could be offered should be mentioned.

Note: It is mandatory to indicate the full name, make / brand, model number, and detail specification of the items quoted (in addition, a brochure of product information may be attached along with)

Signature and seal of the Bidder

QUOTATION BREAKUP

Sr. No	Name & Description of Item	Unit Rate	VAT% / CST	Freight Charges up to University	Installation Charges	Customs Clearance Charges	Concessional Customs Duty	Excise Duty	Total
1.									
	Grand Total (Inclusive of all Taxes) (In Words)								

Note: This proforma will be the part of Commercial Bid Proforma

