INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
Ground Floor, Room No. 101, Academic Block no. 3,
Palaj, Gandhinagar - 382 355. Email id – purchase@iitgn.ac.in
Website: www.iitgn.ac.in

Date: 13th October, 2017

Tender No.: IITGN/IIEC-201516-001-DST-TBI/INCUBATION/FUR/2017-18/00130
Last date: 2nd November, 2017 on/before 05:00 PM

SUB: Invitation of sealed tender (two bids) for Supply of "Chairs, Model – E II High Back, Low Back, Make – Godrej or Equivalent and Conference Chairs" as per details and specifications shown in the Annexure-I.

Dear Sir/Madam,

Indian Institute of Technology Gandhinagar (IITGN) invites sealed tender (Two Bid) for **Supply of "Chairs, Model – E II High Back, Low Back, Make – Godrej or Equivalent and Conference Chairs"** as per details and specifications shown in the Annexure-I on the following terms & conditions:

1. The Vendor should submit the authorization certificate from original manufacturer to supply their product(s)/ material(s) to IIT Gandhinagar only.

2. The tender documents are to be submitted in two parts as **Technical Offer and Financial offer:**

a.) The Technical offer should include the detailed specifications of cited item/furniture.

b.) The financial offer should include the cost of the item/furniture. If there is any separate cost for installation etc. that should be quoted separately. The total cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialed, failing which the offers are liable to be rejected.

c.) The two parts of the offer should be placed in separate sealed envelopes clearly marked **"Technical Offer" & "Financial Offer"**. These two envelopes along with envelope for EMD and Tender Fee marked **"Tender Fee & EMD"** (total three envelopes) must be enclosed in one bigger envelope duly sealed and super scribed with tender number, name of the item/furniture {**Supply of "Chairs, Model – E II High Back, Low Back, Make – Godrej or Equivalent and Conference Chairs}** and tender due date must be forwarded to the undersigned so as to reach him on or before the due date.

d.) The Financial Offer must be mentioned in the prescribed format as per the Annexure-V only. If the financial offer is not in the prescribed format, it will be rejected.

3. The vendor/bidder should download the tender document from the Institute's website (i.e. www.iitgn.ac.in/call for tenders/auction/Section: Materials Management Division). The vendor/bidder(s) are required to submit the entire tender document (Page 1 to 14) endorsed by seal & signature as acceptance of terms and conditions of this tender. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

4. Fax and Email quotation are not acceptable.

5. Quotations should be valid for 120 days from the tender due date. The quotation should clearly indicate the period of delivery, warranty terms etc. A minimum of one year warranty is required from the date of commissioning/installation of item/furniture.

6. Relevant literature/product catalogue pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable.

7. The Suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance about the product (Chairs, Model – E II High Back, Low Back, Make – Godrej or Equivalent and Conference Chairs) which they have supplied to premier educational Institution(s). Without these documents the tender may be rejected by the Institute.

8. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, GST registration and service tax registration as applicable.

8. The quotations should be given for the items in the same order as in the tender document.

10. The required quantity of the cited item/furniture is as mentioned in Annexure-I and may vary as per demand of the Institute at the time of placing order.

11. The Vendor must be able to provide/supply the cited item/furniture within 3 - 4 weeks time period at IIT Gandhinagar Permanent Campus (Palaj) otherwise as prescribed in the Purchase Order. Failing the delivery/supply period by due date, EMD will be forfeited. Furthermore on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions.

12. Institute prefers the Insurance of the consignment from the vendor's warehouse to Institute's Workshop.

13. 'Advance Payment' is not allowed in any case. 100% payment will be released after completion of the supply/delivery and successful installation and submission of performance bank guarantee.

14. IIT Gandhinagar is eligible for concessional rate of custom duty. Necessary certificate will be issued on demand. IIT Gandhinagar will make necessary arrangements for the clearance of imported goods (if any) at the Airport. Hence, the price should not include these charges.

15. In the event of any dispute or difference(s) between the vendee IIT Gandhinagar and the vendor(s) arising out of non-supply of material or supplies not found according to the 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 concerned authority of IIT Gandhinagar 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.

16. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.

17. All disputes shall be subject to Gandhinagar Jurisdiction only.

18. IIT Gandhinagar reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

19. Any effort by a supplier to influence IITGN's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the supplier's tender and forfeiture of the supplier's EMD.

20. After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

21. The Tender/Bid (i.e. technical offer) will be open on **03.11.2017** at **03:00 PM** at IIT Gandhinagar Premises**.**

a.) The suppliers or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses. The detailed Process Calendar will be as per Annexure-II.

b.) Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned item/furniture.

c.) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.

d.) The Tender Committee reserves its right to select or reject any or all of the items/furniture mentioned above without assigning any reasons.

22. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Deputy Registrar (A&MM) through e-mail, purchase@iitgn.ac.in on or before **4:00 PM, 26.10.2017.**

23 **(a).** A demand draft of **Rs. 500/- (Rupees Five Hundred Only)** towards non-refundable tender fee and a demand draft of **Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred Only)** towards refundable EMD from a nationalized bank/schedule bank in favor of "**IIT Gandhinagar Project and Consultancy Account**" payable at Gandhinagar placed in a separate envelope marked **"Tender Fee & EMD"** should accompany tender bid documents. Tender fee and EMD issued by co-operative banks are not accepted. Both the demand drafts should be valid for 90 days **(Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India).** Without the tender fee and EMD the bid will not be considered.

(b). Valid NSIC and MSE Certificates will be accepted for relaxation of EMD and tender fee. Presently EMD/Tender Fee exemptions and price preference are applicable to only Micro and Small Industries. In view of the above, if the vendor will claim for EMD/Tender Fee exemptions, the vendor should meet all the criterias for Micro and Small Industries. The vendor must have to submit the supporting documents like NSIC registration certificate, MSE registration certificate issued by competent government bodies to become eligible for the tender fee/EMD exemptions. **The certificates of the vendor (NSIC/MSE) shall cover the items tendered to get EMD/Tender Fee exemptions.** NSIC certificate shall be valid as on due date/extended due date of the tender. This is not applicable for non NSIC unit.

Note – In case the bid is submitted as an **Indian arm of a foreign bidder** and the eligibility criteria conditions were met through foreign company, then the **EMD exemption cannot be claimed under the MSME status of India arm/subsidiary**. Thus a bidder who solely on its own, fulfills each eligibility criteria condition as per the tender terms and conditions and who are having MSE status, can claim EMD exemption/tender fee.

(c). The **EMD of the successful bidder** will be returned without any interest after completion of **the successful installation**. The earnest money of **unsuccessful bidders** will be returned to them **without any interest within thirty (30) working days after awarding the offer**. **For further query regarding the EMD, vendor/bidder(s) are required to contact with Deputy Registrar (A&MM) through e-mail, purchase@iitgn.ac.in..**

24. All tender documents should have to be forwarded through speed post or registered post, courier, hand delivery to the following address so as to reach the following address on/before **05:00 PM, 02.11.2017.**

Deputy Registrar (A&MM)
Indian Institute of Technology Gandhinagar,
Ground Floor, Room No. 101, Academic Block no. 3,
Palaj, Gandhinagar -382 355
Email id – purchase@iitgn.ac.in

Other Terms & Conditions:

1. **Pre – Qualification Criteria**:

a. **Authorization:** In continuation of clause 1, bidder(s) should be the manufacturer / authorized dealer. 'Letter of Authorization' from Manufacturer /Principal on the same and specific to this tender should be enclosed.

i) In this tender, either the Indian agent on behalf of the Principal/Manufacturer or Principal itself can bid but both cannot bid simultaneously for the same item.

ii) If an Indian agent submits bid on behalf of the Principal/ Manufacturer, the same agent shall not submit a bid on behalf of another Principal/Manufacturer in this tender.

b. **Undertaking:** An undertaking from the Manufacturer is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well, as per **Annexure-III**.

2. **Performance Guarantee Bond:**

a. Performance Guarantee Bond is mandatory.

b. Successful supplier/ firm should submit performance guarantee as prescribed and to be received in the office of Deputy Registrar, Administration and Materials Management Division before the date of commencement of supply or 30 days from the date of acceptance of the purchase order, whichever is earlier. The performance guarantee bond to be furnished in the form of Bank Guarantee as per given proforma of the tender documents, for an amount covering 10% of the value of quantity of material on landed cost basis.

c. The Performance Guarantee should be established in favor of "**IIT Gandhinagar Project and Consultancy Account**" through any Nationalized Bank/Schedule Bank Situated at Gandhinagar with a clause to enforce the same on their local branch at Gandhinagar.

d. Validity of the performance guarantee bond shall be for a period of entire warranty period from the date of issue of installation & commissioning.

3. Delivery: The item/furniture should be delivered and installed within the period as specified in the purchase order and be ready for use within two weeks of delivery unless otherwise prescribed.

4. Penalty: If the suppliers fails to deliver and place any or all the furniture or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

5. Training (if any): Suppliers need to provide adequate training at IIT Gandhinagar to the nominated person of IIT Gandhinagar at their cost. IIT Gandhinagar will not bear any training or living expenditure in this regard. The Supplier should arrange for regular visit to the IITGN campus by its technical team and assist in maintenance of the item/furniture within warranty period. Assistance limited to locking companies with manufacturer will not be considered sufficient.

5. Installation &Warranty Declaration: Suppliers must give the comprehensive onsite warranty as required from the date of successful installation of item/furniture against any manufacturing defects. In the installation report the model number of instrument and all spares parts/accessories numbers

should be in the line of purchase order and suppliers are required to submit the warranty certificate **(as per Annexure-IV).** If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges (shipping cost both ways).**Installation must be done within stipulated time period from the date of delivery of the item/furniture as specified in the purchase order.**

Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction / specifications specified in the Purchase order and demonstrate at the their own cost.

Deputy Registrar (A&MM)

Form A

PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Supplier:

2. Complete Address of the Supplier:

3. Availability for demonstration of furniture at IIT Gandhinagar: Yes / No [Please √]

4. Cost of the Tender enclosed: Yes/No [Please √] If yes,

   a.) Name of the Bank_____

   b.) Amount in (₹)_____

   c.) Demand Draft No. _____

5. Earnest Money Deposit enclosed: Yes / No [Please √] if Yes,

   a.) Name of the Bank_____

   b.) Amount in (₹) _____

   c.) Demand Draft No. _____

   d.) Last Validity date of the enclosed DD _____

6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IIT Gandhinagar]

   a.) Full Name :

   b.) Complete Postal Address:

   c.) Telephone No.:

   d.) Fax No.:

   e.) Mobile No.:

   f.) E-mail:

   g.) Website Address:

Note: - Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India.

Form B

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCESSFUL BIDDER

RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	

Note: - Please attach original cancelled cheque along with the RTGS/National Electronic Fund Transfer (NEFT) Mandate Form.

Form C

Checklist for "Chairs, Model – E II High Back, Low Back, Make – Godrej or Equivalent and Conference Chairs"

Checklist – Tender Fee & EMD			
Sr. No.	**Particulars**	**Documents to be attached wherever applicable (Please '✓')**	
		Yes	**No**
1.	Demand Draft of Rs. 500/- (Rupees Five Hundred Only) towards non-refundable tender fee is enclosed. ****Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India**		
2.	Demand Draft of Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred Only) towards refundable EMD is enclosed. ****Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India**		
3.	Envelope is marked as "**Tender Fee and EMD**"		

Checklist – Technical Offer			
Sr. No.	**Particulars**	**Documents to be attached wherever applicable (Please '✓')**	
		Yes	**No**
1.	Original documents attached indicated in the tender document i. 'Letter of Authorization' from Manufacturer /Principal on the same and specific to this tender. ii. Copy of PAN, Certificate of firm/company registration, GST Registration (Sales tax) and Service tax registration as applicable. iii. Relevant literature pertaining to the items quoted with full technical specifications etc. iv. Relevant document related to the experience to supply the same item/furniture to the Institutions/organizations		
2.	Total no. of pages of the technical offer		
3.	Whether endorse tender document is attached as per the clause D, Page No. 1		
4.	Compliance Report for technical specifications		
5.	Whether the sample submission as per specifications		
6.	Duly filled Form – A &Form –B along with Cancelled Cheque		
7.	Envelope is marked as "**Technical Offer**"		

Checklist – Financial Offer			
Sr. No.	**Particulars**	**Documents to be attached wherever applicable (Please '✓')**	
		Yes	**No**
1.	Financial Offer of the item/furniture as per proforma available as Annexure-V		
2.	Total no. of pages of the financial offer		
3.	Envelope is marked as "**Financial Offer**"		

Checklist – Master Envelope			
Sr. No.	**Particulars**	**Documents to be attached wherever applicable (Please '✓')**	
		Yes	**No**
1.	Master envelope containing Envelopes of **"Technical Offer", "Financial Offer"** and **"Tender Fee and EMD"** are super scribed with Tender Number, Name of item/furniture and Tender Due Date		

PARTICULARS FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Two Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT GANDHINAGAR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GANDHINAGAR. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
Deputy Registrar (A&MM),
Indian Institute of Technology Gandhinagar
Palaj, Gandhinagar – 382 355
Gujarat, India

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology Gandhinagar (Buyer) have invited Tenders vide Tender No..... Dt..... for purchase of ..... AND WHEREAS the said tender document requires the supplier/firm (seller) whose tender is accepted for the supply of instrument / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of **"IIT Gandhinagar Project and Consultancy Account"** in the form of Bank Guarantee for Rs..... [**10% (ten percent) of the purchase value]** which will be valid for entire warranty period (up to date……) from the date of installation & commissioning, the said Performance Guarantee Bond is to be submitted within 30 (Thirty) days from the date of Acceptance of the Purchase Order.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said supplier/firm (seller) failing to abide by any of the conditions referred to in tender document / purchase order / performance of the instrument / machinery, etc. this Bank shall pay to Indian Institute of Technology Gandhinagar on demand and without protest or demur Rs ..... (Rupees.....).

This Bank further agrees that the decision of Indian Institute of Technology Gandhinagar (Buyer) as to whether the said supplier/firm (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ... (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the supplier/firm (Seller) and/ or Indian Institute of Technology Gandhinagar (Buyer).

Notwithstanding anything contained herein:

a. Our liability under this Bank Guarantee shall not exceed Rs.....

(Indian Rupees ..... only).

b. This Bank Guarantee shall be valid up to .....(date) and

c. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Gandhinagar serve upon us a written claim or demand on or before..... (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at.....

……
……
…

(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of the Bank:

Complete Postal Address:

Date:

Annexure-I

Sr. No.	Complete Description of Items	Quantity Required	Technical Specifications
1	Chairs, Model – E-II High Back (Make - Godrej or Equivalent)	20 Nos.	As Manufactured By Godrej
2	Chairs, Model E-II Low Back (Make - Godrej or Equivalent)	56 Nos.	
3	Conference Chair	63 Nos.	Refer below details for technical specifications

Picture and Required Technical Specifications of Conference Chairs-

Fig. 1. Perspective Front View of the Conference chair

Fig. 2. Perspective Side view of the conference chair

Fig 3. Perspective view

Specifications of the conference chair:

Height:

1. Total height of the chair : 92 cm
2. Back support(From seat top) : 46 cm
3. Arm rest from seat top : 22 cm
4. Floor to seat top : 48 cm

Length:

1. Total base length(Maximum) : 60 cm
2. Seat length (at centre) : 42 cm
3. Curved length of hand rest : 29 cm

Width:

1. Total base width : 52 cm
2. Arm rest width (left end to right end) : 64 cm
3. Width of arm rest : 4.5 cm
4. Back support (width at centre of seat) : 38 cm

Others:

1. Seat cushion thickness : 5 cm
2. Pipe Diameter of steel finish frame : 2.5 cm
3. Pipe diameter of steel finish arm rest frame. 2 Cm
4. Specify gauge of the all the pipe used

Quote must have a technical compliance report on all the above technical specifications as shown in Annexure-I.

Annexure – II

Process Calendar for Supply of "Chairs, Model – E II High Back, Low Back, Make – Godrej or Equivalent and Conference Chairs"

Sr. No.	Activity	Date of Completion
1.	Tender Due Date and Time for Receiving the Bids	02.11.2017, 05.00 PM
2.	Technical Offer Opening Date and Time	03.11.2017, 03.00 PM
3.	Due date and time of "Sample" submission as per given details and specifications mentioned in the tender document (Annexure-I)	02.11.2017, 05.00 PM

*****Note – The Institute will not accept any tender document and the sample after the due date and time. Without the sample bid will not be considered. After Completion of the procedure, the sample will be purchased through proper invoice. No further communication regarding the extension of sample submission date and time will be entertained.**

Deputy Registrar (A&MM)

Annexure-III

Undertaking

{Submitted on Letterhead of Original Furniture Manufacturer}

An undertaking from the Original Furniture Manufacturer is required and stating that they would facilitate the bidder on a regular basis with technology/product updates and extends support for the warranty as well.

Sign of authorised person :-_____

Date: - _____

Name of the authorised

Person:-_____

Annexure-IV

Warranty Declaration

{Submitted on Letterhead of bidder/supplier)

The warranty declaration states that "everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be complete enough to carry out the experiments, as specified in the tender document."

Sign of authorised person of bidder: -_____

Date: - _____

Name of the authorised

Person of bidder:-_____

Annexure-V (A)

FINANCIAL OFFER

FOR INDIGINEOUS SUPPLIES

Supplier's Ref No. & Date: -

Tender No. : -

Due Date: -

Description of item: -

Sr. No	Description of Item & Specification (Model no if any)	Qty. in Units	Unit Price in Rs.	Discount (%)	GST (%)	Total Price in Rs.
(Total Amount in Words…….)						

- Delivery Mode : Delivery at IIT Gandhinagar, at site only
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading etc.
- Warranty Period: ……..
- Delivery Period: ……..days/weeks.
- Installation Period:…….days/weeks.
- Quotation Validity Date: - Minimum 120 Days from the date of Submission of quotation/tender.
- Payment Term: Payment within 30 working days from the date of submission clear of bill with acceptance certificate from the concerned dept./Sect./MMD.

Sign of bidder: -_____

Date: - _____

Name of the bidder:-_____

Firm's Name:-_____