

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Ground Floor, Block "A", Vishwakarma Government Engineering College Campus
Visat-Gandhinagar Highway, Chandkheda, Ahmedabad-382424. Tel/Fax No. +91 79 2397 2583

Date: 09th July, 2012

Tender No.: IITGN/ADMIN/FUR/2012-13/0096

Last date: 30th July, 2012 on/before 05:00 PM

SUB: Invitation of sealed tender for Supply of "Conference Chairs" as per specifications and drawing mentioned in the Annexure-1 below.

Dear Sir,

Indian Institute of Technology Gandhinagar invites sealed tender for "Conference Chairs" on the following terms & conditions:

1. The tender documents are to be in two parts as **Technical Offer and as Financial offer:**
 - a.) The Technical offer should include the detailed specifications of the cited item.
 - b.) The financial offer should include the cost of the furniture. If there is any separate cost for supply or 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 and tender due date must be forwarded to the undersigned so as to reach him on or before the due date.

Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

2. Fax and Email quotation are not acceptable.
3. 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.
4. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. The Suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance.
5. The quotation should be given for the item in the same order as in the tender document.

6. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placing order.

7. IIT Gandhinagar is exempt from payment of Excise Duty. Hence, the price should not include these charges. Necessary certificate will be issued on demand.

8. 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.

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

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

11. I.I.T. Gandhinagar has the right to accept the whole or any parts of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

12. The Tender/Bid will be open on **01.08.2012** at **11:00 AM**.

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

13. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Assistant Registrar (M.M.) through e-mail, purchase@iitgn.ac.in on or before **4:00 PM, 30.07.2012**.

14. A demand draft of **Rs. 500/- (Rupees Five Hundred Only)** towards non-refundable tender fee and a demand draft of **Rs. 9,000/- (Rupees Nine Thousand Only)** towards refundable EMD from a Nationalized bank in favour of "IIT Gandhinagar" payable at Ahmedabad placed in a separate envelope marked "**Tender Fee & EMD**" should accompany tender bid documents. Both the demand drafts should be valid for 180 days. Without the Tender Fee and EMD the bid will not be considered.

The EMD of the successful bidder will be returned to them without any interest after completing the successful supply and installation. The earnest money of unsuccessful bidders will be returned to them without any interest within fifteen working days after awarding the offer.

15. All tender documents should have to be forwarded through speed post or registered post, courier to the following address so as to reach the following address on/before **05:00PM, 30.07.2012.**

Assistant Registrar (M.M.)

Indian Institute of Technology Gandhinagar,
Vishwakarma Government Engineering College Campus,
Ground Floor, Block " A" ,
Visat-Gandhinagar Highway, Chandkheda
Ahmedabad 382424
Tele/ Fax No. +91 79 2397 2583

Other Terms & Conditions:

1. **Delivery:** The furniture should be delivered and installed within the period as specified in the purchase order and be ready for use immediately after delivery unless otherwise prescribed.

2. **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.

3. **Warranty Declaration:** Suppliers must give the comprehensive onsite warranty as required from the date of successful installation of furniture against any manufacturing defects. In the installation/supply report the model number of furniture (if any) should be in the line of purchase order. And suppliers must be written in the warranty declaration 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.”

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.

Sd/-
Assistant Registrar (M.M)

PARTICULARS TO BE FILLED BY THE SUPPLIER

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 (`)_____

c.) Demand Draft No. _____

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

a.) Name of the Bank_____

b.) Amount (`)_____

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:

Annexure-I

Sr. No.	Complete Description of Items	Quantity Required
1	Conference Chairs	100 Nos.

Drawing of Conference Chair:

