

# 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  
**Website: www.iitgn.ac.in**

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**Date: 14<sup>th</sup> May, 2013**

**Tender No.: IITGN/ADMIN/FUR/2013-14/0036**  
**Last date: 28<sup>th</sup> May, 2013 on/before 05:00 PM**

**SUB: Invitation of sealed tender for Supply of "Study Table (Size: H 5ft X W 3ft X D 2ft)" as per specifications shown in the attached Annexure-I, Annexure-II and Annexure-III.**

Dear Sir,

Indian Institute of Technology Gandhinagar invites sealed tender for **Supply of "Study Table (Size: H 5ft X W 3ft X D 2ft)" as per specifications shown in the attached Annexure-I, Annexure-II & Annexure-III** 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 classroom 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.

5. The Suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance about the product (Study Table) which they have supplied to premier educational Institution(s). Without these documents the tender may be rejected by the Institute.

6. The quotation should be given for the item in the same order as in the tender document.

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

8. 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.

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

10. 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.

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

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

13. 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.

14. The Tender/Bid will be open on **29.05.2013** at **04:00 PM**.

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.

15. 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](mailto:purchase@iitgn.ac.in) on or before **4:00 PM, 28.05.2013**.

16. A demand draft of **Rs. 500/- (Rupees Five Hundred Only)** towards non-refundable tender fee and a demand draft of **Rs. 19,550/- (Rupees Nineteen Thousand Five Hundred and Fifty Only)** towards refundable EMD from a Nationalized bank/schedule bank in favour of “**IIT Gandhinagar Main Account**” 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 90 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 thirty (30) working days after awarding the offer.

17. 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, 28.05.2013.**

**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)

## **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 instruments 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:

## **Form B**

### **PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL 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.	

## **Annexure-I**

➤ **Name of the Item / Furniture :**

- Study Table (Size: H 5ft X W 3ft X D 2ft)

➤ **Quantity Required:** - 115 No. (Approximately)

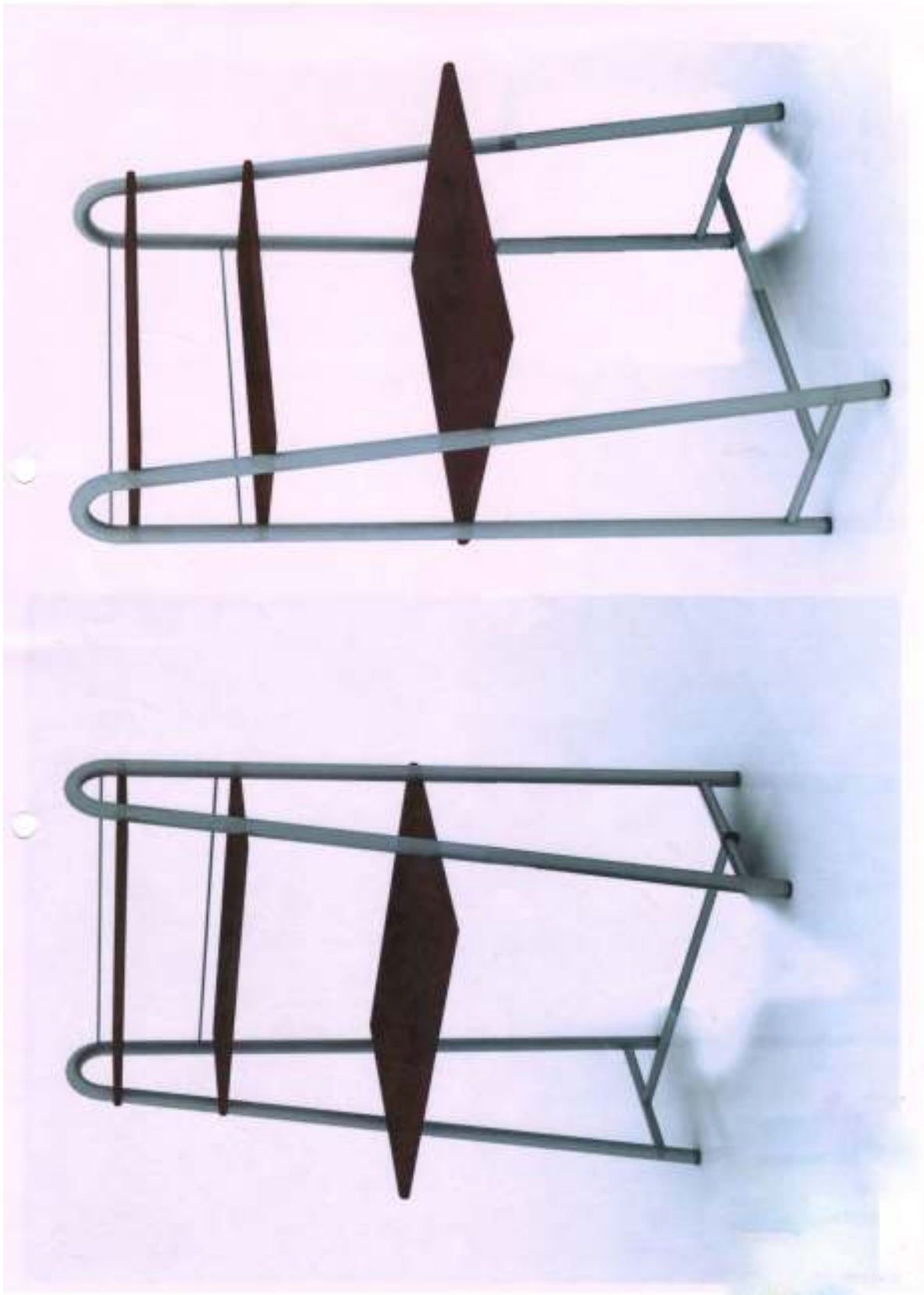
➤ **Required Technical Specifications for Study Table:-**

**Size: H 5ft X W 3ft X D 2ft**

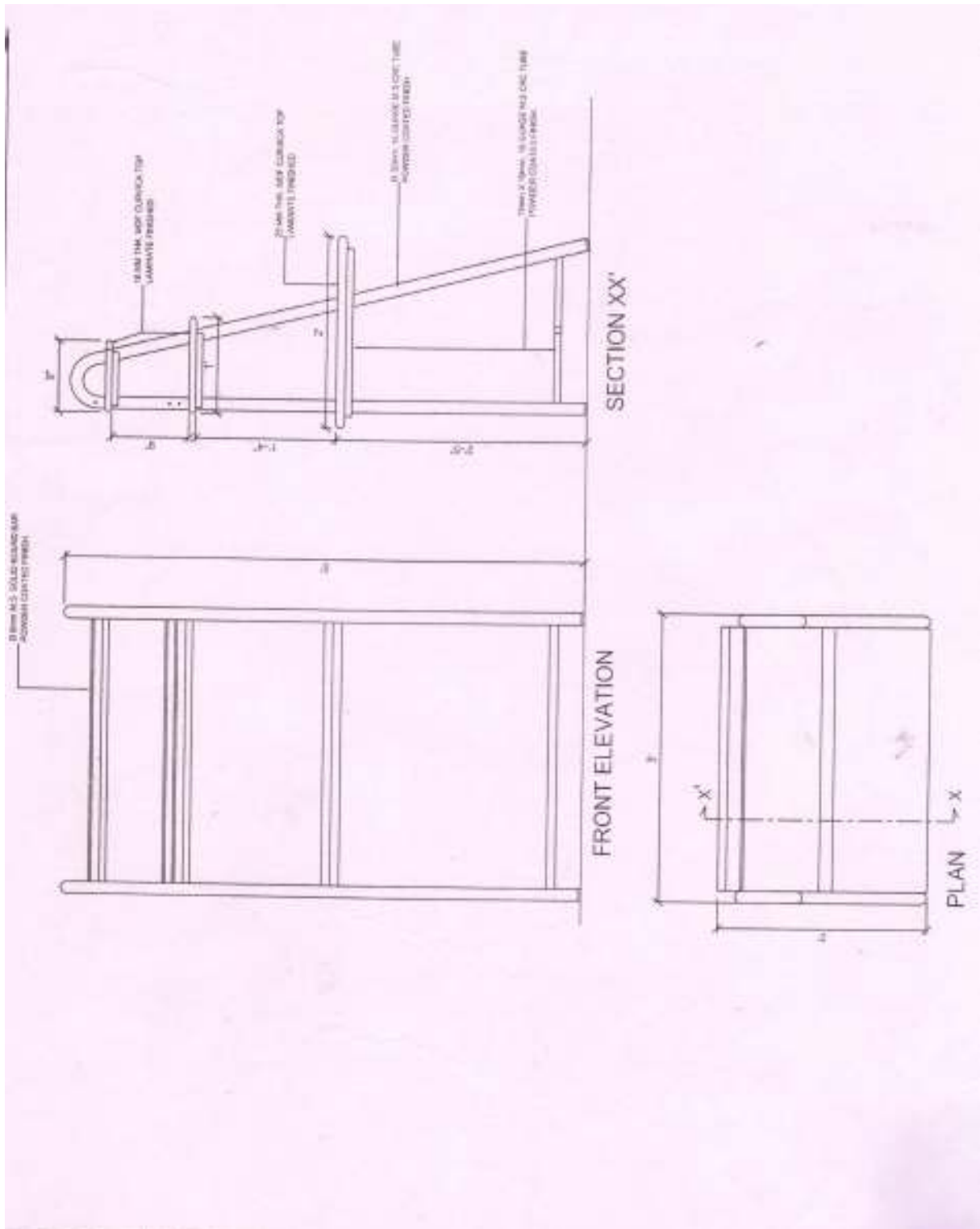
- Use 8mm m.s. solid round bar with powder coated frame on front elevation.
- 32mm 16 gauge m.s. c.r.c. tube powder coated finish for main frame.
- Used 19mm X 19mm 16 gauge m.s. crc tube with powder coated finish for bottom support.
- Use 25mm thick mdf curvica top with laminated finish for table top & 18mm thick mdf curvica top with laminated finished for shelf top.

Other specifications and dimensions are as per attached drawing.

Annexure- II







Annexure – IV

**FINANCIAL OFFER**

**FOR INDIGINEOUS SUPPLIES**

Supplier 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 (%)	Excise Duty /Custom Duty (%)	CST/ VAT (%)	Octroi (%)	Total Price in Rs.

- 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.
- 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.