

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

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

Website: [www.iitgn.ac.in](http://www.iitgn.ac.in)

Tender No. IITGN/LIB/FUR /2013-14/0288

Date: 05.12.2013

Last date: 26<sup>th</sup> December, 2013 on/before 05:00 PM

## Notice Inviting Quotations

**Subject: - Provision of Furniture for Library Seating Arrangement as per details and specifications shown in the Annexure – I, II & III of IIT Gandhinagar**

Dear Sir/Madam,

Indian Institute of Technology Gandhinagar invites technical & financial sealed bids in the proforma as per Annexure I, II & III from the eligible & interested agencies for Provision of Furniture for Library Seating arrangement as per details and specifications shown in the Annexure – I, II & III of IIT Gandhinagar on the following terms & conditions:

1.1 Eligibility of firms:

The bidder must have:

- i) Valid PAN No.
- ii) Workshop in Ahmedabad/Gandhinagar and surrounding areas and should have minimum three employees who have minimum 2 (two) years working experience of making furniture for Educational Institutes/Prestigious Institutes/organizations. The experience and capability must be supported through documents.
- iii) Experience of making furniture of PSU, Govt. organization and/or corporate offices for minimum one year.
- iv) Bidder must submit his telephone No., Mobile No, email and his address for easy communication.

1.2 Tender Fee - **Rs. 250/-** (Non-Refundable)

1.3 EMD Amount – Rs. **3,800/-**

1.4 Quotation should have validity of 120 days from the date of opening.

1.5 The period of work completion in days is 15-30 days after awarding the work-order.

1.6 Sealed quotation marked "**Quotation for Provision of Furniture for Library Seating Arrangement as per details and specifications shown in the Annexure-I, II & III of IIT Gandhinagar**" consisting of two envelopes containing technical & financial sealed bids respectively must reach the following address latest by **05:00 pm** on **26.12.2013** to Assistant Registrar (MM), IIT Gandhinagar, Vishwakarma Government Engineering College Campus, Ground Floor, Block "A", Visat-Gandhinagar Highway, Chandkheda, Ahmedabad-382424. Fax No. +91 79 2397 2583.

**Tender Fee and EMD must be placed in the envelope containing the technical bid.** The Tender/Bid (i.e. both technical offer and financial offer) will open on **27.12.2013** at **03:00 PM** at **IIT Gandhinagar Premises.**

Technical evaluation shall include examination of certificates / brochure statements submitted by the bidder, discussions with them including visit to the premises, workshops etc. if required.

## 2 Completion of Work Period:-

Completion of period for the work is as given in the para 1.5 above from the date of award of work, which shall be extendable for a period of seven days, terms and conditions, if the works/services are found excellent.

## 3 General Terms and Conditions for procurement:-

- 3.1 The Concerned Authority, IIT Gandhinagar reserves the right to reject all or any of the quotation and to split up the requirements or relax any of the conditions without assigning any reason.
- 3.2 Any quotation received after the date and time specified in para 1.6 will not be accepted.
- 3.3 Canvassing in connection with quotation are strictly prohibited and the quotations submitted by the bidders who resort to canvassing are liable to be rejected.
- 3.4 If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next working day.
- 3.5 The work will be carried out as per design given by our competent authority or IITGN.
- 3.6 The material to be used will be finalized by our competent authority or IITGN.
- 3.7 The work will be carried out in campus of IITGN. The space will be provided by IITGN. No labour will be allowed to stay in the night in the campus.
- 3.8 Contractor/bidder have to provide one seater sofa as a sample to the Institute without any cost for the approval of the competent authority from the L1 bidder as per terms and conditions of the tender. After receiving the confirmation from competent authority about the quality of work, the work order will be awarded to the contractor/bidder.

## 4 RATES AND PRICES:-

- 4.1 Bidders should quote unit price in the prescribed proforma. **Rates should be inclusive of all taxes including delivery / service at site and installation, However service tax shall be mentioned extra.** Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.
- 4.2 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.
- 4.3 The rates should quote in figures as well as in words.
  - i) Special care should be taken to write the rate and amounts in figures as well as in words in such a way that interpolation is not possible. The total amount should be written before the figure of Rupees and word paisa should be written at the end (unless the rates in whole rupees) and followed by the word only. It should invariably be up to two decimal places. While quoting the rates in schedule of quantities, the word only should be written closely following the amount and it should not be written in the next line.

ii) In case of any discrepancy between the rate quoted and the amount worked out, the rate quoted in figures and words shall be taken as correct.

4.4 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the item Schedules.

5 **Place of delivery/service:-**

Place of delivery/service shall be IIT Gandhinagar campus including its hired premises unless otherwise specified. No additional freight or any other charges would be payable towards transportation etc.

6 **Tender Fee & EMD: -**

6.1 The Tender Fee & EMD should be in the form of **a Banker Cheque/Demand Draft (nationalized/Schedule bank) drawn in favour of "IIT Gandhinagar Main Account"** payable at **Ahmedabad** and **it should be placed in the envelope containing the Technical bid only otherwise Bid will not be considered.**

6.2 Bid received without Tender Fee and EMD will not be considered. **NSIC Certificate will not be accepted for relaxation of EMD and Tender Fee.**

6.3 The EMD shall not carry any interest.

6.4 EMD of unsuccessful bidders will be returned within 30 (Thirty) Working days from the date of award of work/bid is decided. Tender Fee is not to be refunded to the unsuccessful bidder in any case.

6.5 The EMD shall be forfeited:-

i) If the bidder withdraws his bid during the validity period of the bid.

ii) In the case of successful bidder, if he fails to furnish the required items/ deliver services within the specified time limit.

6.6 The EMD of successful bidder shall be refunded after submission of the required items & installation up to the satisfaction / satisfactory execution of the services after completion of the work order period.

7 **Security Deposit:-**

A security deposit of 10% of the tendered amount shall be withheld from the payment made to the bidder /service provider in favour of whom the work shall be awarded. The said security deposit will be refunded one year after the completion of the work had been satisfactory. No interest shall be payable on security deposit. The security deposit shall be forfeited in case the firm fails to abide by any of the terms & conditions of the contract.

8 **Taxes:-**

**Rates quoted by the bidders shall be inclusive of all taxes and nothing extra shall be payable, However service tax shall be mentioned extra.** Recoveries as per the government norms shall be made while making payment.

9 Liquidated Damages:-

If the bidder fails to execute the work as per our work order in full or part as per the terms and conditions stipulated therein, the Institute can recover liquidated damages from the firm up to 1% per week of the value of undelivered stores / services subject to a maximum of 10% of tendered cost. It will also be open to this institute to procure the required item(s) from any other source at the risk and expense of the bidder.

10 Payment:-

Payments shall be made within 30 days based on the actual satisfactory work rendered to the concerned department.

11 Termination:-

In case of continued non-performance and inability to meet work requirements, this office shall reserve the right to terminate the work - order in writing.

12. IIT Gandhinagar reserves the right to modify any terms / conditions at the time of agreement.

I/We hereby declare and affirm that I/We have read and understood the terms and condition of the contract.

Sign of bidder:- \_\_\_\_\_

Date:- \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_

## **ANNEXURE-1**

### **Provision of Furniture for Library Seating Arrangement:-**

1. No tools and plants like ladder, stools, spanners, other equipments etc. shall be provided by IIT Gandhinagar. Vendor/bidder shall bring all the required tools and plants on his own and nothing extra is payable on this regard.
2. Work is to be carried out at all heights and at all places owned/hired by IIT Gandhinagar.
3. Any damage to movable / immovable property while carrying out work shall be made good by the agency at his own cost and the site must be handed back neat and clean to the satisfaction of IIT Gandhinagar.
4. The agency shall nominate a person with Identity Card, mobile telephone to complete the work of making furniture. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the additional work requirement or any problem facing during the work.

**ANNEXURE-2**

**Subject: - Provision of furniture for Library Seating Arrangement**

**Technical Bid Proforma**

**A**

Name of the bidder (Firm):- \_\_\_\_\_

Name of the representative:- \_\_\_\_\_

Address of the bidder: - \_\_\_\_\_

Land line Tel Nos of the bidder:- \_\_\_\_\_

Mobile Nos of the bidder:- \_\_\_\_\_

Email of the bidder:- \_\_\_\_\_

Registration No. of the Firm:- (If any) \_\_\_\_\_

(Please enclose the copy of registration):- \_\_\_\_\_

VAT No:- \_\_\_\_\_

Service Tax No:- \_\_\_\_\_

PAN No:- \_\_\_\_\_

**B Experience: -** Details of works executed especially with Govt. &/or PSU organizations (Please submit certificates from the authorities not below the rank of Executive Engineer or equivalent.

Please add additional pages/sheets if required)

1

2

3

**C Details of Manpower availability** (Number with their qualification & experience):-.

1

2

3

**D Details of workshops** (Define Location, area, type of machineries' available etc.):-

**E Proposal to carry out the work at IIT Gandhinagar:-**

**F Declaration:-**

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIQ No. IITGN/LIB/FUR/2013-14/0288, Dated:-05.12.2013

Sign of bidder:- \_\_\_\_\_

Date: - \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_

(Please add additional pages/sheets if required)

**ANNEXURE-3****Subject: - Provision of furniture for Library Seating Arrangement****Financial bid (Schedule of quantity & technical specifications)**

<b>Sr. No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Qty.</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	<b>Providing of Wooden Sofa sets using Second class teak wood which comprises of following(Single Seater Sofa Size-32"x32"x22")</b> 1) Foam 8" thick of on bottom(Seat)(50d Sleep well/or equivalent &as per directions of engineer in charge) 2) Back of sofa will be made in slant from 8" to 4" of(50d Sleep well/or equivalent &as per directions of engineer in charge) 3) 1" Foam will be pasted on Back & Bottom over the foam good quality of Adhesive. 4) The wooden handle will be covered with Foam 4"(50d Sleep well/or equivalent &as per directions of engineer in charge) 5) All the foam work will be given lining of madarpat. 6) The top cover will be of tapestry of Yamini Make- yf-10046(4739) mtr-dark green (54") colour. 7) The open teak wood is to polished to give a teak look as per sample approved.	Nos.	4		
<b>2</b>	<b>Providing of Wooden Sofa sets using Second class teak wood which comprises of following. (Three Seater Sofa Size-74"x32"x22")</b> 1) Foam 8" thick of on bottom (Seat) (50d Sleep well/or equivalent &as per directions of engineer in charge) 2) Back of sofa will be made in slant from 8" to 4" of(50d Sleep well/or equivalent &as per directions of engineer in charge) 3) 1" Foam will be pasted on Back & Bottom over the foam good quality of Adhesive. 4) The wooden handle will be covered with Foam 4"(50d Sleep well/or equivalent &as per directions of engineer in charge) 5) All the foam work will be given lining of madarpat. 6) The top cover will be of tapestry of Yamini Make -yf-10046(4739) mtr-dark green (54") colour. 7) The open teak wood is to polished to give a teak look as per sample approved.	Nos.	2		
<b>3</b>	Providing of Wooden Tripoi (Center Table) (Size-22"x22"x17") using Second Class teak wood Size and 8mm Glass (Modiguard/or equivalent) with border ,Polishing incl.all req.hardware materials and melamine polishing complete Etc.	Nos.	8		
<b>4</b>	Providing Cotton Cussion of tapestry of Yamini Make- yf-10046(4739) mtr-dark green colour Cover etc comp.	Nos.	10		
<b>Gross Amount in Rs. :-</b>					
<b>Add – Taxes (if any) :-</b>					
<b>Total Amount in Rs. :-</b>					

Sign of bidder: - \_\_\_\_\_

Date: - \_\_\_\_\_

Name of bidder: - \_\_\_\_\_

Firm's Name: - \_\_\_\_\_

Tel: - \_\_\_\_\_

**Note: - The vendor must have to submit the financial offer as proforma (Refer Annexure-III). If the financial bid is not as per the proforma, it may liable to be rejected.**

## FORM -A

### PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Bidder:
2. Complete Address of the Bidder:
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:



## 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	
4.	Email id of the bidder	

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