

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Ground Floor, Block "A", Vishwakarma Government Engineering College Campus
Visat-Gandhinagar Highway, Chandkheda, Ahmedabad – 382 424. Fax No. +91 79 2397 2583

Website: - www.iitgn.ac.in

Date: 22nd September, 2014

Tender No.: IITGN/ADMIN/FUR/2014-15/0274

Last date: 13th October, 2014 on/before 05:00 PM

SUB: Invitation of sealed tender for Supply of "Conference Table (Black Colour Powder Coated tubes and Dark Teak wood Colour laminates or specify color)" as per drawing and specifications shown in the Annexure-I.

Dear Sir/Madam,

Indian Institute of Technology Gandhinagar invites sealed tender for **Supply of "(Black Colour Powder Coated tubes and Dark Teak wood Colour laminates or specify colour)" as per drawing and specifications shown in the Annexure-I** on the following terms & conditions:

1. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the Certificate to this effect should be attached.
2. The tender documents are to be 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 must be enclosed 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 instrument/item 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-II only. If the financial offer is not in the prescribed format, it will be rejected.

The vendor/bidder should download the tender document from the Institute's website (i.e. www.iitgn.ac.in/call for tenders/auction/Section: Material Management Division). The vendor/bidder(s) are required to submit the tender document on their letterhead along with the endorsed (by seal & signature) copy of the technical and financial offer(s) as acceptance of terms and conditions. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

3. Fax and Email quotation are not acceptable.

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

5. 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.
6. The Suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance about the product (Conference Table) which they have supplied to premier educational Institution(s). Without these documents the tender may be rejected by the Institute.
7. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, TIN/VAT registration (Sales tax) and service tax registration.
8. The quotations should be given for the items in the same order as in the tender document.
9. The approximate quantity cited item/furniture is 20 (Twenty) Nos. and may vary as per demand of the Institute at the time of placing order. The conference table must be black powder coated tubes (or specify colour) and dark teak wood colors laminates (or specify colour).
10. 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.
11. The Vendor must be able to provide the product/items within 3 weeks on receiving the Purchase Order. Failing the EMD will be forfeited. Furthermore on completion of the stipulated time period (3 weeks from the date of PO), Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions.
12. 'Advance Payment' is not allowed in any case. 100% payment will be released after completion of the supply/delivery and successful installation.
13. IIT Gandhinagar is exempt from payment of Excise Duty. Necessary certificate will be issued on demand.
14. 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.
15. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
16. All disputes shall be subject to Gandhinagar Jurisdiction only.
17. 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.
18. The Tender/Bid will open on **14.10.2014** 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.

- b) Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned item (s)/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 item (s)/furniture mentioned above without assigning any reasons.

19. 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, 13.10.2014**.

20. A demand draft of **Rs. 250/- (Rupees Two Hundred Fifty Only)** towards non-refundable tender fee and a demand draft of **Rs.2,200/- (Rupees Two Thousand Two Hundred Only)** towards refundable EMD from a Nationalized bank/Schedule bank in favor 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 (**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. **NSIC Certificate will be accepted for relaxation of EMD and Tender Fee.**

The EMD of the successful bidder will be returned to them without any interest after completing 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.

21. 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 **05:00PM, 13.10.2014**.

Assistant Registrar (M.M.)

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

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 Original Item(s) Manufacturer (OEM)/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/Original Item(s) Manufacturer (OEM) or Principal / OEM itself can bid but both cannot bid simultaneously for the same item.

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

b. **Undertaking:** An undertaking from the Original Item(s) Manufacturer (OEM) 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.

2. Delivery: The item(s) should be delivered and installed within the period as specified in the purchase order and be ready for use within one week of delivery unless otherwise prescribed.

3. Penalty: If the suppliers fails to deliver and place any or all the Item(s) 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.

4. 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 weekly visit to the IITGN campus by its technical team and assist in maintenance of the item(s) within warranty period. Assistance limited to locking companies with manufacturer will not be considered sufficient.

5. Installation (if any) & Warranty Declaration: Suppliers must give the comprehensive warranty as required from the date of successful delivery/installation of item(s) against any manufacturing defects. In the installation (if any) report the model number of instrument and all spares parts/accessories numbers 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, shall be in full conformity with the specification and shall be complete enough to carry out the experiments, as specified in the tender document.” 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(s) 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.

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:

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/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.

Form C

Checklist for “Conference Table

(Black Colour Powder Coated tubes and Dark Teak wood Colour laminates or specify color)”

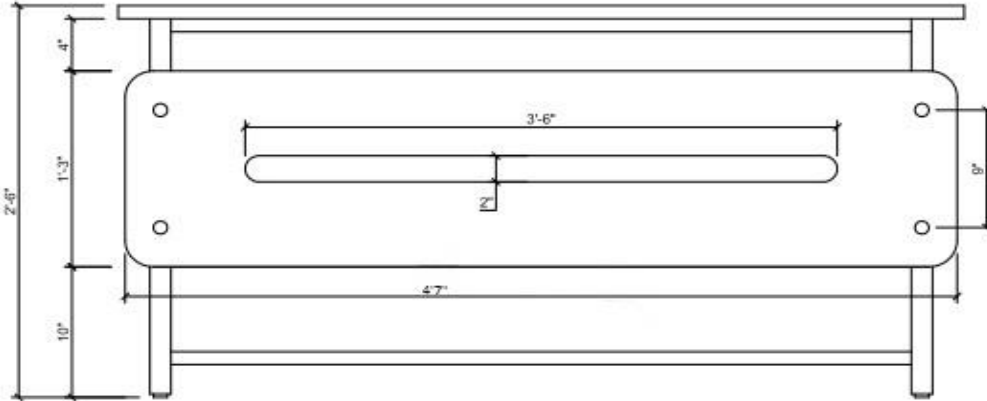
Checklist – Tender Fee & EMD			
Sr. No.	Particulars	Documents to be attached wherever applicable (Please ‘√’)	
		Yes	No
1.	Demand Draft of Rs. 250/- (Rupees Two Hundred Fifty Only) towards non-refundable tender fee is enclosed. **Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India		
2.	Demand Draft of Rs. 2,200/- (Rupees Two Thousand Two 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.	Attached documents as required in the tender document (i.e. supplier/firm is manufacturer/authorized dealer/sole distributor certificate, copy of PAN, Certificate of firm/company registration, TIN/VAT registration (Sales tax) and service tax registration, Relevant literature pertaining to the items quoted with full specifications etc.		
2.	Technical Specifications Compliance Report		
3.	Duly filled Form – A & Form –B along with Cancelled Cheque		
4.	Envelope is marked as “ Technical Offer ”		

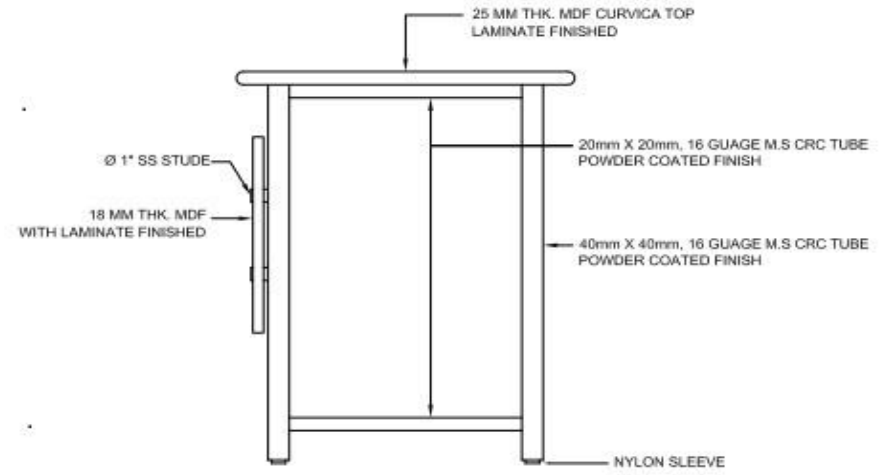
Checklist – Financial Offer			
Sr. No.	Particulars	Documents to be attached wherever applicable (Please ‘√’)	
		Yes	No
1.	Financial Offer of the item(s) as per proforma available as Annexure-II		
2.	Envelope is marked as “ Financial Offer ”		

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 superscribed with Tender Number, Name of item(s) and Tender Due Date		

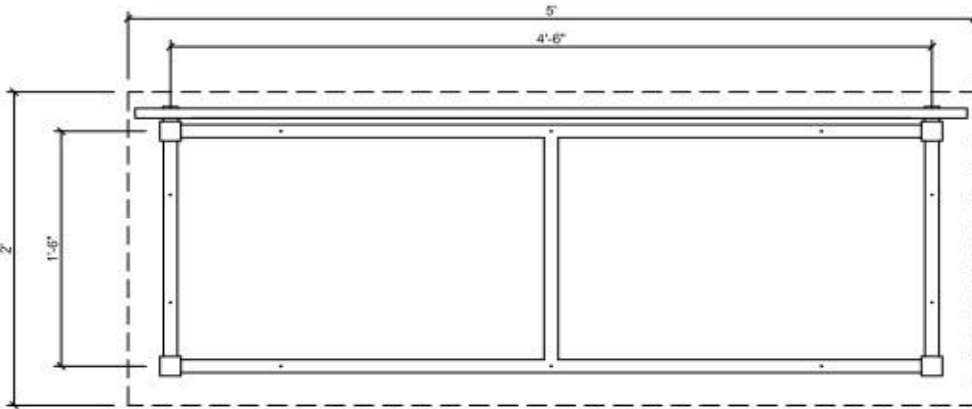
Annexure-I



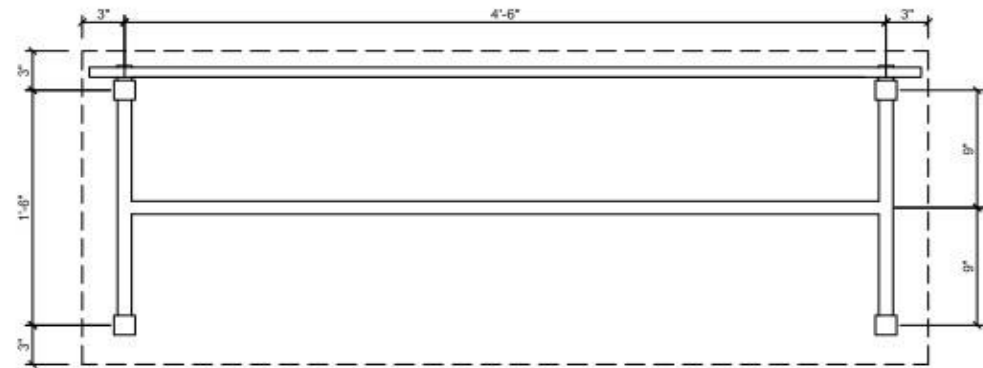
FRONT ELEVATION



SIDE ELEVATION



PLAN OF TOP FRAME



PLAN OF BOTTOM FRAME

CLIENT: IIT GANDHINAGAR
DRG. TITLE: CONFERENCE TABLE
DATE: 22-09-2014
Black Colour Powder Coated tubes (or Specify Colour)
Dark Teak wood Colour laminates(or Specify Colour)

NOTE

ALL DIMENSIONS ARE TO BE READ AND NOT MEASURED.
 ANY DISCREPANCY IN THE DRAWING MUST BE BROUGHT TO THE NOTICE.
 FOR ANY CLARIFICATION KINDLY CONTACT Assistant Registrar (MM Division)
 EMAIL: purchase@iitgn.ac.in, CONTACT: +91 93284 74226



Annexure – II

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.
- Installation 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.

Sign of bidder: - _____

Date: - _____

Name of the bidder:- _____

Firm's Name:- _____