

**Indian Institute of Information Technology,
Design and Manufacturing, Kurnool
Jagannathagattu, Dinnidevarapadu, Kurnool.**

(An Institute of National Importance under Ministry of Education, Government of India).



**Tender Document for
Supply and Installation of Reading Chairs**

At

Indian Institute of Information Technology, Design and Manufacturing, Kurnool
Jagannathagattu, Dinnidevarapadu,-518007, Andhra Pradesh

Telephone: 08518-289115

Websites: <http://iiitk.ac.in/home>

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Registrar Incharge

INVITATION FOR BID (IFB)

Tender Enquiry No	:	IIITDMK/2020-21/Hostels/Reading Chairs /3 Dated. 13 Oct 2020
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Sealed tenders are invited, under two bid system i.e. Technical bid and Financial bid, for **Supply and Installation of Reading Chairs at Indian Institute of Information Technology, Design and Manufacturing, Kurnool**, from reputed & registered agencies/companies/firms. Tender documents can be downloaded from the CPP Portal <https://eprocure.gov.in/epublish/app> or Institute website <http://iiitk.ac.in/home>. Bidders shall ensure that their bids, complete in all respects should be submitted before the closing date and time as indicated in the critical date sheet given below.

There is no tender fees.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions. Non-compliance with specifications/instructions may disqualify the bidders for the tender process. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Scope of Work	Amount of EMD in Rs.
Supply and Installation of Reading Chairs at IIITDM, Kurnool	Rupes Eight Thousand (8,000/-)

CRITICAL DATE SHEET

Date of Publication of the Tender Document	13.10.2020
Starting Date of Downloading of Tender Document	14.10.2020
Pre Bid Meeting and site Visit	20.10.2020 (3:00 PM)
Starting Date of Bid Submission	27.10.2020
Ending Date of Bid Submission	04.11.2020
Opening Date of Technical Bid	05.11.2020(3:00 PM)

In wake of Covid-19, Only one person per company is allowed for Site Visit/ Pre Bid-meeting

Registrar I/c

Important :

All communications are to be addressed to the Registrar I/c, IIITDM, Kurnool, only and not in the name of any other officer and mails are to be sent to official Hostels email id Hostels@iiitk.ac.in

Terms and Conditions

The Bidders are requested to submit bids in two bid system.

Two bid system: The two bids, Technical bid and financial bid, should be submitted with all required documents in separate sealed envelopes.

**Envelope-I : This Envelope shall contain the duly signed and stamped tender documents
This envelope shall be sealed and super scribed as “Technical Bid”**

Envelope-II : This Envelope shall contain the financial bid (Annexure-III).

This envelope shall be sealed and superscribed as “Financial Bid”

The above two sealed envelopes along with covering letter, and EMD should be put in a bigger envelope and sealed. This envelope shall be superscribed as “Supply and Installation of Reading Chairs at IIITDM, Kurnool”, and submitted to The Registrar, Indian Institute of Information Technology, Design and Manufacturing, Kurnool, Jagannathagattu, Dinnidevarapadu, Kurnool-518007, **on or before 04.11.2020(05.00 PM).No Request for extension of due date will be entertained.**

The bidder has to accept all the terms and conditions of the Institute and conditional offers will not be accepted.

Tenders which are submitted without following the two bid offer system will summarily be rejected.

Earnest Money Deposit (EMD):

EMD for Rs.8,000/- (Rupees Eight Thousand only) in the form of Demand Draft/ Bankers Cheque /Bank guarantee, drawn, in favor of “**The Director, IIITDM Kurnool**” payable at Kurnool. (The EMD without interest shall be returned to the unsuccessful bidders after finalization of the tender).

The firms registered and having valid NSIC / MSME Certificate are exempt from submission of EMD.

Envelope No-1 : Technical Bid

The technical specifications for the equipment to be supplied are given in the Annexure I.

The bidder should have supplied and Installed Reading Chairs ,to Centrally Funded Technical Institutions / National Laboratories (IITs, NITs, IISCs, IISERs, IIITs etc.) in the last five years (01 April 2015 -31 April 2020 or after) and should provide Purchase Orders of those as documentary evidence. Further, the bidder must provide a certificate of satisfactory performance from the organization to which they have recently supplied. Contact details of the faculty/person-in-charge of the installed setup must also be provided.

The bidder / OEM must preferably have a service center and a registered office at a nearby place. Certificates of registration for the centers and registered offices are to be provided. Details about scope of service activities provided by the service centers must be provided

Bids should have a validity of **90 days**.

The technical offer **should not contain any price information**.

The Following Documents are to be attached:-

1. Certificate of Incorporation/ Registration Certificate of the firm / Company/Agency
2. Income Tax returns filed for the last three financial years 2017-18, 2018- 19, 2019-20.
3. PAN No.
4. GST Registration certificate
5. The bidder / OEM must preferably have a service center and a registered office at a nearby place. Certificates of registration for the centers and registered offices are to be provided. Details about scope of service activities provided by the service centers must be provided
6. The tenders not meeting the eligibility criteria will be summarily rejected. Hence, the tenderers are advised to attach relevant documents in support of their eligibility.
7. The OEM certificate or the valid authorization letter from the OEM for sale & support of the product quoted.

Envelope No-2: Financial Bid

This should contain only the price information along with commercial terms and conditions.

Financial offer should be submitted as per the format (Annexure-III)

The bidder shall state the basic price inclusive of all levies, transportation, delivery, GST, installation & all other charges. The basic unit price needs to be indicated individually against the items, the bidder proposed to supply. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above, if any. No condition shall be attached to the Financial Bid. Such a bid shall be summarily rejected. **The price quoted shall be for supply, delivery and Installation at specified room of IIITDM Kurnool, Kurnool District, and Andhra Pradesh.**

Opening of Technical Bids

The technical bids will be opened on the scheduled date in the presence of the bidders or their authorized representatives who choose to attend the technical bid opening. In case the specified date of bid opening falls on or is subsequently declared a holiday or closed day for the purchaser, the Bids will be opened at the appointed time and place on the next working day.

Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them letters of authority from the corresponding Bidders acknowledgement letter of bid submission.

Scrutiny of Bids

The Institute will examine the bids to determine whether they are complete, whether the documents have been properly signed, stamped and whether the Technical Bids are generally in order.

Prior to the evaluation of Financial Bids, the Institute will determine the substantial responsiveness of each Bid to the Bidding Document. For purposes of these clauses, a substantially responsive Bid is one, which conforms to all the terms and conditions of the bid document. If a Bid is not substantially responsive, it will be summarily rejected.

Technical Evaluation

- i) All the technical aspects of the bids received will be evaluated for suitability and specification. If required, the Institute may seek additional clarification from the bidders.
- ii) The technical recommendation shall be final and binding on all the parties.

Opening of Financial Bids

- i) The financial bids of only those bidders, who are technically qualified in the technical evaluation, will be opened in the presence of the technically qualified bidders or their authorized representative, who choose to attend the financial bid opening.
- ii) The technically qualified bidders will be intimated about the date of opening of financial bid, by email or telephone.

Delivery Period / Timelines

The deliveries and installation must be completed **within 04 weeks** from the date of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet this condition.

Sub-contracting:

No sub-contracting is allowed with regard to installation, commissioning, after sales service. This is the sole responsibility of the Bidder or his authorized agents.

Gate pass with GST and invoice details of the shipment originating from the manufacturing unit of the vendor should be provided to IIITDM Kurnool as proof that the furniture's are indeed manufactured at their facility and not subcontracted to a local vendor in Kurnool.

Locations for the supply / services

The bidders may note that the items covered by this document are required to be supplied and installed at

**Hostels,
IIITDM Kurnool,
Jagannathagattu,
Dinnidevarapadu village,
Kurnool
Kurnool District
Andhra Pradesh-518007.**

IIITD&M Kurnool will not provide any accommodation / transportation for the engineers / representatives for attending installation, commissioning and demonstration work. It is the absolute responsibility of the principal supplier / agent to make their own arrangements.

Make in India Policy

This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly, preference will be given to the Make in India products while evaluating the bids,

however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

Installation

- i) Bidder shall be responsible for installation as applicable and for after sales service during the warranty and thereafter.
- ii) Installation to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the item at site.

Warranty / Support

- i) The items supplied shall carry a minimum of Two year warranty from the date of acceptance of item.
- ii) The defects, if any, during the guarantee / warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, GST and other taxes, if any and should be borne by the vendor.
- iii) The contractor should arrange for technical support during warranty period within 24 Hours of lodging of complaint

Indemnity

The vendor shall indemnify, protect and save IIITDM Kurnool against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc., or such other statutory infringements in respect of all the items supplied by them.

Freight and Insurance

The items to be supplied will be insured by the vendor at his own cost against all risks of loss or damage from the date of shipment till such time it is delivered at IIITDM Kurnool, Kurnool District, and Andhra Pradesh.

Bid Validity

The Bid shall remain valid for acceptance for a period of 90 days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected. Bid Security of a Bidder will be forfeited, if the Bidder withdraws or amends its Bid or impairs or derogates from the Bid in any respect within the period of validity of its Bid without prejudice to other rights of the IIITDM Kurnool. The successful Bidder's Bid Security will be forfeited without prejudice to other rights of IIITDM Kurnool if it fails to furnish the required performance security within the specified period.

In exceptional cases, the Bidders may be requested by the Institute to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and they are also to extend the validity period of the Bid Security accordingly.

In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for IIITDM Kurnool, the Bid validity shall automatically be extended up to the next working day.

Payment

100% payment after delivery, installation and acceptance by IIITDM, on submission of Bank Guarantee for an equivalent value of 10% of PO value valid till warranty period plus 2 months.

The bidders may note that **other modes of payment like advance payment and payment against delivery is not considered.**

Penalty for delayed services / LD

- i) As time is the essence of the contract, delivery period mentioned in the purchase order should be strictly adhered to. Otherwise the LD clause will be applied / enforced.
- ii) If the supplier fails to supply, and fix the item as per specifications mentioned in the order within the due date, the supplier is liable to pay liquidated damages of 1% of order value for delay of every week or or part thereof subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
- iii) IIITD&M Kurnool reserves the right to cancel the order in case the delay is more than 04 weeks and the contractor is not eligible for any damage from the Institute and contractor will forfeit his claim for EMD.

Purchaser's right to vary quantities at the time of award

IIITDM Kurnool reserves the right at the time of award of contract to increase or decrease the quantity of items specified in the schedule of requirements without any change in price or other terms and conditions.

Jurisdiction

The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kurnool Jurisdiction only.

Force Majeure

- a) IIITDM Kurnool may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.
- b) If the due date of submission of tender / tender opening is declared a holiday for the Institute, the due date for submission of tender / tender will be extended to same time on next working day.

Arbitration

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIITDM Kurnool or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by The Registrar, IIITDM Kurnool. The Venue for arbitration shall be Vijayawada, India.

Acceptance of the terms and conditions of tender document

The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

Interpretation of the clauses in the Tender Document

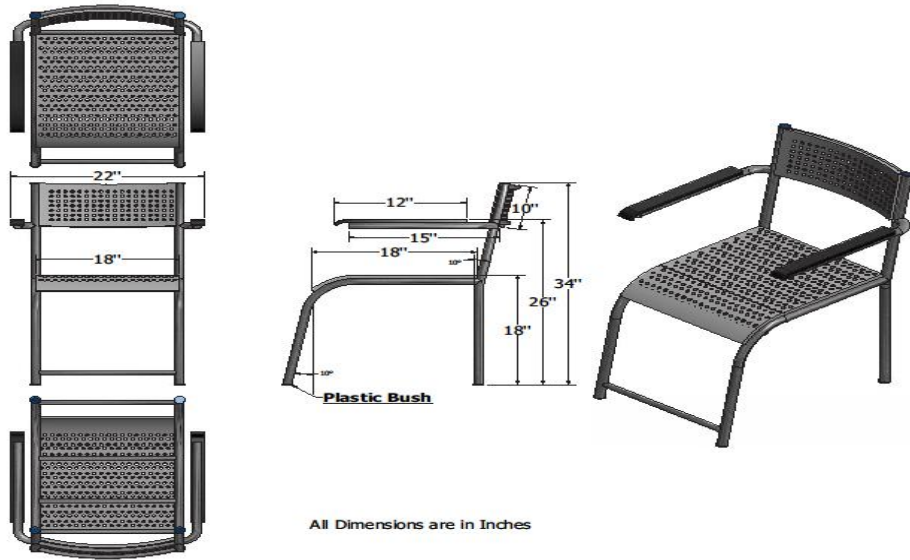
In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of The Registrar I/c, IIITDM Kurnool shall be final and binding on all parties. The IIITDM Kurnool reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

**Sd/-
Registrar I/c**

Supply and Installation of Reading Chairs-100 Nos

- The size information is shown in detail drawing (enclosed).
- The frames should be made from 1" outer diameter steel pipe with thickness 2.656 mm (Gauge number 12).
- Seating part and back rest should be made from perforated steel sheet with thickness 1.245 mm (Gauge number 18).
- Hand-rest (made from plastic) should be perfectly fixed to the frame.
- The perforated seating part should have curvature for better comfort.
- All steel components need to be given acid wash, 5 stage anticorrosive treatment prior to Powder Coating.
- All steel components should be powder coated with thickness ≈ 60 to $70\mu\text{m}$.
- All legs need to have durable outer plastic bushes.
- Note: **Quality and Finish are extremely important**

Reading Chair



Manufacturer's Authorization Form

To

Director
IIITDM KURNOOL
JAGANNATHAGATTU,
ANDHRAPRADESH

Ref: Bid Reference No.: **IIITDMK/2020-21/Hostels/Reading Chair/3 Dated 13 Oct 2020**

We, , who are proven and reputable
Manufacturer/exclusive distributors of (Name and
description of the goods offered in the Bid) having factories/office at
..... hereby authorize M/s
..... (name and
address of the agent) to submit a Bid, against your requirement as contained in the above referred
Bidding Documents for the above goods manufactured/ distributed by us.

We further confirm that no supplier or firm or individual other than M/s. (name and address of the above agent) is authorized to submit a Bid, against your requirement as contained in the above referred Bidding Documents for the above goods manufactured by us

We also hereby extend our full warranty of _____ from acceptance of goods by Purchaser as per Clause 8 of General Terms & Conditions. We further confirm that we shall continue to supply spare parts, for 03 years after guarantee/warranty.

Yours faithfully,

[Signature with date,
name and
designation]
For and on behalf of
M/s.
[Name & address of
the manufacturers].

Note: 1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

FINANCIAL BID
(To be put in the marked envelope "Financial Bid")

Bid Reference No.: IIITDMK/2020-21/Hostels/Reading Chairs /3 Dated 13 Oct 2020

Bidder Name & Address:.....

S.No	Description of the item	Qty	(A) Unit Price per Item	(B) GST (In Rs.), if applicable	(C)Freight/F.O.R/ transport/delivery & all other charges (In Rs.), If applicable	(A+B+C) Offered Price (In Rs.)
1.	Supply and Installation of Reading Chairs	100 Nos				

COMMERCIAL TERMS

1. We hereby undertake that no extra charges on any account will be claimed except as mentioned above.
2. We hereby undertake to strictly abide by the Commercial and other terms laid down in the Tender.

(AUTHORIZED SIGNATORY]
NAME IN BLOCK LETTERS
SEAL OF THE TENDERER