Indian Institute of Technology, an Institute of National Importance, invites sealed two part bids from reputed Original Equipment Manufacturers (OEM)/Fabricators or their authorized certificate holders, for Fabrication, Installation and Modification of classroom furniture at Nalanda Classroom Complex, IIT Kharagpur. The estimated cost is Rs.229.09 lakhs all inclusive (approx.). Interested vendors are requested to send their sealed bids as per Technical Specifications (Annexure-I) and General Terms & Conditions (Annexure-IV), along with details in the Technical Bid Document (Annexure–II) and signed Declaration (Annexure–III) under a Two-Bid System. A checklist and compliance statement, fulfilling all requirements on the product and vendor profile and capability shall also be submitted. Kindly refer the Institute website www.iitkgp.ac.in/topfiles/tenders.php for full tender details. Price bid should be submitted all the items of BOQ A and B. The Vendors must submit the price bid separately for BOQ Part A and Part B.

Indian Institute of Technology, Kharagpur will hold Pre Bid Conference with the all interested bidders for technical and commercial discussions/clarifications. This conference will be held in the SRIC CONFERENCE ROOM, IIT Kharagpur on 19.05.2015 at 3.00 p.m. in which the Institute will clarify any doubt about the tender documents.

The quotation for consideration is to be sent containing two separate sealed envelopes (Technical Bid and Price Bid) duly superscripted with Reference Number (Tender Notice No. IIT/S&P/ENQ/NWP/FURNITURE/CWISS/2015-16, Dated: May 13th, 2015) to the Office of the Deputy Registrar, Stores & Purchase Section, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before June 03rd, 2015 at 3:30 pm.

The technical proposals submitted by the OEM/Vendors will be evaluated first by a technical committee and the price bids submitted by only the technically qualified OEMs/vendors will be opened for price comparison.

The Technical bids will be opened on June 03rd, 2015 (Wednesday), at 4.00 p.m. in the Office of Chairman, CWISS, IIT Kharagpur.

Copy to:
1. Institute website
2. Newspaper
3. Notice Board

Deputy Registrar(S &P)
For Director, IIT
Kharagpur
A. Quality Classroom furniture for the Nalanda Classroom Complex circular rooms – Seating Capacity of one room = 120. There are 28 rooms in total. Basic items and specifications of seating equipments are as under

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Basic Items</th>
<th>Specifications</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Writing desk, seat and back rest for providing seating for 120 students in single circular room</td>
<td>25 mm thick waterproof marine plywood (ISI brand) with 4 mm thick smooth-surface wood veneer cover (ISI brand) of light tan colour, with matching colour teak wood beading over all exposed ply edges flushed and finished at the top and bottom. Natural varnish polish finish on all the exposed plywood, teakwood and veneer surfaces (top and sides), bottom portion to be white painted (ISI brand, to be approved by IIT) All items to bear ISI mark (to be approved by IIT)</td>
<td>As per drawings Annexure – A, B, C,D attached</td>
</tr>
<tr>
<td>2.</td>
<td>M.S. metal frame</td>
<td>25 mm × 25 mm × 3.2 mm hollow square pipe, TATA / JINDAL / SAIL or equivalent, as per drawing</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>M.S. Metal Plate</td>
<td>6 mm thick size as per drawing</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>M.S. Metal Flat</td>
<td>25 mm × 6 mm as per drawing</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>2 M. S. metal hooks</td>
<td>to be welded on either side of vertical posts to facilitate hanging of bag etc</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Painting of MS items</td>
<td>Colour shall be as approved by the engineer-In-Charge of IIT Kharagpur. Painting to be done by powder coating.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Electrical Connection</td>
<td>Electric connection to be provided below the writing desk through 25 mm dia flexible PVC conduit. 5 pin (5 amp) plug points to be provided at 600 mm c/c at props to facilitate laptop connectivity.</td>
<td></td>
</tr>
</tbody>
</table>

B. Modification of Classroom furniture at Nalanda Classroom complex at IIT Kharagpur 30 classrooms

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Floor</th>
<th>Capacity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gnd Floor</td>
<td>240 seaters</td>
<td>NR121, NR122</td>
</tr>
<tr>
<td></td>
<td></td>
<td>120 seaters</td>
<td>NR123, NR124, NC141, NC142</td>
</tr>
<tr>
<td>2</td>
<td>1st Floor</td>
<td>240 seaters</td>
<td>NR221, NR222</td>
</tr>
<tr>
<td></td>
<td></td>
<td>120 seaters</td>
<td>NR223, NR224, NC241, NC242, NC243, NC244</td>
</tr>
<tr>
<td>3</td>
<td>2nd Floor</td>
<td>240 seaters</td>
<td>NR321, NR322</td>
</tr>
<tr>
<td></td>
<td></td>
<td>120 seaters</td>
<td>NR323, NR324, NC341, NC342, NC343, NC344</td>
</tr>
<tr>
<td>4</td>
<td>3rd Floor</td>
<td>240 seaters</td>
<td>NR421, NR422</td>
</tr>
<tr>
<td></td>
<td></td>
<td>120 seaters</td>
<td>NR423, NR424, NC441, NC442, NC443, NC444</td>
</tr>
</tbody>
</table>
Note of B: Extension of width of all the desks in the above mentioned 30 classrooms to be done so that the horizontal distance between all the desks and bench pairs is 185 mm, by advancing the desk and adding at the rear of the desk, 25 mm thick marine ply (with new 40 x 12 mm stiffener and new Teak Wood beading 39 x 12 mm) matt finish with 2 mm thick dark brown melamine coated laminates (century/formica) or equivalent. With matching colour varnished polish, teak wood beading on the ply edges as per ANNEXURE E. All items ISI grade.

IMPORTANT: (1) Must have own Power coating application unit as per the requirement mentioned with the specification of the furniture items detailed in the Annexure – I

(2) Technical capability to manufacture/supply and install such bulk stores as mentioned in the document with a short period (max. 30 days after issue of purchase order by IIT Kharagpur). A copy confirming the terms of supply should be included.
Annexure -A

To accommodate standard wheelchair

*
Annexure -C
Annexure -D

Changes in the design of bench

- Changed hook
- 25x25x6 angle section
- (150x100x6) plate
- (150x100x6) plate
- Fixing plate
- 450 mm
- 325 mm
- 75 mm
Annexure E

Added marine plywood 25 mm thick with 2 mm thick dark brown melamine coated laminates

Original desk advanced forward on its frame

This gap to be 185 mm

Bench not to be modified or shifted
TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE OEM OR AUTHORIZED VENDORS FOR SUBMITTING TENDER FOR Fabrication, Installation and Modification of classroom furniture

1. Name of the Tenderer :

2. Status of the Tenderer :
   (attach documents, if registered company/partnership/propriety ship)

3. Whether OEM/representing foreign principle :
   (attach copy of certificate/authorization)

4. Details of key top official/authorized official :
   (attach details)

5. Details of tie-ups for supply/services, if any :
   (attach details, agreements, escalation matrix)

6. Income Tax and Service Tax returns of previous three assessment year (copy) :

7. Financial status of bidder and/or his associates including Annual Report & Balance Sheet/Statement of Account of past three years with Registration of Companies (ROC) receipts duly authenticated by Chartered Accountant :

8. Current list/address of clients where similar material has been supplied and successfully working :

9. Name of the vendor's three largest clients, to whom similar products and services were extended & amount of transaction/annual bills to such clients :

10. Name and address of Vendor's bankers and attach a Solvency Certificate from the Bank for a minimum amount of Rs. 2 Crores :

11. Income Tax Permanent A/c No. (attach copy) :

12. Details of EMD/Bank Draft No., issuing branch and date :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

-----------------------------------------------------
Dated signature & seal of the OEM/Vendor

NOTE : This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”, Notice inviting Tender No. IT/S&P/ENQ/NWP/FURNITURE/CWISS/2015-16 Dated: May 13th 2015 and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do technically qualify, for further consideration. Attach all relevant documents duly signed and sealed.
DECLARATION

1. I, ------------------------------------------------- Son /Daughter of Shri -------------------------------------------------
   Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. -------------------------------------------------- am
   competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and
   hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and
   authentic to the best of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides
   liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is
   authenticated, sealed and signed, and I take full responsibility for the entire
   documents submitted.

   Signature of the Authorized Person

   Date : ----------------------------- Full Name : -----------------------------

   Place : ---------------------------- Company Seal : ---------------------
ANNEXURE – IV

GENERAL TERMS AND CONDITIONS

(1) Important Dates

- Pre-bid meeting on May 19th 2015 (Tuesday), 3.00 PM at SRIC Conference Room, IIT, Kharagpur
- Last Date of Submission of Sealed Bids: June 03rd 2015 (Wednesday), 03-30 PM in the Stores & Purchase Section, IIT, Kharagpur
- Date of opening of the Technical Bids: June 03rd 2015 (Wednesday), 04-00 PM (In the Office of the Chairman, CWISS, Indian Institute of Technology Kharagpur)

(2) Payment Terms:

90% Payment shall be made after successful completion of the work duly certified by the concerned Head of the Department. Balance 10% may be released against submission of Performance Bank Guarantee to the tune of 10% of the total purchase order value. The Performance Bank Guarantee shall be issued from any Nationalized Bank, validity of which shall be five years plus 60 days drawn on any commercial bank.

No advance/mobilization support, is payable against supply of stores.

In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

(3) Warranty/Guarantee: 5 years OEM warranty, from the date of successful completion of the Work.

(4) Completion of the Work: The work should be completed within 30 days from the date of receipt of the Purchase Order.

(5) Tender Fee: An amount of Rs.10,000.00 (Rupees Ten thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. Bids without Tender will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.

(6) Earnest Money Deposit (EMD): An amount of Rs. 5,00,000.00 (Rupees Five Lakh only) in the form of Demand Draft be enclosed along with the bid. The E.M.D. shall be from any Nationalized Bank and to be drawn in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. The validity of the EMD should be 6 (six) months from the date of issue. Any bid without EMD will not be
considered. This will be refunded to the unsuccessful vendors once the process of technical and price bid opening is complete. The EMD of vendor getting the purchase order will be retained and returned six months after successful completion of the work, to be treated as security deposit. No interest is payable on refunds. EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same. **E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document.**

(7) **Price:** The price shall be quoted in Indian Rupees only, on free delivery at site basis. This shall be inclusive of all taxes, and Inter-state transit Way Bill (Form-50) will be issued only to the selected bidder as may be mentioned in the Purchase Order. **Under any circumstances, request for change of address to issue the same will not be considered.**

(8) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs may submit the bid directly, for other vendors original authorization certificate from OEM/fabricator is required to be enclosed.

(9) **Acceptance of Tender:** The Authority of IIT, Kharagpur reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

(10) **Extra Features:** If the bidder provides any other extra features on the work which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.

(11) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.

(12) The OEM should be an ISO-9000 and ISO-14001 certified company with due credits to energy conservation and green earth compliance. Relevant documents in connection with the certificate shall be enclosed.

(13) **Conditional Offer** will not be accepted.

(14) **Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.

(15) The benefit of downward prices (revision on account of budget/financial policy, tax revision, etc.) should be given to IIT Kharagpur by the selected OEM/vendor.

(16) **Past Performance of the Vendors will be judged at the time of Technical Evaluation.**

(17) **The Institute does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.
Bidders should enclose the following documents:

(i) Certificate of Registration / Trade License
(ii) Attested copy of PAN card, Service Tax, CST/VAT registration papers
(iii) Banker’s Solvency Certificate.
(iv) Audited statement of accounts and IT returns for the last three years
(v) Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.
(vi) Name and address of past satisfactory supplies or minimum five clients to whom such items/stores have been supplied during last five years should be mentioned in the technical bid.
(vii) Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories.
(viii) Copy of product literature technical leaflet, wherever applicable for which the prices have been quoted should invariably be enclosed.
(ix) A write up on service and maintenance capability, mitigation of risks or breakdown and replacement capability, with the escalation support matrix suggested for the Institute.
(x) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.

All tenders are to be submitted or handed over to the office of the Deputy Registrar (Stores & Purchase), IIT Kharagpur and acknowledgement to be obtained. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future.

The person/officer signing the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.

Opening of Price Bids: The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). The date for opening of price bids will be notified separately.

Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

IMPORTANT
1. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.

2. The OEMs/Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.

3. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
4. For any query pertaining to this bid document, correspondence be addressed
to: (a) The Chairman, CWISS  
    Indian Institute of Technology, Kharagpur-721 302  
    [Ph.: 03222-282501, 282506]

(b) Deputy Registrar (S&P)  
    Indian Institute of Technology, Kharagpur-721 302  
    [Ph: 03222-282210, 282216, Fax : 282218, 255303]

5. In case the due date for opening tender happens to be a holiday, the same will
be accepted on the next working day. The timings will however remain
unchanged. Please Note that the Institute remains closed during Saturdays &
Sundays.

6. Experience of having successfully completed works during the last 7 years.
   (i) Three similar completed works costing not less than the amount equal to 40% 
       of estimated cost put to tender    OR
   (ii) Two similar completed works, costing not less than the amount equal to 60% 
        of the estimated cost put to tender   OR
   (iii) One similar completed work of aggregate cost not less than the amount 
        equal to 80% of the estimated cost.

7. Turnover: Average annual financial turnover on such works should be at least
   100% of the estimated cost during the immediate last 3 consecutive financial
   years.

8. If the material or finished work are not found acceptable, the Manufacturer shall
   arrange for the replacement of materials required for re-executing the work as per
   contract.

9. Inspection: Before dispatch the materials, the Manufacturer will give sufficient
   advance notice of the date in writing on which the goods will be ready for inspection.
   The Manufacturer also shall provide the purchaser all necessary facilities including
   appliances, tools, materials will be dispatched. If due to any reasons, it is not
   possible on the part of the purchaser to visit the plant site of the Manufacturer for
   inspection of the items, the Manufacturer shall bring sample pieces of such items to
   site (IIT Kharagpur) for Inspection the purchaser.

   Deputy Registrar (S&P)  
   for Director, IIT Kharagpur
Annexure V

DECLARATION

1. I, ________________________________________________Son /Daughter of Shri ____________________________
   __________________________________________________Proprietor/Partner/CEO/MD/Director/
   Authorized Signatory of M/s. ______________________________
   am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

   -------------------------------------------------------------
   Signature of the Authorized Person

Date: ----------------------------- Full Name : -------------------------------

Place: ----------------------------- Company Seal : ------------------------