

**INDIRA GANDHI INSTITUTE OF TECHNOLOGY (IGIT),
SARANG, Dhenkanal-759146**



**Request for Proposal (RFP) Purchase of Lab
Furnitures for the Department of ETC Engg**

At

IGIT, SARANG

DISCLAIMER

Indira Gandhi Institute of Technology (IGIT), Sarang is inviting eligible interested Vendors to submit Request for Proposal (RFP) for the Implementation of lab furniture for the department of ETC, IGIT Sarang.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between Indira Gandhi Institute of Technology (IGIT), Sarang and the Vendor concerned. Indira Gandhi Institute of Technology (IGIT), Sarang reserves the right not to proceed with the implementation of the project.

NOTICE INVITING RFP

**Indira Gandhi Institute of Technology (IGIT) Sarang
Sarang, Dhenkanal-759146
Odisha**

No.IGIT/ETC/ 280

Dated: 23.08.2022

**Request for Proposal (RFP)
Supply and installation of Lab Furniture at the department of Electronics and Telecommunication,
IGITSarang**

Indira Gandhi Institute of Technology, Sarang invites applications for Request for Proposal (RFP) from eligible interested and experienced Vendors for Supply and installation of lab Furniture at the department of ETC, IGIT Sarang.

The sealed cover superscribed 'Request for proposal for Supply and Installation of Lab Furniture' shall be opened on 27.9.2022 at 10 AM. Sealed cover shall contain two sealed covered envelopes–Part-I (Technical bid) and Part-II (Financial bid). The Part-I (Technical bid) shall be opened on the same day in presence of attending Vendor(s). The Part- I (Technical bid) shall contain Bank draft for earnest money and other documents as required in the herein- under. The Part- I (Technical bid) without bank draft for earnest money shall be rejected outright. The Part–I (Technical bid) shall be evaluated in accordance with qualification criteria for short-listing the Vendors as prescribed in the RFP document. The Part- II (Financial bid) shall be opened in due course as noted in 'Schedule for submission of RFP'.

Part -I (superscribing Technical bid)

The Technical bid shall detail the technical specifications of the furniture, compliance to the specifications detailed in the RFP. Checklist for Technical Bid, supporting documents such as certificate of incorporation, memorandum of Association, copy of PAN, GST certificate, work order copy/ experience certificates, IT returns of last 3 years audited account statements, Vendors profile and other requisite documents. Bank Draft for earnest money shall be kept in separate envelope marked as 'EMD' and be placed within this envelope. Any other relevant papers, which a Vendor feels necessary along with the Terms and Conditions duly signed and accepted by the Vendor shall form part of this Technical bid.

Part -II (superscribing Financial Bid)

1. The Financial bid shall give detailed of price in INR of Lab Furniture, taxes and other work as per the pro-forma in **Section-II** enclosed.
2. IGIT, Sarang shall not be liable for any expenses incurred by the Vendor in preparing the bid documents for this RFP or for any correspondence or for any negotiations associated with the award of a contract.

Late Applications: Any application, received after the last date and time i.e., 26.09.2022 (4.00 PM) for submission, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

The completed application (response document), (printed, signed and bound copy) shall be submitted in a sealed cover superscribed with the title “**Supply and Installation of Lab furnitures**” at the address given below (by registered/speed post only):

To
The Director
Indira Gandhi Institute of Technology, Sarang
Dhenkanal-759146, Odisha, India.

The RFP document, instruction to Vendor, other detailed terms and conditions can be downloaded from the website: <http://www.igitsarang.ac.in>.

Last date and time of submission of tender	26.09.2022 Till 4.00PM
Cost of the tender paper	Rs 1000/- (Rupees One Thousand only)
EMD	25,000/-

Important Details

The document is prepared by IGIT, Sarang. It should not be reused or used in any form either fully or partially. The information provided by the Vendors in response to this tender document shall become property of IGIT, Sarang and shall not be returned.

SCHEDULE FOR SUBMISSION OF RFP

The following are the schedule of events for this project. The schedule is subject to change depending on the outcome of the events / responses of the events and a final schedule shall be established prior to contracting with the successful Vendor(s).

Event	Date and Time
Availability of RFP Document at IGIT Sarang Website	26.08.2022
Last Date and time for submission of completed RFP Document	26.09.2022 till 4.00PM
Opening of RFP (Technical Bid)	27.09.2022 at 10.00 AM
Opening of RFP (Financial Bid)	27.09.2022 at 10.00 AM

1. SCOPE OF WORK

Supply, Installation of Lab Furnitures at Electronics and Telecommunication department, IGIT Sarang. Exact sample of one table as specified in the specification must be submitted when PO is placed, Else the PO may be issued to the bidder with the sample copy with L1 (lowest quote) without compromising the quality.

Items are to be quoted per unit price.

Specifications of Lab Furniture

2. **Specification:**

1. Dimension:
 - a. Length of the Lab Table : 3200 mm (10.5 feet)
 - b. Width of Lab Table : 762 mm (2.5 feet)
 - c. Height of the Lab Table : 915 mm (3 feet)
 - d. Dimension of the modesty panel over the Lab Table : 3200 Lx 152 H x 30 W (in mm)
 - e. Dimension of the rack and drawer width (2 feet)

2. Top Materials: 18mm MR Grade Ply with 1 mm mica pasting
3. Main Frame : Made up of 1 mm CRCA Sheet
4. Leg Frame : 50 mm x 25 mm CRCA rectangular pipe
5. Base Frame : 25mm x 25mm CRCA square pipe
6. Under table storage : 2 nos. of storage with one drawer and 1 shutter storage in each
7. Storage finishing: Drawer/Shutter storage should be fitted with telescopic channel and SS handle.
8. Materials of under storage: Made up of 18 mm MR Grade ply with 1 mm mica pasting
9. Back Panel : Closed fully with 18 mm Ply
10. No Reagent rack / shelves
11. Main Frame / Lag Frame / Base Frame: All MS part of the frame should be treated with Epoxy powder coated colour.
12. Colour of the mica : As per buyer choice or as per the availability
13. The bidder must fit the electrical switches, sockets, DP switch, fuse on the table.
14. There should be provision for 9 numbers of 5 ampere sockets and switches per table, one 15 amp switch and socket per table, 3 fuses of 5 amp per table, and one DP switch of 32 amp, 240 volts and the same should be supplied by bidder with reputed brand (Cona /Havels /Anchor or equivalent) along with necessary wiring and connection with warranty of three year onsite.

**Note: The Lab table should be exactly as per the specifications and picture shown in the tender.
Number of tables required: 64**

Specification of LAB Table



3. VALIDITY OF RFP

The RFP response submitted by the applicants shall remain valid for a period of 90 (Ninety) days after the date of RFP response opening prescribed in this document. A RFP response which is valid for shorter period may be rejected as nonresponsive.

4. EARNEST MONEY DEPOSIT (EMD)

- (a) EMD of Rs. 25,000 (INR) in form of a Demand Draft drawn in favour of **Principal, IGIT, Sarang** and payable at IGIT, Sarang from any Nationalized Bank (preferably SBI) must be submitted along with the Part –I Technical Bid in separate envelope. The Bids not accompanied by EMD shall be rejected as non-responsive.
- (b) No interest shall be payable by the Institute for the sum deposited as EMD.
- (c) The EMD of the unsuccessful Vendors would be returned within one month of signing of the contract.
- (d) No bank guarantee shall be accepted in lieu of the EMD.

5. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)

The EMD shall be forfeited by the **IGIT, Sarang** in the following events:

- (a) If the bid is withdrawn during the validity period or any extension agreed by respondent Vendor thereof.
- (b) If the bid is varied or modified in a manner not acceptable to the **IGIT, Sarang** after opening of bids during the validity period or any extension thereof.
- (c) If the respondent Vendor tries to influence the evaluation process.
- (d) If the First ranked Vendor withdraws its bid during negotiations (failure to arrive at a consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

6. OTHER TERMS & CONDITIONS

1. General Terms

- (a) The conditional/ incomplete bids or those who received after due date shall be summarily rejected.
- (b) The award/ cancellation of work shall be decided at the sole discretion of **IGIT, Sarang**. Invitation of Tenders/ quotations is not a commitment.
- (c) **IGIT, Sarang** reserves the right to accept or reject in part or full or all the offers without assigning any reason thereof. Any decision of **IGIT, Sarang** in this regard shall be final and binding on the Vendor.
- (d) The Vendor shall abide by all labour laws such as payment of wages Act 1936 with up-to-date amendments, minimum wages Act 1948 with amendments etc and other laws as applicable during the execution of work.

- (e) The institute shall make all payments through account payee cheque drawn on SBI, **IGIT, Sarang** in Indian rupees. Necessary bank mandate detailing bank account number Etc. shall be submitted after execution of agreement.
- (f) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from the Force Majeure circumstances such as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after signing of the present contract.
- (g) In case of any dispute arising out of or in connection with the contract either during the tenure of the contract or thereafter, the Director of the institute is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist after arbitration and there are compelling reasons to go to court, it shall be decided in the court of Kamakhyanagar/Dhenkanal.
- (h) Pre-bidding condition: - The bidders may visit the department laboratory before bidding to ensure the dimensional standard and quality of the long running table as per the bidders convenience to work and availability of the raw material.

2. Price Stability

Contract prices and discounts as offered in the bid and accepted by **IGIT, Sarang** shall remain fixed during the contract period. In the event of price changes, replacement equipment shall be purchased at the lower of quoted value or then current market price. In no case shall a price higher than contract price be paid for equipment proposed. If **IGIT, Sarang** desires to purchase equipment or services not contained in the contract, future purchases shall be determined using the Vendor -specified discount rate in the proposal from the manufacturer's suggested retail price as of the date of the order. In no case shall the price exceed the favored Vendor prices.

3. Right to Reject

IGIT, Sarang reserves the right to reject all bids. Responses should be submitted initially with the most favorable terms that the Vendor can propose.

4. Standards

IGIT, Sarang expects that the Vendor would use standards,

5. IGIT, Sarang Involvement

Director, IGIT, Sarang shall be the single-point contact for the project. All major decisions must be made with the involvement and agreement of the ETC Department. At no time must the Vendor hold back any information related to the **IGIT**.

Section –II (Price Bid)

- **Instruction for Price Bid**

Price Bid submission -

1. The price bid submitted by the Vendor shall be inclusive of all elements of costs and

shall ensure that the followings are also included therein: -

- The cost of delivery and installation at project sites.
All the expenses like cost of loading, Unloading etc at IGIT site.

a. Format for price bid

Component name	Specification/Description	Quantity required	Unit cost	Total cost
Total cost				
GST 18%				
Total cost including GST				

Eligibility Criteria:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be a reputed original manufacturer and/or the Authorised Dealers of a reputed manufacturer. Manufacturers should provide all documents relating to their Manufacturing Capabilities and the brand should be a registered trade mark.
2. If the tenderer is an Authorised Dealers of a reputed manufacturer, necessary Tender Specific authorization to this effect from the manufacturer must be enclosed.
3. The tenderer must have cleared Sales Tax and Income Tax payment up- to- date. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up- to-date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, GST certificates from the competent authority, PAN Number must be enclosed along with the Tender documents.
4. The Bidder must have ISO certification. The OEM should have IIMS for valid Quality and environment compliance Green guard certificates. The copy of the above certificates shall be enclosed with technical bid.
5. The net worth of the vendor should be positive. Certificate from the CA shall be submitted
6. The Vendor should not be blacklisted. Declaration in this regard shall be submitted by the vendor.
7. If the vendor found guilty and any discrepancies in submitted the documents the RFP of the vendor shall be rejected and the vendor shall be blacklisted.
8. PO to be provided after submission of sample copy of furniture which is to be verified by the committee members. This is applicable only for the lowest bidder.

General Term & Conditions

- i) In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alteration in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website-www.igitsarang.ac.in therefore, all the bidders are advised to visit our website before filling / submitted their tenders. No separate advertisement / information will be published in this regard in the Newspapers.
- ii) The offered rates will be valid initially for a period of one year. The Institute can place repeat order on same terms & conditions within this period.
- iii) Acceptance of tender will be intimated to the successful tenderer through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.
- iv) EMD / Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- v) This tender is valid upto 180 days from the issue of tender notification.
- vi) The supplier will provide one year onsite guarantee, and under guarantee period all the damages items shall be repaired / replaced by the supplier at their cost and risk.
- vii) IGIT's official(s) can visit the workplace of successful bidder and can review the progress of work and can instruct regarding quality aspect.
- viii) The rates quoted by the bidder shall be complete for supply and installing of the finished items as per the specification(s) and shall be inclusive of all applicable tax, duty(ies), loading, unloading, packing, transportation to IGIT, sarang installation (**in class room/office room/faculty room in new academic block i.e. ground floor – third floor**) etc. and nothing extra / additional shall be payable on these rates.
- ix) In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders,
- x) Conditional Tender will not be accepted,
 - xi) Successful bidder will be required to submit schedule of activities to complete the work order (daywise / Datewise) with technical bid document.
 - xii) The supplier has to ensure the rectification of defects within **seven days** of the complaint during the period of guarantee.
 - xiii) AMC charges if any will be mentioned in the Tender.
 - xiv) The tenderer is required to submit one year onsite Guarantee i.e. to replace, the damaged equipments during the guarantee period or repair.
 - xv) The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.
 - xvi) Proof of bills for purchase of the materials as per our standard specification is submitted at the time of final payment.
 - xvii) All items should be ISI standard.