



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL (ODISHA) - 759 146
(An Autonomous Institute of Govt. of Odisha)

No. IGIT / FC/

Date:-

NOTICE INVITING TENDER

Subject: *Tender for procurement of Student desk cum benches and podium for classroom*
Bid Opening Venue: T&P Conference Hall, IGIT Sarang

For and on behalf of IGIT Sarang, sealed Tenders are invited from eligible reputed agencies / vendors / manufacturer / suppliers / GEM registered vendors having valid GST registration/PAN/TIN clearance for supply and installation of class room furniture with accessories for class room of I.G.I.T. Sarang, Dhenkanal. The interested agencies / vendors / manufacturer / suppliers / GEM registered vendors may collect details list of drawings, specifications and other related documents which are available in the office and our website www.igitsarang.ac.in.

N.B. If desired, party may also visit to see the sample which are available in the class room (new academic block)

The detail tender completed in all aspect may be submitted in sealed envelope in the office of the **Director, (Special attention to Chairman, Furniture Committee) I.G.I.T. Sarang, Dist. – Dhenkanal – 759146 (Odisha) by Speed Post / Registered Post** under strong sealed cover marked as “**TENDER FOR THE SUPPLY OF CLASS ROOM FURNITURE AT NEW ACADEMIC BLOCK**”.

The tenderer is to submit a sample of each item as per exact size, dimension and specification mentioned in Annexure I at their own cost at the time of opening of technical bid.

Important Dates & Time

S.No.	Particulars	Important Dates	Time
1	Last date & time for submission of tender	28/11/2018	03.00 P.M.
2	Date & time of opening of Technical Bid and sample verification by committee members	28/11/2018	03.30 P.M.
3	Date & time of opening of Financial Bid	29/11/2018	10.30 A.M.

a) Class room furniture (Annexure – I)

Sl. No.	Items	Qty.	EMD (Rs)	Tender fee (Non refundable)
1	Student Desk cum Bench (6 FT. LENGTH)	282	56,000.00	Rs5000.00
2	Podium	12	1200.00	Rs 500.00

REGISTRAR



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
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(Refer to tender notice no IGIT/FC/_ dt. _____, which was published in newspaper and institute website)

1. Scope of Work:

The scope of work under this tender is as follows.

- i) Supply and installation of class room furniture at new academic block at designated place as specified in the list placed at **Annexure- III**. IGIT can increase or decrease the quantity of supply, subject to actual requirement. In the case of unavoidable circumstances, the Institute can also place a repeat order to the successful bidder, at its discretion within 180 days from the date of original Purchase Order.
- ii) **The tenderer is to submit a sample of each item as per exact size, dimension and specification mentioned in Annexure I at their own cost at the time of opening of technical bid.** The qualified sample of vender will be kept with the institution for verification and will also be compared with our existing items. The non-qualified samples after completion of all the bidding processes is to be taken back by the vender at their own cost.
- iii) **Supply of items: The supply of items shall be made to this Institute within 30-45 days (depending on volume of order) from the issue of purchase order. Accordingly a supply agreement is to be made with the party.**
- iv) The quantity may vary according to the requirement.
- v) The tenderer should quote the rate including all taxes F.O.R. IGIT SARANG and installation in class room and faculty room at new academic building.
- vi) **The firm is supposed to supply a sample copy of the items after getting the PO / at the time of submission of tender.**
- vii) The said tender will be awarded on the basis of overall lowest rate, verification of sample as per our required specification of item.

2. Eligibility Criteria

The tenderers must fulfill the following eligibility criteria:-

- i) The supplier **MUST** be an established and reputed Manufacturer / Distributor / Dealer / Vendor or authorized supplier to the Central and State Govt. Depts./ public sector undertaking on supply of furniture. Copies of proof may be attached.
- ii) The vendor **MUST** have good knowledge and experience of providing **CLASS ROOM FURNITURE AT NEW ACADEMIC BLOCK**. Copy of work orders/client certificates required. (Performance Report of last three years)
- iii) The vendor **MUST** have provided during the last 3 years as on **October 2018**, predominantly class room furniture with value as under:

Similar works of Rs 20.00 Lakhs (2015-16) , Rs 20.00 Lakhs (2016-17) and Rs 20.00 Lakhs (2017-18) or Rs. 50 Lakhs and above in three years.

Similar work means providing, installing and commissioning of class room desks and benches for Central and State Govt. Depts. / Public Sector undertaking only / Reputed Private Educational Institutions. Work Order copies / client certificates required.

iv) The total financial turnover during the last 3 years ended 31st March 2018, must be at least 100 Lakh or above.

v) The bidder MUST have G S T Registration , valid PAN, and valid TIN, with his clearance as applicable in their case and MUST submit a copy of each of these documents along with acknowledgement copies of the IT Returns for the last 3 year.

vi) The manufacturer / supplier or their product has not been blacklisted by the government / any department / Authority / organization in India and abroad. An undertaking to be furnished with the tender document for the above.

vii) No subletting of work will be allowed at any stage.

3. Bidding Procedure (Two Bid System)

Bidding Application must be accompanied by the following:-

Technical Bid on the Tender document appearing at Annexure-I duly filled in & signed and stamped on every page along with following documents,

- i) Tender Fee (non-refundable) and EMD (refundable) are payable only in the form of Bank Draft from any Nationalized bank, in favour of Principal, IGIT , Sarang payable at SBI , IGIT Sarang.(IFSC CODE: SBIN0010246). Cheque / Bank Guarantee / Cash are not accepted, if so in the tenders will not be acceptable.
- ii) Proof of Permanent address of the Firm / Agency / Person / Vendor etc.
- iii) A complete list of clients including clients (along with quantity and year of sale) from Govt./Semi Govt./Autonomous Bodies/PSUs Institutions served during last three years with Name, Telephone No, etc along with copies of supply order,
- iv) Details of Bank Account of Bidder i.e. Account No., IFSC Code, MICR No., Bank Name and address,
- v) Copies of Income Tax Return of last 3 year,
- vi) Details of GST/PAN/TAN/TIN/Service Tax, Registration number, EPF & ESI Registration, Contract Labour Registration, if any as applicable,
- vii) An authorization letter from the firm in favour of the person signing the tender documents,
- viii) An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency,
- ix) Tender document with all Annexures duly **signed and stamped** on each page as acceptance of the terms and condition laid down by IGIT authority.
- x) **Copies of Balance Sheet & P/L account for the last Three year,**
- xi) An undertaking to the effect that the Agency/Firm has not been black listed in India and Abroad,
- xii) a) The EMD of successful bidder will be retained until the submission

of Performance Security as security deposit.

b) The DD of EMD of unsuccessful/invalid bidder will be returned to the bidder or his representative on the same day.

xiii) The EMD of the unsuccessful bidder will be returned to them immediate after finalization of tender or latest on or before the 30 day after the award of the contract without interest,

xiv) Separate sealed envelopes, containing Technical Bid, Financial Bids, EMD and Tender Fee super-scribed accordingly and these sealed envelopes be put in a bigger sealed envelope and duly super scribed in block letters as shown below. Technical and Financial Bids should be submitted separately. Technical Bids for class room furniture and other office furniture should be duly sealed and super scribed "**Technical bid for CLASS ROOM FURNITURE with accessories required for Institute**". Financial bid for class room furniture should be duly sealed and super scribed "**Financial Bid for CLASS ROOM FURNITURE**" and sealed in separate envelope and all the envelopes should be kept in a big envelope super scribing "**Tender for CLASS ROOM FURNITURE with accessories required for Institute**", should be submitted. The tenderer is required to submit one year on site Guaranty i.e. to replace the damaged furniture, during the guarantee period or repair.

The tender not submitted in the prescribed formats or incomplete in any respect is liable for rejection. IGIT is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

The tender addressed to the "**Director (Attention- Chairman, Furniture committee) I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA**", should reach on or before dt. **10-10-2018**. The authority is not responsible for non-receipt of tender on or before the schedule date due to the postal delay or any other reason. Tenders should be submitted through **Registered / Speed post only**.

xv) EMD/Tender Fee exemptions and price preference are applicable as per the authentic certificate holders. If the firm claiming EMD/Tender Fee exemptions, the firm should have to submit the supporting documents like NSIC registration certificate, MSE registration certificate issued by competent Govt bodies to become eligible for the above exemption. Also the certificate (NSIC) / MSE shall cover the items tendered to get EMD/Tender fee exemptions. NSIC certificate shall be valid as on due date / extended due date of the tender. This is not applicable to non NSIC unit.

xvi) Item wise separate tender must be submitted in the sealed covers mentioning the item no. in the envelops.

xvii) The firm should also submit no relationship certificate

xix) The authority reserves the right to reject any or all tender without assigning any reason thereof.

4. Evaluation Procedure

The eligibility of bidders and their technical bid will be evaluated by the Committee on the basis of documents submitted by the bidders with the Technical Bid. The Financial Bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions lay in the tender. The work will be awarded to the **lowest bidders on overall basis including sample verification**.

The lowest bidder with qualified sample is to be retained in the institution and other sample (though qualified in technical bid, but not in lowest price) to be taken back by the vender. In this regard the decision of authority shall be final for Annexure I and II.

5. 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 up to 180 days from the issue of tender notification.
- vi)** The supplier will provide one year on site 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 work place 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. 3rd and 4th 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 (day wise/Date wise) with technical bid document.
- xii)** The supplier has to ensure the rectification of defects within three 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 on site Guaranty 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 i.e ply, laminated sheet and square pipes, angles with brands are submitted at the time of final payment.**
- xvii) **All items should be ISI standard.**

6. Payment

- i) The payment will be made on submission of bills after complete satisfactory supply, installation , operation / functioning and dully verification of items as per OGFR/ IGIT rule. No advance payment will be made against the supplies. Addition to this on complaint when ever reported it should be rectified within 3 days.
- ii) Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

7. Penalty Clause

The Time schedule should be strictly followed by the agency. An agreement will be made with the party/supplier to complete the work after getting purchase order within stipulated time. If work is not completed within stipulated schedule, penalty will be imposed as mentioned below.

- i) The Agency will strict to the time schedule i.e 30-45 days for completing the supply order,
- ii) In case of any abnormal irregularity noticed the penalty will be levied by IGIT. The decision of authority will be final and binding,
- iii) In case the successful tenderer fails to complete the order in part or in whole, as the case may be, the penalty as deemed fit including forfeiting the Performance Security/EMD by the Competent Authority shall be imposed on the tenderer,
- iv) If any dispute arises, the institute will try its best to solve it through discussion. Unless solved through discussion it is subjected to kamakhyanagar court jurisdiction.

Sd/-
Director, IGIT Sarang

Tender Form (Technical Bid) format

(To be submitted by the tenderer on their letter head.

To----- Ref:-

----- Dt-

Tender Notice No and Date Name of Work: "
The date and time of opening of tender:- at

Format for Qualifying Details of Technical Bid

A. General Details of the Bidder:			
Sl. No.	Particulars	Remarks/Documents to be attached	
01.	Name of the Organization:		
02.	Address of Head Office: Telephone No: E-mail: Fax number(if any) Name(s) of the contact person(s):		
03.	Company Status:- Proprietor / Partner / Pvt. Ltd. Company Enclose Details -		
04.	Turnover of the Agency for the last three years: Annualized average financial turnover equivalent to Indian Rupees during last three financial years	Year INR (in Lakh) 2016-17 - 2017-18 - 2018-19	
05.	Indian Income Tax Return Acknowledgement	Financial Year- 2016-17 Financial Year- 2017-18 Financial Year- 2018-19	
06.	Income Tax-PAN No.		
07.	VAT Tax Payer Identification Number (TIN)		
08.	Constitution of Firm (Proprietor / Partnership / Company/ Society)	Company Incorporation Certificate	
09.	VAT Clearance Copy : -Service Tax Registration		

10.	Details of clients for who similar works are under taken, along with value of orders executed. (A)	Details of the work Client- Name of Work: - Work Order No. Date of Work Order Stipulated Date of Completion as per contract Actual Date of completion: Completion Cost: C Client Address, e-mail & Contact Number	
12	Details of other information		

DECLARATION

I _____ hereby declare that the documents submitted /

enclosed are true and correct. In case any document at any stage found fake / incorrect, action as deemed fit by the _____ can be taken against me. Also we hereby accept all the Terms & Conditions of the Tender will abide by it.

A Processing Fee / EMD demand draft bearing No _____ dated drawn on _____ is enclosed with Technical bid.

Signature.

Name

Address ..

Mobile:....

Date: -

Seal of firm.

ACCEPTANCE OF THE TENDERERS

All the clauses of tender document and Terms and Conditions as detailed in the Tender Document have been read/understood by me / us are acceptable to me / us. Me / We confirm that we will abide by these terms & conditions.

Dated: -

Signature

(Name in Block letters) _____ Name of Tenderer _____

Address _____ Address with stamp

UNDERTAKING

To

The Director,
IGIT Sarang,
ODISHA

Sir,

1. I / we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated:

SIGNATURE OF THE ENDERER
WITH SEAL

NAME OF THE TENDERER
WITH ADDRESS

ANNEXURE- III

FINANCIAL BID

S. No.	Item with description (Should be submitted in a sealed envelope separately) <u>LIST OF</u>	Qty Reqd.	Unit rate (inclusive of all taxes F.O.R. to IGIT Sarang and installation etc.) (Rs.)	Total Amount (Rs.) Signature of tenderer with date and seal
1	<u>FURNITURE FOR CLASS ROOMS</u> Supply of Student Desk cum Bench (6 ft length) drawing and specification attached	282		
2	Podium – made of 18mm ply with hot pasting / pressing 1 mm sunmica (mahagony colour) with inclined base, as per drawing enclosed. One shelf to be included in the middle and the top inclined base to be provided with protection for any drop out materials.	12		

TENDER No.:**CHECK LIST**

1. Tender Fee Demand Draft _____

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2. EMD Demand Draft _____

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3. Registration certificate of the firm _____

4. PAN No _____

—

5. Service Tax _____

6. Sales Tax/VAT/WCT/TIN _____

—

7. Experience Certificate (Last 3 years) _____

—

8. Turnover Certificate issued by CA (Last 3 years) _____

9. Income Tax Returns (Last 3 years) _____

10. Annexure _____

11. Undertaking _____

SIGNATURE OF THE
TENDERER WITH
SEAL

SPECIFICATIONS

Item no. 1

(Annexure - III)

Student Desk cum Bench (6 FT. LENGTH)

- (i) Table TOP: Frame made up of 25.4 x25.4 x 1.6 mm hollow square pipes of 16Gage (TATA Pipes), provided with hot-pressed laminated 18 mm thickness ply (Kit / century/ green ply / National / Mayur) top with 1 mm laminate (sunmica / Formica / Merino / Century / GreenLam) (**Mahogany color**) laminated thickness and
- (ii) provided with a shelf underneath desktop for storage of books with hot-pressed laminated 18 mm thickness ply top with 1 mm laminated thickness with four side frame of same square dimension tube and all the sides are mechanically pressed PVC edge bending tape of 2mm thickness.
- (iii) It would be provided with bench top with hot-pressed 18 mm thickness ply top with 1 mm laminated thickness,
- (iv) A connector square dimension tube fix with 2 side of this stand on which 4 nos of legs (Knobs with bolting) of desk and bench rest. On length side two connector (one at front and one at rear) of (centre to centre) of same square dimension tube shall be fixed,
- (v) The length sides of tops (table and bench) shall be post formed with half round using post-forming laminate of 0.8mm thickness and the other two sides will be mechanically pressed PVC edge bending tape of 2mm thickness. It should be provided with buffer to the legs and to all open end of the tube for both bench and desk. Ply should bear ISI mark and hologram,
- (vi) The frame work should be coated with one coat of primer and two coats of enamel paint. Preferred colour is black teak finish or latest standard specification.
- (vii) Back seat 18 mm thickness ply with post forming as per specified of the top. The back side of the rest be covered with mahogany colour.

(For more detail for item no 1 of kindly refer to the drawing enclosed)



Item No - 4
Annexure - III

