



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL, ODISHA -759146

No.IGIT/Pur Comm/ 12

Date 06.12.2023

TENDER CALL NOTICE

Scaled Tender are invited for below items from different firms / suppliers having experience in supply of Hostel furniture including SS items with registration under VAT/Valid PAN/TIN Numbers for supply to newly constructed ladies hostel, I.G.I.T., Sarang, Dhenkanal. The interested firms/suppliers may collect details list of drawings, specifications and other related documents which are available in our website. Other wise before submitting tender the interested firm/supplier may visit as noted below to the Institute and to look out the design and specification of furniture in first year hostels / Cafeteria 02 (For Dining Table only).

The details tender completed in all respect may be submitted in sealed envelope in the office of the **Director, (Special attention to Chairman, Purchase 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 HOSTEL (NEW LADIES HOSTEL) FURNITURE”**..

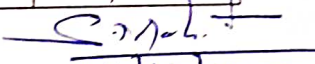
The last date of submission of quotation is **10/01/2024** up to **4.30 P.M.** The same will be opened on **11/01/2024 (Thursday)** as per schedule as follows at Conference Hall, IGIT Sarang in presence of the suppliers or their authorized representatives.

The authority reserves the right to reject one or all Tender partially or wholly without assigning any reason thereof.

Visit us at www.igitsarang.ac.in for details.

Sl. No.	Particulars	Important dates	Time
1	Last date & time for submission of tender paper	10.01.2024	4.30 P.M
2	Date and time of opening of the Technical Bid	11.01.2024	11.30 AM
3	Date and time of opening of Financial Bid	11.01,2024	3.30 P.M.

Sl. No.	Items	Estimated cost	EMD 2%	Tender fee (Non refundable)
1	Steel Cot (specification in appendix)	20,00,000/-	40,000/-	6,000/-
2	Steel Table(specification in appendix)	6,00,000/-	12,000/-	4,000/-
3	Moulded chair with arm (SKY BLUE Colour) (specification in appendix)	3,15,000/-	6,300/-	2,000/-
4	Chair without arm with straight back (Godrej interior unwind chair or similar type)	11,47,500/-	22,950/-	6,000/-
4	S.S Dining Table (specification in appendix)	9,00,000/-	18,000/-	4,000/-


06/12/2023
DIRECTOR



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL (ODISHA) - 759 146**

(An Autonomous Institute of Govt. of Odisha)

(Refer to tender notice no IGIT / PurComm / 12, dt. 06/12/2023, 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 Hostel Furniture at new ladies hostel (inside the campus) as specified in the list placed at **Annexure- III and Annexure - IV**. 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 90 days from the date of original Purchase Order.
- ii) Supply of items: The supply of item shall be made to this Institute within / before 30 days from the issue of purchase order. After getting the PO, a demo piece should be displayed in IGIT Sarang within 10 days of getting the PO otherwise the PO may be treated as cancelled.**
- iii) The quantity may vary according to the requirement.
- iv) The tenderer should quote the rate including all taxes F.O.R. IGIT SARANG and installation in the newly constructed ladies hostel inside campus.
- v) The said tender will be awarded on the basis of overall lowest rate as per specification.

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 **HOSTEL FURNITURE**. 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 march-2023, predominantly furniture with value as under:
 - a) **Similar works of Rs 20.00 Lakhs (2020-21), Rs 20.00 Lakhs (2021-22) and Rs 20.00 Lakhs (2022-23)or Rs. 50 Lakhs and above in three years.**

Similar work means providing, installing and commissioning of Hostel Furniture for Central and State Govt. Depts./Institute / Public Sector undertaking only / Private educational Institutions. Work Order copies / client certificates required.

- iv) **The total financial turnover during the last 3 years ended 31st March 2023, must be at least 100 Lakh or above.**

v) The bidder MUST have G S T R Registration , valid PAN / valid TIN, with the 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 should not be 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 Fees (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 Annexure-I, Annexure-II and Annexure-III, Annexure-IV 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) The EMD of successful bidder will be retained until the submission of Performance Security as security deposit,

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 should be duly sealed and super scribed "**Technical bid for Newly Constructed ladies hostel FURNITURE required for institute**".

Financial bid for the above should be duly sealed and super scribed with "**Financial Bid for Newly Constructed ladies hostel FURNITURE required for institute**".

Both technical and financial sealed envelopes should be kept in a big envelope super scribing "**Tender for Newly Constructed ladies hostel FURNITURE required for institute**", should be submitted.

The tenderer is required to submit one year on site Guaranty i.e. to replace, the damaged equipments 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 should be addressed to "**The Director, (Attention- Chairman, Purchase Committee) I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA,** should reach on or before 10/01/2024."

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, MSME registration certificate.... issued by competent Govt bodies to become eligible for the above exemption. Also the certificate (NSIC) / MSE / MSME /etc shall cover the items tendered to get EMD/Tender fee exemptions. NSIC / MSE / MSME / etc 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.

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. In this regard the decision of authority shall be final for item no 1 of Annexure III.

6. General Term & Conditions

i) In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alternation 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 officials 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 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) The tenderer is required to submit one year on site Guaranty i.e. to replace, the damaged equipments during the guarantee period or repair.

xiv) The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.

xv) Proof of bills for purchase of the materials as per our standard

specification i.e ply, laminated sheet, square pipes, round pipes, angles etc with brands are to be submitted at the time of final payment.

xvi) All items should be ISI standard.

7. 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.

8. Penalty Clause

The Time schedule should be strictly followed by the agency. 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 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,

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) 2020-21 2021-22 2022-23	
05.	Indian Income Tax Return Acknowledgement	Financial Year- 2020-21 Financial Year- 2021-22 Financial Year- 2022-23	
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- <hr/> Name of Work: - <hr/> Work Order No. <hr/> Date of Work Order Stipulated Date of Completion as per contract <hr/> Actual Date of completion: <hr/> 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.

Annexure-II

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
TENDERER WITH SEAL

NAME OF THE
TENDERER WITH ADDRESS

FINANCIAL BID

(Should be submitted in a sealed envelope separately)

LIST OF FURNITURE

<u>Sl No</u>	<u>Item with description</u>	<u>Qty Required</u>	<u>Unit rate (inclusive of all taxes F.O.R. to IGIT Sarang and installation etc.) (Rs.)</u>	<u>Total Amount (Rs.)</u>
<u>1</u>	<p>Steel Cot- made of 25x25x5mm MS Angle frame, support of MS Angle 25x25x5mm, 30x30x5mm & MS flat of 35x5 mm. Legs made of 45-50 mm dia x 2 mm thickness MS pipe & frame covered with (flush type) 18 mm thickness water proof ply board ISI marked (with number) which screwed with frame as per approved design & drawing enclosed.</p> <p>SIZE : 6'- 6" x 3'- 0" x 1'- 6" HT Painting of frame: One coat of red oxide primer & two coats of Hammer tone paint of Grey colour.</p>	<u>300</u>		
<u>2</u>	<p>Steel Table (Study Table for students) made of 25x 25 x 5mm MS Angle leg & 25x 25 x 5 mm Top frame covered with (Flush type) ARCHIDLAM pre-laminated ISI marked particle board with countershnle bolt & nut (8 nos.) as per approved design & drawing enclosed.</p> <p>SIZE : OVER ALL 3'- 0" X 2'-0" X 2'-6" HT Painting : One coat of red oxide primer & two coats of Hamer tone paint Grey colour.</p>	<u>300</u>		
<u>3</u>	<p>Hostel Dining Table (8 seater) (4+ 4 on both side) Integrated table seat for dining with stainless steel top (8'-0"L x 4'-0"W) and seat top stainless steel round off standard size for optimal space utilization.</p> <p>Approx size : L 8'- 0" x W4' - 0" xHT standard for dining purpose (2'- 6") Table frame: M.S. Square Tubular Structure with anti rusting durable enamel coating (preferable Epoxy Powder coating)</p> <p>N.B.: Please mention your specification of product if different from our specification.</p>	<u>30</u>		

Signature of tenderer with date and seal

FINANCIAL BID for CHAIRS

(Should be submitted in a sealed envelope separately)

Sl No	Item with description	Qty Required	Unit rate (inclusive of all taxes F.O.R. to IGIT Sarang and installation etc.) (Rs.)	Total Amount (Rupees)
1	Godrej Interior Unwind Chair without arm type chair	300		
2	Modernna Moulded with arm model CH-18 of VIP Industries ltd(Colour-Summer blue) SBB	300		

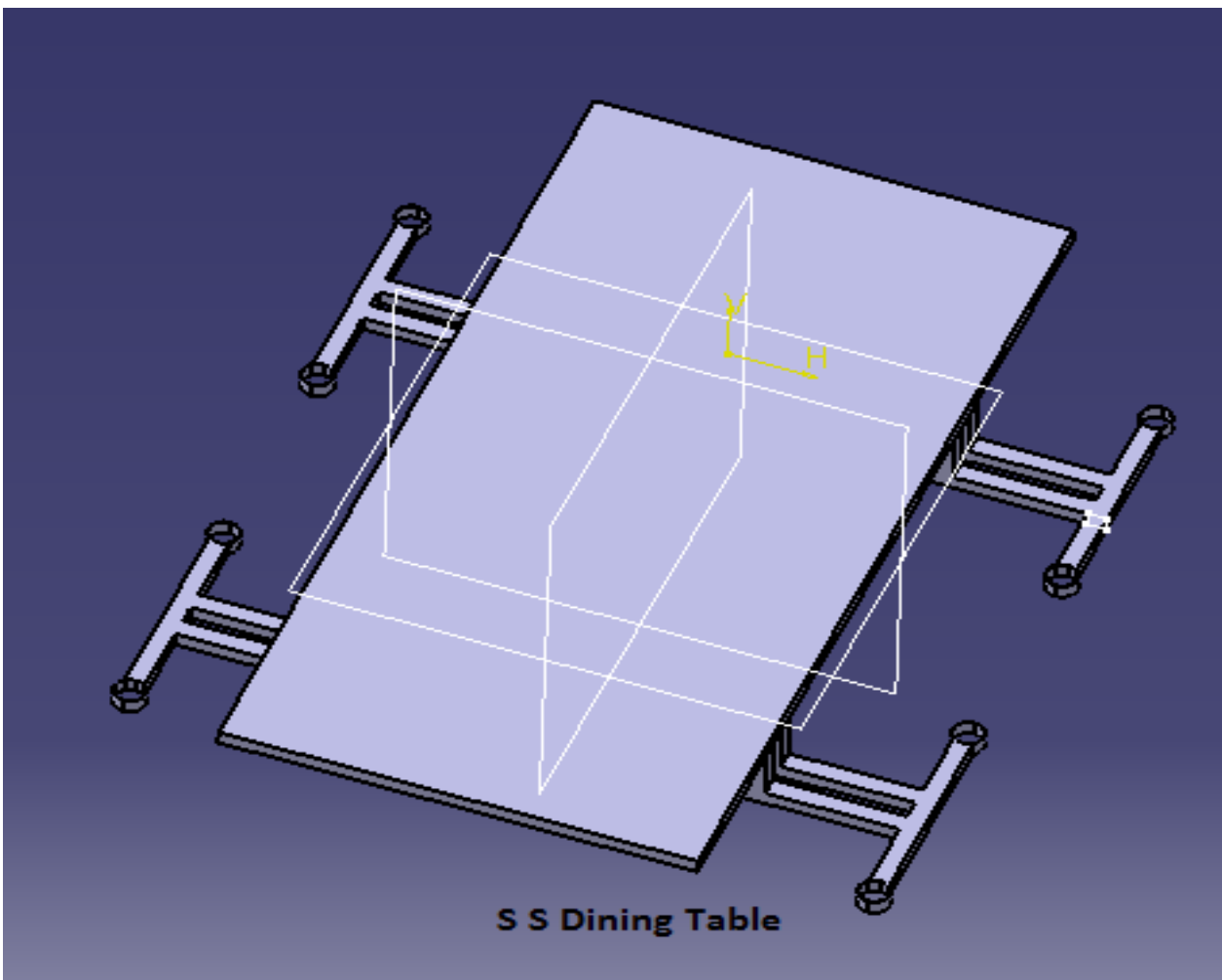
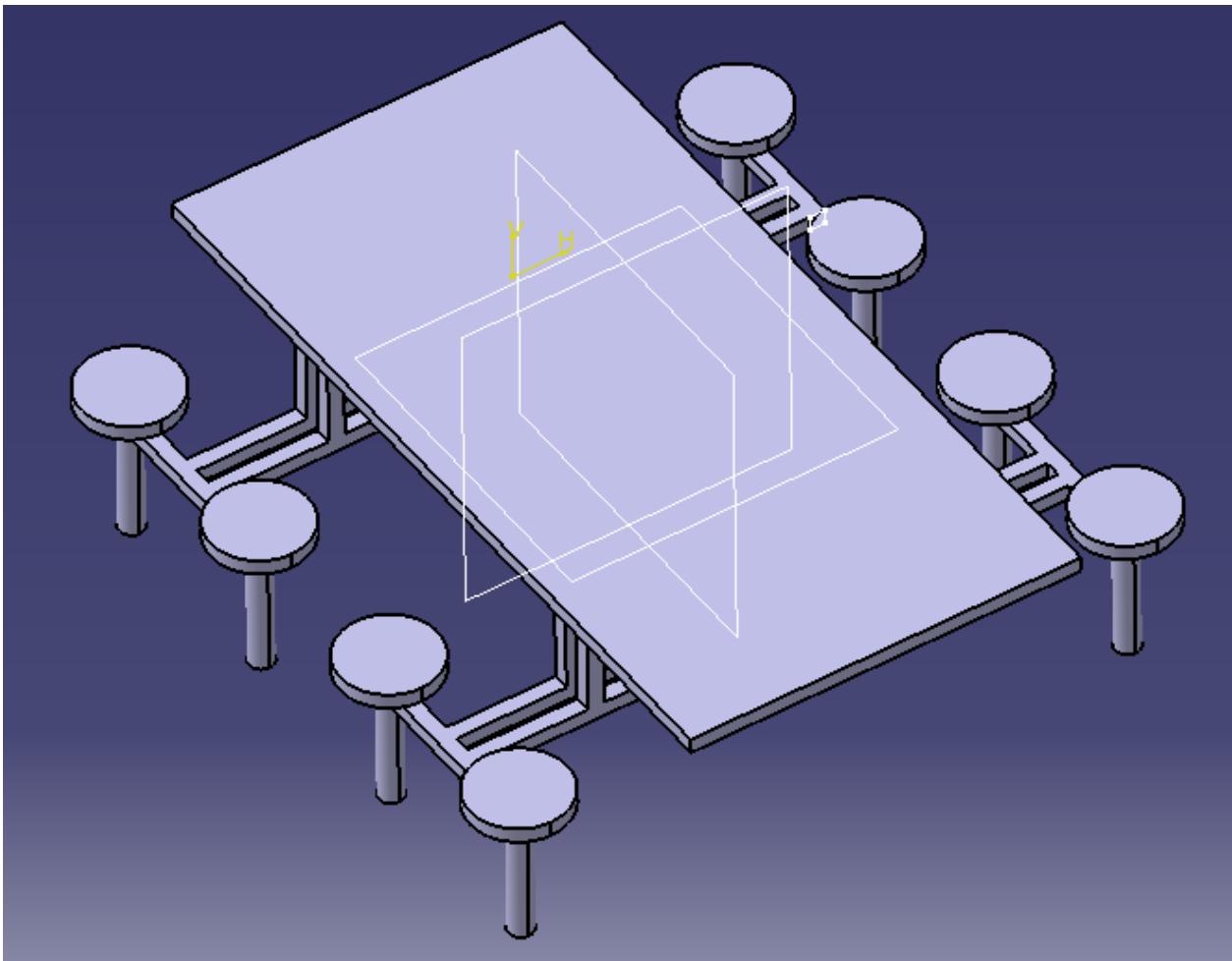
Signature of tenderer with date and seal

CHECK LIST

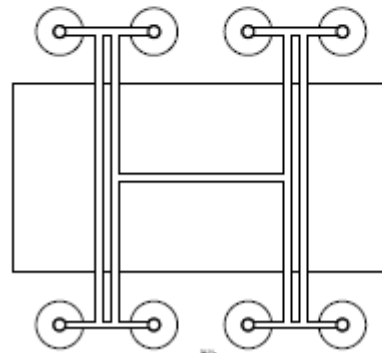
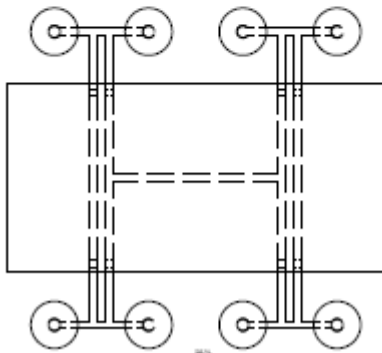
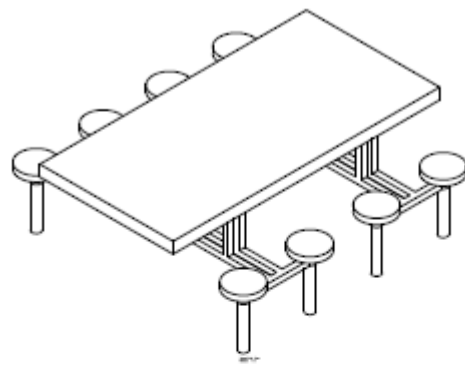
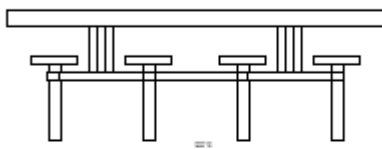
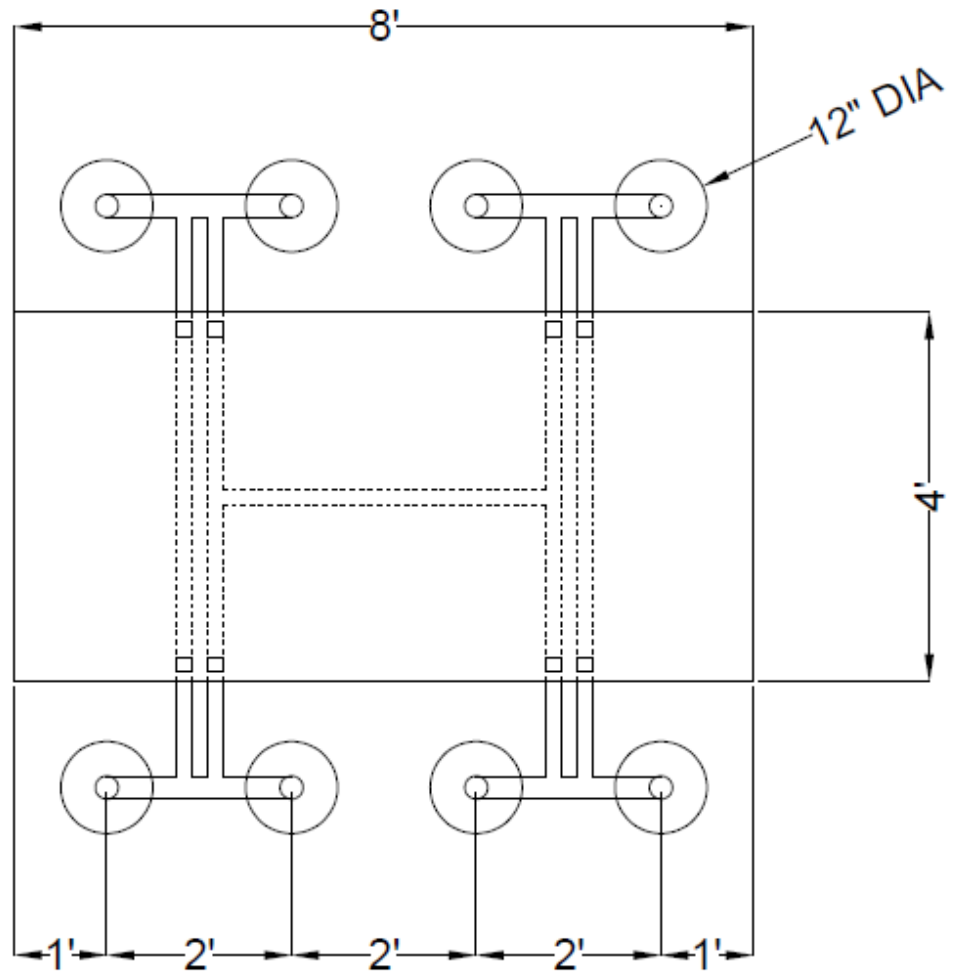
TENDER No. : _____ **dt** _____

1. Tender Fee Demand Draft _____
2. EMD Demand Draft _____
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



TOP VIEW



DRAWING OF ITEM NO. 02 Steel Table

