

NOTICE INVITING TENDER

For Supply and Installation of Furniture

भारतीय प्रबंध संस्थान रायपुर

INDIAN INSTITUTE OF MANAGEMENT RAIPUR

GEC Campus ,Old Dhamtari Road ,Sejbahar ,Raipur 492015 ,India

Phone: 0771-2474702/705, Fax: 0771-2474701,

Website: www.iimraipur.ac.in

Chief Administrative Officer

Notice Inviting Tender and Schedule of Events

Tender No. IIMR//NIT-Furniture /2016-17/01

April 29, 2016

Sealed Tenders are invited under two bid system (Technical Bid and Financial Bid) from reputed, experienced and financially sound parties for the following work:

| | |
|---|--|
| Name of the Work | Supply and Installation of furniture |
| Tender No. | IIMR//NIT-Furniture /2016-17/01 ,April 29,2016 |
| Tender Submission Cost | Rs. 1000/- (Rupees one thousand Only) by Demand Draft / Pay Order in favour of Indian Institute of Management Raipur payable at Raipur |
| EMD | Rs.50,000/- (Rupees Fifty Thousand Only) by demand draft in favour of Indian Institute of Management Raipur Payable at Raipur |
| Contract Validity Period | Contract Period /Rate of Items will be valid for one year |
| Issue of Tender | The Tender document can be downloaded from the Institute website - www.iimraipur.ac.in Please refer Tender Section on the Home Page of the Website. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly. |
| Submission / Receipt of Tender | Up to 11:00 AM. on May 23, 2016 in the office of Chief Administrative Officer ,Indian Institute of Management Raipur |
| Opening of Tender (Technical Bid) | Part - A - Technical Bid The technical Tender documents shall be opened on the Same day, i.e. May 23, 2016 at 11:30 AM. in the presence of authorized representatives of the bidders. Part - B - Financial Bid Financial Bid of the technically acceptable bidders as recommended by the competent committee / authority shall be opened at a later date or <u>will be announced at the time of opening of technical bid.</u> |
| Delivery date | Strictly within fifteen days (15) from date of award of contract. |
| Pre bid Discussion / Site Visit (Contact Person Name) | Site Visit/ Technical Query- Mr. D.K.Sihna (J.E) (09644164555) , Mr.Chitaranjan Sahu (8964081757) Tender Query : Mr. Ashwani Kr Bhardwaj (09179858388) |

IMPORTANT INSTRUCTIONS AND GENERAL TERMS AND CONDITIONS

- 1) Read the tender documents carefully before filling.
- 2) Sign each page with seal.
- 3) Envelope 'A' should contain -
 - a) Technical Bid with all relevant signed documents as mentioned in Terms and Conditions
 - b) EMD
 - c) Tender Submission Cost Rs. 1000/-
 - d) This sealed envelope should have superscription - TENDER FOR SUPPLY AND INSATLLATION OF FURNITURE- PART 'A'
- 4) Envelope 'B' should contain only Financial Bid.
Seal the envelope with superscription "FINANCIAL BID FOR SUPPLY AND INSATALLATION OF FURNITURE- PART 'B'". Financial Bid should mention only prices in the stipulated format without any condition. The prices shall be filled up both in figures and in words. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.
- 5) Put Envelope - A (PART 'A') and Envelope - B (PART 'B') in separate sealed covers and put both the sealed cover in one cover addressed to Chief Administrative Officer, Indian Institute of Management Raipur, GEC Campus, Old Dhamtari Road, Sejbahar, Raipur- 492015.with superscription on the cover as "TENDER FOR SUPPLY AND INSATALLATION OF FURNITURE for IIM Raipur", No. IIMR//NIT-Furniture /2016-17/01, Dated 29.04.2016 and send it so as to reach on or before 11:00 AM. on 23 May, 2016 in the office of CAO, Indian Institute of Management Raipur.
- 6) Tender forms can be downloaded from the Institute website www.iimraipur.ac.in. Please refer Tender section on the Home Page of the Website. Amendment to the tender will be made only on the website and no notification thereof should be given newspaper. **Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly. Changes made in the tender documents due to reasons beyond the control of the Institute will be uploaded on the website only and no additional notification will be issued in Newspaper.** Completed application should be accompanied by Demand Draft for Rs.1000/- drawn in favour of "Indian Institute of Management Raipur", towards the cost of the processing fees. Application without the prescribed fee and EMD will not be considered and summarily rejected.

- 7) Tender/Offer may be sent by hand / post /courier to the office of the Tender submission authority namely, Chief Administrative Officer, Indian Institute of Management Raipur.
- 8) IIM Raipur accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete are liable for rejection.
- 9) Earnest Money Deposit as mentioned in the Tender document shall be paid separately by pay order / demand draft in favour of Indian Institute of Management Raipur.
- 10) The technical bid will be opened at 11:30 AM. on May 23, 2016 in the presence of the authorised representatives of the tenderers.
- 11) The financial bids of only those Tenderers whose technical Tenders are recommended by competent committee / authority will be opened at a later date or same day. The date & time of opening the financial bid will be intimated to the Tenderers in advance through E-mail only or will be intimated during opening of technical bid.
- 12) During the opening of the two-bid Tender the name of Tenderers who have submitted their offers along with details of Earnest Money Deposit will only be read out and no other information/details whatsoever, will be shared at this stage.
- 13) The offer of the Tenderer shall be valid for 12 (Twelve) months from the last date of submission of Tender/revised offer (if any).
- 14) In deciding upon the selection of contractors for the work, great emphasis will be put on the ability and competency of contractors to provide high quality services in a time-constrained environment at cost-effective rates.
- 15) IIM Raipur reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.
- 16) If the last date of receiving/opening of the Tenders coincides with a holiday, then the next working day shall be the receiving/opening date.
- 17) Evaluation will be done against item wise rate for those items which are technically accepted by tender committee. **Catalogue for each item therefore must be submitted in technical bid with SL. No of Items.**

- 18) **Security Deposit:** The successful Tenderer shall within 07 (seven) days of receipt of intimation of acceptance of this tender should submit security deposit of Rs. 3,00,000/- (Three lakh only).
- 19) Earnest money in the form of demand draft or pay order in favour of Indian Institute of Management Raipur for Rs 50,000 /- (Rs. Fifty thousand only) must be enclosed with tender.
- 20) Tenders received without E.M.D. and the tender submission cost would be straightway rejected or shall not be entertained.
- 21) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Service Provider's bills.
- 22) The insurance of the equipment and staff utilized in this service will be borne by the service provider. A copy of staff insurance document shall be produced to the Institute.
- 23) In case of any dispute the jurisdiction of the matter will be within the limits of Raipur City (CG).
- 24) Periodic service of furniture is to be undertaken by the service provider to ensure uninterrupted quality till one year or warranty period whichever is higher.
- 25) In the event of any question, dispute or difference arising under this NIT or in connection there with except as to matter the decision of which is specifically provided under this NIT, the same shall be referred to an arbitrator to be appointed by the Director, Indian Institute of Management Raipur and the decision of the arbitrator will be binding on both parties of this NIT.
- 26) The Tender should be complete in all respects and should be duly signed. Incomplete tender will be directly rejected. Tenderer must ensure for quote rate for each items which are given in financial bid.
- 27) **Site Visit:** INDIAN INSTITUTE OF MANAGEMENT RAIPUR is situated at GEC Campus; Sejbahar, Raipur. The tenderer is advised to visit and examine the site of works, actual dimension of area where furniture are to be installed , sample of the existing furniture and obtain for himself all information that may be necessary for preparing the tender and entering into a contract for execution of the works. The cost of visiting the site shall be Tenderer's own.
- 28) **AMC:** Successful bidder / bidders will be required to provide AMC including spares parts till warranty period or 1 year from date of award of order. This will be done on zero cost basis.

1. Introduction

Indian Institute of Management (IIM) Raipur is an autonomous body set up by Govt. of India, Ministry of Human Resources Development; New Delhi in Oct.2010.

2. Eligibility Criteria

1. EXPERIENCE : The tenderer should have satisfactory service record with other reputed Organizations, which should include at least two reputed Public Sector Undertaking/CG State Govt./Department of the Govt. of India.(A valid performance certificate (two) and two PO as of proof of above should an essential enclosure in the proposal).
2. ANNUAL TURNOVER: Annual Turnover should be Rs.50 lacs or more during last 3 financial years i.e. 2012-2013, 2013-2014, 2014-2015. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years to be submitted along with the technical bid.
3. STATUTORY REGISTRATIONS: The tenderer must have valid PAN No. and TIN/VAT No. Photocopy of PAN Card of the Firm/OEM/Dealer/Proprietor and VAT/Trade Tax return for last 3 years is to be submitted with the technical bid.
4. SHOP: Copy of Registration of Shop and Establishment must be submitted with the technical bid.

3. Important Information for the Bidders

1. Information required with Tender

The following documents/information are required to be submitted along with offer:

1. Copy of Registration of firm
2. Copy of Service tax registration
3. Copy of VAT/TIN/CESS registration
4. Power of attorney attached in favour of person signed the documents
5. Copy of Income Tax PAN registration
6. Copy of Registration of Shop and Establishment

2. Expenses to be borne by bidder

All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of the Bid shall be borne by the Bidder. IIMR in no case shall be responsible or liable for these costs regardless of the outcome of the bidding process.

3 Prices, Taxes, Duties

The bidder should quote firm prices/ rates taking into account of all taxes, duties, levies, personal tax, corporate tax and all other expenditure required to be incurred by him/ her for providing required services etc. during the contract period as indicated under this contract and after wards no variation on any account unless otherwise specifically mentioned will be allowed.

4 Bid Validity

Bid submitted by bidder shall remain valid for a period of 12 (twelve) months from the date of opening of offer. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as "REJECTED" and EMD shall be forfeited without any reference to the bidder.

5 Place and Address for submission of Bids

Chief Administrative Officer, Indian Institute of Management Raipur, GEC Campus, Old Dhamtari Road, Raipur Pin 492015.

6 Opening of Bids

The Tender shall be opened on the same day of submission of offer at 11.30 AM at Conference /Board Room or any other suitable place in the campus.

7 Evaluations of Bids and Award of Work

7.1 Earnest Money Deposit: The bid without requisite Earnest money and/ or not in the prescribed Performa will not be considered and bids of such bidders shall be rejected.

7.2 Detailed Evaluation: Further examination / evaluation of only such bids, accompanying requisite EMD and tender submission cost mentioned as above, shall be taken up.

8 Contract Agreement

The successful Bidder shall be required to execute a contract Agreement with IIMR on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful bidder.

IIMR reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing during the tenure of the contract. The amended terms and condition will form part of the agreement.

9. Work at Risk and Cost

The institute reserves the right to arrange to complete the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.

10. Insurance

The successful bidder (contractor) shall take third party insurance to cover any accident or accidents of nature, for an amount as required for such type of work against damage /loss/ injury to property or person or loss of life during the entire period of the contract. A copy of insurance policy will be handed over by the contractor to the concerned authority of the Institute before commencing work as specified in the work order / letter of intent. In case the contractor fails to take the insurance policy, the Institute would arrange for the same at the cost of the contractor, alternatively, the institute may stop payments of bills to the contractor till insurance is arranged by the contractor or terminates the contract at the risk and cost of the contractor.

11 Indemnity

The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, Works contract etc. and shall keep

the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The contractor shall not employ child labour. Payment to workers must be according to Minimum Wages Act.

12 Compliance with the Institute rules and Regulations

The contractor shall comply with all norms stipulated by the Institute to maintain discipline, safety, security and hygiene at and around the work site.

13 Arbitration

In the event of any question, dispute or difference arising under this NIT or in connection there with except as to matter the decision of which is specifically provided under this NIT, the same shall be referred to an arbitrator appointed by the Director, Indian Institute of Management Raipur and the decision of the Arbitration will be binding on both parties of this NIT.

14 Jurisdiction

It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Indore alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Raipur.

15 Authorization

The Contractor shall submit to the institute the names, designation and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions / notices etc. on behalf of the contractor.

16 Access to site

The contractor shall allow unhindered access to the institute and/ or any other party or person, engaged by the Institute to work at the same site and /or to check / regulate /watch /guard/ measure/ inspect, solely or jointly with the contractor.

17 Safety and Security

Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.

18 **PENALTY CLAUSE & RISK PURCHASE-**

The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.

- a. **For Delay in Supply**- Penalty of 5 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 15 % of total value of order/orders.
- b. **For Non Supply**- If the order is still not supplied, the supply order will be cancelled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.

19 **Site Visit:** INDIAN INSTITUTE OF MANAGEMENT RAIPUR is situated at GEC Campus; Sejbahar, Raipur. The tenderer is advised to visit and examine the site of works, actual dimension of area where furniture are to be installed , sample of the existing furniture and obtain for himself all information that may be necessary for preparing the tender and entering into a contract for execution of the works. The cost of visiting the site shall be Tenderer's own.

20 **AMC:** Successful bidder / bidders will be required to provide AMC including spares parts till warranty period or 1 year from date of award of order. This will be done on zero cost basis.

21 **RIGHT RESERVED BY THE INSTITUTE:** The Institute i.e IIM, Raipur reserves the right to accept or reject any or all the tenders without assigning any reason and shall also be subject to the availability of budget.

22 **PAYMENT:** Payment shall be made after receipt of complete stores mentioned in the purchase orders. 30 % advance payment shall be made as per GFR 2005 Rule.

23 **Quantity of item:** The tenderers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ which may increase or decrease and may also not be required any or complete line items which is/are mentioned in BOQ.

4. Technical Bid (Part “A”)

1. Name of the firm : _____
(In capital letter)

2. Complete Postal Address : _____

3. (a) Telephone No. (Office) : _____

(b) Fax No. : _____ e-mail _____

4. Is the firm proprietary / : _____
Partnership/Public Ltd./ Pvt. Ltd./Others
(specify)

5. Month and Year of Establishment : _____

6. Names of Proprietor or : _____
Partners / Directors

Tel: _____ Fax: _____

Mobile: _____ Email: _____

7. Is the firm registered with any Central: _____
Government/ State Govt./Semi Govt./ _____
Govt. undertakings/ Municipal Corp./ _____
Gumasta/Dept. of Labour/Dept. of Small _____
Scale Industries.

If so furnish details of registration.

8. PAN number: _____

9. VAT/Tin number: _____

5. Financial Bid Structure (Part - B)

| Sl.N. | Item Name | Specification of items | Qty | Unit | Rate (In Rs.) with Tax | Serial number of Catalogue |
|-------|---------------------------------|--|-----|------|------------------------|----------------------------|
| 1 | Class-Table (1x1) | <p>Providing, joining ,fixing and placing Desk made up of MDF Board ISI make</p> <ol style="list-style-type: none"> 1. Top 18mm Board 2. Modesty 18 mm board 3. Support 18 mm Board 4. Fixing of Panel by L clamps fastened by suitable fasteners. 5. Support will be rested in high quality buffers. 6. Size: .83 x .78 x .62 m | 120 | Each | | |
| 2 | Class -Chair | <ol style="list-style-type: none"> 1. Compact design Family of three TASK chairs 2. Permanent Contact Tilt mechanism follows back while reclining and straightening 3. Pneumatic seat height adjustment raises and lowers chairs quickly and easily. <p>Make - Godrej/Wipro/ Featherlite / Methodex or equivalent reputed brand</p> | 120 | Each | | |
| 3 | Faculty Table for (Class room) | <ol style="list-style-type: none"> 1. Providing and placing table made up of MDF Board ISI make with top , support and modesty made up of 18mm mdf. It shall have foot rest with tapered support. 2. The table shall have grooves in the modesty for aesthetic purpose. 3. Size:1.875 x .78 x.62 m | 02 | Each | | |
| 4 | H-B Chair for Class Room | <ol style="list-style-type: none"> 1. Chair which improves productivity at work. Its contemporary design enhances the workspace and the ergonomic form keeps one charged all day long. 2. W- .76 m D-.76m H-.97m <p>Make - Godrej/Wipro/ Featherlite / Methodex or equivalent reputed brand</p> | 02 | Each | | |
| 5 | Dining table | <p>Providing and supplying dining table made up of Pre laminated MDF Board ISI make. The top shall</p> | 06 | Each | | |

| | | | | | | |
|----|------------------------|---|-----|------|--|--|
| | | be 18mm thick. The Vertical support will be made up of teak wood of size 50mm x 50mm . The horizontal runner will also be made up of Teak Wood . All the exposed surface shall be duly polished. Size: 1.875 x.93 m | | | | |
| 6 | Dining Chair | Providing and supplying plastic dining chair with SS lags | 45 | Each | | |
| 7 | Study table for hostel | Providing and Supplying study table made up of 18mm Pre laminated MDF Board ISI make. The top and support shall be 18mm thick. It shall have single drawer unit and a shutter unit. The drawer shall be supported by telescopic channel and shutter by auto-closing hinges. Size: 1 x .62 x.78 m | 115 | Each | | |
| 8 | BED for Hostel | Providing and supplying single bed made up of Pre laminated MDF Board ISI make. The headside, footside and runner will be 35mm thick.The mattress support will be 12mm thick made up of pre laminated particle board. Headside: .98x.8 m Footside : .98 x .4m Overall bed Size : .94 x 1.875 m | 115 | Each | | |
| 9 | Mattress for BED | Providing and supplying mattress made up of 5" foam on top and centre supporting bonded foam with solid foam block. It offers firm support and comfort. Hitlon essence with single side quilting. SIZE:.98 X1.875 m Make- Spinecare/Kurlon/Sleepwell or equivalent reputed brand | 115 | Each | | |
| 10 | Study Chair | <ol style="list-style-type: none"> 1. Premier Executive Chairs are specially designed to enhance individual efficiency and comfort. The concept of office furniture has shifted from the aesthetic, towards human engineering. 2. The chair has a base of chrome finish painted black in color. The chair is upholstered with black colour leatherite of fine finish. The chair is W/o arm. 3. W- .55m D-.61m H-.80m | 115 | Each | | |

| | | | | | | |
|----|--------------------|---|-----|------|--|--|
| | | Make - Godrej/Wipro/ Featherlite / Methodex or equivalent reputed brand | | | | |
| 11 | Almriah / Wardrobe | Providing and Supplying wardrobe made up of MDF Board ISI make , the outer structure will be made up of 18mm board. The back shall be 12mm thick. The shelves and partition will be 18mm thick. All the exposed surface shall be duly polished. The shutter shall be supported by auto closing hinges and a locker unit inside will have lock. There shall be hanging bar provided inside for hangers. The wardrobe shall have 5mm mirror in one shutter. Size .900x 2.1x.625 m | 115 | Each | | |

Note:

1. The tenderers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ which may increase or decrease and may also not be required any or complete line items which is/are mentioned in BOQ.
2. Taxes, freight and packaging charges must be quoted in rate.
3. Inferior quality of items will be rejected. Tenderer should be replaced this item with his own risk and cost.
4. Tenderer must quote rate for all items which listed above in BOQ.
5. Depending upon the brand / model of reputed make size of required items may vary and which can be considered.

Seal and Sign of Tenderer

6. Declaration Letter

To,
The Director
Indian Institute of Management Raipur,
GEC Campus, Old Dhamtari Road, Raipur-492015

Dear Sir,

**Sub: - Enquiry regarding Supply and Installation of Furniture at IIM
RAIPUR campus**

With reference to the above, I / We am / are offering for rates for the above services.

I / We hereby reconfirm and declare that I / We have carefully studied the tender document including instructions, terms & conditions, specifications, and all the contents stated therein.

Further I / We accept all the terms and conditions of the tender documents in bid form and this acceptance shall prevail over any other conditions, if any given in our bid.

The rates quoted are inclusive of all duties, taxes, packing, forwarding, transportation, insurance and any other cost incidental to delivery of services in the IIM Raipur campus situated at GEC Campus, Old Dhamtari Road, Sejbahar, Raipur.

I / We will be liable for forfeiture of my / our "SECURITY DEPOSIT / EMD " to IIM Raipur, in case

I / We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are also bound to undertake work by the date specified in the letter of intent.

I / We have not been blacklisted by any of the firm / government agency.

Earnest Money of Rs 50,000/- (Rupees fifty thousand only) in the form of Demand Draft / Pay Order in favour of IIM Raipur is enclosed herewith.

Thanking you,

Yours faithfully,

Signature
(Name)

Encl: As stated

Note: Each page of the tender should be signed by the tenderer with seal.