

**भारतीय प्रबंध संस्थान रायपुर**

**INDIAN INSTITUTE OF MANAGEMENT RAIPUR**

आई.आई.एम., रायपुर में कक्षा के फर्नीचर आइटमों  
की आपूर्ति और स्थापना के लिए ई-निविदा  
दस्तावेज।

e-Tender Document for Supply and Installation of  
Classroom Furniture Items at IIM Raipur

e-Wizard site mhrd.euniwizarde.com के माध्यम से ऑनलाइन निविदा



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**भारतीय प्रबंधन संस्थान रायपुर**  
अटल नगर, पी ओ - कुरु (अभनपुर),  
रायपुर - 493 661, छत्तीसगढ़  
वेबसाइट: <http://www.iimraipur.ac.in/>

**Indian Institute of Management Raipur**  
Atal Nagar, P. O. - Kurru (Abhanpur),  
Raipur – 493 661, Chhattisgarh  
Website: <http://www.iimraipur.ac.in/>

## विषय-सूची

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## निविदा आमंत्रित सूचना NOTICE INVITING TENDER

आई.आई.एम., रायपुर में कक्षा के फर्नीचरो की आपूर्ति और स्थापना के लिए तीन बोली प्रणाली- तकनीकी बोली (भाग- I) , प्रेजेंटेशन व सैंपल अप्रूवल (भाग-II) और वित्तीय बोली (भाग- III) के तहत प्रतिष्ठित और अनुभवी एजेंसियों से आई.आई.एम., रायपुर ई-टेंडर (e-Wizard site mhrd.euniwizarde.com) आमंत्रित करता है।

IIM Raipur invites e-tender (e-Wizard site mhrd.euniwizarde.com) from reputed and experienced agencies under three bid system Technical Bid (Part-I), Presentation and sample approval (Part-II) & Financial Bid (Part-III) for supply and installation of classroom furniture items at IIM Raipur.

अनुसूची और निविदा के अन्य विवरण निम्नानुसार हैं:

The schedule and other details of Tender are as under:

Tender Name	Supply and Installation of classroom furniture Items
Tender No.	IIMR/Tender/2021/16 dated 20.01.2021
Published Date	20.01.2021
Bid Document download start date	20.01.2021
Bid Document download end date	11.02.2021 at 03:30 PM
Last date & time for receipt of Bid	11.02.2021 at 03:31 PM
Site visit (Compulsory and will be the part of technical bid)	From dt 20.01.2021 to 27.01.2021 in working day and hours.
Pre-bid query	Bidders are requested to send their pre-bid queries on or before 31.01.2021 through email on <a href="mailto:abhardwaj@iimraipur.ac.in">abhardwaj@iimraipur.ac.in</a> and <a href="mailto:caoffice@iimraipur.ac.in">caoffice@iimraipur.ac.in</a> - mention subject name- Prebid query & tender no. IIMR/Tender/2021/16 dt.20.01.2021. After due date no queries will be entertained further. Replies to the queries will be made and to be uploaded on e-wizard portal and institute website on or before 02.02.2021.
Date of Opening of Technical Bid (Part-I)	11.02.2021 at 03:35 PM
Date of presentation of finished sample (Part-II)	15.02.2021 at 04:00 PM (Sample must reach at IIM Raipur before stipulated date & time, no extension will be granted)
Date of Opening of Financial Bid (Part-III)	To be intimated later
Tender Fee (Non-refundable)	Rs.1,500/- (Rupees Fifteen Hundred only) plus 18 % GST=Total Rs.1,770.00

EMD (Earnest Money Deposit)	Rs.2,00,000/- (Rupees Two Lakh Only)
Location of the work	IIM Raipur, Atal Nagar, P. O. – Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh
Completion period	Within 45 days from date of Work Order
Contact Person Name	Mr. Ashwani Bhardwaj (Sr.SPO) : 0771-2474-705, 9179858388

This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be seen/downloaded at/from the e-Wizard site [mhrd.euniwizarde.com](http://mhrd.euniwizarde.com) or Indian Institute of Management Raipur website: [www.iimraipur.ac.in](http://www.iimraipur.ac.in) .

This tender is required to be uploaded on the website e-Wizard site [mhrd.euniwizarde.com](http://mhrd.euniwizarde.com) and no-where else as it will be opened online at this site only.

The tenderer shall deposit tender processing fees of Rs.1,500/- (Rupees One Thousand Five Hundred Only) plus 18 % GST and Earnest Money of Rs.2,00,000/- (Rupees Two Lakh Only) through Demand Draft drawn in favour of “**Indian Institute of Management Raipur**” payable at Raipur through a scheduled bank only.

The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

**Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.**

**Bidders are advised to make compulsory site visit in classroom of IIM Raipur where the furniture has to be installed. So that, exact nature of requirement can be understood by the bidder.**

**Chief Administrative Officer**

**भाग -1: तकनीकी बोली**  
**PART-I: TECHNICAL BID**

**Supply and Installation of Furniture items at IIM Raipur**  
**आई.आई.एम., रायपुर में फर्नीचर की आपूर्ति और स्थापना**

**Terms and Conditions of Contract**

1. **Preparation and submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. For submission of bids, all interest bidders have to register online on e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online on e-Wizard site [mhrd.euniwizarde.com](http://mhrd.euniwizarde.com) duly signed and sealed on each page of Tender. For details, Instructions of Online Bid Submission.
2. **Earnest Money Deposit (EMD):** The tenderer shall deposit Earnest Money of Rs.2,00,000/- (Rupees Two Lakh Only) through Demand Draft drawn in favour of “Indian Institute of Management Raipur” payable at Raipur”. The Earnest money deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose offer is accepted will be kept uptill the time, the Bank Guarantee is not received.
3. **Security Deposit:** The successful tenderer will have to deposit DD of 3 % of the total order value in favour of “Indian Institute of Management Raipur” payable at Raipur drawn on any Nationalized Bank/Scheduled Bank and valid for 60 days beyond the expiry period of warranty (03 years).
4. In the event of bidder backing out before actual award or execution of agreement, IIMR will have right to forfeit the EMD. In case the successful tenderer declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.
8. Intending tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders to the nature of the site / location before submitting bid. The nature of the site / location, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work do be done.
9. The IIMR will not provide any residential space for accommodation to the Agency. The agency has to make its own arrangement for the residential accommodation to the deployed staff.

10. The IIMR is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counteroffer rate is offered to the bidders. IIMR reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIMR.
11. **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
12. The contractor and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.
13. **Misconduct:** The conduct/characters/antecedents and proper bonafide of the workers shall be the sole responsibility of the contractor. However, the contractor should provide the necessary details of all its employees to the Institute. All the employees should be police verified.
14. The persons employed by the contractor will be the employees of the contractor and the IIMR shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the IIMR and the personnel employed by the contractor shall have no right whatsoever to claim employment or other rights from the IIMR.
15. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm letterhead should be attached.
16. None of the employees of the contractor shall enter into any kind of private work within the campus of the IIMR. Non-compliance with this provision will be deemed to be violative of the contract inviting penal action/cancellation of contract.
17. The contractor shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IIMR / Govt. of India / any State or any Union Territory.
18. The staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and kept neat and clean. The contractor shall not employ young children as prohibited under the law/rules/regulations. A record of this will be maintained by the Contractor.
24. **Interpretation:** All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections,

every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

25. **Validity:** The quoted rates must be valid for a period for 365 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
26. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
27. Anyone or more the following action / commission / omission are likely to cause summary rejection of tender: Any BID/EMD received late without conclusive proof that it was delivered before the specified closing time. Any conditional bid or bid offering rebate. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in the Bid Documents. Any effort by a bidder to influence the IIMR in the bid evaluation, bid comparison or contract award decision.
28. Authority of person signing document: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, IIMR may without prejudice to other civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
31. **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.
32. **Safety and Security:** Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
33. **Work at Risk and Cost:** The institute reserves the right to get 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.
34. **Payment of Bills:** The payment for services under this agreement/PO/WO shall be made on satisfactory completion of job contract services, through NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IIMR. All the applicable statutory deduction as applicable at current prevailing rate will be deducted at source.
35. **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to

the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the IIMR as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the IIMR shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.

36. IIMR reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.
37. IIMR reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it felt necessary in the benefit of the Institute.
38. The decision of the Director of IIMR will be final in all respect and will be acceptable to all the tenderers.
39. **DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:**  
“All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute at the Director, IIM Raipur, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Raipur. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996. By consent of parties the jurisdiction of all other courts are excluded and the courts at Raipur alone shall have jurisdiction. The language of the Arbitration shall be English. The venue of Arbitration proceedings shall be Raipur.”
40. Procurement Rights: IIMR Reserves the right to conclude the purchase with entire or partial bill of material as mentioned in the price schedule.
41. IIM Raipur may issue corrigendum to tender documents before due date of Submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Raipur. The bidder is not supposed to modify the tender document.
42. Finished sample must be reached to IIM Raipur on or before the date of sample check / Presentation date of sample by bidder.
43. **Other Important Conditions: -**



- a) The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- b) IIM Raipur reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) IIM Raipur reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIM Raipur reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) IIM Raipur reserves the right to place repeat order upto 100% of the quantities within a period of 12 months from the date of successful completion of purchase order at the same rates and terms & conditions of work order/purchase order.
- f) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- g) Conditional tenders will not be considered in any case.
- h) In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
- i) IIM Raipur shall not be responsible for any postal delay, non-receipt or non-delivery of the EMD & Tender Fee.
- j) IIM Raipur may issue corrigendum to tender documents before due date of Submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Raipur. The bidder is not supposed to modify the tender document.

**Chief Administrative Officer**

## Eligibility Criteria

### **Only those agencies which meet the following minimum criteria will be considered for the sample presentation round: -**

1. The agency / firm shall submit the original EMD and tender fee in a sealed envelope super scribing this tender name & the name of the agency and must reach at IIMR before the last date & time for opening of Technical bid. A duly completed certificate to this effect is to be submitted as per the **Annexure-II**. DD will be made in favor of “Indian Institute of Management Raipur” payable at Raipur.
2. The agency/ firm should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-III**.
3. The agency / firm / bidder must be OEM or Authorized representative of the concern in India. If an agent submit bid on behalf of the principle manufacturer / OEM in the same tender for the same item / product. There must be authorization letter for this tender reference issued by principal manufacturer / OEM (Authorization letter must enclose online in technical bid part to support on this).
4. Supplier Authorization Certificate- The agency/ firm/ bidder should be an authorized sales and service representative of the principle manufacturer / OEM. There must be authorization letter for this tender reference issued by principal manufacturer / OEM (Authorization letter must enclose online in technical bid part to support on this).
5. Manufacturer should have a valid factory license, EPF, ESIC for manufacturing, assembling and supply of furniture (License, EPF, ESIC number must enclose online in technical bid part to support on this).
6. The agency / firm / bidder must have a valid GST registration Certificate, BIFMA Membership Certificate and Green Guard / any Green Certification (All certificate must enclose online in technical bid part to support on this).
7. The agency/ firm / bidder should be neither blacklisted by any Government Dept., nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-IV**.
8. The Annual Turnover of the bidder should be at least 2 Cr (Rupees two crore only) per annum during last three financial years. Copies of audited profit & loss accounts statement are to be submitted as per the **Annexure-V**.
9. Work Experience: - The Bidder Should have satisfactorily completed following works during the last Seven years ending previous day of last date of submission

of tenders. For this purpose, cost of work shall mean gross value the completed work including cost of material supplied by the Government/Client but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.

Three Similar works costing not less than ₹ 16,00,000.00 each.

OR.

Two Similar works costing not less than ₹ 25,00,000.00 each.

OR.

One Similar work costing not less than ₹ 50,00,000.00

Similar work means: Supply and Installation of Furniture and Furnishing Works

The details of the same along with supporting document are to be submitted as per the **Annexure-VI** along with Experience cum performance certificate of work as per **Annexure-VII**.

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place :

Date :  
**seal)**

**(Signature of the bidder with**

**ANNEXURE –I**

**COMPANY DETAILS**

<b>Name of the Party</b>	
<b>Number and Date of Incorporation / Establishment</b>	
<b>PAN Number</b>	
<b>Sales / Service Tax/ GST Registration Number</b>	
<b>Office Address for Postal Communication</b>	
<b>Authorized Signatory Details</b>	<b>Name</b>
	<b>Designation</b>
	<b>Email</b>
	<b>Phone</b>
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>
	<b>Designation</b>
	<b>Email</b>
	<b>Phone</b>
<b>Authorized Vendor / Dealer or OEM of</b>	<b>For authorized vendor/Dealer of OEM.....</b> <b>For OEM of brand .....</b>

**Signature and Seal of the Tenderer:**

**Name in Block Letter:**

**Designation:**

**Contact no.**

**Date :**

## ANNEXURE – II

To  
Chief Administrative Officer,  
Indian Institute of Management Raipur  
Atal Nagar, Kurru (Abhanpur),  
Raipur -493661

### Sub: - Tender Fee & EMD Details.

Ref : - Tender No. IIMR/Tender/2021/16 Dated \_\_\_\_\_

(Notice Inviting Tender for Supply and Installation of Classroom Furniture Items at IIM Raipur)

Dear Sir,

The following DD in favour of IIM Raipur are enclosed herewith towards Tender Fee & EMD Detail of DD

Detail of DD	Amount	DD No. & Date	Bank Name
Tender Fee plus GST	Rs.1500/- plus 18 % GST		
EMD	Rs.3,00,000/-		
MSME / NSIC Certificate for Exemption			

Thanking you  
Yours faithfully,  
(Authorized Signatory with Seal)

**ANNEXURE – III**

To  
Chief Administrative Officer,  
Indian Institute of Management Raipur  
Atal Nagar, Kurru (Abhanpur),  
Raipur -493661

Sub: - Self Declaration Certificate

Ref : - Tender No. IIMR/Tender/2021/16 Dated \_\_\_\_\_

(Notice Inviting Tender for Supply and Installation of Classroom Furniture Items at IIM Raipur)

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Supply and Installation of Furniture Items, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, specifications, schedule of quantities and all the contents stated therein.

I / We also confirm that the rates quoted by me / us are inclusive of all i.e. FOR IIM Raipur, free delivery, loading, unloading, labour, fixing, installation etc. except GST.GST will be paid extra as actual at the time of billing.

Authorized Signatory with Seal

Name:

Designation:

Contact No.:

Email ID:

Mobile Number:

Date :

Place:

**ANNEXURE – IV**

**CERTIFICATE  
(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signatory with Seal

Name:

Designation:

Contact No.:

Email ID:

Mobile Number:

Date :

Place:

**ANNEXURE – V**

**Annual Turnover Details**

<b>Evaluation Criteria</b>			<b>Remark</b>
<b>Bidder's Annual Turnover for last three financial years (As per the audited profit &amp; loss account statement)</b>	<b>Financial Year</b>	<b>Turnover in Rs.</b>	
	2019-20		<b>Audited profit &amp; loss account statement are to be attached along with the Annexure-V</b>
	2018-19		
	2017-18		

Authorized Signatory with Seal

Name:

Designation:

Contact No.:

Email ID:

Mobile Number:

Date :

Place:



## ANNEXURE – VI

### Work Order Details: -

S. No.	Evaluation Criteria	Name of the Client	Order No. & Date /Ref. No	Amount	Remark
1.	<b>List of Purchase Order / Work Order where the similar type of Work executed by you during the last 7 years as per eligibility criteria</b>	Three Similar works costing not less than ₹ 16,00,000.00 each 1. 2. 3.			<b>Supporting documents are to be attached along with the Annexure-VI</b>
		Two Similar works costing not less than ₹ 25,00,000.00 each 1. 2.			
		One Similar works costing not less than ₹ 50,00,000.00 1.			

Authorized Signatory with Seal

Name:

Designation:

Contact No.:

Email ID:

Mobile Number:

Date :

Place:

## Annexure-VII

### EXPERINCE CUM PERFORMANCE REPORT OF WORKS

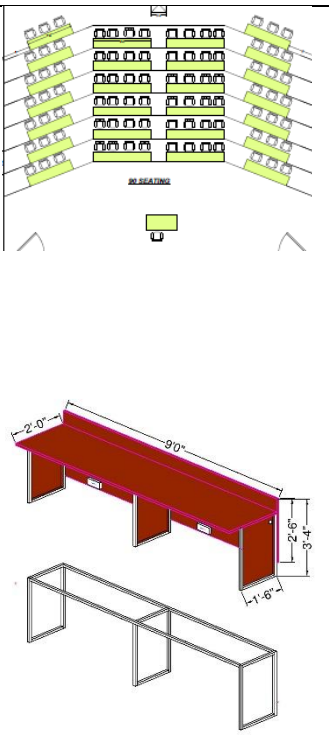
1	Name of work / Project & Location	
2	Name of Agency	
3	Agreement no.	
4	Estimated Cost	
5	Tendered Cost	
6	Total value of work done	
7	Date of Start	
8	Date of completion	
	Stipulated Date of Completion (as mentioned in work order)	
	ii) Actual Date of Completion	
9	i) Status of Compensation/ Penalty (Not Levied / Levied / Not Decided)	
	ii) Amount of compensation levied for delayed completion, if any	
10	Amount of reduced rate items, if any.	
10	Whether any litigation / arbitration case pending / in progress in respect of this work.	
11	Performance Report	
	1) Quality of Work	Very Good/Good/Fair/Poor
	2) Financial Soundness	Very Good/Good/Fair/Poor
	3) Technical Proficiency	Very Good/Good/Fair/Poor
	4) Resourcefulness	Very Good/Good/Fair/Poor
	5) General Behavior	Very Good/Good/Fair/Poor



Dated.

Executive Engineer  
equivalent with stamp

## ANNEXURE – VIII

### TECHNICAL BID & SCHEDULE OF THE QUANTITY

Sl.	Item Name	Minimum Specification of items	Picture/Image	Quantity
1.	<p><b>Class-Table</b></p> <p>Location: Academic block classroom</p> <p>Each classroom seating capacity 90</p> <p>Total Number of Classrooms=04</p>	<p>Providing, joining, fixing and placing in <b>series</b>, desk made up of Wood based Particle board ISI mark. Structure made up of 30mmx30mm square CR pipe of 1.2mm thickness. Top and front panel made up of 25mm wood based pre laminated particle board ISI mark with edges covered with 2mm edge band. Legs made up of 18mm wood based pre laminated particle board ISI mark with edges covered with 0.8mm edge band. Wire management box of 18mm thick in C shape should be placed below the table top as per site condition. Good quality ISI marked switch plate with 1 switch and 2 sockets should be mounted on the box. The complete board should be tightened on the steel frame for heavy duty and long lasting. Legs will be rested in high quality adjustable buffers. There should be a provision to insert a table name plate as per seating capacity. Top &amp; front colour of the table may be different for design and look purpose. Per seating Size : .68(W) x 0.75-.80(H) x .47(D) m. The seating arrangement will be as per layout</p> <p>Colour as per buyer choice.</p> <p>Preferred brands such as Godrej / Wipro / Featherlite / Durian / Zuari</p>		<p>Total 360 seating</p> <p>(90 seating capacity x 04 classrooms=Total 360)</p>

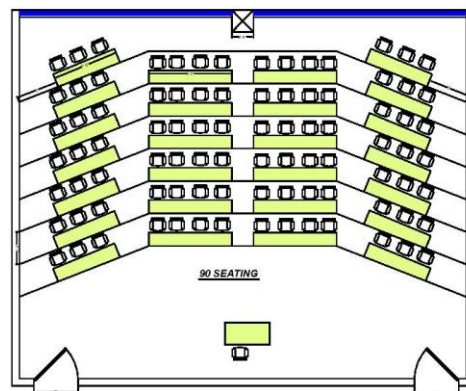
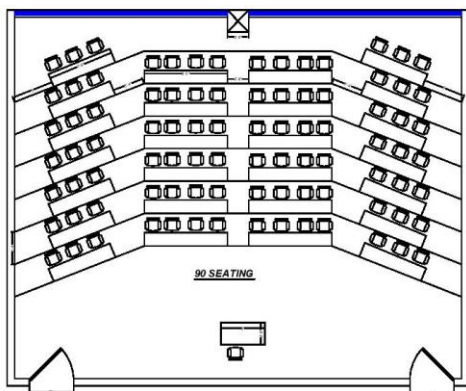
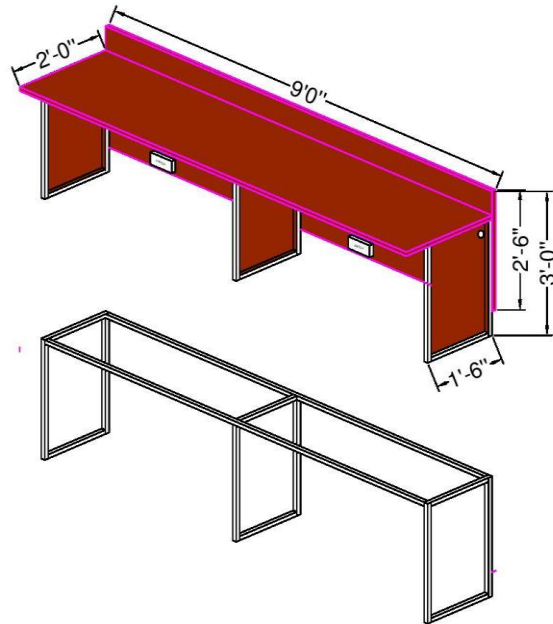
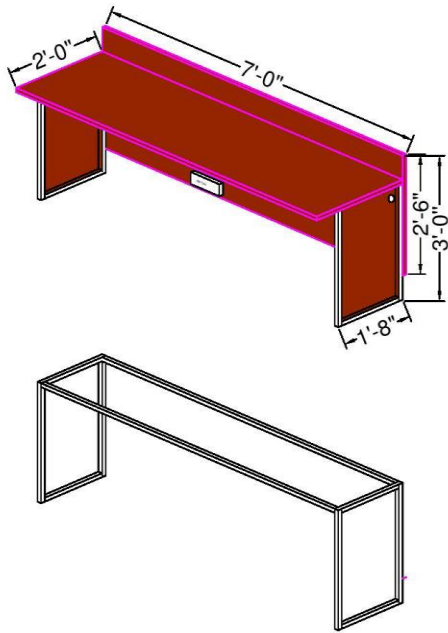
2.	<p><b>Class Chair Revolving</b> Location: Academic block classrooms</p>	<p>Providing, Supplying &amp; Placement of 360 degree revolving mid back chair. The chair are ergonomic with Fabric Back. Fabric cushion seat foam for additional comfort. The seat and backrest is made out of 12 mm multilayer hot press ply. PU foam of 50 mm thickness and density 40kg/m<sup>3</sup>. Size of back shall be (W)-43.0cm, (H)-50.0cm &amp; size of seat shall be (W)-47.0cm x (D)-43.0cm. Seat and back should be back fiber covered. Arms made up of polyethane. Base should be of steel (chrome plated/powder coating) with 5 casters. Gas lift should be provided for up and down movement up to 120mm. The product should be from company which are BIFMA member &amp; greenguard/ fsc certification &amp; the color/shade of the fabric to be approved before execution.</p> <p>Colour of chair as per buyer choice.</p> <p>Preferred brands such as Godrej / Wipro / Featherlite / Durian / Zuari</p>		360 Nos
3.	<p><b>Faculty-Table</b> Location: Academic block classrooms.</p>	<p>Top 25mm with post form laminate of 0.6mm on top &amp; balancing laminate of 0.6mm on bottom. Two side of top half round post forming and remaining two side 2mm edge band. Legs made up of 25 mm and front support 18 mm ISI mark wood base pre-lam particle Board. Legs will be rested in high quality adjustable buffers. Mix colour combination of table for design &amp; look purpose would be appreciated.</p> <p>Size : 1.5(W) x .76(H) x .60(D) m.</p> <p>Colour : As per buyer choice</p> <p>Preferred brands such as Godrej / Wipro / Featherlite / Durian / Zuari</p>		04 Nos

**Terms & Conditions for the schedule of quantity: -**

- There should not be damage to wall and floor tiles during installation of furniture. Damage if any, shall be rectified by the agency before claiming the payment.
- If any extra material / item will be required for fixing of furniture same will be borne by vendor at his own cost. No extra payment / material will be given by IIMR. Therefore, bidders are advised to quote the rate accordingly.

- Requirement of furniture items is tentative which may be increased, decreased or can be removed if not necessary. Therefore, there will be no minimum guarantee to get job / work for the supply & installation of furniture items.
- Warranty period for all furniture items will be for 03 years from date of invoice.
- Technical bid or schedule of quantity (Annexure-VIII) is the part of BOQ or Price Bid. Therefore, bidders are advised to quote the rate accordingly in online BOQ part.
- 100 % payment will be made within 30 days after successful completion of work. Please be noted that no advance payment will be permissible.
- Bidder will be declared L-1 on total cost project. Therefore, rejection of any one-line item means rejection of complete lot. Item will be rejected in any stage; if found substandard. Inferior or substandard material shall under no circumstances be accepted by IIM Raipur. In case any error or defect is discovered after delivery of the final product, vendor shall be bound to rectify such error or defect at his own cost to the satisfaction, and within the time limit fixed by IIM Raipur.
- Delivery / work completion period: Within 45 days from date of work order. All conditions will be applicable in this stipulated time.
- LD Clause: Please note that for delay / variation in terms & conditions mentioned in agreement the contract price shall stand reduced by 0.5 % per week and resulting amount will be treated as value of contract. After reaching the 10 % LD, the contract may be cancelled, and bidder shall be blacklisted from IIM Raipur and EMD/SD of the bidder will be forfeited.

# Academic Block Classrooms Table Spec 3 & 4-seater Type



### **Presentation of the Finished Sample (Part-II): -**

Only those bidders who qualified in Part-I of the technical evaluation will be considered for the sample presentation round (Part-II).

1. The intending bidder will be required to install one number of finished mockup samples of furniture duly fitted in classroom as per item No 1, 2 & 3. The intending bidder will be required to present finished mockup samples in front of Committee members.
2. The furniture shall be evaluated based on (a) technical details as per tender specification and (b) Finishing, designing, appearance, overall look, comfort/sturdiness etc. The total marks of the sample presentation will be for 100 marks as per the tabulated given below:-

Sr. No	Particulars	Max. Mark	Obtained Marks
1.	Technical details as per tender specification	50	
2.	Finishing, designing, appearance, overall look, comfort/sturdiness etc.	50	
	Total	100	

3. The furniture shall be evaluated by committee and it should pass in all the above criteria (sr.no a & b). Whether furniture passes the required criteria or not the decision of IIM Raipur will be final and binding. however, colour / design (if any suggested by IIM Raipur for the selected samples) will be got approved from IIM Raipur before supply of furniture (This will be sole discretion of IIM Raipur).
4. Only those bidders who cross the threshold level 70 marks (in avg.) in sample presentation round shall be considered for the financial evaluation.

### **Financial Bid (Part-III):-**

1. Only those bidders who cross the threshold level 70 marks (in avg.) in the sample presentation round (PART II Round) shall be considered for the financial evaluation.
2. The bidder found L-1 in total quoted amount will be declared successful bidder.

## **Instruction to Bidders**

e-Procurement is the complete process of e-Tendering from publishing of tenders online, inviting online bids , evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://mhrd.euniwizarde.com>. The link of e-procurement portal is also given on our official portal i.e\_www. [www.iimraipur.ac.in/](http://www.iimraipur.ac.in/) under TENDER TAB.

These will invite for online Bids. Bidder Enrolment can be done using "**Online Bidder Enrolment**".

The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on the e-tendering portal as per uploaded bid.

More information useful for submitting online bids on the e Nivida Portal may be obtained at: <https://mhrd.euniwizarde.com>

### **GUIDELINES FOR REGISTRATION:**

1. Bidders are required to enrol on the e-Procurement Portal ( <https://mhrd.euniwizarde.com/bidderRegistration/newRegistration>) or click on the link "**Bidder Enrolment** " available on the home page of e-tender Portal by paying the Registration fee of Rs.2000/-+Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Capricorn/ nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)/for activation of account.



## **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

## **SUBMISSION OF BIDS**

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by IIM.
3. Bidder has to select the payment option as "e-payment" to pay the tender fee / EMD as applicable and enter details of the instrument.

4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

**For any clarification in using MHRD Portal:**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact MHRD Helpdesk (as given below) for any query related to e-tendering.

**Phone No. 011-49606060/9355030620/8448288985/8448288981**

**Mailid: - [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)/[ewizardsaikat.pal@gmail.com](mailto:ewizardsaikat.pal@gmail.com)/[ewizardkumar@gmail.com](mailto:ewizardkumar@gmail.com)**