



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref no. IIIT-A/ENQ/Purchase/369/325/2018  
Date: 14/08/2018

## TENDER NOTICE

1. Sealed tenders are invited under **Two Bid Systems (Technical & Financial)** for the **supply of wooden furniture for main auditorium** at Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II, III, IV, V, VI & VII**. Tender document may be downloaded from the Institute website www.iiita.ac.in.”
2. Tenderers are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. Quotation should be in two separate sealed envelopes "Technical Bid" and "Commercial Bid" and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Faculty In-charge Purchase, IIIT-Allahabad **upto-21/08/2018, 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Faculty In-charge, Purchase, IIIT-Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.
3. Details of Bank account of Firm for returned of EMD and/or Performance Security  
**Bank's Account Holder Name:.....**  
**Type of Account Name:.....**  
**Address of Branch:.....**  
**Account No:.....**  
**IFSC Code:.....**
4. **E.M.D.** : EMD amount Rs.16,000/- (Rupees Sixteen Thousand Only) should be directly transfer into the bank account (IIITA General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered). **EMD receipt should be enclosed with the Technical Bid document in a separate envelop.**

The detail of institute's Bank account is as below:

**Account Name: IIIT-A General AC**  
**Bank Name: Indian Overseas Bank**  
**Address: 61, M.G. Marg, Civil Lines, Allahabad**  
**Account No.: 035001000060976**  
**IFSC Code: IOBA0000350**

Amount of EMD as below:

S.No	Description	EMD Amount in Rs.	Transaction No. of RTGS/NEFT & date
1.	supply of wooden furniture for main auditorium	₹16,000/-	

*Handwritten signature*

5. The Technical Bids will be opened in the presence of the tenderers or authorized representatives interested to be present on **21/08/2018 at 4:00 PM**. In order to allow participation in the bid opening process, the bidders representatives are expected to bring an authorization letter (in original) to the effect from the company. Vendors/authorized representatives should carry a photo identity card along with a self attested photocopy to submit it at the time of participation.
6. The tenderers/authorized representatives who will present in the tender opening event shall sign in the attendance register maintained by the Institute for this purpose, evidencing their attendance.

  
**Assistant Registrar (Purchase)**

**Copy to:**

- **PS to Hon'ble Director- for kind information to Hon'ble director please.**

**Technical Bid**

**(On letter head of the Firm & in a separately sealed envelope)**

**PROFORMA FOR APPLICATION**

1. Name of the firm :- .....
2. Address of the firm :- .....
- .....
3. Phone Number (With Code):- .....
4. Proprietor's name: - .....
5. Address of Proprietor: - .....
6. Proprietor's Phone No. :- .....
7. Email Id: .....
8. Details of the firm:-
  - (a) Date from which the firm is operating: - .....
  - (b) Turnover of the firm during: - FY 2015-16 (₹).....  
FY 2016-17 (₹).....

**(Please attach documentary evidence)**

- (c) PAN No. :- .....
- (d) TIN No. :- .....
- (e) Service Tax Registration No. (If any):-.....

*Hanji*

**Annexure-II**

**Technical Compliance**  
(To be attached with technical bid)  
**Specifications of Furniture**

<b>Sr. No.</b>	<b>Items/ Specification</b>	<b>Compliance (Yes/No)</b>	<b>Deviation</b>
1.	Podium chairs with arms high back of teak wood as per design attached. Cushioned seat and back complete with polishing. As per the design attached <b>Annexure-VI</b> .		
2.	Podium table of size 3'x2'6" made of teakwood legs and framework with top and front of 19mm board with teak veneer. A wooden carved crown will be fixed at the front elevation of the table and cove light will be installed in the space as per approved design attached, complete with polishing. As per the design attached- <b>Annexure- VII</b> .		
3.	Side table of teak wood size 2'x2x1'6' with top of 19mm board with teak veneer complete polishing. As per the design attached- <b>Annexure- VII</b> .		
4.	Podium chairs with arms high back of teak wood as per design attached. Back height wills 4' cushioned seat and back complete with polishing. As per the design attached- <b>Annexure- VI</b> .		

**Note-**

Vendors are required to submit technical compliance sheet is prescribed Proforma. Unfilled signed compliance sheet will not be accepted.

**Signature of the tenderer**

**Seal of the firm**



**Technical Terms and Conditions**

1. Minimum turnover of the firm should be 25 Lakh or more in last two financial years separately (2015-16 & 2016-2017). (Attach documentary evidence)
2. The vendor are desired to furnish copies of minimum 01 purchase order of 8 Lakh during the financial year 2015-16 & 2016-2017 relating to similar items (Attach documentary evidence).
3. Vendors are desired to quote all the items as mentioned above, failing which quotation not be considered.
4. The all furniture should be as per Sample attached **Annexure- VI & VII**.
5. **Compliance statement:** Compliance statement needs to be provided by vendors clearly specifying **COMPLIANCE/DEVIATION** with remarks of all of the points of **Annexure-II**.

Signature of the tenderer

Seal of the firm

*Hanjan*

## Annexure-IV

### General Terms and Conditions of the Tender

1. Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.
2. **Bid:** The tenders are to be submitted in two part viz. "**Technical Bid**" and "**Financial Bid**" in two separate sealed envelopes separately. The Financial Bid will be opened only after acceptance of "Technical Bid".
3. Detailed specifications, catalogue/literature of all the items quoted should be supplied with the technical bid.
4. Vendors are desired to quote rates of all items listed as annexure-II. Failing which quotation will not be considered.
5. **Warranty:** Warranty will start from the date of successful installation report at IIIT-A. Warranty start and end date should be clearly mentioned in the bill and warranty card duly signed & stamped, if applicable.
6. **SECURITY DEPOSIT:** The successful bidder (L1) has to deposit Security deposit which will be equivalent to 5% of the ordered value in favour of 'IIIT-Allahabad', which has to be electronically transfer through the RTGS/NEFT into the bank account of Institute as mentioned below:  
**Account Name: IIITA General AC**  
**Bank Name: Indian Overseas Bank**  
**Address: 61, M.G. Marg, Civil Lines, Allahabad**  
**Account No.: 035001000060976**  
**IFSC Code: IOBA0000350**
7. Security deposit should remain valid for a period of sixty days beyond the warranty period. **No interest shall be paid on Performance Security.** The Performance Security will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non- acceptance of the supply order. EMD will be released after receiving of transaction receipt of RTGS/NEFT of security amount.
8. **Payment:** Payment will be made within 15 days after acceptance of delivery of material, Installation and satisfactory report.
9. **Supply should be completed within 10 days from the receipt of the Purchase order. If, the supply delayed beyond the stipulated time of completion penalty of 10% of total cost may be imposed at the discretion of competent authority.**
10. Price Basis & applicable Tax claim: Price should be quoted by interested tenderer inclusive of all up to F.O.R. IIITA, Allahabad basis. Vendor should clearly mention the Rate of applicable GST Tax separately, if firm will not mentioned the Taxes clearly on their Price Quotation, IIIT - Allahabad will assume that the quoted price is inclusive of all and no extra amount at a later stage shall be paid by IIIT, Allahabad on account of Taxes.
11. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.
12. Rate quoted by the firm should not be higher than the MRP/ prevailing market rate.
13. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications.
14. The rates should be quoted in Indian rupees. Evaluation of offers will be made on the basis of total amount of all items inclusive of all charges, taxes, duties, etc., for the indicated quantity in the attached format. Rate for all the items is to be quoted by the tenderer. In case of any item has not been quoted by any bidder that bid for such items will be loaded with the highest rate received for that item as evaluation is to be done on the total amount of all the items for the indicated quantity. However, while awarding the rate contract successful bidder has to supply all the items and for those items for which bidder has not quoted the rates will get the lowest rate received in the tender. Every bidder has to agree to this condition failing which its offer will not be considered for award of work.



15. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
16. The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.
17. All the documents submitted must be legible and self-attested. Otherwise it is likely to be rejected.
18. In case the firm fails to complete the job within maximum specified period, Institute reserves the right to get the job done by any other firm and the difference of cost if any, will be recovered from the defaulting firm.
19. The EMD, if applicable, shall be returned to the bidder (s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest as account details provided in S.No.3 (page no.1) of tender notice. If the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
20. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer.
21. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website [www.iiita.ac.in](http://www.iiita.ac.in) Intending tenderers are advised to visit [www.iiita.ac.in](http://www.iiita.ac.in) for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.
22. Tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation may be rejected.
23. If any defect is found in transit it will be the sole responsibility of the supplier to get it corrected and installed as desired by the user.
24. Quoted rate should be valid at least for 60 days. Quantity may be increase or decrease as per requirement.
25. The mention quantity is approx quantity; it may decrease/increase upto 10%. The payment will be made as per actual measurement/supply.
26. The firm/company's black listed at any stage need not to apply.
27. All pages of the tender documents are to be signed and stamped by the tendering firm.
28. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
29. Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the dispute and his decision will be binding on both the parties.
30. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
31. Quotation should be addressed to Faculty In charge Purchase, Indian Institute of Information Technology, Deoghat, Jhalwa, Allahabad-211015 (U.P.) India.
32. All disputes are subject to Jurisdiction of Allahabad.

**For any query pertaining to this bid correspondence may be addressed to**

**Faculty In Charge Purchase**  
**Indian Institute of Information Technology**  
**Deoghat, Jhalwa, Allahabad -211015**  
**Phone : +91 0532-2922051**  
**E-mail: [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in)**

**Assistant Registrar (Purchase)**

Certified that the information in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

**Seal and Signature of the Proprietor/Authorized Representative**





**Financial Bid**

**(On letter head of the Firm & in a separately sealed envelope)**

<b>Sl. No.</b>	<b>Items description</b>	<b>Qty.</b>	<b>Unit Rate</b>	<b>Amount (Rs.)</b>
1.	Podium chairs with arms high back of teak wood as per design attached. Cushioned seat and back complete with polishing. As per the design attached <b>Annexure-VI.</b>	30		
2.	Podium table of size 3'x2'6" made of teakwood legs and framework with top and front of 19mm board with teak veneer. A wooden carved crown will be fixed at the front elevation of the table and cove light will be installed in the space as per approved design attached, complete with polishing. As per the design attached- <b>Annexure-VII.</b>	06		
3.	Side table of teak wood size 2'x2x1'6' with top of 19mm board with teak veneer complete polishing. As per the design attached- <b>Annexure-VII.</b>	04		
4.	Podium chairs with arms high back of teak wood as per design attached. Back height wills 4' cushioned seat and back complete with polishing. As per the design attached- <b>Annexure-VI.</b>	06		

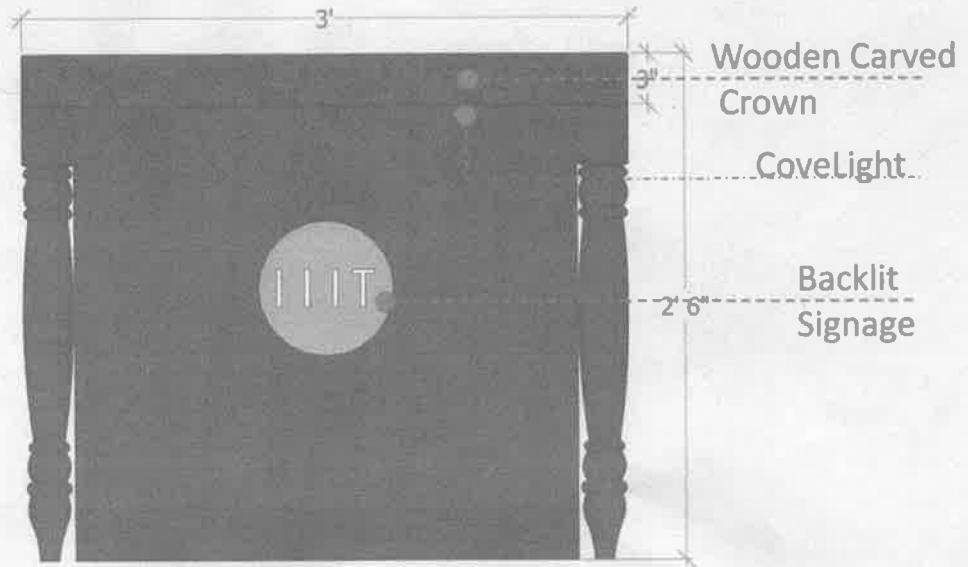
Signature of the tenderer

Seal of the firm



**Annexure-VI**





**01** Front Elevation



**02** View