

## **Tender Notice**

(Supply of Cot, Study Table, PVC chairs in BH-V at IIIT-Allahabad)



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

(A University Established under sec. 3 of ugc Act. 1956 vide Notification No. F. 9-4/99-U. 3 Dated 4/08/2000 of Govt. of India)

(A Centre of Excellence in IT, Established by Govt. of India)

Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No. : IIIT-A/DR(E)/2673/2015

Date: 23<sup>rd</sup> February, 2015

## Tender Notice

Sealed tenders are invited under two bid systems for the supply of **Cot, Study Table, PVC chairs in Boys Hostel-V** at Indian Institute of Information Technology- Allahabad

The detailed specifications and terms & conditions are given in **Annexure I, II, III & IV**. The "Technical and Commercial Bids" in two separate sealed envelopes addressed to the Deputy Registrar (E), IIIT-Allahabad upto **11/03/2015 at 12:00 Noon**. Tender duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E). The technical bid received in prescribed proforma will be opened in the presence of the tenderers, or authorized representatives interested to be present, on **11/03/2015 at 04:30 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee. The representatives should bring the authorization letter from their authorized signatory for attending the process tender opening. The tender document may be obtained on payment of ₹1500/- (One Thousand Five Hundred Only) as tender processing fee from the counter at Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site [www.iiita.ac.in](http://www.iiita.ac.in) and be submitted along with ₹1500/- of tender processing fee in form of DD.

(Dr. Seema Shah)  
Deputy Registrar (E)

**Copy to:**

- Hon'ble Director for kind information.

## Annexure-I

### 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. Details of the firm:-
  - (a) Date from which the firm is operating: - .....
  - (b) Turnover of the firm during: - FY 2011-12 (₹).....  
FY 2012-13 (₹).....  
FY 2013-14 (₹).....

**(Please attach documentary evidence)**

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

8. **Tender Processing Fee:** An amount of Rs. 1,500/- (One Thousand Five Hundred Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.

9. **E.M.D. :** The tenders should be accompanied in a form of a **Demand Draft/FDR** in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after submission of full Security Deposit in the shape of FDR or Bank Guarantee. EMD may be adjusted against security deposit if desired.

**Amount of EMD as below:**

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	For Cot	₹ 26,000/-	
2.	For Study Table	₹ 13,000/-	
3.	For PVC Chair	₹ 13,000/-	



## Annexure-II

### Financial Bid

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

Sl. No.	Description of Items	Unit	Qty.	Rate/Unit (Rs.)	Total (Rs.)
1	<b>SUPPLY OF COT :</b> <b>Dimension:</b> Specified dimension of 6' x 3'x 1'6" with the following specifications:				
i.	Cot frame of 25mm MS square Hollow section 18 gauge/1.22mm thick of approved make (ISI) including applying a basic coat of approved steel Red Oxide & two coats of Hammer tone gray colour synthetic enamel paint of Burger/Asian/Nerolac Brands.				
ii.	Bullet Feet/ End Cap of Hard PVC for square pipe of cots in vertical supports( Legs)	Nos.	556		
iii.	12mm Thick water proof ply of approved make of (Green/Century/National) fitted with frame counter sunk Nuts & Bolts (All hard ware's items Galvanized/Electroplated)				
iv.	Minimum 3mm thick & 25mm wide flat stiffeners are to be welded with Vertical to Horizontal member.				
V.	Frame details: As per enclosed Drawing - A				
2	<b>SUPPLY OF STUDY TABLES:</b> <b>Dimensions :</b> Specified dimension of 2'x 3'x 2'6" with the following specifications:				
i.	Table frame of 25mm MS Square hollow section 16 gauge/1.63mm thick of approved make (ISI), including applying a basic coat of approved steel Red Oxide & two coats of Hammer Tone Gray colour synthetic enamel paint of Berger/Asian/Nerolac Brands.				
ii.	Bullet Feet/End Caps for square section of table vertical supports (legs)	Nos.	556		
iii.	18mm thick Table Board of Pre-laminated flat pressed 3 layer ( Medium Density) partical Board of graded wood partical board IS: 3087 mark with one side decorative and the other side balancing lamination Grade -I and Second class Teak wood beading 6mm thick all round board. (The pre- laminated board should be of the Standard of Novapan/Archid/Green Brands)				
iv.	Frame Details: as per enclosed Drawing - B				
3	<b>SUPPLY OF PVC CHAIR:</b> Make - Supreme, Model No. WINDSOR	Nos.	690		

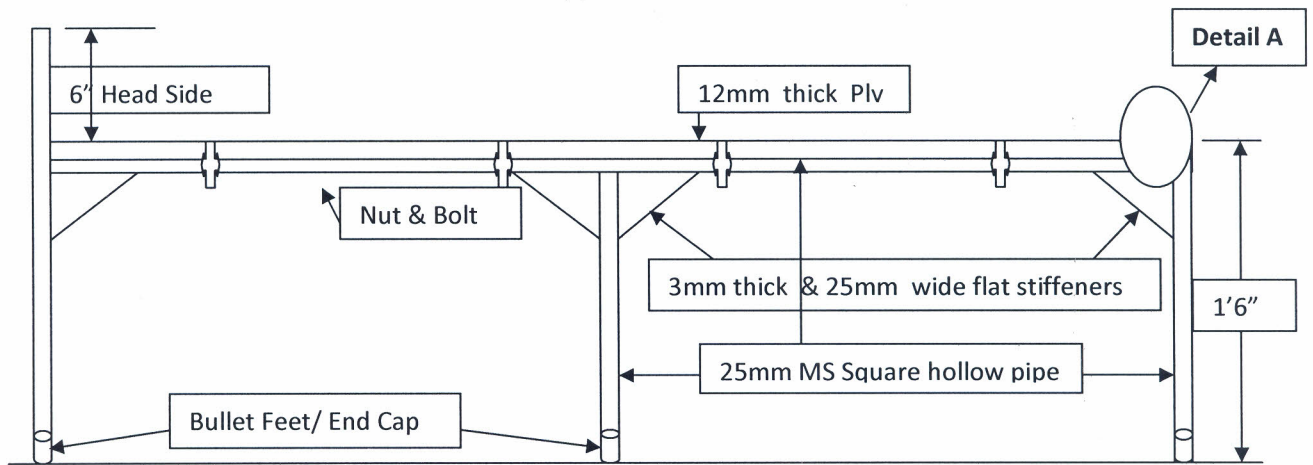
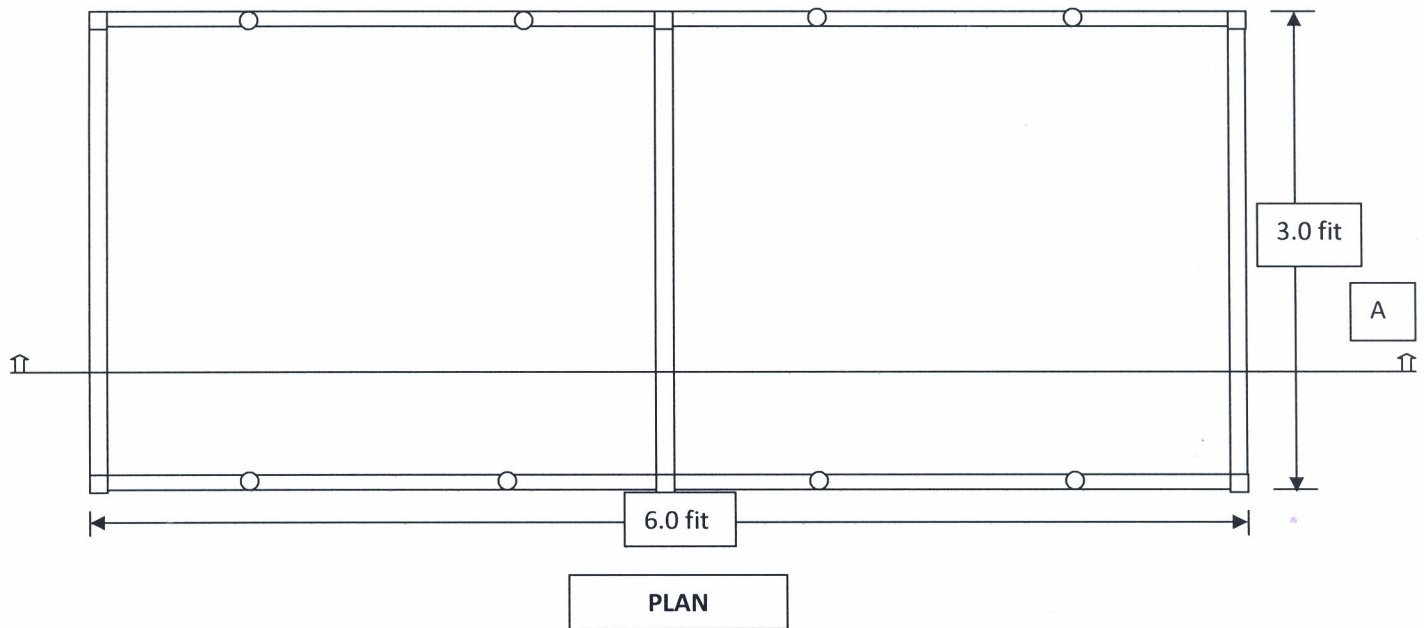
1. I/We have read the terms and conditions of this supply/works and hereby agree to abide by them.
2. The information provided by us as above regarding the details of Firms/Company is correct and nothing has been concealed. In case any information is found to be incorrect at later stage, our bids may be summarily rejected.

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

OX

Drawing - A

COT

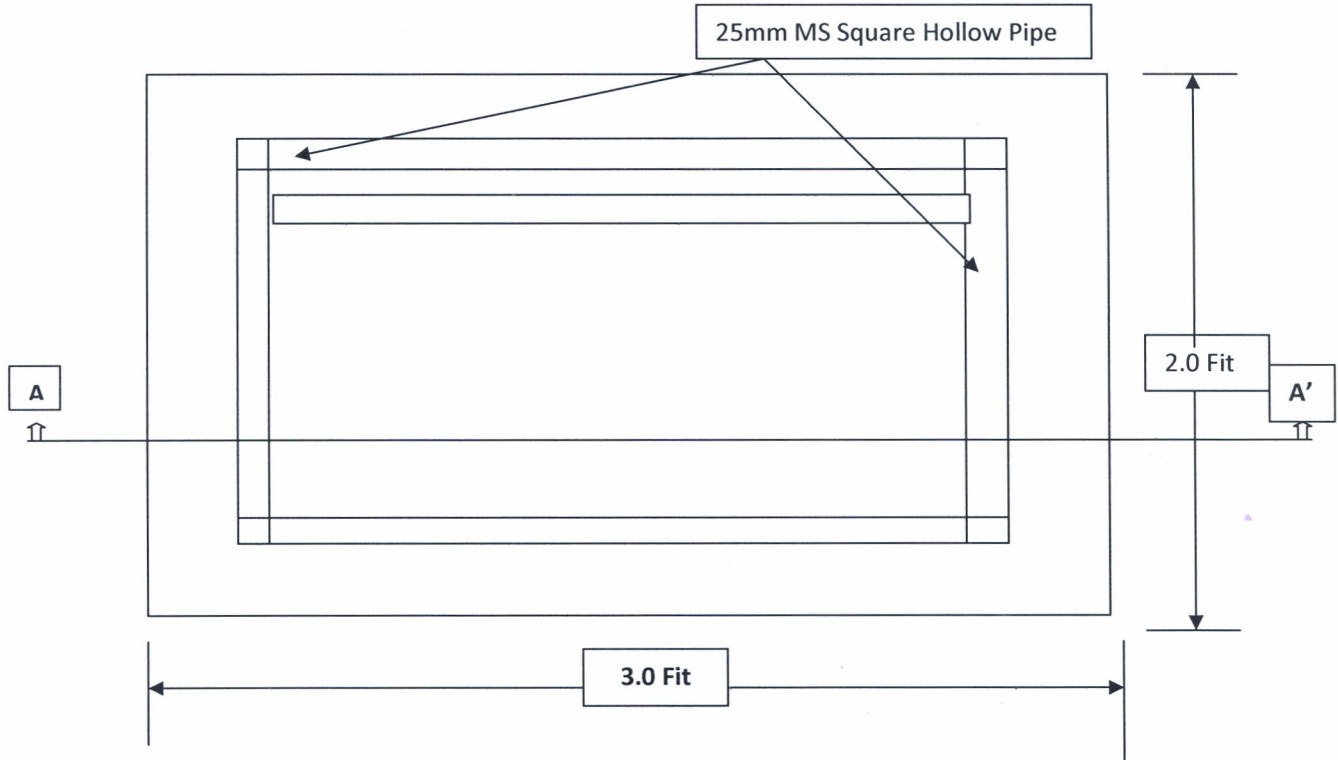


SECTION AA'

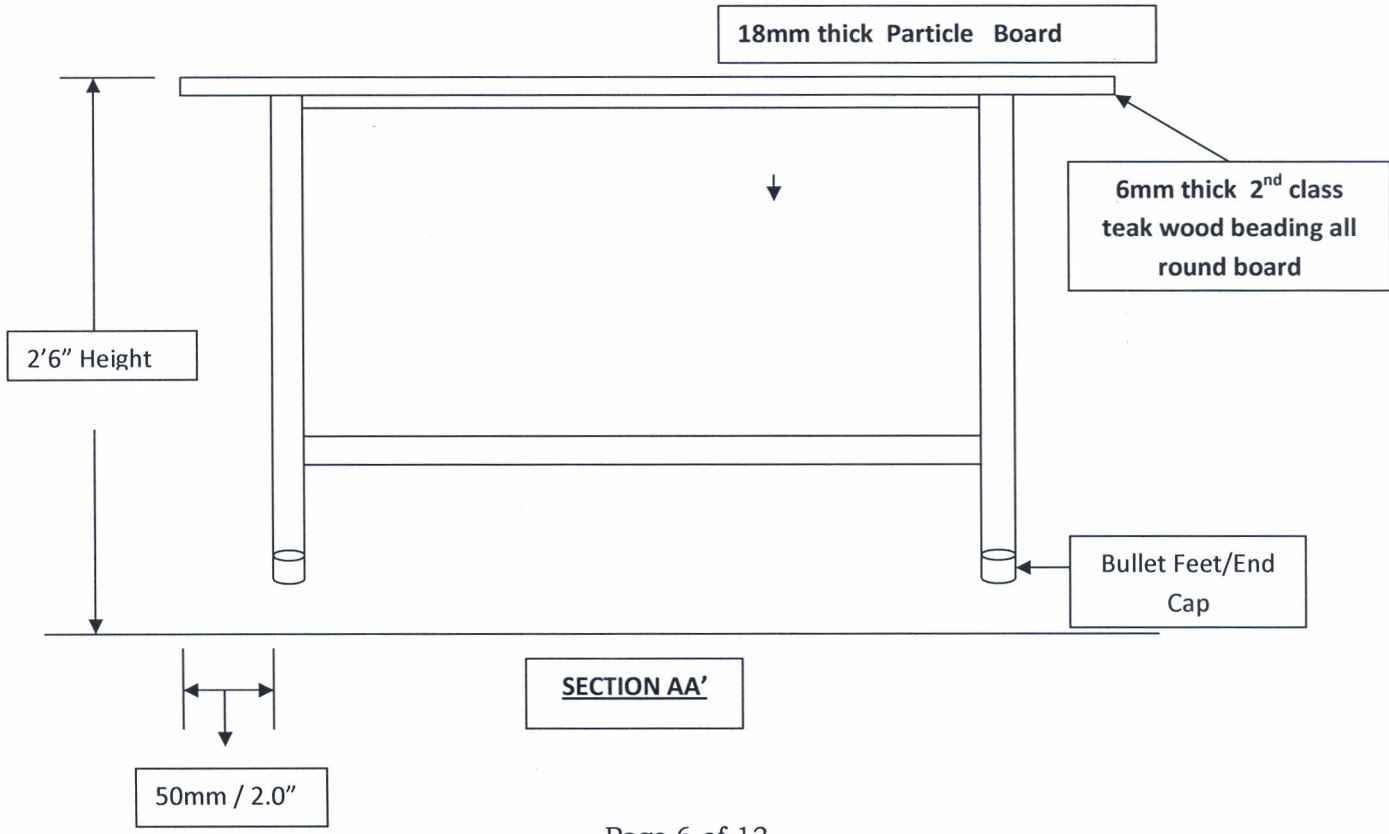


DETAIL A

**Drawing - B**  
**STUDY TABLE**



**PLAN**



## Annexure-III

### Technical Terms and Conditions

1. **Authorization:** The tenderer should be an authorized distributor/dealer for the items no.3 and a certificate to this effect should be enclosed with the technical bid. Preference will be given to the firm, if Manufacturer/Sole Distribution.
2. The tenderer should give full details of being the manufacture or sole distributor or dealer of the items with documentary evidence/authorization letter for item no.3 only.
3. Tenderer should be registered with Govt. organization in at least C and above class registration compulsory in the category of supply of furniture's.
4. The relevant documents should be submitted along with the technical bids for evaluation of your given information in the prescribed proforma in the tender.
5. Annual turnover for the last two preceding financial years in the prescribed proforma along with list of valued orders of 1.5 crore and above compulsory. This is specifically to be mentioned that how many single orders have been completed satisfactory of more than 1.5 crore.
6. Company's/firms profile, legal registrations and income tax clearance certificate should be submitted with the bidding documents.
7. Certificates/documents showing the satisfactory performance of the orders and subsequent sale service status.
8. Along with tender documents list of Clients with value of orders and actual date of completion may also be submitted.



## **Annexure-IV**

### **GENERAL TERMS AND CONDITIONS**

1. **Bid:** The tenders are to be submitted in two part viz. "Technical Bid" and "Commercial Bid" in two separate sealed envelopes separately. The commercial bid will be opened only after acceptance of "Technically Bid".
2. Based on the evaluation of the technical bid submitted by the tenderer, the Committee would shortlist, the tenderers. The short listed tenderers may be asked to make a presentation after opening of the technical bid before the committee if, required.
3. **Price Basis:** Rate should be quoted F.O.R. destination at IIIT-A, Deoghat, Jhalwa, Allahabad.
4. **Security Deposit :** The Person/Firm whose tender be accepted deduction of 10% of the total amount will be made against security deposit in the form of DD/ Bank Guarantee for warranty period after adjusting the EMD amount already submitted alongwith the tender or Bank Guarantee from the nationalized bank to release the an advance payment.
5. **Payment:** Payment will be made within 15 days after acceptance and satisfactory report & recommendation of engineering in charge.
6. **Exemption:** The institute is exempted from custom and excise duty in terms of notification No. 51/96-custom dated 23/07/96 and No. 10/97 -Central Excise dated 01/03/1997 and is an University established under M.H.R.D. Govt. of India. Certificate to this if, required shall be provided by the Institute.
7. The rates should be quoted in Indian rupees. Only unit prices are to be quoted both in digits and in words. In case of a discrepancy in the two, quoted rates in words will be taken as valid and final.
8. **Sample :** Samples of Cot, Study Table and PVC chair is to be shown/submitted before the supply by the selected firm.
9. **Taxes:** The unit rates should be quoted exclusive of all taxes, duties, levies, freight, insurance etc., which may be given separately indicating the nature of taxes charged. Rates for additional/optional features should be quoted separately. This may be considered separately by the committee.



10. Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating here on Sales Tax Registration, FAX, Email, Telephone numbers,
11. Quoted rate should be valid at least for 03 months.
12. If the specification/material will not be found as given specification supply may be refuse at the discretion of the Institute.
13. In view of the wide publicity the details are also available on Institute website: [www.iiita.ac.in](http://www.iiita.ac.in), may be seen.
14. The lowest rate will not be the basis of claim to get the order.
15. The firm/company's black listed at any stage need not apply.
16. All pages of the tender documents are to be signed and stamped by the tendering firm.
17. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
18. 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.
19. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
20. Tender should be addressed to Deputy Registrar (E), Indian Institute of Information Technology, Allahabad.
21. All disputes are subject to Jurisdiction of Allahabad.

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

**Dr. Seema Shah**  
**Deputy Registrar (E)**  
**IIIT-Allahabad, Jhalwa, Campus**  
**Phone : +91 0532-2922008**  
**E-mail: [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in)**

**Deputy Registrar (E)**

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**

## Proforma of Letter of Undertaking

(To be executed on non-judicial stamp paper of value Rs.100/- & to be submitted by the tenderer along with the tender)

To,

**The Director,  
Indian Institute of Information  
Technology Devghat Jhalwa, Jhalwa  
Campus Allahabad**

Dear Sir,

1.0 11/\* We have read & examined the following bid documents relating to

- 1.1 Notice Inviting Tender ..... dt.....
- 1.2 Conditions of contract ..... at IITA  
containing sections 'Notice Inviting Tender' & All Conditions of Contract.
- 1.3 Special Conditions of Contract.
- 1.4 Drawing Nos. as mentioned in the BOQ and attached drawings.
- 1.5 Technical Specifications

\*I/ \*We hereby submit our tender and undertake to keep our tender valid for a period of 90 days for the date of opening of tenders i.e. upto /.....

\*I/ \*We hereby further undertake that during the said period \*I/\* We shall not vary / alter to revoke my / our tender during the validity period of tender.

This undertaking is in consideration of IITA agreeing to open the tender, consider and evaluate the same for the purpose of award, in terms of provisions of tender documents. Should this tender be accepted, \*I/ \* We also agree to abide by the fulfill and comply with all the terms and conditions and provisions of the above mentioned tender documents.

### **Signature along with seal of the Company**

Duly authorized to sign the tenderer on behalf of the contractor

Name:

Designation:

Witness:

Name of Co. (Block Letters)

Signature:

Date:

Date:

Postal Address:

Name & Address:

Telegraphic /Telex

No:

(\*) Strike out whichever is not applicable

**PERMANENT ACCOUNT NUMBER OF BIDDER**

The bidder is advised to take his Permanent Account Number (PAN) from the Income Tax Department, if not taken so far, may please furnish the same. In case the application has been furnished and PAN not allotted so far, the declaration to this effect may also be furnished in the Bid in the following format:-

Our PAN is: .....

Or

We have applied for PAN to income Tax Deptt on and the PAN is awaited

Or

We shall apply for PAN by

**OBSERVANCE OF LABOUR LAWS AND CONTRACTORS LIABILITY**

1. The contractor shall comply the provisions of all labour laws applicable and in particular comply with provision of the contract (Regulation and Abolition Act, Minimum Wages Act, Workman's Compensation Act. Etc.)
2. Under the Provisions of any law or by an order of the Competent Authority/Court, in respect of this contract or labourer so supplied, the Management of IIIT-A shall have right to deduct such amount from the bills/security deposit or otherwise recover from the contractor. The contractor shall be responsible to reimburse such amount to IIIT-A on demand and without any demur, reservation, contest or protest.
3. The contractor shall at all time indemnify the IIIT-A against all claims, damages or compensation under provisions of payment of wages act? 19J6, Minimum Wages Act, 1948, Employers Liability Act, 1938. The workman's compensation Act, 1923, industrial Dispute Act, 1946 and the Maternity Benefit Act, 1961 or any modifications there in or any other law relating thereto and rules made there under from time to time or as a consequence of any accident or injury to any workman or other persons in or about the works, whether in your employment or not save any except where such accident or injury has been resulted from any act of Corporation, his agents or servants & also against ail costs, charges & against all sum or sums which may with your consent be paid to compromise or compounds any such claim. Without limiting the obligations and liabilities as above provided you shall insure against all claims, damages or compensations payable under the workman's compensation Act, 1923 or any modification thereof or any other law relation thereto.



4. The contractor shall prove to engineer-in-charge from time to time that contractor has taken out all the insurance policies referred to above and have paid the necessary premiums for keeping the policies alive.
5. The aforesaid insurance policy/policies shall also show IIIT-A as assured beneficiary along with the contractor.
6. The aforesaid policy/policies shall provide that they shall not be cancelled till the in charge of the contractor has agreed to their cancellation.

**DECLARATION**  
**(Regarding ownership and/or employment of IIIT-A Employees)**

Ref. No.....

Date : .....

To be filled in by the tenderer, signed and submitted along with tender papers.

I/We hereby declare that I/we or Partners or Directors of our concern do not have any such person under my/or employment who has retired/resigned/ removed / dismissed from HIT-A during the last two years.

I/We hereby declare that I/We or partners or Directors of our concern have the following under my/our employment who has/have retired/resigned/removed/dismissed from IIIT-A during thee last two years.

SI.	Name of Person	Date of leaving	Reasons for leaving IIIT-A

I/We hereby declare that I/We or partners of directors are not related to any employees of IIIT-A OR

I/We hereby declare that the following persons employed in IIIT-A and any other IIIT-A Project/Station are related to me/us for partners or directors of our concern as per details indicated.

SI.	Name of Person	Designation and Name of project or Office of IIIT-A	Relationship

NOTE: The near relative shall include wife, husband, parents and Grand Parents, children and Grand Children, Brother And Sister, Uncles, Aunts and Cousins and their corresponding in-laws.

(SIGNATURE OF TENDERER)  
NAME

WITNESS SIGNATURE:

NAME :

PLACE :

DATE :

**Note:**

1. Please tick whatever is applicable and delete/cut whatever is not applicable
2. Please attach extra sheet if necessary