



Tender No: 21/NITS/CSEDEPT/Computer Lab Chair/2017-18/Chair

Date: July 3rd, 2017

**Sub: Notice Inviting tender for supply of Chair at NIT Sikkim, Ravangla Campus, South Sikkim from reputed and registered furniture Dealer**

Sl No	Details	
1	Tender Floating Date	July 3 <sup>rd</sup> , 2017
2	Tender receive Closing Date	July 24 <sup>th</sup> , 2017 (05:00 PM)
3	Tender Opening Date	July 27 <sup>th</sup> , 2017 (3:00PM)
4	Tender and EMD Fees type	Demand Drafts in favour of "The Director, NIT SIKKIM" payable at State Bank of India, Ravangla Branch (IFSC SBIN0007218)
5	Tender Fees (non- refundable)	₹ 1000 /- (non-refundable)
6	EMD for Chair (non-interest bearing)	₹ 25000/-
8	Tender document to be send to	Head of the Department Department of Computer Science and Engineering National Institute of Technology Sikkim Barfung Block, Ravangla Sub-division South Sikkim, Sikkim PIN 737 139, INDIA
9	For any Clarification	<i>e-mail:- cse_hod@nitsikkim.ac.in</i>

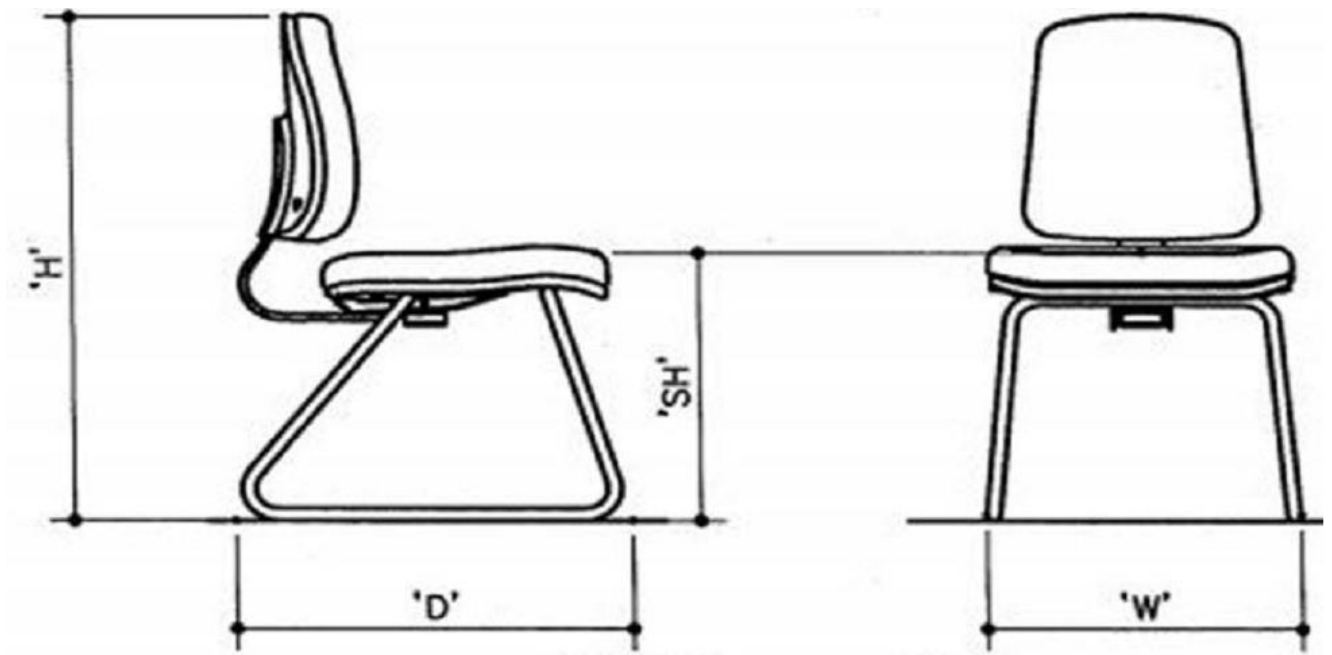
You are requested to submit your competitive bids on the basis of the details enlisted below. Bidder must send eligibility criteria supporting documents with the Technical bid and Financial bid in two separate sealed envelopes and put the two envelopes again in another sealed envelope. Other terms & conditions, eligibility criteria are enlisted below. Authorized furniture dealers/manufacturers are invited to submit their bids on the basis of the following details. Technical & financial bids must be submitted in separate sealed envelopes. The technical bid must also contain the supporting documents enabling the bidder to fulfill the eligibility criteria. All furniture will be used in NIT Sikkim for educational purpose only. It is mandatory to write email ID of bidder on the envelope for any communication.

**Please note that for any query, please drop an email to given email ID. Any kind of phone call or personal visit will not be entertained. If any kind of such activities are observed their tender will be canceled without assigning any reason.**



**Table – 1: The detailed list of items & technical specification**

Sl. No	Furniture Name	Specification	Approx. Qty.	Tech. Compliance (Y/N)
1	Chair	<p><b>Seat/Back Assembly:</b> The seat shall be made from <math>1.2 \pm 0.1</math> cm. thk, hot pressed plywood and back shall be injection molded from black Co-polymer Polypropylene upholstered with fabric and molded Polyurethane foam together with seat and back covers. The back foam shall be designed with contoured lumbar support for extra comfort.</p> <p><b>Seat/Back Covers:</b> The seat and back covers shall be injection molded in black Co-polymer Polypropylene. The dimensions of seat shall be 45.0cm(W) x 42.0cm(D) and of back shall be 39.0cm(W) x 38.0cm.(H).</p> <p><b>High Resilience (HR) Polyurethane Foam:</b> The HR polyurethane foam shall be molded with density = <math>45 \pm 2</math> kg/m<sup>3</sup> and hardness load <math>16 \pm 2</math> kgf.</p> <p><b>Fixed Type Mechanism:</b> The fixed type mechanism shall be without back tilt.</p> <p><b>Tubular Frame:</b> The tubular frame shall be made up of dia <math>2.54 \pm 0.03</math> cm. x <math>0.2 \pm 0.016</math>cm. thk M.S. tube and black powder coated ( DFT 40-60 microns).</p> <p><b>Color</b> : Dark Green</p> <p><b>Overall Dimensions of Chair (See below figure):</b>            Width (W) : 45.0 CM            Depth (D) : 54.0 CM            Height (H) : 88.5 CM            Seat Height (SH) : 49.5 CM</p>	200	





## Technical Bid

### Eligibility Criteria:

1. Tender no, subject, due date contact details on envelop.
2. Tender received as sealed envelope on or before due date.
3. Separate eligibility criteria supporting documents with Technical Bid and Financial Bid
4. Contact Nos. Mobile no. and E-mail IDs of Authorized persons of the bidder must be given
5. Tender Fees as DD.
6. Separate DD for EMD.
7. **The copy of valid (a) Firm registration certificate (b) Trade License (should be valid for financial year 2017-18) (c) VAT / CST / E-Cess/ GST Registration Certificate; (d) PAN of the Firm (in case of Proprietary firms, PAN of the sole owner); (e) ISI certificates (for material) issued by the Bureau of Indian Standards for the furniture; (f) Copy of Membership certificates of recognized organizations / associations of furniture manufacturers (e.g. BIIFMA). For (a), (b) and (c) documents must be in furniture manufacturing business. Documents showing other business will not be accepted and the technical bid will be rejected.**
8. Quotation according to Tender specification.
9. Warranty declaration of minimum FIVE (05) years from date of delivery and installation.
10. **Certificate of authorized dealer/supplier/manufacturer for quoted furniture.**
11. Technical Bid must be supported with detailed drawing showing dimension, specification, photos and manufacture catalog of the required items. **Mere declaration of complying with specification will not be accepted. Specification must be sustained in catalogs.**
12. Clearly mention the differences if specifications differ from NIT Sikkim's specifications.
13. Winning bidder must furnish a declaration with bid for delivery of the furniture within 45 days from date of confirmation of the order. If, the bidder fails to deliver the product, liquidity damage will be levied as per terms stated below.
14. **Declaration with authorized signature regarding willingness for providing PBG and liquidity damage.**
15. **Contact Nos./ Mobile nos. and E-mail IDs of authorized persons representing the bidder must be given on each envelope.**
16. Signature and seal on each tender document page by authorized person representing the bidder.
17. **The vendor should be an authorized and established furniture supplier with track record of 02 years of supply of furniture to central/state Govt. body or autonomous institutes.**

### Other Terms and conditions

1. Any manufacturer, authorized dealer can participate in bid provided the specialization is for office furniture.
2. **Components must be ISI certified and clearly mentioned supporting documents must be attached.**
3. **Approval of goods:** Financial bid or even order may be canceled or delivered furniture may not be accepted fully or partially at any time, if it is found that furniture specifications differ from NIT Sikkim's mentioned specifications and differences / departures have not been informed to NIT Sikkim with Technical Bid. If differences are found after payment then PBG value will be forfeited and will not be refunded to bidder.
4. If technical specifications differ from NIT Sikkim's mentioned specifications, then bidder must inform as separate document to NIT Sikkim with technical bid. This document can not be included/merged with technical specification.
5. **Validity:** Bids shall remain valid for 180 days from the date of the Tender closing Date.
6. **Counter Conditional tenders strictly not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT SIKKIM. If the bidder has any condition, then the bidder is requested not to submit the bid.
7. **F.O.R. NIT Sikkim:** The quoted price must include the transportation and installation up to NIT Sikkim Ravangla campus and successful bidders have to supply Freight on Receipt (FOR) basis at NIT Sikkim.
8. **Delivery Period:** Delivery period for all items must be made **within 45 days** after issuance of purchase order. Otherwise, liquidity damage will be levied.



9. Any applicable taxes must be included with financial bid. In case of applicability of GST as notified by Govt. of India, it shall apply and the vendor must provide valid GST registration certificate/document.
10. Quotations may either be in (a) letter head or (b) as annexure on white page but duly stamped by the authorized signatory along with a forwarding letter on letter head.
11. Only invoices with serial numbers and printed with **TIN No. shall be accepted.**
12. Payment shall be made only after the complete delivery and installation of the goods & supplies against the Purchase Order.
13. Responsibility of ensuring quality and specification lies with the supply firm. The firm must get a sample chair approved by the committee and then supply the chair.
14. **Clarifications:** For any clarification you may please contact [cse\\_hod@nitsikkim.ac.in](mailto:cse_hod@nitsikkim.ac.in)
15. **Payment condition:** 100% payment after delivery and successful installation. If PBG is not received from supplier then 10% of PO value shall be deducted from the bill and kept as security deposit.
16. Packing, forwarding and transportation charges should be inclusive in the price. For any damage/loss during the transit, supplier will be solely responsible and damaged furniture must be replaced by the supplier at their own cost.
17. **Performance Bank Guarantee (PBG):** Non-interest bearing @10% of the value of PO to be submitted to NIT Sikkim by the supplier along with delivery of material and invoice within 15 days from delivery as PBG. If the supplier fails to do so, equivalent amount will be deducted from PO value and after deduction, the balance will be paid to supplier. Validity of PBG will be up to 60 days after expiry of warranty period.
18. **Way Bill:** If the supplier needs way bill from NIT Sikkim, then they should provide Proforma Invoice at least two weeks before delivery to avail the way bill on time from NIT Sikkim.
19. **Liquidity damage:** In case of failure to supply and install within the specified period, liquidity damage shall be charged at the rate of 1% per month.
20. If the supplier fails to deliver the chairs on time, NIT Sikkim may cancel full order or part of the order and EMD value may be forfeited. NIT Sikkim may purchase the chairs from another bidder as per its decision.
21. **Warranty/Guarantee & On-site skill support:** Five years onsite comprehensive OFM warranty from the date of successful installation and commissioning. The firm has to guarantee (declaration with bid) supply of spares for a minimum period of 10 years. **The OFMs/Authorized Distributors and Dealers must attach certificate about their after sales and service facilities, escalation support for on-call on-site service or station technician etc. along with the technical bid.**
22. **Service:** To ensure quality of services, the deputed technician from the **OFM/Vendor shall have a minimum of 2 years of experience in the relevant field** and must be in the payroll of the OFM/Vendor.
23. **Acceptance of Tender:** The authority of NIT Sikkim does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
24. **Extra Features:** If the bidder provides any other extra features on the material/specification which are not mentioned in the tender product specifications, then it shall be highlighted in clear terms, with documentary evidence/literature.
25. The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.
26. Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.
27. **Opening of Price Bids:** The Price Bid(s) of only those vendor(s) will be considered who are found technically qualified.
28. Tenderer or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Financial Bids.
29. The Director of NIT Sikkim may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion, may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
30. A bid submitted with false information will not only be rejected but also the OFM/vendor will be debarred from participation in future tendering process of NIT Sikkim.
31. **The OFMs/Vendors need to submit a certificate with the technical bids that they are not currently debarred or blacklisted in NIT Sikkim for any supplies, products or services, or at present in any national organization or educational institution/university.**
32. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.



33. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged.
34. **Credential of supply of similar furniture in last two years to central Govt. / autonomous body must be enclosed. Preferably credential for items supplied to educational institutes like IITs/NITs/IISERs/ nationally reputed research institutions shall be enclosed. Bids of suppliers without credentials may not be considered. Copies of POs/documents supporting suppliers shall be given. Value of single orders in a year must be more than rupees five lakh in each year. Value of order must be minimum rupees five lakh in each case.**
35. The drawing, specification etc. are provided with this tender document. The bidder has to read and understand carefully and in case of any doubt/suggestion has to contact undersigned through email only for clarification. The successful bidder has to resubmit the fair design and drawing and has to get the same approved from the committee before starting to manufacture.

We look forward to receiving your rate quotations and thank you for your interest.

With approval of the competent authority, issued by

**Head of the Department**  
**Department of Computer Science and Engineering**  
**National Institute of Technology Sikkim**  
**Ravangla, South Sikkim- 737139**  
**Email: cse\_hod@nitsikkim.ac.in**



# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus

Barfung Block, Ravangla Sub Division, South Sikkim-737139

## Format for submission of Technical Bid

To be submitted by the bidder

**Format for Profile of the bidder**

Sl No.	Particulars *	Please Fill-in	Reference No/ remarks if any
01.	Name of the Firm		
02.	Address		
03.	Name of the contact person: Designation: Address Mobile no.: E-mail ID:		
04.	Month and Year of Establishment of Firm		
05.	Whether the firm is Proprietary / Partnership Firm / Private Ltd. / Public Ltd. / Others.		
06.	Name(s) and addresses of Proprietor / Partners / Directors		
07.	Number of years of experience in this field		
08.	Annual Turnover during last three years (Enclosed audited financial statement or certificate(s) from Chartered Accountant 2016 – 17: 2015 – 16: 2014 – 15: *Turnover must be more than rupees 50 lakh each year		
09.	Registration Number of the Firm		
10.	PAN number of the firm or Proprietor		
11.	Trade License (should be valid for financial year 2017-18) for furniture business		
12.	Other desired documents as mentioned in pt 7 of technical bid eligibility criteria.		

**\*All fields are mandatory.**

Detail of Demand Draft submitted for EMD and tender fees:

Sl. No.	DD no	Date	Amount	Submitted for	In favor of



# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

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**Technical Specification in details for Chair (Mere declaration of complying with specification will not be accepted.):**

Sl. No.	Furniture Name	Specification	Qty	Drawing of the Chair must provide by bidder
1	Chair	It is mandatory to mention the details of the specification with design. "As per specification "will not be considered.	200 pc.	

Signature:

.....(Name)

Authorised Signatory of M/s ..... (Bidder)

Official Stamp

Date and Place

## **Financial Bid (will be considered for technically qualified bidder)**

To be submitted by the bidder

Sl. No.	Furniture Name	Qty	Unit Price (₹)	Tax with %	Total Unit Price (₹)	Total Price (₹)	Ecess (1%)	Grand Total F.O.R NIT Sikkim (₹)



# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus

Barfung Block, Ravangla Sub Division, South Sikkim-737139

## Proforma for Direct Payment/Transfer to Bank Account by NIT Sikkim

### To be submitted by bidder

Sl. No.	Particulars	Information
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque and copy of PAN card. Canceled cheque & PAN card is to be submitted only once	
3	Complete Bank Account No. of the Firm [beneficiary]. [in case of change in bank account vendor should write to Account Office]	
4	Bank Name	
5	Bank Address	
6	IFSC Code no	
7	Mobile no (for SMS)	
8	Email ID (for information)	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of the firm.

Note: This proforma shall be enclosed with price bid.

[Seal and Signature of the firm]





**Undertaking form to be submitted with the technical bid**

**To  
The Director  
NIT Sikkim**

**Subject: Undertaking for *Tender No:21/NITS/CSEDEPT/Computer Lab Chair / 2017-18/Chair***

Dear Sir,

This is to undertake that I / we, owner(s) of M/s ....., of..... (name of the city) have read the above mentioned tender document and have fully understood the points and their implications. We undertake that if I/we am/are given the contract, I / we will abide by all the terms and conditions of the tender in letter and spirit.

Signed by

Name:

Authorized Signatory of M/s ..... (Bidder)

Official Stamp

Date:

Place: