

NOTICE INVITING TENDER (NIT)

**SUPPLY, INSTALLATION, PLACING AND POSITIONING AND MAKING OPERATIONAL
OF HOSTEL FURNITURE (STEEL SINGLE COT)**

Tender No. IIITT/ADMIN/HOSTEL FURNITURE/2024/07-01



Indian Institute of Information Technology Tiruchirappalli
Tamil Nadu-620012
India
www.iiitt.ac.in

1. GENERAL

- 1.1. Indian Institute of Information Technology Tiruchirappalli (herein after called “IIITT”) invites sealed Tender under Two-Bid System (Technical and Commercial bid) for **SUPPLY, INSTALLATION, PLACING, POSITIONING AND MAKING OPERATIONAL OF HOSTEL FURNITURE(STEEL SINGLE COT)** as per the technical specifications given in **Annexure-I**.
- 1.2. The tender document can be accessed from <https://www.iiitt.ac.in/>. Last date/time for submission of the bids is **13/08/2024, 3 PM**. **The technical bids will be opened first and the bid will be decided for the satisfying the eligibility criteria as per tender conditions**. Only those who qualify in the technical evaluation will be graduated to the opening of financial bids. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above.
- 1.3. Bids received after the above mentioned date and time shall not be considered. Conditional bids will be rejected outright.
- 1.4. The responsibility of submission of the bids on or before the last date shall rest with the tenderer. The institute will hold no responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received by IIITT after the bid submission deadline prescribed by IIITT, shall be rejected.
- 1.5. The timeline for the NIT is as mentioned below:

Sl. No.	Events	Date and Time
1	Publication of the Tender Document	23-07-2024
2	Last Date/Time for submission of Bids	13-08-2024 3:00 PM
3	Opening of Technical Bids	13-08-2024 3:00 PM
4	Opening of the financial bid	Will be intimated through email

- 1.6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid is an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
- 1.7. Each bidder shall submit only one bid. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids (of both the individual and the partnership/consortium/joint venture) are liable to be rejected.

- 1.8. The bidder shall bear all costs associated with the preparation and submission of his/her bid and IITT shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- 1.9. IITT will respond to any request for clarification or modification of the Tender Documents that are received up to TWO DAYS prior to the deadline for submission of bids prescribed by IITT. For this purpose, the prospective bidder(s) requiring clarification in the Tender Document shall notify IITT through Email ONLY. Any such clarification, together with all details on which the clarification had been sought, will be published in the institute website only.
- 1.10. Except for any such clarification by the Institute, which is explicitly stated to be an addendum to the tender document issued by The **Registrar (i/c), IIT Tiruchirappalli**, no written or oral communication, presentation or explanation by any other employee of any of the Sections/Departments of the Institute, shall be taken to bind or fetter the Institute.

2. AMENDMENTS IN THE TENDER DOCUMENT

- 2.1. At any time prior to the deadline for submission of bids, IITT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).
- 2.2. Amendments will be intimated through the Institute website and the bidders shall ensure that the amendments are carried out in the bid before submission. The amendments will not be published in newspapers. Bidders should regularly visit Institute website to keep themselves updated.
- 2.3. No extension in the bid due date/ time shall be considered on account of delay in receipt of any document by mail. Further, it will be assumed that the Bidder has taken into account, such amendments, while submitting the bid.

3. COMPOSITION OF THE TENDER DOCUMENT (TECHNICAL BID)

- 3.1. The Tender Document comprises of:
 - (a) Technical Specifications (Annexure-I)
 - (b) Pre-qualification Criteria (Annexure-II)
 - (c) Techno-Commercial Parameters (Annexure-III)
 - (d) Schedule of Quantity (Annexure-IV)
 - (e) Compliance Statement (Annexure-V)
 - (f) Format of Performance Security (Annexure-VI)
 - (g) Declaration (Annexure-VII)
 - (h) Fall Clause Notice Certificate (Annexure-VIII)
 - (i) Bid Security Declaration form (Annexure – IX)
 - (j) Procedure for Submission of Tender(Annexure-X)

- 3.2. The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Document. In the event of discovery of any missing pages, the bidder shall inform the same to the Section/ Department concerned. Failure to furnish the information required by the Tender Document or submission of a tender not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid.
- 3.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.

4. LANGUAGE/FORMAT/SIGNING OF THE BID

- 4.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and IITT shall be in English and the Contract shall be construed and interpreted in accordance with that language. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence and communications, shall bear the costs and risks of such translation.
- 4.2. The documents comprising the bid shall be typed or written in indelible ink and all the pages shall be signed by the bidder or a person or persons authorized by the bidder. All the pages of the bid shall be numbered and except for unamendable printed, shall be signed by the person or persons authorized and uploaded.
- 4.3. The bid shall not contain any internalizations, erasures, overwriting, except to correct errors made by the bidder, in which case the person or persons shall sign near or against such corrections with date.

5. DOCUMENTS COMPRISING THE BID

- 5.1. The Technical and the Financial Bids shall be submitted and mentioned as Cover One and Cover Two.
- 5.2. Bids submitted without required documents will be rejected outright.
 - (a) The bidder shall furnish, as part of the technical bid, Bid Security Declaration Form as per the Annexure.
 - (b) Bids not accompanied by Bid Security Declaration Form shall be DISQUALIFIED.
- 5.3. Documents establishing conformity of the terms and conditions of the Tender Document shall be provided along with the bid. The offer/bids should be sent only for a system or Furniture that is available in the market and supplied to a number of customers. A list of customers in India and abroad with details must accompany the quotations. Quotations for a prototype machine will not be accepted.

- 5.4. Original Catalogue (not any photocopy) of the quoted model duly signed by the principals must accompany the quotation in the Technical bid. No prices should be entered in the Technical bid.
- 5.5. Compliance Or Confirmation Report With Reference To the Specifications and Other Terms and conditions should also be obtained from the principal.
- 5.6. Information related to the agency/bidder such as photocopies of the Registration/ PAN/ GST/ TIN shall be furnished.
- 5.7. The technical bid should consist of all technical details along with commercial terms and conditions. Mentioning of Prices in the Technical Bid shall lead to disqualification.

5.8. Submission of Samples:

- a. The Contractor should supply sample of the item conforming to the technical specification given in Annexure – I for the approval of The **Registrar (i/c)**, IITT before commencement of bulk supply.
 - b. The sample should be submitted within 7 days of date of issuance of Purchase Order. The samples shall be placed in Hostel, **IIT Tiruchirappalli**, Seethurapatti, Tiruchirappalli, Tamil nadu-620012 with an advance intimation.
 - c. IITT will not be responsible for any damages to the Sample during its transit. In case any damages are observed contractor has to do proper finishing /replacing the unit without any extra cost to the Institute.
 - d. Before shipment, the supplier shall ensure that the same quality as the given sample is maintained. The technical Committee may inspect the goods at the firm's premises, before the supply is affected. In case the product deviated from the sample approved, the Institute has rights to reject the same on arrival.
- 5.9. Properly signed tender document should be submitted in Cover One.
- 5.10. If the item is to be moved from its location within the period of warranty, then the supplier must provide disassembling and reassembling services with free of cost**

6. BID PRICES

- 6.1. Prices must be quoted separately for Furniture identified.

7. BID CURRENCY

- 7.1. Prices of indigenous Furniture/item shall be quoted in Indian Rupees.

8. CONFORMITY OF THE TENDER DOCUMENT

8.1. The Bidder shall furnish, in terms of Technical Specifications are given in the Tender document.

9. PERIOD OF VALIDITY OF BIDS

9.1. Bids shall remain valid for a period of 180 days after the date of deadline for submission of bids prescribed by the Purchaser.

10. MODIFICATION AND WITHDRAWAL OF BIDS

10.1. The Bidder may modify or withdraw the bid after submission, within the period of deadline for submission of bids.

10.2. No bids can be modified subsequent to the deadline for submission of Bids.

10.3. No bids can be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's SD.

11. OPENING AND EXAMINATION OF BIDS

11.1. The Technical bids will be opened on the prescribed date and time as mentioned in the Bid document.

11.2. The purchaser will evaluate the technical bids. Those bids, whose technical bids fulfil the technical requirements and responsive to the tender requirements will be considered. Those bids which are found to be either non-responsive, not satisfying the technical requirements or both will not be considered and will be rejected.

11.3. The Price bids of the successful bidders on the basis of evaluation as mentioned will be considered for the next stage for opening.

11.4. The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed and whether the bids are generally in order.

11.5. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If a Bidder does not accept the correction of errors, the bid will be rejected and its SD may be forfeited.

11.6. The Purchaser may waive any minor non-conformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

- 11.7. Prior to the detailed evaluation, the Purchaser will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviations, exceptions, objections, conditionality or reservations. A material deviation, exception, objection, conditionality, or reservation is:
- (a) One that limits in any substantial way the scope, quality, or performance of the Furniture;
- OR**
- (b) One that limits, in any substantial way that is inconsistent with the Tender Document, the Purchaser's rights or the successful Bidder's obligations under the Contract: and
 - (c) One that the acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.
- 11.8. If a bid is not substantially responsive, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 11.9. The Purchaser's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

12. CLARIFICATION OF BIDS

- 12.1. During the bid evaluation, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be through Email only and no change in the price or substance of the bid shall be sought, offered or permitted (refer enclosures).

13. EVALUATION OF RESPONSIVE BIDS

- 13.1. The Purchaser will evaluate the bids that have been determined to be substantially responsive.

14. CONTACTING IITT

- 14.1. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bid, he/she will do so through Email only.
- 14.2. If a Bidder tries to directly influence IITT or otherwise interfere in the bid evaluation process and the Contract award decision, his/her bid shall be rejected.

15. AWARD CRITERIA

- 15.1. IITT will award the Contract to the Bidder, whose bid has been determined to be substantially responsive and evaluated as the lowest quote.
- 15.2. The Institute reserves the right to buy items/quantity from different bidders considering price of individual/group of equipment/items or any other factors as decided by the Committee.

16. IIITTS RIGHT TO ACCEPT/REJECT BIDS

- 16.1. IIITT reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

17. AWARD OF PURCHASE ORDER

- 17.1. Prior to the expiration of the period of bid validity, IIITT will issue the Letter of Intent / Purchase Order to the successful Bidder in writing.
- 17.2. The Purchase Order will form the part of the Contract.
- 17.3. Upon the successful Bidder's furnishing of the copy of the Purchase Order duly signed on each page and the Performance Security, for the Furniture ordered in foreign currency, the Purchaser will open a letter of credit (LC) in a convenient Nationalized Bank in India. For opening of LC necessary arrangements shall be provided by the supplier or his/her authorized agents.
- 17.4. **The Institute reserves the right to buy different items/quantity from different bidders considering price of individual/group of furniture or any other factors as decided by the Institute.**

18. CONTRACT AGREEMENT

- 18.1. Within **THREE (03) DAYS** of receipt of the Purchase Order, the successful Bidder shall sign and date its copy on each page and return it to the Purchaser.
- 18.2. Copy of Purchase Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.

19. PERFORMANCE SECURITY

- 19.1. The performance security shall be submitted within **FIVE (5) DAYS** of receipt of the material by the purchaser. The successful bidder shall furnish the **Performance Security equal to 3%** of the order / contract value (excluding the value of annual maintenance charges). The Performance Security shall be valid all along the warranty Period and shall extend up to **SIXTY (60) DAYS** after the date of completion of warranty period. If no bank guarantee (or) DD is given, the 3% of payment will be deduced and the same will be paid after the warranty period plus two months.

- 19.2. The performance security shall be a bank guarantee (in the format as provided in **Annexure-VI** of the bidding documents) issued by the Indian Scheduled bank acceptable to the Purchaser or a Demand Draft favoring, **THE DIRECTOR, IIT TIRUCHIRAPPALLI** payable at TIRUCHIRAPPALLI.
- 19.3. In case the successful bidder is a foreign company and wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed through the Beneficiary Bank to the end user bank. Otherwise, the Indian Agent of the foreign vendor shall submit a Bank Guarantee from a Nationalized Bank of India. The following documents shall be submitted in case of an Indian agent submitting the Performance Security on behalf of his principal:
- 19.3.1. Foreign principal's proforma invoice indicating the commission payable to the Indian agent and nature of after-sales service to be rendered by the Indian agent.
- 19.3.2. Copy of the agency agreement with the foreign principal and the precise relationship between them and their mutual interest in the business.
- 19.4. The performance security shall automatically become null and void once all the obligations of the Supplier under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The performance security shall be returned to the Supplier not later than **fifteen (15) days** after its expiration.
- 19.5. Failure of the successful Bidder to comply with the requirements shall constitute enough grounds for the annulment of the award, in which event the Purchaser may make the award to the next lowest evaluated bid submitted by a qualified Bidder or call for new bids.

20. CONTRACT DOCUMENTS

- 20.1. All documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The Contract shall be read as a whole.
- 20.2. The order of precedence of the Contract documents shall be as follows:
- (i) Contract Agreement/Purchase Order
 - (i) All Forms/Annexures
 - (ii) Supplier's Bid
 - (iii) Tender Document
 - (iv) Catalog of the Furniture

21. AMENDMENT TO CONTRACT

- 21.1. No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract and is signed by a duly authorized representative of each party to the Contract.

22. SUPPLIER'S RESPONSIBILITIES

22.1. The Supplier's obligations involve:

- (a) Supply of furniture as per the specifications given in Tender Document in Annexure 1 and as per drawing.
- (a) Making the furniture operational (installation, placing, positioning and making operational)
- (b) Manufacturer warranty certificate
- (c) Within warranty period if any onsite technical support as and when required.

22.2. The Supplier shall, unless specifically excluded in the Contract, perform all such work and/or supply all such items, services and materials not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for **supply installation, placing, positioning**, and making operational of Furniture as if such work and/ or items and materials were explicitly mentioned in the Contract.

22.3. The Supplier shall comply with all laws in force in India. The laws will include all national, provincial, municipal or other laws that affect the performance of the Contract and are binding upon the Supplier. The Supplier shall indemnify and hold harmless, the Purchaser from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature, arising or resulting from the violation of such laws by the Supplier.

22.4. If during the warranty Period any malfunctioning is experienced by the user in the Furniture, the Supplier shall promptly, at his/her sole cost, fix the issue. Necessary upgrades for the Furniture shall be provided by the Supplier on a regular basis during the warranty Period.

22.5. Response time for attending to malfunctioning reports shall be 24 to 48 hours, after they are reported to the Supplier or his/her designated service agent.

23. TIME FOR SUPPLY, INSTALLATION, COMMISSIONING AND VALIDATION OF THE FURNITURE

23.1. The Supplier shall supply the furniture within the period specified in the tender document or within the period mutually agreed between purchaser and supplier.

23.2. The Supplier shall thereafter proceed with the installation, commissioning, integration and validation and demonstrate operational acceptance of the furniture within the period specified. The furniture shall be installed and commissioned by the successful bidder within 15 to 20 days from the date of its receipt.

23.3. The tenderer should indicate clearly the time required for delivery of the item. In case there is any deviation in the delivery schedule, liquidated damages clause will be enforced or penalty for the delayed supply period will be levied.

23.4. In the event of failure of supply of the item/furniture within the stipulated delivery schedule, the Purchaser has all the rights to purchase the item/furniture from other sources on the total risk of the Supplier under the risk purchase clause.

24. TERMS OF PAYMENT

24.1. No Advance payment will be made for indigenous purchase. For indigenous furniture, 100% payment will be released after satisfactory delivery, acceptance, installation, commissioning, integration and validation of the furniture and against the installation report/certification provided jointly by the supplier (technical representative involved in the process of installation) and the Competent Authorities of the Institute.

24.2. Payment for annual maintenance contract after the warranty period shall be released at the end of six months/one year after the expiry of warranty period.

24.3. If any time before the delivery of the furniture, it is found that the same furniture had been offered to another party in India at a lower rate, payment shall be restricted to the extent of such lower rate and the Supplier shall be liable to pay the Purchaser the difference in two rates i.e. excess charged over such lower rate, if payment had been made by the purchaser. The purchaser will look into a reasonable past period to ensure this.

25. Installation Certificate in Original is essential for making the final payment/part payment. The successful bidder shall ensure that the installation and commissioning is done on time and produce the Installation Certificate in Original on time to the purchaser.

26. TAXES AND DUTIES

26.1. The Supplier should ensure payment of all taxes, duties, levies and charges assessed by all municipal, state or national government authorities, in connection with the Goods and Services supplied under the Contract.

27. MAINTENANCE DURING WARRANTY PERIOD:

27.1. The supplier shall **continue support and maintain the furniture supplied by carrying out maintenance or minor repairs at the premises of the purchaser at free of cost during the warranty period.**

28. PENALTIES

28.1. If the Supplier fails to complete any of the activities in accordance with the time specified for it, or any extension of the time granted by the Purchaser, the Supplier shall pay to the Purchaser, penalties at the rate specified in the Tender document.

28.2. The Purchaser reserves the right to terminate the contract if the Supplier defaults on any of the time limits by more than ONE week.

29. INTELLECTUAL PROPERTY RIGHTS, WARRANTY AND INDEMNITY

29.1. The bid should clearly specify the warranty period of **THREE YEARS** for furniture. Any extended warranty offered for the same shall be mentioned separately

29.2. The warranty period shall commence from the date of validation/installation of the furniture and shall extend for the length of time specified in the tender document

29.3. The Supplier shall indemnify and hold harmless the Purchaser from and against any and/or all losses, liabilities and costs (including losses, liabilities and costs incurred in defending a claim alleging such a liability), that the Purchaser may suffer because of any infringement or alleged infringement of any Intellectual Property Rights.

29.4. **Liquidated Damages:** If a firm accepts an order and fails to execute the order, in full or part, as per terms and conditions, stipulated therein, it will be open to the Institute **to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered goods per month or part thereof, subject to a maximum of 5% of the value of the undelivered goods.** It will also be open to the Institute alternatively, to arrange procurement of the required stores from any source, at the risk and expense of the firm, accepted and failed to execute the order according to stipulations agreed upon. This will also entail removal of the defaulters' name from the approved/registered list of Suppliers.

30. EXTENSION OF TIME LIMITS FOR SUPPLY AND MAKING OPERATIONAL, THE FURNITURE

30.1. The time limit for supply, installation and commissioning, integration and validation shall be extended if the supply is delayed or impeded in the performance of any of its obligations under the Contract due to justified reasons and not otherwise. Such time limit shall be fair and reasonable under all the circumstances and shall fairly reflect the delay or impediment sustained by the Supplier.

31. GOVERNING LAW

31.1. The Contract shall be governed by and interpreted in accordance with the laws of India.

32. SETTLEMENT OF DISPUTES

32.1. Any dispute or claim arising relating to this Contract of the breach, termination or the invalidity thereof, shall be settled by the Honorable Courts of Justice at Tiruchirappalli, Tamil Nadu.

33. The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as in **Annexure-VII**.
34. IITTT reserves the right to accept or reject any or all the bids in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.

Registrar (i/c)
IIT Tiruchirappalli

ANNEXURE-I
TECHNICAL SPECIFICATIONS
(TO BE SUBMITTED IN APPROPRIATE FORMAT)

Sl. No	Description of Item	Quantity	Unit
1	Steel Single Cot -1925mm x 900mm x 460 mm high (height shall be measured from top of bush) (as per drawing attached)	100	nos
1.1	The top horizontal platform shall be made out of 14G CRS sheet powder coated having minimum 60 micron thickness with edge of the platform having 50 mm depth and bent to shape around as per drawing		
1.2	The rigid steel frame should be perfectly fixed/welded to the horizontal platform.		
1.3	All the welding should be done using electro-welding process only.		
1.4	The horizontal base should be stiffened with appropriate longitudinal stiffeners made of 18 gauge CRS sheet (minimum 3 "V-Shape sheet") using arc welding technique & stiffened with lateral stiffeners using 25 mm x 25 mm MS powder coated (minimum 2 steel pipes) to be provided at bottom of the horizontal platform of the cot.		
1.5	All steel components need to be given acid wash, of anti-corrosive treatment prior to powder coating. The steel components such as tubular section platform etc should be of reputed manufacturers.		
1.6	All steel components should be powder coated with minimum 60 micron thickness		
1.7	All bushes/levellers of high quality nylon or other appropriate material with high impact & vibration resistance.		
1.8	The specifications of materials used should be provided as per drawing. Better value elements can be added to the furniture sample, if appropriate		

STEEL SINGLE COT

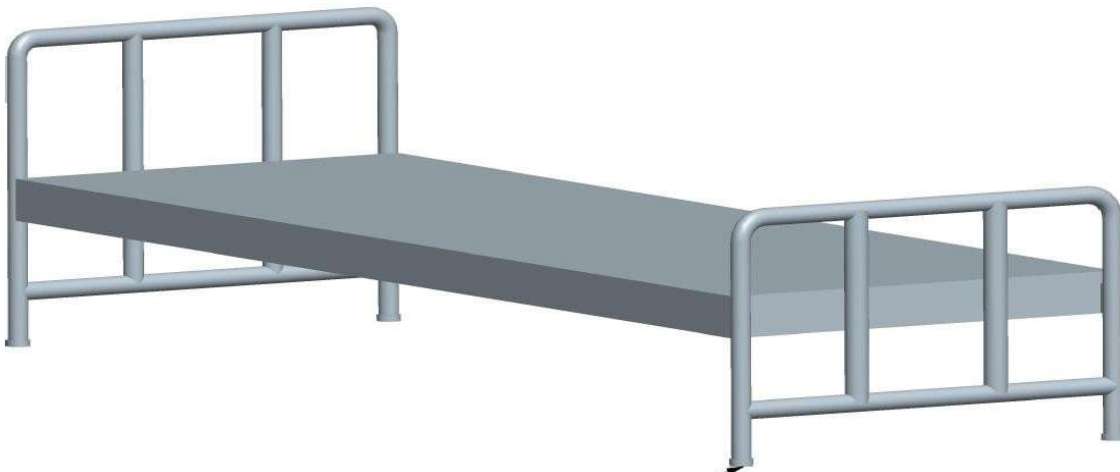
1925 mm



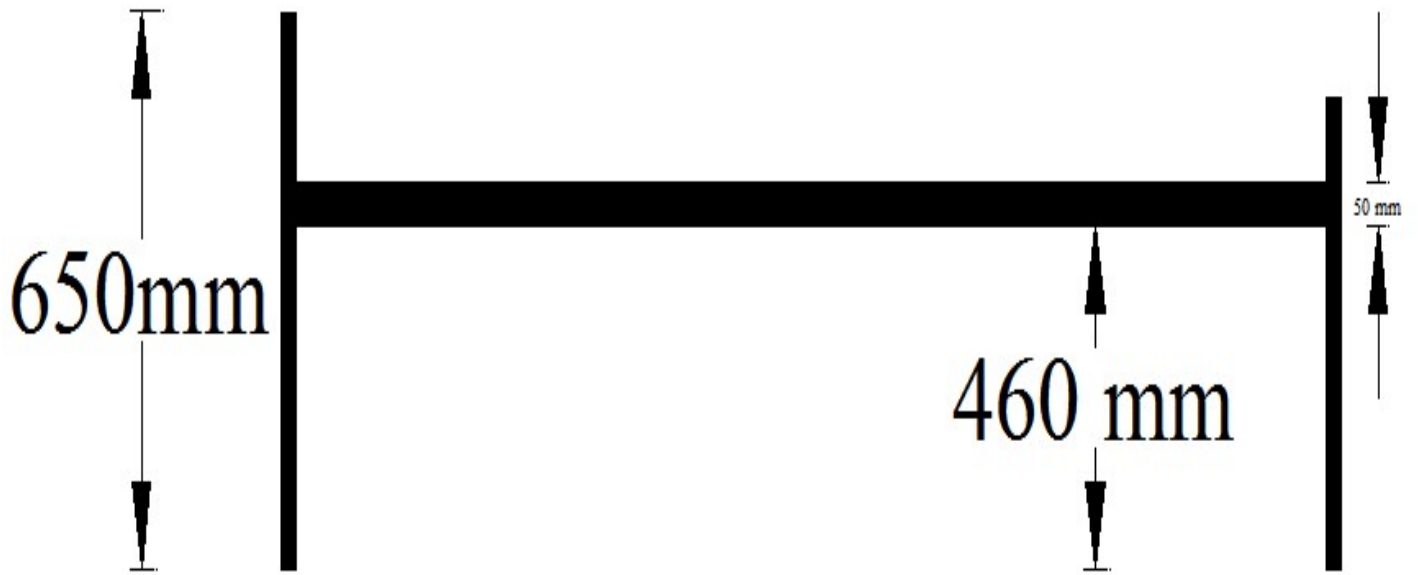
900 mm

PLAN

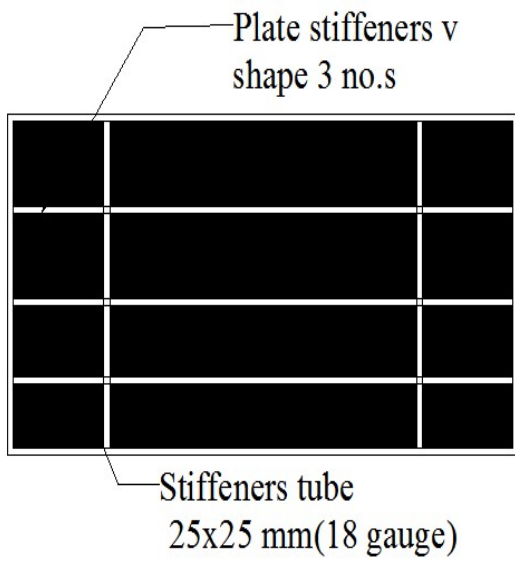
Front View



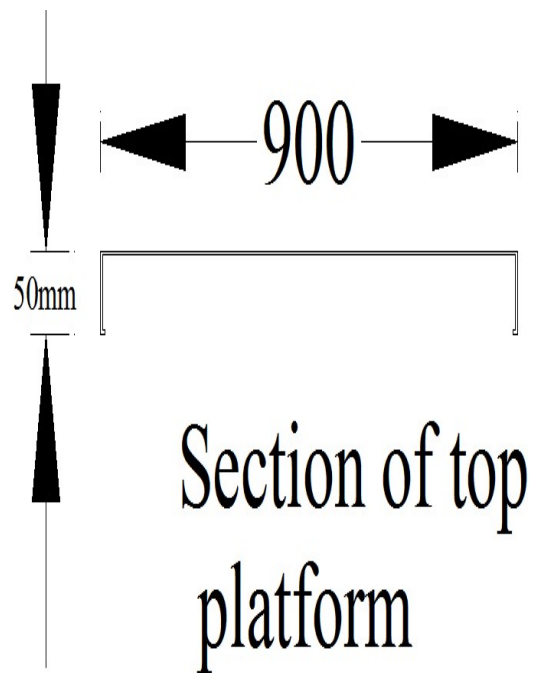
Rubber Bush



SIDE



BOTTOM



ANNEXURE – II

PRE-QUALIFICATION CRITERIA FOR BIDDERS

(To Be Submitted in Appropriate Format)

Only those bidders fulfilling the following criteria should respond to the tender.

- 34.1. Bidder should be either an Original Furniture Manufacturer (OFM) or designer or authorized distributor of a Hostel Furniture.
- 34.2. The bidder should be a company registered under the Companies Act, 1956/2013 OR a Limited Liability Partnership / a registered partnership firm OR a sole- proprietorship entity. Appropriate Registration incorporation certificate must be submitted.
- 34.3. The bidder must have a registered office and/or service center in Tamil Nadu. Certificate of registration for the offices to be provided. Details about scope of service activities provided by the service centers must be provided. The contact details of the service engineers must be provided.
- 34.4. The bidder must also have a service center in Tamil Nadu. Certificate of registration for the centers to be provided.
- 34.5. Have an Annual Turnover of **Rs. 20 Lakhs/- (Rupees Twenty Lakhs)** during each of last three financial years (2020-21, 2021-22, 2022-23). The bidder shall enclose the audited statements of the indicated financial years, which should have been certified by a Chartered Accountant or a Competent Authority.
- 34.6. The bidder must be in existence in the business of Supply and Maintenance of Furniture (Steel Cot) for a minimum period of **THREE previous financial years ending previous day of last date of receipt of tender. Documentary evidences of experience must be provided.**
- 34.7. Bidders, who are bidding for this shall have satisfactorily completed the works as mentioned below during the last three years ending previous day of last date of submission of bid:
- THREE similar completed works each costing not less than the amount equal to
Rs. 3 lakh
(OR)
TWO similar completed works each costing not less than the amount equal to
Rs. 5 lakh
(OR)
ONE similar completed works each costing not less than the amount equal to
Rs. 10 lakh**
- To Universities/Centrally Funded Technical Institutes (IITs, IIIT, IISc, IISER, NIT etc) in India. Copies of certificate of successful implementation must be uploaded. Copies of financial statements or evidence of turnover must be uploaded.
- 34.8. The bidder's must quote their prices as per detailed specifications and drawings given in the Annexure – I
- 34.9. The Institute reserves the right ask for photographs/CAD drawings/ design proofs to satisfy themselves of the proven capabilities if the system being offered. The bidder must provide these details with in two working days of receiving such a request via email. Decision regarding technical compliance of the bidder can be taken on the basis of this information.

34.10. Compliance sheet for the technical specification and OFM Brochure have to be attached along with the Technical bid. Vendor has to fill the compliance sheet and mention page number or reference number in OFM brochure. Unfilled / partially filled sheets lead to disqualification.

34.11. Properly signed Tender Document shall be enclosed in Cover 1.

ANNEXURE-III
TECHNO-COMMERCIAL BID
(To Be Submitted in Appropriate Format)

A. Company Profile
Name of the Company/Bidder
Postal Address of the Registered Office
Telephone (Landline) No.
Mobile No.
Email Address (Official)
Name of the CEO/Director
Name(s) of the Partners (if applicable)
Registration No. (Upload supporting document)
Type of Firm (Proprietary/Partnership/Private Ltd./Private/MNC/Cooperative/Govt. Undertaking/Any Other)
Email Address and Contact Number(s) of CEO/Director
Year of Establishment
No. of Years of Operations in India
Location of Offices in India / Abroad
PAN (Upload supporting document)
GST (Upload supporting document)
B. Alliances for the Purpose of this Bid, if applicable (Upload supporting document)
Details of Alliance(s)
Type of Alliance(s)
C. Experience/Credentials
No. of similar units installed in India
No. of similar units installed in Tamil Nadu/ Karnataka/ Telangana/Andhra Pradesh or Kerala or anyother nearby City/Town
List of Clients and Testimonials (Please upload necessary supporting document)
Year of Commencement of Manufacturing the Furniture (pertaining to this Bid)
D. Financial Background of the Firm - Annual Turnover (Upload supporting document signed by Competent Authority)
2020-21
2021-22
2022-23
E. Service Support and Availability of Spares in India
Track record of service provided during last 3 years (Upload supporting documents)
Location and Address of Service Centres
Number of trained Service Engineers
Number of trained Service Engineers exclusively dedicated to each Furniture offered
Number of trained service engineers for the Furniture offered, stationed in Tamil Nadu/Karnataka/ Telangana/Andhra Pradesh or Kerala
Number of Application Specialists
Whether the OEM offers any service
Whether the service set up maintains stock of Essential Spares in India
Lead time for Supply of Essential Spares
F. Others
Has the firm ever been debarred/blacklisted by any Govt. Organization/Dept.? If „yes“ the details thereof. Upload (supporting document)
Note: Supporting Documents, wherever asked for, shall be uploaded along with the Bid, without which the Bid shall be rejected outright.

ANNEXURE-IV
SCHEDULE OF QUANTITY
(To Be Submitted in Appropriate Format)

Item No	Description of the Item	Quantity
1	Steel Single Cot -1925mm x 900mm x 460 mm high (height shall be measured from top of bush) as per specification and drawing given in Annexure I for the steel cot.	100 Nos

ANNEXURE-V
COMPLIANCE STATEMENT

(Part of Technical Bid)

(To Be Submitted in Appropriate Format)

The vendor shall,

1. Prepare, sign and upload the Compliance Statement of the specification of the Furniture in the format given below along with the technical bid in the company letter head.
2. Submit separate Compliance Statement of specification sheets for each item/ Furniture.
3. Ensure that the component number and heading in the Technical Specifications is clearly mentioned in the document. If there are any deviations from the specifications mentioned by IIT Tiruchirappalli, the vendor should clearly indicate the deviations and give reasons for the deviation with proper justification.
4. Provide the technical leaflet/literature/catalogue or any relevant document for all the quoted Furniture to IIT Tiruchirappalli. The information provided in the compliance statement without supporting documents will not be considered for the evaluation of the technical bid and will be treated as non-compliance and may lead to the disqualification of the technical bid.
5. Clearly respond to every requirement given in the technical specifications. Lack of clarity may be considered as lack of information and may subsequently lead to disqualification of the technical bid.

Format of Compliance Statement:

Item No.	IIT Tiruchirappalli's technical specification of components as given in Annexure-I	Specifications of model by the vendor	Vendor's specification complies with IIT Tiruchirappalli's technical specification? (YES/ NO)	Deviation, if any, to be indicated in unambiguous terms	Page no. of relevant specification for the quoted model in the technical manual/ leaflet

ANNEXURE-VI

FORMAT OF PERFORMANCE SECURITY

1. This deed of Guarantee made this day of _____ between Bank of _____ (hereinafter called the "Bank") of the one part, and Indian Institute of Technology Tiruchirappalli (hereinafter called "the Purchaser") of the other part.
2. Whereas the Purchaser has awarded the contract for Supply, Installation, Commissioning, Integration and Validation of _____ (name of the Furniture) (hereinafter called the contract) to _____ (hereinafter called the Supplier); (Name of the Supplier)
3. AND WHEREAS the Supplier is bound by the said Contract to submit to the Purchaser a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. Now, I/we the undersigned, being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Purchaser the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Supplier has signed the aforementioned Contract with the Purchaser, the Bank is engaged to pay the Purchaser, any amount up to and inclusive of the aforementioned full amount upon written order from the Purchaser to indemnify the Purchaser for any liability of damage resulting from any defects or shortcomings of the Supplier under the Contract mentioned above, whether these defects or shortcomings are actual or estimated. The Bank will deliver the money required by the Purchaser immediately on demand without delay without reference to the Supplier and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings of the Supplier. The Bank shall pay to the Purchaser any money so demanded notwithstanding any dispute/disputes raised by the Supplier in any suit or proceedings pending before any Court relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid for a period of thirty-six months from the date of signing. (Initial period for which this Guarantee will be valid must be for at least thirty (30) days longer than the anticipated expiry date of warranty period).
7. At any time during the period in which this Guarantee is still valid, if the Purchaser agrees to grant a time extension to the Supplier or if the Supplier fails to complete the work within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages as stated under Para 5 above, the Bank shall extend this Guarantee under the same conditions for the required time on demand by the Purchaser and at the cost of the Supplier.
8. The Guarantee herein before contained shall not be affected by any change in the Constitution of the Bank or of the Supplier.

9. The neglect or forbearance of the Purchaser in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Purchaser for the payment hereof shall in no way relieve the bank of its liability under this deed.
10. The expressions “the Purchaser”, “the Bank” and “the Supplier” herein before used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the

day of _____ (Month & Year) being herewith duly authorized. For and on behalf of the _____ Bank.

Signature of Authority

Name of the Official:
 Designation:
 Stamp/Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness 1

Signature
Name
Address

Witness 2

Signature
Name
Address

ANNEXURE-
VII
DECLARATION

We hereby undertake that there are _____pages, serially numbered, in the submitted tender including the supporting documents. (Please serially number all the pages including blank page, if any). We have submitted our principal's exclusive authorization letter which is specific for this tender No. _____ dated _____.

ANNEXURE-VIII
FALL CLAUSE NOTICE CERTIFICATE
(To Be Submitted in Appropriate Format)

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____ **(Please do not reveal the prices here, which will lead to outright rejection of your bid)**. The prices charged for the Stores supplied under tender should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU's/Central Govt./State Govt. Autonomous bodies/Central/state Universities/Central/State Educational Institutions, failing which the “**FALL CLAUSE**” will be applicable. The institute will look into a reasonable past period to ensure this. In case, if the price charged by our firm is found to be more, **IIT Tiruchirappalli** will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Note

- **This letter of authority should be on the letterhead of the quoting firm and should be signed by a Competent Authority and having the power of attorney.**

BID SECURITY DECLARATION FORM

Date:

Name of Work/Item Description:

Tender No. and Date:

To (insert complete name and address of the purchase)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- i. the receipt of your notification of the name of the successful Bidder; or
- ii. (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (signature of person whose name and capacity are shown) in the capacity of (legal capacity of person signing the Bid Securing Declaration)

Name: (complete name of person signing the Bid Securing Declaration)Duly authorized to sign the bid for an on behalf of (complete name of Bidder)

Dated on _____ day of _____ (date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Note: This letter should be on the letterhead of the quoting firm and should be signed by a Competent Authority. Non-submission of this will lead to DISQUALIFICATION of bids.

ANNEXURE-X
PROCEDURE FOR SUBMISSION OF TENDER

1. BID PREPARATION

- 1.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 1.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 1.3 Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- 1.4 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally.

2. BID SUBMISSION

- 2.1 The Bidders are requested to give detailed tender in two bids.
Part-1 : Technical Bid (as per tender document)
Part-2 : Financial Bid (own format)
- 2.2 Tenders, which are submitted without following the two bid offer system will summarily be rejected.
- 2.3 The tender document can be downloaded from the Indian Institute of information Technology Tiruchirappalli website www.iiitt.ac.in

3. Envelope No-1: TECHNICAL BID (Annexure -I)

The technical offer **should not contain any price information**. The technical offer should comprise the following also:

- 3.1. The technical bid should be comprehensive and shall indicate all specification of the all products and services. Each page of the bid and cutting/correction shall be duly signed and stamped by the bidder. Failure to comply with this requirement may result in the bid being rejected.
- 3.2. If the bid is for branded makes, an authorization letter from principals clearly indicating that the vendor is competent and authorized to sell and provide services towards the items shall be enclosed.
- 3.3. List of deliverables / bill of materials and services.

4. Envelope No-2: FINANCIAL BID

This should contain only the price information along with commercial terms and conditions. The commercial bids of **only the shortlisted bidders** shall be considered for further processing.

5. ASSISTANCE TO BIDDERS

Queries, if any, can be made through e-mail only to registrar@iiitt.ac.in before the period of deadline for submission of bids. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tender, it shall only be published on IIIT Tiruchirappalli website (www.iiitt.ac.in). The Bidders are advised to check IIIT Tiruchirappalli website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued, if any.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date of the bid.

The Technical Bid along with all the necessary relevant documents should be submitted.

-Sd/-

REGISTRAR i/c
IIIT TIRUCHIRAPPALLI

(ADDRESS SLIP)

Please paste this on your envelope)

TenderNo. & Date: _____

Name of the item(s): _____

(as mentioned in the tender)

Due Date: _____

To,

TENDER BOX
C/o. The Director
Indian Institute of Information Technology
Tiruchirappalli, Sethurapatti,
Tiruchirappalli - 620012,
Tamil Nadu.

From: _____