



I.I.T

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

KALYANPUR, KANPUR-U.P.

208016

TENDER REFERENCE NO. : IITK/STORE/ 2019-20/01

BID SUBMISSION END DATE- 09.08.2019

TENDER DOCUMENTS

FOR

“PURCHASE OF OFFICE FURNITURE”

BID DOCUMENT

Online bids (Technical & Financial) from eligible bidders which are valid for a period of 90 days from the date of Technical Bid opening (i.e. 13.08.2019) are invited for and on behalf of the Asst. Registrar, IIT Kanpur for “**Purchase of Office Furniture**”.

Name of Work	Purchase of Office Furniture.
Estimated Cost	Rs.60,00,000/-
EMD	Rs. 3,00,000/- in the form of Demand Draft in favour of Registrar IIT Kanpur, Payable at Kanpur.
Date of Publishing	19.07.2019 (17:00 hrs)
Clarification Start Date and Time	19.07.2019 (17:00 hrs)
Clarification End Date and Time	05.08.2019 (17:00 hrs)
Queries (if any)	No queries will be entertained after clarification end date and time
Bid Submission Start Date	22.07.2019 (15:00 hrs)
Last Date and time of uploading of Bids	09.08.2019 (16:00 hrs)
Last Date and time of submitting , EMD and other documents at IIT Kanpur (if any)	09.08.2019 (17:00 hrs)
Date and time of opening of Bids	13.08.2019 (16:00 hrs)

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

(The bids have to be submitted online in electronic form on www.eprocure.gov.in only. No physical bids will be accepted.)

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal ie <http://eprocure.gov.in/eprocure/app> , using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online Bidder Enrolment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their userID/ password and the password of the DSC/ eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
After selecting the tender document same shall be moved to the ‘My favourite’ folder of

- bidders account from where bidder can view all the details of the tender document.
- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall 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 need to be submitted. Any deviations from these may lead to rejection of the bid.
 - (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
 - (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
 - (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space/ Other Important Document” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**
Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.
If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD.
The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.
- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting

Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**

- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS:

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender. The contact number for the helpdesk is 0512-259-7316 (email: nisar@iitk.ac.in) between 10:30 hrs to 17:00 hrs.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 and 0120-4001005. The helpdesk email id is support-eproc@nic.in

INSTRUCTION FOR e-PROCUREMENT

1. PREPARATION AND SUBMISSION OF BIDS :

- a. The detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>
- b. The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid should be upload online in cover 1 and Financial Bid in “.Xls” should be upload online in cover-2

2. SUBMISSION OF THE BID : All interested eligible bidders are requested to submit their bids online on CPP Portal: <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:

- a. Technical Bid should be upload online in cover-1.
- b. Financial Bid should be upload online in cover-2.

Both Technical and Financial Bid covers should be placed online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>).

3. TECHNICAL BID: Signed and Scanned copies of the Technical bid documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app>.

List of Documents to be scanned and uploaded (Under Cover-1) within the period of bid submission:-

- i. Scanned copy of Bank details and certificate of GST
- ii. Scanned copy of work experience and EMD
- iii. Scan copy of tender acceptance letter and Non-Blacklisting declaration.
- iv. Scanned copy of specifications or brochures (if any).
- v. Scanned copy of authorization letter from manufacturer (If any)
- vi. Scanned copy of compliance sheet A and B as per enclosed sheet.
- vii. Scanned copy of other documents mentioned in tender document.

Please note that no indication of the rates/amounts be made in any of the documents submitted with the TC-BID.

4. **Financial Bid**

- a. The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
- b. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified “.xls” format

i.e. Price Bid Excel sheet attached as ‘.xls’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.

- c. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. The rates quoted in the Tender are inclusive of all applicable taxes, duties etc. **except GST.**

5. Last Date for Submission of Tender:

- a. Online bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- b. The IIT, Kanpur may, at its own discretion, alter/extend the last date for submission of tenders.

6. Bid Validity

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, prior to expiry of the original time limit, the IIT OIC Stores & Purchase Kanpur may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

7. Modification / Substitution/ Withdrawal of bids:

- a. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid 's due Date.
- b. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

8. Earnest Money Deposit:

Demand draft of Rs.3,00,000/ (Three Lac)- towards Bid Security/ EMD in favour of **Registrar IIT Kanpur** payable at **Kanpur** must reach **Receipt unit, Central Store & Purchase Section, IIT-Kanpur, Kalyanpur, IIT Kanpur-208016** latest by **09.08.2019 (17:00 hrs)** in a sealed envelope super scribed Tender enquiry no. dated and Bid opening date.

Please note all bid related documents scanned copy is to be submitted on the online portal, only Demand draft has to physical reach the aforementioned address.

The tender document along with other details may be downloaded from the CPP Portal: <http://eprocure.gov.in/eprocure/app>

IIT,Kanpur reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

Note:

1. EMD is exempted for firms registered as SSI, MSI in NSIC/MSME.
2. Firms are also exempted for EMD as per any other/specific order circulated by GOI.

Bidders should upload valid supportings against their claim.

9. **Rejection of the Bid:** The bid submitted shall become invalid and tender fee shall not be refunded if:-
 - a. The bidder is found ineligible.
 - b. The bidder does not upload all the documents as stipulated in the bid document.

Tender document

Central Store & Purchase
Indian Institute of Technology Kanpur
Kanpur (UP) 208016 India

Enquiry date: July 19, 2019

Enquiry No: IITK/STORE/ 2019-20/01

Online bids (Technical+Financial) are invited for purchase of Office Furniture. The detailed specifications of the item are as below.

Specifications of Office Furniture:

1. Executive modular table L Shape

Qty required – 60 Pcs

Size front 180 x (>75 to <80) x (>75 to <80)

Size Side Unit 160 x (>45 to <50) x (>75 to <80)

Pedestal size 40 x (>45 to <50) x (>60 to <65) with at least 3 sliding racks

Quality of board (PLPV), water proof, termite proof etc.

Thickness of board 30-45mm approx.

Melamine furnishing

Proper laminated beedings (PVC Lipping)

Computer / utility space with keyboard tray facility

Storage under side table

Color should match with set of chairs & back unit.

2. Back Unit of Executive Modular Table

Qty required – 60 Pcs

Size 90 x (>45 to <50) x (>75 to <80)

Thickness of board 25mm approx.

Quality of board (PLPV), water proof, termite proof etc.

Melamine furnishing

Proper laminated beedings (PVC Lipping)

Computer / utility space with keyboard tray facility

Storage under side table

Color should match with set of chairs & back unit

3. Executive Chair

Qty required – 60 Pcs

Height >1100 mm

Height adjustment (Up to 100 mm)

Chair lifting & movement (Centre with Left & Right)

Executive Chair high back revolving push back & gas lift height adjustment

Base of Chair (Steel inserted)

Side Arm (PU with steel inserted)

Foam (PU with long term guarantee)

Thickness of PU (50 to 80) mm

Cushion / Fabric (Leatherette)

Locking (Upright)

Color should match with set of chairs & back unit

4. Visitor Chair with PU Arm

Qty required – 120 Pcs

Visitor Chair with PU Arm made up at drawn section pipe.

PU Arm with steel inserted

Color should match with set of chairs & back unit

Note:

1. One modular executive table, an executive chair, back unit and two visiting chairs will be called as one set of furniture.
2. Models should reflect as one set of furniture.

Asst. Registrar

Central Store & Purchase

Indian Institute of Technology Kanpur

Kanpur 208 016, India

Terms and Conditions:

1. Price quoted should be separately mentioned (Basic Rate & GST). (As per BOQ)
2. Quotations must be valid for 90 days.
3. 40 Pcs of the selected Executive desk should be delivered within 6 weeks and balance 20 sets as and when required by the institute.
4. Delivery at Central Stores IIT-Kanpur.
5. All prices should be *F.O.R IIT-Kanpur*.
6. Payment terms will be 90% payment within 30 days from the date of delivery and balance 10% will be released against installation.

Pre-Requisite Qualifications:

1. The bidder should be the Original equipment manufacturer (OEM) or its authorized dealer with not less than 5 crore turnover of past 3 years.
2. The OEM/ authorized dealer supplying the furniture must strictly adhere to the specification mentioned in the tender. No deviation from the Specification will be entertained.
3. In case the bidder is an OEM, relevant papers like certificate of incorporation, registration certificate, PAN, GST, & balance sheet for last 3 years/ PF/ ESIC documents to be enclosed.
4. In case the bidder is the authorized dealer, formal agreement/ dealer certificate of the bidder with the OEM is to be enclosed. The association of the bidder with the OEM should be of 3 years.
5. The bidder must furnish the details (Name/ address/ ph. No) of their and local representative / service center at Kanpur to provide quick service to the institute.
6. Bidder must be an ISO 9001/ 14001, 18001, Green Guard, BISMA, 450001, 50001, AIOTA.
7. Preference will be given to the green certified bidder. (Certificate in this regard needs to be enclosed).
8. The bidder should have supplied furniture in reputed educational institutes or Govt. bodies such as IITs and NITs at least 3 similar work with one order of at least 50 lac or two orders of 30 lac or three orders of 25 lac, order copies in this regard is to be furnished.
9. Bidder will display sample of each items after opening of technical bid and before opening of financial bid on suitable date as decided by the institute. The displayed samples should be lifted by the vendor within 28 days post finalization of the tender otherwise IIT Kanpur will not be responsible for any misplaced sample.
10. Financial Bids of approved samples and technically qualified bidder will be opened only.
11. No freight charges or other expenses shall be paid for logistics of displayed samples.

12. Institute reserves the right to visit the manufacturing facility of the bidder before finalizing the tender. The bidder will arrange for the visit of the committee to their facility.
13. List of machines used in manufacturing of the furniture to be enclosed along with the tests conducted.
14. Product offered must be with 2 years of warranty.
15. Firms/ bidders blacklisted at any stage or by any government body need not to apply.
16. The lowest bidder will not be the only criteria for placing the order.
17. The OEM should have a toll free service number applicable for all state which should be in existence for over 3 years so as to ensure timely redressal of any service issues.
18. Bidders should submit sample for their quoted products. **Sample for each quote must be sent to the undersigned address. Failing in which the vendor will be disqualified from the tender**
19. Supplied items should be covered under transit insurance (wear & tear).
20. Solvency certificate required of Rs. 05 Crore in case of OEM.
21. All disputes are subject to Kanpur jurisdiction.

All the samples should be addressed to:

Tender Reference No: IITK/STORE/2019-20/01

Receipt unit

Central Store & Purchase Section

IIT-Kanpur

Kalyanpur

Kanpur - 208016

Contact No: 0512-2597316

A. Technical evaluation

Name of the

Firm.....

SL. No	Details Description	Status	Comply
1.	Address of the firm		
2.	Nature of the firm	Public Ltd / Pvt. Ltd. / OEM / Authorized dealer	
3.	In case of OEM	Certificate of incorporation, registration certificate, PAN, GST, & balance sheet for last 3 years/ PF/ ESIC (Please tick the documents which are enclosed)	
4.	In case of Authorized dealer	Authorization certificate, formal agreement by the OEM, registration certificate, PAN, GST, & balance sheet for last 3 years (Please tick the documents which are enclosed)	
5.	local representative / service centre at Kanpur	Contact Name..... Contact No..... Mail ID.....	
6.	Certificates	ISO 9001/ 14001, 18001, Green Guard, BIFMA, 450001, 50001, AIOTA (Please tick the documents which are enclosed)	
7.	Turn over	2016-17 2017-18 2018-19	
8.	No of PO's		
9.	Balance Sheet	Last 03 years	
10.	Solvency certificate	Rs. 05 Crore	

B. Technical detail of Items

SL. No	Items Description (Size in cm)	Quoted Item specification	Comply
Executive modular table L Shape			
1.	Size front 180 x (>75 to <80) x (>75 to <80)		
2.	Size Side Unit 160 x (>45 to <50) x (>75 to <80)		
3.	Quality of board (PLPV), water proof, termite proof etc.		
4.	Thickness of board 45mm		
5.	Melamine furnishing		
6.	Proper laminated beedings (PVC Lipping)		
7.	Computer / utility space with keyboard tray facility		
8.	Pedestal size 40 x (>45 to <50) x (>60 to <65) with at least 3 sliding racks		
9.	Storage under side table		
10.	Color should match with set of chairs & back unit.		
11.	Test report		

SL. No	Items Description	Quoted Item specification	Comply
Executive Chair			
1.	Height >1100 mm		
2.	Height adjustment (Up to 100 mm)		
3.	Chair lifting & movement (Centre with Left & Right)		
4.	Base of Chair (Steel inserted)		
5.	Side Arm (PU with steel inserted)		
6.	Foam (PU with long term guarantee)		
7.	Thickness of PU (50 to 80)mm		
8.	Cushion / Fabric (Leatherette)		
9.	Locking (Upright)		
10.	Color should match with set of chairs & back		

	unit		
11.	Test report		

SL. No	Items Description	Quoted Item specification	Comply
Back Unit of Executive Modular Table			
1.	Size 90 x (>45 to <50) x (>75 to <80)		
2.	Thickness of board 45mm		
3.	Quality of board (PLPV), water proof, termite proof etc.		
4.	Melamine furnishing		
5.	Proper laminated beedings (PVC Lipping)		
6.	Computer / utility space with keyboard tray facility		
7.	Storage under side table		
8.	Color should match with set of chairs & back unit		
9.	Test report		

SL. No	Items Description	Quoted Item specification	Comply
Visitor Chair with PU Arm			
1.	PU Arm with steel inserted		
2.	Color should match with set of chairs & back unit		
3.	Test report		

Non-Blacklisting declaration
(To be given on Company Letter Head)

Date:

To,

Sub: Declaration for Non-Blacklisting

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)