

भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कांचीपुरम
Indian Institute of Information Technology, Design and
Manufacturing Kancheepuram, Melakkottaiyur,
Chennai – 600 127, Tamil Nadu, India.



Tender Document

For

**Supply and Installation of Sharing Workstation and
Non Sharing Workstation**

Date: 22.01.2019

Item	:	Supply and Installation of Sharing Workstation and Non Sharing Workstation. (Specification and quantity enclosed as Annexure)
Tender Enquiry No	:	IIITDMK/18-19/S&P/Workstation/022 Dt.22.01.2019
Eligibility Criteria	:	The Tenderers should have experience in supply of similar item with ONE work value of Rs.8,50,000/- (excluding taxes) or above (or) TWO works value of Rs.6,00,000/- each (excluding taxes) or above executed on or after 1st January 2017 with reputed educational institutions, organizations, etc.,
EMD	:	Earnest Money Deposit (EMD) for Rs.21,000/- (Rupees Twenty One Thousand only) in the form of Demand Draft/Bankers Cheque/ Bank Guarantee drawn in favour of “The Registrar, IIITD&M Kancheepuram” payable at Chennai.
Submission of Offer	:	<u>Two Bid System:</u> Two bid system will be followed in this tender. In this system the bidder must submit his offer in two separate sealed envelopes . Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as “Envelope No : 1 – Technical Bid” and “Envelope No : 2 – Commercial Bid” respectively. EMD should be placed in the Technical Bid. This two separate sealed envelopes should be placed in single envelope superscribing the tender No and description of the item.
Due Date (For submission of bids)	:	03: 00 PM, 08.02.2019 (any bid received after the due date and time by any means will be summarily rejected)
Opening of Technical Bid	:	04: 00 PM, 08.02.2019

Important :

All communications are to be addressed to in the name of Registrar, IIITD&M Kancheepuram only and not in the name of any officer and mails has to be sent to official purchase email id purchase@iiitdm.ac.in

Terms and Conditions

1. The Bidders are requested to give detailed tender in two bid format.

Envelope-I	:	Technical Bid
Envelope-II	:	Commercial Bid
2. The bidder has to accept all terms and conditions of the Institute and conditional offers will not be accepted.
3. The tender document can be downloaded from the IIITD&M Kancheepuram website www.iiitdm.ac.in at free of cost. The duly filled tenders should be submitted to Registrar, Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur – Kelambakkam Road, Melakottaiyur, Chennai – 600 127 **on or before due date 03.00 PM , 08.02.2019**. Extension of due date will not be entertained.
4. Tenders which are submitted without following the two bid offer system will summarily be rejected.
5. **ELIGIBILITY CRITERIA:**
 - I. The Tenderers/Bidders should have experience in supply of similar item with **ONE** work value of Rs.8,50,000/- (excluding taxes) or above (or) **TWO** works value of Rs. Rs.6,00,000/- each (excluding taxes) or above executed **on or after 1st January 2017** with reputed educational institutions, organizations, etc.
 - II. The similar item means supplying the furniture workstation only.
6. **Envelope No-1 : Technical Bid**

The technical offer should comprise of the following:

 - i) EMD for Rs.21,000/- (Rupees Twenty One Thousand only in the form of Demand Draft/Bankers Cheque / Bank Guarantee drawn in favor of **“The Registrar, IIITD&M Kancheepuram” payable at Chennai**. (The EMD without interest shall be returned to the unsuccessful bidders after finalization of the tender).
 - ii) The firms registered and having valid NSIC Certificate are exempt from submission of EMD.
 - iii) The supporting documents in proof of meeting eligibility criteria with copies of Purchase orders received.
 - iv) Bids should have a validity of **60 days**.
 - v) The technical offer **should not contain any price information**.
 - vi) The tenders not meeting the eligibility criteria will be summarily rejected. Hence the tenderers are advised to attach relevant documents in support of their eligibility.
7. **Envelope No-2 : Commercial Bid**

This should contain only the price information along with commercial terms and conditions.
8. **Opening of Technical Bids**

The technical bids will be opened on the scheduled date in the presence of the bidders or their authorized representatives who choose to attend the technical bid opening.

9. **Technical Evaluation**

- i) All the technical aspects of the bids received and will be evaluated for suitability and specification. If required, the Institute may seek additional clarification from the bidders.
- ii) The technical recommendation shall be final and binding on all the parties.
- iii) The technically qualified firms will be intimated about Price Bid opening by email.

10. **Opening of Commercial Bids**

IIITD&M Kancheepuram will open commercial bids of only the shortlisted bidders in technical evaluation in the presence of the bidders or their authorized representatives who choose to attend the commercial bid opening. The representatives of shortlisted firms only will be allowed for commercial bid opening.

11. **Price**

- i) **The Price should be quoted in INR only. GST payable extra.**
- ii) The price quoted shall be for supply, delivery and Installation at specified room of IIITDM KANCHEEPURAM.
- iii) The packing, forwarding, freight, insurance and commissioning charges, if any extra may be quoted separately in commercial bid.

12. **Delivery Period / Timelines**

The deliveries and installation must be completed **within 06 weeks** from the date of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet this expectation, as this is linked to student's admission.

13. **Locations for the supply / services**

The items covered by this document is required to be supplied and installed at

Indian Institute of Information Technology,
Design and Manufacturing, Kancheepuram,
Off Vandalur-Kelambakkam Road,
Melakkottaiyur, Chennai – 600 127.
Tamil Nadu.

IIITD&M Kancheepuram will not provide any accommodation / transportation for the engineers / representatives for attending installation, commissioning and demonstration work. It is the absolute responsibility of the principal supplier / agent to make their own arrangements.

14. **Installation**

- i) Bidder shall be responsible for installation as applicable and for after sales service during the warranty and thereafter.
- ii) Installation to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the item at site.

15. Warranty / Support

- i) The items supplied shall carry a minimum of **ONE year warranty** from the date of acceptance of the item.
- ii) The defects, if any, during the guarantee / warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, custom duty, octroi, local taxes if any and should be borne by the beneficiary or his agent. A clear confirmation should be given for this item.

16. Indemnity

The vendor shall indemnify, protect and save IIITD&M Kancheepuram against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc., or such other statutory infringements in respect of all the items supplied by them.

17. Freight and Insurance

The items to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IIITD&M Kancheepuram site.

18. Payment

100% payment after delivery, installation and acceptance by IIITD&M on submission of Bank Guarantee for an equivalent value of 5% of PO value valid till warranty period plus 2 months.

The bidders may note that **Other modes of payment like advance payment and payment against delivery is not considered.**

19. Penalty for delayed services / LD

- i) As time is the essence of the contract, delivery period mentioned in the purchase order should be strictly adhered to. Otherwise the LD clause will be applied / enforced.
- ii) If the supplier fails to supply, and fix the item as per specifications mentioned in the order within the due date, the supplier is liable to pay liquidated damages of 1% of order value for delay of every week or or part thereof subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
- iii) IIITD&M Kancheepuram reserves the right to cancel the order in case the delay is more than 04 weeks and the contractor is not eligible for any damage from the Institute and contractor will forfeit his claim for EMD.

20. Purchasers right to vary quantities at the time of award

IIITD&M Kancheepuram reserves the right at the time of award of contract to increase or decrease the quantity of items specified in the schedule of requirements without any change in price or other terms and conditions.

21. Jurisdiction

The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kancheepuram Jurisdiction only.

22. Force Majeure

- a) IIITD&M Kancheepuram may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.

- b) If the due date of submission of tender / Tender opening is declared a holiday for the Institute , the due date for submission of tender / Tender will be extended to same time on next working day.

23. Arbitration

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIITD&M Kancheepuram or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by Director, IIITD&M Kancheepuram, India. The Venue for arbitration shall be Chennai, India.

24. Acceptance of the terms and conditions of tender document

The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

25. Interpretation of the clauses in the Tender Document

In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of Director, IIITD&M Kancheepuram shall be final and binding on all parties. The IIITD&M Kancheepuram reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Sd/-
कुलसचिव / Registrar
IIITD&M Kancheepuram

WORKSTATION

DESCRIPTION	SIZE	Number of units required
4 PERSON Sharing work station	1500/1500 L x 600D x 1200H	10
Linear Non-Sharing Workstation with both end glass partitions	1200Lx600Dx1200Ht	12
3 DRAWER PEDESTAL UNIT	400Lx459Dx685H (WITH CASTOR) - 18mm thk Prelaminated particle board with pvc edge banding	52

TOP & GABLE END to be made of 25mm thick Prelaminated particle board with PVC edge band on all sides.

(SLIDE 60) TILE BASED PARTITION SYSTEM:- The partition 60mm thick and 1200mm height with Upper Tile in Pinup Fabric / White Marker & Plain Fabric. Lower Tile in Laminated finish on both sides. All trims in Powder Coated / Anodize finish. Partition systems have adequate raceway at single / Double level for running data & power cables. (Raceway below tabletop)

Rough images

