

भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
Indian Institute of Information Technology Guwahati

बंगरा गुवाहाटी 781 015, भारत
Bongora, Guwahati 781 015, India



Notice Inviting Tender (NIT)
for Supply & Installation of **Double Decker Hostel Beds** at
IIIT Guwahati

Notice Inviting Tender for Supply & Installation of Double Decker Hostel Beds at IIIT Guwahati

The undersigned on behalf of the Indian Institute of Information Technology Guwahati, invites bids in Two Bid System for supply and installation of Double Decker Hostel Beds as per detail mentioned in the **ANNEXURE-I (Specification Details)** attached herewith. The quotation is to reach the undersigned on or before **10-11-2022, 1500 HRS.**

Please note:

- i) Tender document is divided into four parts i.e.
 - (1) Instruction to Bidders,
 - (2) Terms & Conditions
 - (3) Annexures (I, II, III, IV ,V, VI & VII)
- ii) There is no Tender fee.**
- iii) Duly filled, signed and sealed quotation along with the related documents as directed in the instruction, Annexures and Terms & Conditions is to be submitted.
- iv) The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.
- v) Corrigendum/ Addendum in regards to terms and condition and technical specification, if any, will be published/ intimated only through email.

Kindly read both the Instructions and Terms & Conditions properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms & conditions.

1. INSTRUCTION TO BIDDERS

1.1 Important date, time and place:

- (a) **Last date & time of submission:** 10-11-2022, 1500 HRS
- (b) **Date & time of opening of Technical Bid:** 10-11-2022, 1530 HRS
- (c) **Place of opening quotations:** Conference Room, IIIT Guwahati, Bongora, Ghy-15
- (d) **Late and delayed tender:** Late and delayed tender will not be accepted.
- (e) **Unscheduled Holiday:** In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

- 1.2 The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

<u>QUOTATION FOR SUPPLY OF DOUBLE DECKER HOSTEL BEDS</u>	
NIT Ref. No. IIITG/S&P/NIT/234/2022/104 dt 01.11.2022	
<u>LAST DATE OF SUBMISSION: 10-11-2022, 1500 HRS</u>	
To, The Associate Dean(Admin) IIIT Guwahati Bongora Guwahati 781 015, Assam, India.	
From: M/s _____	
Phone No. : _____	
Email ID : _____	

- 1.3 Quotations will have to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Price Bid in two separate properly sealed envelopes and both these covers will have to be again put in to a single sealed cover.

1.3.1 **Technical Bid,**

In the part relating to Technical Bid, the vendor must provide the followings:

- (a) An Earnest Money Deposit (**EMD**) for an amount of ₹ 5,000/- (Rupees Five Thousand) only, in the form of Demand Draft drawn in favour of the "Director, IIIT Guwahati" payable at Mirza, issued from a Nationalized Bank. Firms which are specifically registered for the required items with DGS&D or with NSIC are exempted from production of EMD. Copy of valid registration must be enclosed along with the quotation.
- (b) Duly filled and signed Compliance Certificate as per format at ANNEXURE -II must be enclosed.
- (c) Duly filled and signed Product Compliance Certificate as per format at ANNEXURE-III must be enclosed.
- (d) After Sales Service: The name, address & contact nos of the nearest available authorized service centre to IIIT Guwahati, must be submitted.

1.3.2 Price Bid

In the part relating to Price Bid , the vendor must quote their rates as per **Annexure-V**.

- 1.4 **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.

2. TERMS & CONDITIONS

- 2.1 Company/organization/firm interested to participate should meet the following minimum eligibility criteria:

Important: Any company/ organization/firm must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the Bid submitted.

A company/ organization/firm shall have and should possess:

- a. **Minimum 01 (one) year of experience in supplying Hostel Beds as on Bid submission deadline (Ref: Annexure-VI and also submit supporting documents).**
 - b. Should have average annual turnover of ₹ 5,00,000.00 (Rupees Five Lakhs only) during the last three financial years (Ref: Annexure-VII and also submit supporting documents).
 - c. Proof of Registration under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
 - d. Copies of PAN Card, GST Registration Certificate.
 - e. Filled in declaration as per the format enclosed (Annexure-IV)
 - f. Copy of the complete NIQ document with signature and seal in each page as a token of acceptance of all the terms & conditions of this NIQ.
- 2.2 **Rates:** Rates quoted must be in INR (₹) and should be on FOR IIIT Guwahati at Bongora, P.O.: Bongora, Dist:- Kamrup 781015, Assam, on DOOR DELIVERY basis, with break-ups as per **Annexure-V** .
- 2.3 **Opening of Tenders:**

2.3.1 Technical bid(s) : Technical bid(s) will be opened on 10.11.2022 at 15:30 PM in the Conference Hall, IIITG, Bongora, Guwahati 781015 in the presence of the tenderer(s) or their authorized representative(s) who are present at the scheduled date and time. **Compliance with our requirement will be checked and only who comply with our requirement during technical evaluation will be shortlisted for Price Bid Evaluation.**




2.3.2 Financial bid(s): Date and time of the opening of the financial bid(s) will be decided after the technical bid(s) have been evaluated by the Institute. The financial bid(s) of only those tenderer(s) will be opened, who qualifies the technical evaluation. The date, time & place of opening of the financial bid(s) will be intimated in due course of time over email/telephonically.

- 2.4 **Validity of Quotation:** Quoted rates must be valid for **60 days** from the last date of submission of quotation.
- 2.5 **Warranty:** The quoted Double Decker Beds must be warranted for 02 (two) years.
- 2.6 **Earnest Money:** An Earnest Money Deposit (**EMD**) for an amount of ₹ 5,000/- (*Rupees Five Thousand*) only, in the form of Demand Draft drawn in favour of the Director, IIIT Guwahati, payable at “Mirza” issued from a Nationalized Bank, will have to be submitted along with the quotation. Offers received without Earnest Money or valid Certificate are liable to be rejected. Firms which are registered with NSIC are exempted from production of EMD. Copy of valid registration must be enclosed along with the quotation.
- 2.7 **Performance Security:** The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of Beds in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of “IIIT Guwahati” payable at “Mirza, Assam”. In case the Performance Security is submitted in the Form of Bank Guarantee the same should be valid for a period of 2 (two) months beyond the date of expiry of Warranty Period of the Beds. Agreement or failure to supply the beds on time or supply sub-standard beds or make any false declaration or fails to provide satisfactory after sales service/warranty to the Institute. In such a situation appropriate penalty will be imposed not excluding deduction/forfeiture of the PBG provided by the vendor. The decision of the authority of IIITG shall be final.
- 2.8 **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIIT/Institutes and other Government Organization.
- 2.9 **Conditional tenders 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. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IIITG.
- 2.10 **Goods and Service Tax:** All the bidders/tenders should ensure that they are GST compliant and their quoted tax structure /rates are as per GST Law.
- 2.11 **Delivery:**
- a) **Delivery address:** IIIT Guwahati, Bongora, P.O: Bongora, Dist: Kamrup, PIN 781015, Assam.
 - b) **Time Limit:** **Within 15 (Fifteen) days from the date of issue of purchase order.**
 - c) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of IIIT user/representative and vendor's representative.
- 2.12 **Payment:** 100% Payment within 30 days from the date of delivery, successful installation and commissioning/ acceptance of ordered beds at IIIT Guwahati, through electronic transfer (NEFT/RTGS).
- 2.13 **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

- 2.14 **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (IIIT Guwahati) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
- 2.15 **Acceptance of quotations:** The acceptance of the quotation will rest solely with the Director, IIITG, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
- 2.16 **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
- (a) Any law, statute or ordinance, order action or regulations of the Government of India,
 - (b) Any kind of natural disaster, and
 - (c) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
- 2.17 **Termination for default:** Default is said to have occurred:
- (a) If the beds or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
 - (b) If the supplier fails to deliver the beds within the time period(s) specified in the purchase order or any extension thereof granted by IIIT.
 - (c) If the supplier fails to perform any other obligation(s) under the contract.
 - (d) Under the above circumstances IIIT may terminate the contract / purchase order in whole or in part and forfeit the EMD as applicable. In addition to above, IIIT may at its discretion also take the following actions: IIIT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate IIIT for any extra expenditure involved towards goods and services obtained.
- 2.18 **Applicable Law:**
- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.
 - (b) Any dispute arising out of this purchase shall be referred to the Director IIIT Guwahati, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-
(Dr. Ferdous Ahmed Barbhuiya)
Associate Dean(Admin)

PRODUCT SPECIFICATION

Sl No	Description	Quantity
1	<p>Double Decker Hostel Bed</p> <ol style="list-style-type: none"> The Bed should be a Double Decker Bed with a stair case in one side of the bed. Size of bed: Length: 6.5Feet Breadth: 3Feet (Both the upper & lower beds), Height: 5.5 Feet (Bottom ground level to Top bed level) Head /Foot Side Bar Height above Top Bed Level:-1 feet Side Support Bar (At the Upper Bed) :- Made of 26mm OD MS Round tubular Pipe of 16 gauge Height = 10 Inch, Length:- 3 Feet. Bed's Main Structure:- Made of 48mm OD(Outer Diameter) MS Round Pipe 16 Gauge supported Horizontally with 26mm OD MS Round Pipe of 16 Gauge Suitably strengthened at corners by MS angle or other appropriate material. Side Structure:-Made of 50x25mm MS Rectangular Pipe of 16 Gauge (applicable to upper & lower beds). Middle Support Structure:- Made of 30x30 mm MS Square pipe of 16 Gauge (applicable to upper & lower beds). The frame must be duly fitted with nut and bolts. Stair Case: Made of 25x25 mm MS Square Pipe of 16 Gauge fitted to one side of the Bed as shown in the illustrative photograph. The surface of the beds (lower and upper bed) shall be made of 18 mm thick ISI marked ply wood board. The metallic portion of bed to be spray painted in Black colour with 45-50 micron thickness. 10. The bed poles should have proper provision for fixing nut/bolts to the base floor. The upper bed should be equipped with a mosquito stand (Height 3-4 ft) as shown in the illustrative photo in the annexure-II. All the sharp edges should be removed for safety reasons. Please refer to the attached illustrative photograph. <p><i>Note:- Similar beds are available at IIITG Boys Hostel which can be inspected for better understanding on the structure/specification.</i></p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <p style="text-align: center;">Illustrative Photographs</p>	18 Nos

COMPLIANCE CERTIFICATE**(A certificate of compliance to NIQ term to be enclosed in the Technical bid)**

Sl. No.	NIQ Terms and Conditions	Yes / No	Deviations , if any
01	Product Wise Compliance Certificate as per Annexure-III submitted		
02	Rate quoted (Price Bid) as per Annexure-V		
03	Validity of quoted rate for 60 days agreed		
04	EMD submitted (appropriate certificate enclosed)		
05	Performance Security term agreed		
06	Payment term agreed		
07	Delivery terms agreed		
08	Warranty period agreed		
09	Applicable law terms agreed		

Signature:

Name & Full Address M/s

of Vendor:

.....

Phone Nos.:

.....

E-mail:

Official seal of the vendor

PRODUCT COMPLIANCE CERTIFICATE**(A certificate of compliance to NIQ term to be enclosed in the Technical bid)**

Name of Item:- Double Decker Hostel Bed,
Whether quoted (Yes/No):-

Sl. No.	Product Parameters	Compliance (Yes / No)	Deviations , if any
01	The Bed should be a Double Decker Bed with a stair case in one side of the bed.		
02	Size of bed: Length: 6.5Feet Breadth: 3Feet (Both the upper & lower beds), Height: 5.5 Feet (Bottom ground level to Top bed level) Head /Foot Side Bar Height above Top Bed Level:-1 feet Side Support Bar (At the Upper Bed) :- Made of 26mm OD MS Round tubular Pipe of 16 gauge Height = 10 Inch, Length:- 3 Feet.		
03	Bed's Main Structure:- Made of 48mm OD(Outer Diameter) MS Round Pipe 16 Gauge supported Horizontally with 26mm OD MS Round Pipe of 16 Gauge Suitably strengthened at corners by MS angle or other appropriate material.		
04	Side Structure:-Made of 50x25mm MS Rectangular Pipe of 16 Gauge (applicable to upper & lower beds). Middle Support Structure:- Made of 30x30 mm MS Square pipe of 16 Gauge (applicable to upper & lower beds).		
05	The frame must be duly fitted with nut and bolts. Stair Case: Made of 25x25 mm MS Square Pipe of 16 Gauge fitted to one side of the Bed as shown in the illustrative photograph.		
06	The surface of the beds (lower and upper bed) shall be made of 18 mm thick ISI marked ply wood board.		
07	The metallic portion of bed to be spray painted in Black colour with 45-50 micron thickness.		
08	The bed poles should have proper provision for fixing nut/bolts to the base floor.		
09	The upper bed should be equipped with a mosquito stand (Height 3-4 ft) as shown in the illustrative photo		
10	All the sharp edges should be removed for safety reasons.		

Signature:

Name & Full Address of M/s
Vendor:

Phone No:

E-mail:

Official seal of the vendor

DRAFT LETTER FOR SUBMISSION OF TENDER

From: (The name & address of the company/ organization/firm)

To

The Associate Dean (Admin)
Indian Institute of Information Technology Guwahati
Bongora
Guwahati - 781015,
Assam, India.

Sub: Submission of bid for Supply & Installation of Double Decker Hostel Beds at IIIT Guwahati

Sir,

Having examined the details given in Notice/Advertisement and NIT document for the above work, I/We hereby submit the bid document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
2. I/We have carefully read and understood all the terms and conditions of the NIT and hereby convey my acceptance of the same.
3. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. The information/ documents furnished along with the above application are true and authentic to the best of my / our knowledge and belief.
4. I/We also authorise the Authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We shall abide by the rules & regulations of the Institute in regard to the selection process of the firm and the final decision.
6. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the applicant(s) with full address, date and office seal)

Annexure:

1. Annexure-II, III, IV, & VI
2. Annexure-V (Price Bid)
3. Any other relevant document (Please specify)

ORGANISATIONAL STRUCTURE

- 1) Name & Address of the applicant with Telephone No. / Fax No. / E mail:-
- 2) a) Year of Establishment:-
b) Year of commencement of business:-
- 3) Legal status of the applicant (attach copies of original document defining the legal status)
 - a) A proprietary firm
 - b) A firm in partnership
 - c) A limited company or Corporation
 - d) Any other
- 4) Particulars of registration with various Government bodies (attach attested photo- copies)

<u>Organization / Place of registration</u>	<u>Registration No.</u>
i)	
ii)	
iii)	
- 5) Names and Titles of directors' or partners and officers with Designation with organisation chart:
- 6) Designation of individuals authorized to act on behalf of the organization.:
- 7) Was the applicant required to suspend any project for a period more than six months continuously after commencement of planning? If so, give the name of the project and reasons of suspension of project.
- 7) Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the Project and reasons for abandonment:-
- 8) Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.
- 9) Has the applicant or any constituent partner in case of partnership firms, ever been convicted by a court of law? If so, give details.
- 10) In which field does the applicant has specialization and interest?
- 11) Details of GST registration & Income tax return, PAN, Cess details etc.
- 12) Any other information considered necessary but not included above.

Signature of Firm with seal

Annexure-V

Price Bid Format

Sl. No.	Description of Items	Qty.	Unit	Quoted Basic Unit rate in ₹ (Including Ex Factory price, packing and forwarding, transportation, insurance, other local costs incidental to delivery, installation and warranty commitments)	Total Basic Price excluding GST (A)	GST	
						In %	In figures (B)
01	Double Decker Hostel Bed	18	Nos				
Total Cost							

Gross Total Cost (A+B) for the full quantity inclusive of GST: ₹ _____

We agree to supply the above goods in accordance with the technical specifications for a total contract price of ₹. _____ (Amount in figures)
(Rupees _____amount in words) within the period specified in the Tender Document.

We confirm that the normal commercial warranty/ guarantee of 02 Years shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Tender Document.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier
Name: _____
Address: _____
Contact No: _____

Details of similar orders completed during last three years as on bid submission deadline

Sl. No.	Name of Organization and address	Purchase Order No	Items ordered	Cost of the items ordered (in ₹)	Whether supplied within the stipulated delivery period (yes/no)	Remarks, if any
(1)	(2)		(3)	(4)	(5)	(6)

Signature of Firm with seal

Details of annual turnover during the last three financial years

Sl No	Financial Year	Turnover in ₹ (Lakhs)
01	2019-2020	
02	2020-2021	
03	2021-2022	

Average of last three years:-

Signature of Firm with seal