



**Date: 01/02/2019**

**INVITATION OF BIDS FOR PROCUREMENT OF HOSTEL FURNITURE**

**ENQUIRY NO: IITGOA/2018-19/088 DTD 01/02/2019**

1. Quotations are invited in two bid system for procurement of Hostel Furniture in separate envelopes. Please mention the above-mentioned Title, Enquiry number and due date for submission of Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

**Assistant Registrar  
(Stores & Purchase)  
IIT GOA, At GEC Campus,  
Farmagudi, Ponda – Goa.  
403401  
[ar\\_sp@iitgoa.ac.in](mailto:ar_sp@iitgoa.ac.in)**

3. This bid enquiry is divided into three parts as follows:

a. Part I – Contains General Information such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

b. Part II – Contains Instructions for the Bidders and essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Place of Delivery and Consignee details.

c. Part III – Contains Price Bid format, other details etc.

4. This bid enquiry is being issued with no financial commitment and the Institute reserves the right to change or vary any part thereof at any stage and to withdraw it at any stage.



**Part I – General information**

Tender No.	IITGOA/2018-19/088		
Tender Date	01.02.2019		
Tender Category	Goods		
Tender Type	Open		
No. of Envelopes	2		
Covers Information / Submission of Bids			
Cover No.	Cover Type	Description	Document Type
1	Technical	Technical Specification, Tender Document, EMD, Schedule of Requirement and Compliance, Bidders Information/Indian Agent Information, Previous Supply Order	.pdf
2	Financial	Financial Bid	.pdf
<p>Two Bid System:</p> <ul style="list-style-type: none"> <li>❖ The two-bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Financial Bid.</li> <li>❖ Separate technical bid and financial bid envelopes should be clearly marked as "Envelope No. 1 - Technical Bid" and "Envelope No. 2 - Financial Bid".</li> <li>❖ Both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. &amp; Due Date and to be submitted to the concern department/section mentioned in tender document.</li> <li>❖ Bids should be forwarded by Bidders under their original memo / letter head inter alia furnishing details like GST number, Bank Details etc. and complete postal &amp; e-mail address of their office.</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• The technical offer should not contain any price information. If the price quoted is submitted in technical bid the tender will be rejected at the sole discretion of IIT Goa.</li> <li>• Initially Technical Bids will be opened and evaluated by the purchase committee. Financial Bid of only Technically qualified bidders will be opened later.</li> <li>• Contract/ Purchase Order will be awarded to the lowest bidder(L1) of Financial Bid among them.</li> </ul>			
Form of Contract	Supply		
EMD Fee Details (in the form of Bank Guarantee/Demand Draft)			
EMD Fee INR:	1,86,094.00		

**General Conditions of EMD:**

a) Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs 1,86,094/- along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft/Bank Guarantee from any Public Sector Bank authorized to conduct government business favouring "Indian Institute of Technology Goa, payable at Goa". Bids not accompanied by EMD will be rejected.

b) The EMD will be refunded to all the bidder other than the three lowest technically suitable bidder within one month from the date of opening of the Financial Bid (Cover – II). The EMD of the bidder other than the bidder whose offer is accepted will be refunded with in a period of one month after award of Contract.

c) The EMD of the bidder who are not qualified under Cover – I will be refunded within one month from the date of return of their unopened cover – II.

d) The EMD of the successful bidder will be refunded only after the remittance of security deposit.

e) Where a person whose tender has been received intimates that they are withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to IIT Goa (or) fail to furnish the security deposit within the prescribed time, IIT Goa shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract.

f) Micro and Small Enterprises (MSEs) registered with National Small Industries Corporation are exempted from payment of Earnest Money Deposit. However, vendors covered under this category have to submit copy of registration certificate with present validity along with technical bid, failing which, the bid will be disqualified.

Bid Validity (Days):	120 days
Period of Work/Delivery Period (Days):	60 days
Pre-Bid Meeting Date & Time:	Will be decided on request
Pre-Bid Meeting Place & Address:	NA
Modification and Withdrawal of Bids:	A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 7 (Seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have participated the bidding documents.
Clarification regarding contents of the tender document/RFP:	A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by email but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
Rejection of bids:	Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
Unwillingness to quote:	Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
Contract Type:	Tender

Delivery Location:	Indian Institute of Technology Goa Goa Engineering College Campus,  Bhausaheb Bandodkar Technical Education Complex, Veling, Farmagudi, Ponda, Goa
Pin Code:	403401
Bid Submission End Date/Date & Time Submission:	22.02.2019 at 17:00hrs
Place of Submission of Bid:	Stores & Purchase Department, IIT Goa, Admin Block, At GEC Campus, Farmagudi, Ponda, Goa-403401
Bid Opening Date & Time:	25.02.2019 at 15:00 hrs
Bid Opening Place:	IIT Goa, Admin Block, At GEC Campus, Farmagudi, Ponda, Goa-403401
Other Terms & Conditions:	As per mentioned in technical specification
Technical Clarification:	Name: Mr. Ashok Naik Dept: IIT Goa  Email: <a href="mailto:ashok@iitgoa.ac.in">ashok@iitgoa.ac.in</a> / <a href="mailto:srconsultant@iitgoa.ac.in">srconsultant@iitgoa.ac.in</a>
Tender Inviting Authority:	Name: Assistant Registrar (S&P) Address: Stores & Purchase Department,  IIT Goa, Admin Block, At GEC Campus, Farmagudi, Ponda, Goa - 403401
Signing Authority:	Assistant Registrar (S&P)



## Part II: Instructions to Bidders

1. **Schedule of Requirements** – List of items are attached as **Annexure 'A'**
2. **Technical Details:** Technical details are attached in **Annexure 'B'**
3. **Two-Bid System:** In respect of Two-bid system, Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any.

i) **The Bidders are advised to submit the following documents along with Technical Bid –**

- a) Compliance certificate in the following format;

Para of tender enquiry specification item-wise (As per annexure B)	Specification of Item offered	Compliance – whether YES/NO	In case of non-compliance, deviation to be specified in unambiguous terms

- b) Bidders & Indian Agent's Information (**Annexure C**).

c) A copy of Indian Agent Agreement / Authorisation letter from OEM / OEMs along with tender to be submitted by All Indian Agents, if the manufacturer/supplier is based in abroad.

- d) EMD

- e) GST/PAN details

f) The Bidder should provide a list of customers of previous supply of a similar/ same range of hostel furniture to IIT's/ NIT's/Universities with contact details. Copies of order received need to be submitted.

ii) **The following documents should be submitted along with Financial Bid –**

- a) Price Bid. (**Annexure D**)

- b) Previous order of supplies/Justification of quoted rates. (**Annexure E**)

4. **Delivery Period** – supply to be made within **60 days** from the effective date of issuance of Purchase Order. Please note that P.O. can be cancelled unilaterally by the Institute in case items are not received within the delivery period. Extension of delivery period will be at the sole discretion of the Institute, with applicability of LD clause.

5. **Delivery and Transportation** - Place for supply / installation is '**Indian Institute of Technology Goa, Ponda – Goa**'. The transportation cost to the destination including unloading to the final position is to be borne by the bidder.

6. **Requirement of Sample** - One sample of each item should be made available for inspection on 25/02/2019 at 12:00 Hrs. The technical bids will be opened on 25/02/2019 at 15:00 Hrs in admin block of IITGoa. Quotations without samples will be rejected.

### Part III: Conditions of Contract

1. Award of Contract:
  - i. IIT Goa shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated financial bid.
  - ii. If more than one BIDDER happens to quote the same lowest price, IIT Goa reserves the right to award the contract to more than one BIDDER or any BIDDER.
2. Prices:
  - i. **For Import Supplies** - The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.  
**For Indigenous Supplies** - The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
3. Installation:
  - i. Supplier shall be responsible for installation / demonstration wherever applicable and for after sales service during the warranty period and thereafter as mentioned in the contract.
  - ii. Installation / demonstration to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the furniture items at site.
4. Terms of Payment:
  - i. 100% payment within 30 days after the delivery and successful installation of furniture items at IIT Goa. IIT Goa do not pay any advance payment to supplier.
5. Legal Matter:
  - i. All disputes are subject to Goa jurisdiction only.
6. Penalty/ Liquidated Damages:
  - ii. Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 10% of total purchase order value.
  - iii. IIT Goa reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties if any will be recovered by forfeiting PBG at vendor's cost and risks.
7. **Performance Guarantee (GFR 2017 Rule 171):**
  - i. Performance Guarantee Bond is mandatory.
  - ii. Successful tenderer/ bidder should submit performance guarantee as prescribed above to be sent to The Assistant Registrar, Stores & Purchase Department, IIT Goa on or before 15 days from the due date of issue of order acknowledgement. The PBG to be furnished in the form of bank guarantee as per proforma or annexure of the tender documents, for an amount covering 5 % of the purchase order value.
  - iii. The Performance Guarantee should be established in favour of "The Registrar, IIT Goa".
  - iv. PBG to be established through any of the National Banks (whether situated at Goa or outstation) with a clause to enforced the same on their local branch of Goa or any scheduled bank (other than national bank) situated at Goa. Bonds issued by co-operative banks will not be accepted.
  - v. Performance Guarantee Bond shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
  - vi. The successful tenderer is entirely responsible for due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.
  - vii. The PBG shall be kept valid during the period of contract and shall continue to be enforceable for a period of one year/two years (as mentioned in the tender document) or upto warranty period whichever is later from the date of order acknowledge. In case PBG needs extensions upto warranty period then supplier shall initiate extensions to PBG one month prior to expiry of PBG.
  - viii. For successful suppliers, if PBG is not submitted within 15 days from the date of Order Acknowledgement, then the Purchase Order will be cancelled with forfeiting of EMD.
  - ix. **No interest shall be payable by the buyer to the Bidder on PBG.**

## Annexure A

### List of items required

Sl. No.	Description of Items	Qty
1	Single Bed	320 Nos.
2	Cupboard	320 Nos.
3	Study Table	320 Nos.
4	Study Chair	320 Nos.

## Detailed Product Specification

### Hostel Bed

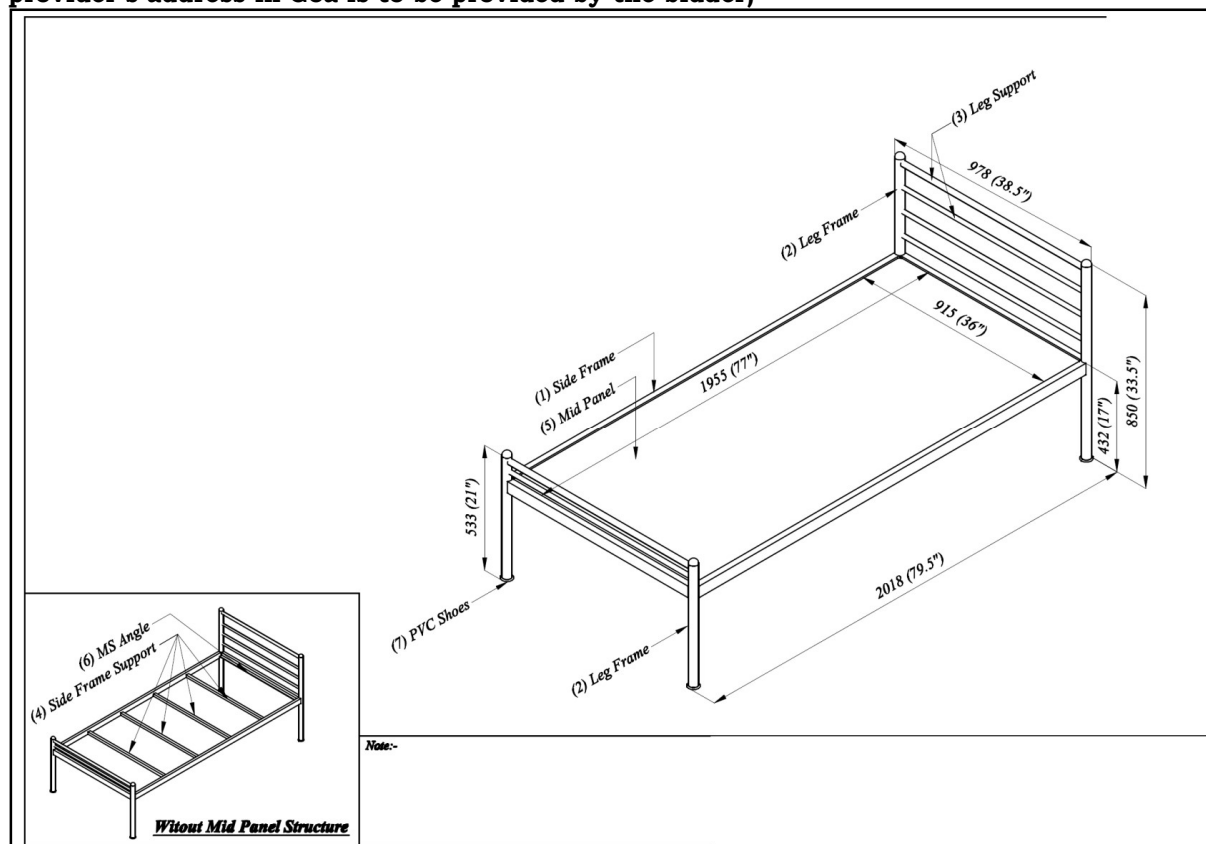
Trademark registered branded hostel bed for students

- Overall Size:- 2018L x 978Wx 750Hmm
- Suitable for Mattress Size :- 1955L x 915Wmm
- Seating Height :- 432 mm

#### Material Description :

- Main Side Frame Structure of 50x25x1.2mm (18 swg) thick ERWMS rectangular MS tube.
  - Vertical Legs of dia 38x1.2mm (18swg) thick ERW round MS tube.
  - Leg Horizontal support of dia 25x1.2mm & dia 19x1.2mm (18swg) thick ERW MS round tube.
  - Main Structure support 4 Nos. made of 25x25x12mm (18swg) thick ERW MS square tube.
  - Mid Panel of 19mm thick Premium ISI quality water proof ply from a branded manufacturer like Green ply or Action Tesa.
  - Head & Leg Side Support of 25x25x3.00mm MS Angle.
  - Good quality PVC Shoes at all Leg bottom.
- All steel parts should be epoxy polyester powder coated to the thickness not less than 50 microns finish after 10 tank anti-rust treatment and B grade phosphating (in house) & same will be demonstrated to the purchaser during pre-dispatch Inspection.
- Vendors should provide NABL Lab calibrated testing equipment (Venire Caliber, DFT testing & Measuring tape, Micrometer etc.) to the purchaser during pre-dispatch inspection at factory premises
  - OEM should have ISO 9001, 14001, 45001 certificates and BIFMA international & IGBC green membership & quality match with the standards of ISO & ANSI BIFMA.
  - OEM must enclose proof of purchase of steel from SAIL/Tata Steel/ Essar/ Jindal.

**After sales service should be provided by the company or their dealer (Nearest service provider's address in Goa is to be provided by the bidder)**





# **storage cabinet for Hostel**

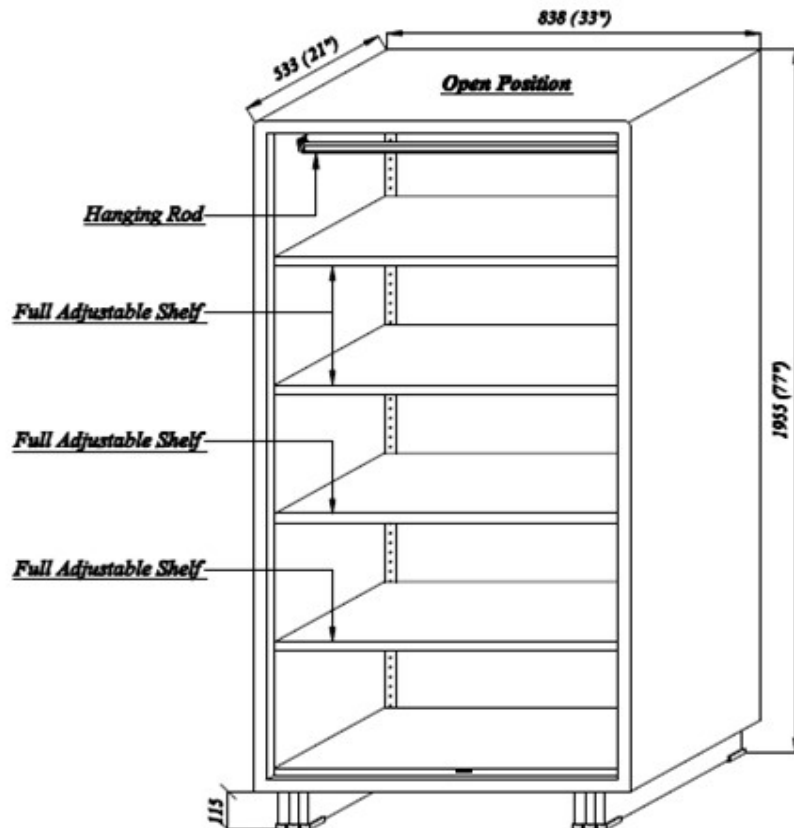
Trademark registered branded storage cabinet with 4 shelves adjustable shelves and one hanging rod.

Overall size: 1955H x 838W x 533D mm [77" H x 33" W x 21" D (inch) ]

## **Material Specifications:**

- The cupboard will have welded construction with MIG welding process.
- The material used for constructing the cupboard will be prime quality Cold Rolled Close Annealed (CRCA) Steel as per IS 513 (1994,1998) 'D' grade (for doors and shelves (not less than 1mm)and other parts should be made from required gauge as per functional requirements)
- The doors provided will be full height steel hinged doors.
- The handle & key hole cover provided will be of latest design, easy to grip, sleek and elegant look as shown in the image.
- The cupboard will have a 3 way locking mechanism minimum 6 levers keys in S.S. duplicate keys with shooting bolt mechanism.
- Shelving: The shelving (1 mm gauge) will be height wise adjustable. The uniformly distributed load (UDL) capacity per full shelf will be not less than 40 Kg.
- All steel parts should be epoxy polyester powder coated to the thickness not less than 50 microns finish after 10 tank anti-rust treatment and B grade phosphating (in house) & same will be demonstrated to the purchaser during pre-dispatch Inspection.
- Vendors should provide NABL Lab calibrated testing equipment to the purchaser during pre-dispatch inspection at factory premises and copy of the same should be enclosed along with the tender.
- OEM should have ISO 9001, 14001, 45001 certificates and BIFMA international & IGBC green membership & quality match with the standards of ISO & ANSI BIFMA.
- OEM must enclose proof of purchase of steel from SAIL/Tata Steel/ Essar/ Jindal.

**After sales service should be provided by the company or their dealer (Nearest service provider's address in Goa is to be provided by the bidder)**

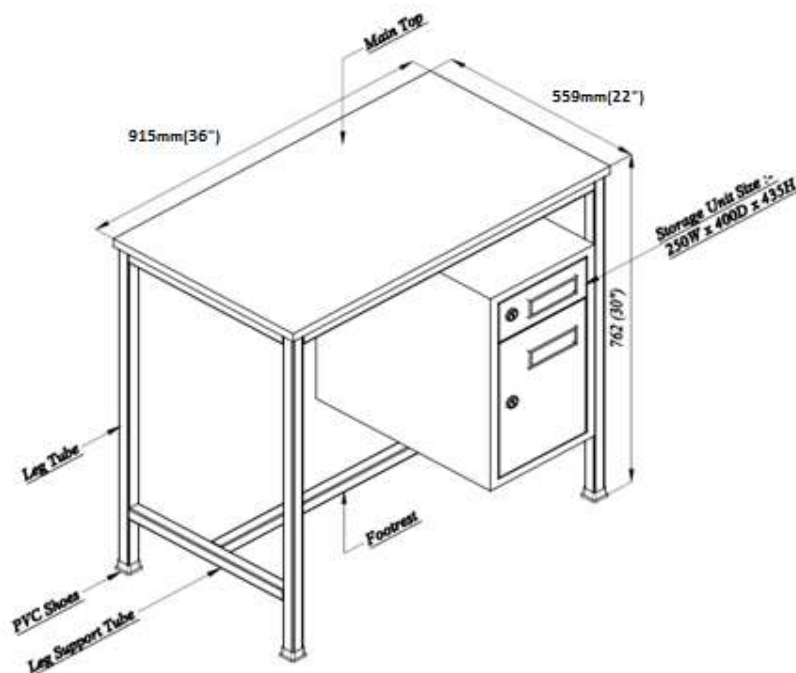


## Study Table with storage unit

Trademark registered branded study table for students

- Overall Size:- 915L x 559D x 762H mm [36"L x 22"D x 30"H (Inch)]
- **Material Description:-**
- Main Top of 18mm thick. Wood based high quality Pre-laminated Particle board (PLB) of Action TESA with 2mm thick. PVC edge band by hot melt glue process for beading all over edge.
- Storage Unit of 0.8mm (22 swg) thick CRCA sheet IS 513.
- Top support tube, leg tube, leg support tube & Footrest of 25x25x1.2mm thick (18 swg) ERW square MS tube
- Table top C frame of 20swg. (0.9mm) thick. CRCA sheet IS 513.
- Leg tube & Footrest of 25 x 1.2mm thick. (18swg.) ERW round MS tube.
- Storage unit with good quality cam locking & PVC Handle.
- Good quality PVC Shoes at bottom.
- All steel parts should be epoxy polyester powder coated to the thickness not less than 50 microns finish after 10 tank anti-rust treatment and B grade phosphating (in house) & same will be demonstrated to the purchaser during pre-dispatch Inspection.
- Vendors should provide NABL Lab calibrated testing equipment (Venire Caliber, DFT testing & Measuring tape, Micrometer etc.) to the purchaser during pre-dispatch inspection at factory premises
- OEM should have ISO 9001, 14001, 45001 certificates and BIFMA international & IGBC green membership & quality match with the standards of ISO & ANSI BIFMA.
- OEM must enclose proof of purchase of steel from SAIL/Tata Steel/ Essar/ Jindal.

**After sales service should be provided by the company or their dealer (Nearest service provider's address in Goa is to be provided by the bidder)**



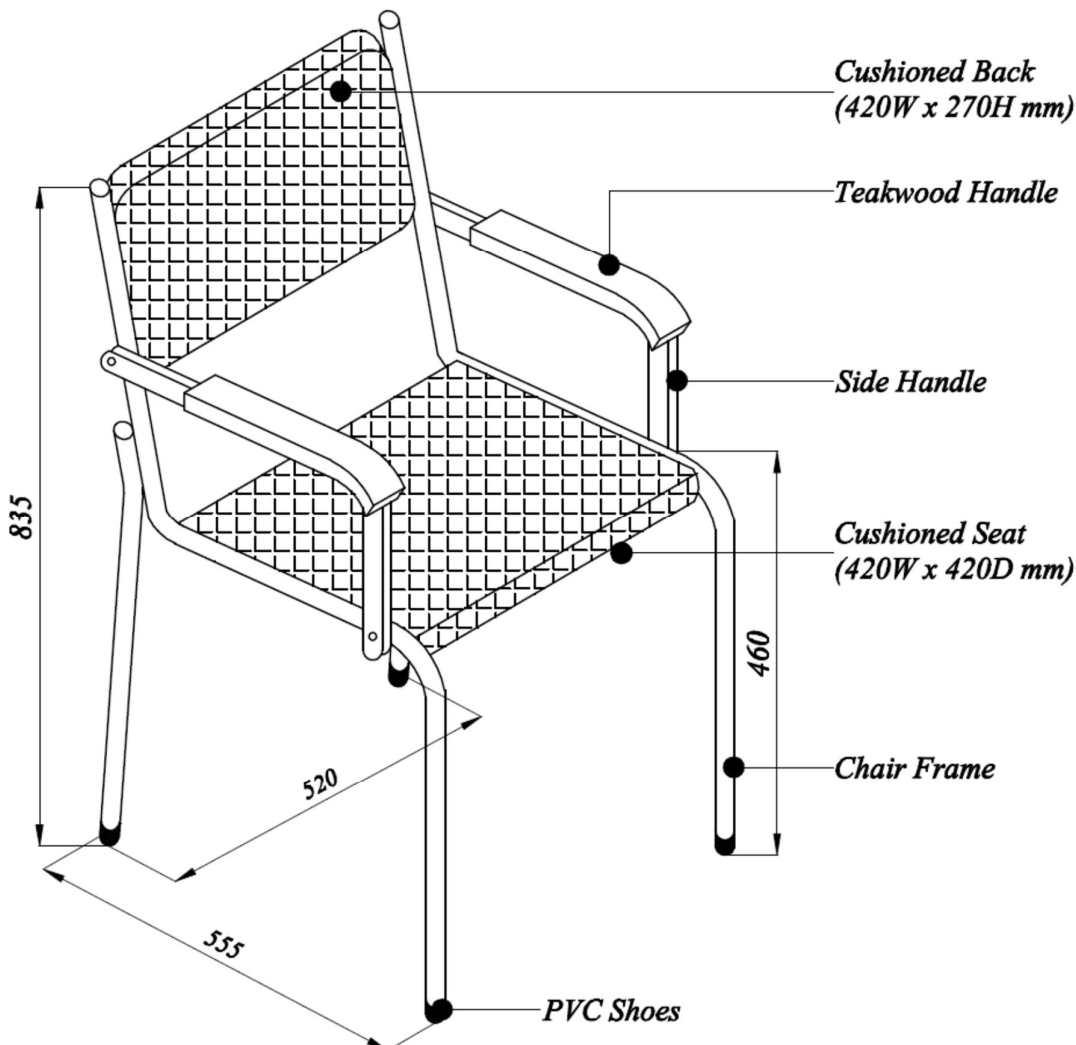
## **Study Chair**

Trademark registered branded study chair for students

- Overall Size:- 835H x 520W x 555D mm
- Seat Height: 460mm

### **Material Description:-**

- Chair main frame of Ø25 x 2.0mm (14swg) thick. ERW round MS tube (CRC).
- Side handle of Ø16 x 1.2mm (18swg) thick. ERW round MS tube (CRC).
- Cushioned Seat & back of PU foam, teak wood frame, covered with fabric upholstery.
- Good quality PVC shoes & Cap.
- All steel parts should be epoxy polyester powder coated to the thickness not less than 50 microns finish after 10 tank anti-rust treatment and B grade phosphating (in house) & same will be demonstrated to the purchaser during pre-dispatch Inspection.
- Vendors should provide NABL Lab calibrated testing equipment (Venire Caliber, DFT testing & Measuring tape, Micrometer etc.) to the purchaser during pre-dispatch inspection at factory premises
- OEM should have ISO 9001, 14001, 45001 certificates and BIFMA international & IGBC green membership & quality match with the standards of ISO & ANSI BIFMA.
- After sales service should be provided by the company or their dealer (Nearest service provider's address in Goa is to be provided by the bidder)



**(To be printed on letterhead of the bidder)**

**Annexure C**

**Bidders Information**

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	PAN No.	
4.	GSTN No.	
5.	State of GST Registration	
6.	E-mail	
7.	Contact Person's Name & Designation	
8.	Mobile No.	

**Indian Agent's Information**

1.	Name of Indian Agent	
2.	Address of Indian Agent	
3.	Indian Agent PAN No.	
4.	Indian Agent GSTN No.	
5.	State of GST Registration	
6.	E-mail	
7.	Contact Person's Name & Designation	
8.	Mobile No.	

**(To be printed on letterhead of the bidder)**

**Annexure D**

**PRICE BID FORMAT**

S.No.	Item description	HSN Code/ SAC Code	Unit price	Quantity	Total Price	Discount	Net Price after Discount	GST	Total
1.	Single Bed								
2.	Cupboard								
3.	Study Table								
4.	Study Chair								
<b>Grand Total</b>									

#HSN Code: "Harmonized System of Nomenclature Code No." and SAC Code: "Service Accounting Codes Code No."

1. Transportation cost to the destination including unloading to the final position is to be borne by the bidder.

2. Delivery Mode: Delivery at IIT Goa.

3. Terms of payment: 100% payment within 30 days after the delivery and successful installation at IIT Goa.

4. Validity of the bid: 120 days from the date of submission of quotation/tender.

Signature.....

Name .....

Place:

Company Name & Address: .....

Date:

Affix Rubber Stamp: .....

**Note: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.**

## Annexure-E

### Reasonability of Prices

Please quote best minimum prices applicable for a premier Educational and Research Institution. The party must give details of at least two purchase orders identical or similar furniture items supplied to any IITS/Research Institutions/ other organisation as per below Format (to be enclosed in Technical Bid) along with the final price paid and details are mandatory.

### Previous Supply Orders

Name of the Firm \_\_\_\_\_

S.No.	PO No. & Date	Description & Quantity of ordered furniture	Value of Order	Date of completion of delivery as per contract	Remarks indicating reasons for late delivery, if any and justification of price difference of their supply order & those quoted to us	Contact Person along with Telephone no., Fax No. and e-mail address

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature and Seal of the Manufacturer / Bidder

## FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GOA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GOA OR ANY SCHEDULED BANK SITUATED AT GOA. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,  
The Registrar,  
Indian Institute of Technology, Goa  
Farmagudi, Ponda,  
Goa – 403401

### **LETTER OF GUARANTEE**

WHEREAS Indian Institute of Technology, Goa (Buyer) have invited Tenders vide Tender No..... Dt. .... for purchase of .....  
AND

WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the hostel furniture items, in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**Registrar, Indian Institute of Technology, Goa**” in the form of Bank Guarantee for Rs ..... (**5% (five percent) of the purchase value**) and valid till **one year or upto warranty period whichever is later** from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Order Acknowledgment as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order etc. this Bank shall pay to Indian Institute of Technology, Goa on demand and without protest or demur Rs..... (Rupees.....).

This Bank further agrees that the decision of Indian Institute of Technology, Goa (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology, Goa (Buyer).

#### **Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs. .... (Indian Rupees ..... only).
2. This Bank Guarantee shall be valid up to .....(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Goa serve upon us a written claim or demand on or before ..... (date).
4. This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Date:

Yours truly,  
Signature and seal of the Guarantor:  
Name of Bank:

**Instruction to Bank:** Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.