



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU**

**DEPARTMENT OF MANAGEMENT STUDIES
TENDER DOCUMENT FOR PROCUREMENT OF CLASSROOM FURNITURE (DESK LET)**

BID SYNOPSIS	
Tender Reference Number and Date	NITT/F.No:001A/PLAN/2015-16/MBA dated 20-11-2015
Brief Description of the item to be purchased	Purchase of classroom furniture (i.e., Desk lets for students)
Type of Tender	Two Bid System
Cost of Tender Document including 5% VAT (Non- refundable)	Rupees in figures 150/- (Rupees in words ONE HUNDRED AND FIFTY ONLY) payable through Demand Draft drawn in favour of The Director, NIT, Tiruchirappalli, Tamil nadu Payable at Tiruchirappalli
Our web site address for downloading the Tender document	The tender document can be downloaded from our website www.nitt.edu
Earnest Money Deposit (Refundable)	Rupees in figures 18,000/- (Rupees Eighteen Thousand Only) payable through Demand Draft drawn in favour of The Director, Tiruchirappalli, Tamil nadu Payable at Tiruchirappalli
Date of Pre bid meeting	30-11-2015 (Monday) at 2.30 P.M (Venue : Administrative Building , NITT)
Last Date and Time for receipt of tender	08 -12- 2015 (Tuesday) up to 3.30 P.M
Mode of submission of Tender	By Speed Post/ Register Post/ Courier/ Hand delivery at the postal dispatch section of NITT.
Due Date, time & venue Opening of Tender	08 -12- 2015 (Tuesday) up to 3.30 P.M
Date and time of opening of Price bids	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu, India Kind attention:
Procedure for submission of Bid	Envelope 1 : EMD and Cost of Tender document Envelope 2 : Technical Bid Envelope 3: Price bid Envelope 4: Larger size Outer Envelope (Wrapper)
Contact person for Technical Queries	Name of Tender Inviting Faculty: Dr.V.J.Sivakumar, HoD, Department of Management Studies, NIT, Tiruchy Mobile: 9489034376

Notice inviting Tender

Sir, National Institute of Technology, Tiruchirappalli, Tamil Nadu (**herein after referred to as NITT**) is an Educational Institution of National Importance, invites sealed tenders from reputed Original Furniture Manufacturers or their authorized agents/ dealers/ distributors/channel partners for supply of 200 DESKLETS for Class room. The technical specifications are as under:

CHAPTER 1: Technical Specification for Desk lets (Quantity required 200)

Description	Specification
Student Desk let Chairs	<p>The seat and back shall be made from 1.0 ±0.1cm thk. water resistant, flat plywood measured as per QA method and upholstered with P.U. foam and fabric. Dimensions of back shall be 16.5 inch. (W} X 10.4 inch. (H) and of seat shall be 16.5inches. (W} X 16.5 inch. (D). The High Resistant Polyurethane foam shall be moulded with density= 45 +/-2 kg/m³ and Hardness load 16 ± 2 kgf. The tubular frame shall be made of dia 1 inch ±0.03cm. x 0.2 ±0.016cm. M.S. tube to form the complete assembly, which shall be powder coated (DFT 40-60 microns). The desklet shall be fitted on the right hand side armrest-cum leg tube. The wooden desklet shall be made of 0.7 inch ±0.05cm. thk. pre-laminated particleboard with 0.15 ±0.03cm. thk. P.V.C lipping all around. Size of desklet shall be 21.25 inch ± 0.1cm. (W} X 11.41 inch±0.1cm. (D). The armrests shall have a black integral scheme PU foam and it should be scratch and weather resistant. The paper tray shall be made of dia 0.4 +0/-0.005cm. M.S. wire spot welded to form a mesh. It shall be black powder coated (DFT 40-60 microns). Size of paper tray shall be 13.77 inch ±1.0cm. (W) X 14.17 inch±1.0cm. (D). X 4.92 inch±1.0cm,(H). Overall Dimensions of Chair shall be Seat Height - 17.91 inch, Height - 30.90inch, Width & Depth of Chair as measured from pedestal - Width- 21.25inch and Depth -28.14inches. All steel parts should be epoxy power coated with average 45 microns. Legs should have plastic inner bushes which avoid scratches on.</p>

CHAPTER 2: TENDERING PROCESS

1. The tender document and terms and conditions can be downloaded from our website www.nitt.edu.
2. Through two separate Demand Drafts, the bidder is required to furnish Earnest Money Deposit (EMD) Rupees (18,000/- and (EIGHTEEN THOUSAND) and Cost of Tender Document (150/-Rupees in figure) and (ONE HUNDRED AND FIFTY Rupees in words).
3. **Without EMD and Cost of Tender Document, the technical bid will not be opened and the tender will be rejected summarily.**
4. **The sealed tender should be submitted on or before 08-12-2015 up to 3.30 P.M, through post or hand delivery and addressed to the Director, National Institute of Technology, Thuvakkudi, Tiruchirappalli-15, Tamil Nadu, India.**

5. At the first stage, the envelope containing EMD amount and Cost of Tender document will be opened and at the second stage the envelope containing Technical Bid will be opened on **08th December 2015 at 3.30 P.M** in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
6. At the time opening of Tender opening, the name of those who have submitted their offers along with the details of their remittance of EMD and Cost of Tender Document will only be read out and no other information/ details whatsoever will be shared at this stage.
7. If in any case, unscheduled holiday occurs on prescribed closing/ opening date, the next working day shall be the prescribed date of closing/ opening. At the third stage, price bid of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract/ purchase order.
8. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender. **10. The Tender document consisting of Technical Bid (along with all annexures to the technical bid) and Price Bid should be submitted in the Prescribed Format only.** **11.** The bidders are not allowed to make addition or alteration in the tender document. **12.** Each and every page of the submitted bid shall carry the page numbers. **13.** All pages of the tender document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder. **14.** No paper / page shall be detached from the tender document. No addition or alternation should be made in the tender document. Conditional tender, late and delayed tender will not be accepted/ considered. **15.** Printed condition at the back of the letter or bid from the tenderer will be ignored. If it is desired to apply any particular condition to tender, that must be clearly brought out in the body of the bid/ tender itself. **16.** The NITT shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed. **17.** The NITT will not be responsible for premature opening of the tenders. **18.** The offers submitted by telex/ telegram/ fax/ E-mail etc. shall not be accepted and will be summarily rejected. **19.** The Vendor should stamp and sign on each page of the technical and price bid. **20.** Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialed and stamped. **21.** Bidders must confirm the acceptance of all the terms and conditions of the tender. **22.** Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount. **23.** The tender should be submitted through Registered Post or Speed Post or through Hand delivery. **24.** Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection. **25. Earnest Money Deposit (EMD):** The Tenders/ Bids must be accompanied by Earnest Money Deposit. Tenders without EMD will not be entertained. The bidders who are registered with National Small Industries Corporation (NSIC) are exempted from EMD and tender. However, for claiming this exemption, the bidders MUST furnish an attested copy of the exemption certificate indicating Date of registration, date till registration is valid, whether registered for items for which tender has been submitted. The EMD shall be in the form of Demand Draft Drawn, in favour of the Director, National Institute of Technology, Tiruchirappalli payable at Tiruchirappalli. The EMD of all the unsuccessful bidders will be returned to them at the earliest after issue of purchase order. The EMD of successful bidder shall be returned on receipt of Performance Bank Guarantee. No interest will be payable by the NITT on the EMD amount.

CHAPTER 3: ELIGIBILITY CRITERIA

- 1. The bidding agency should be reputed firm and having all necessary certificates, viz., VAT registration certificate, PAN for income tax, registration sales tax Clearance Certificate, Authorized dealership/ Distributorship certificate, etc., The photo copies of all the certificates**

should be attached with the tender.

- 2. The bidder should have following certifications:**
 - a. ISO 9001 - for quality system in design, manufacturing and services of all products**
 - b. ISO 14001 for environment friendly manufacturing process of all items.**
 - c. BIFMA: All testing standards should be derived from business and international furniture manufacturer association or equivalent.**
 - d. IAOH: Certification from Indian Association for Occupational health for ergonomic design**
 - e. Green Guard Certification.**
- 3. The successful bidder shall provide a performance guarantee in the form Bank Guarantee amount to 10% of the total order value. The performance Bank shall be furnished after the order for supply is placed and before the final payment. The Performance security should be valid up to the end of the free warranty period.**

CHAPTER 4: PRE BID MEETING

It is proposed to conduct a Pre - Bid meeting on 30th November 2015, Monday at 2.30 P.M (Venue: Administrative Building, National Institute of Technology, Tiruchirappalli-15). The purpose of the meeting is to clarify our requirements and to answer the questions of the prospective bidders on technical bid and commercial terms and conditions of this tender.

View above, prospective bidders are advised to submit their doubts/ questions/ clarifications, if any, through Mail, (Mail ID: vjs@nitt.edu) before the date of Pre bid meeting. Further, on the date of the meeting, the questions should be given in writing.

Any modification of the bidding documents which may become necessary as a result of the Pre bid meeting shall be made known to all the prospective bidders by the Selection Committee through a notification of amendment in the website of the NITT. No clarifications will be entertained beyond the date of pre bid meeting. No extension of time will be given for submission of tender on any account, beyond the last date for submission of tender.

CHAPTER 5: SPECIAL INSTRUCTIONS TO THE BIDDERS

Procedure for sealing and marking of bids: The Tender / Bid Cover shall contain the following:

- a) **FIRST** envelope should contain the Earnest Money Deposit and Cost of Tender Document. The envelope should be sealed and super scribed as "EMD COVER"
- b) **SECOND** envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as "TECHNICAL BID" Cover.
- c) **THIRD** envelope should contain the Price Bid. This envelope should be sealed and super scribed as "PRICE BID" Cover.
- d) All the above mentioned THREE SEPARATE ENVELOPS are to be sealed and kept in one single Larger size outer

envelope (**FOURTH** envelope) which should also be sealed and super scribed.

- e) **Each of the FOUR ENVELOPS** shall be super scribed with following details:

Tender reference Numberfor supply of
Due date of tenderand time
Name of the Tender Inviting Department NITT
Name and Complete address of the Bidder

- f) If all the **THREE** inner envelops and the **ONE** outer envelope (i.e., larger envelope) are not sealed and marked as instructed, NITT will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected.
- g) There shall **NOT** be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, "Technical Bid", the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be out rightly rejected.

CHAPTER 6: PROFORMA FOR TECHNICAL BID

	Item/ Requirement from the Bidder	Bidders Response should be definite, complete and legible. Use separate sheet wherever necessary. All the documents enclosed should be arranged in the same serial order as they appear on the Tender Document.		
1	Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Issuing Banker			
2	Particulars of remittance of Cost of Tender Document Specify (a) DD Number (b) Amount (c) Issuing Banker			
3	Name and Complete Postal address of the Applicant or Bidder Firm/ Company with phone/ Fax/ Mobile number			
4	Website Address, if any, of the Bidder firm / company			
5	Legal status / Constitution of the Bidder in INDIA : (a) Sole Proprietor (b) Partnership (c) Private Limited (d) Public Limited (e) others			
6	Registration particulars for Establishment / Incorporation of the Bidder as Partnership firm/Private Limited Company/ Public limited Company etc., (Attach documentary evidence)	Authority	Registration Number	Place, date and Year of registration/ incorporation
7	Classification of the bidder (a) Manufacturer or (b) Authorized Agent or (c) Authorized Dealer or (d) Stockiest or (e) others, specify			
8	If the bidder is an authorized dealer/ distributor/ stockiest, whether authorization letter from the Original Furniture Manufacturer is attached? (Note: Without this authorization letter, the bid will not be considered)			
9	Details/ Profile of the Products you are dealing with			
10	(a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the Contact person of the applicant/ bidder			
11	Have your attached photocopies of the following certifications			

	<ul style="list-style-type: none"> a. ISO 9001 - for quality system in design, manufacturing and services of all products b. ISO 14001 for environment friendly manufacturing process of all items. c. BIFMA: All testing standards should be derived from business and international furniture manufacturer association or equivalent. d. IAOH: Certification from Indian Association for Occupational health for ergonomic design e. Green Guard Certification. 	
11	Income Tax Permanent Account Number (PAN Number) (Attach self-attested Xerox copy)	
12	Annual Turnover during the Last three financial years 2011-12, 2012-13 and 2013-14 (Profit and Loss Account and Balance sheet duly audited and certified by a Chartered Accountant and Income Tax Return i.e., ITR for the last three years must be attached)	
13	Latest Income Tax Assessment Completion Certificate/ Income tax clearance certificate and Sales Tax Clearance Certificate (In the event of assessment of the recent previous year having not been completed the certificate of the latest assessment completed may be enclosed) (Proof to be attached)	
14	VAT/ TIN number (Proof to be attached)	
15	Central Sales Tax (CST) Number (Proof to be attached)	
16	Service Tax Registration Number, (Attach self-attested copy)	
17	Details of ISO or any other certification, obtained by the Bidder	
18	If the bidder even been blacklisted by any Government/ PSU/ University/ Autonomous bodies? Please give details and reasons thereof. If black listed and Revoked give details of the same.	
19	If the bidder has already supplied SIMILAR item or similar Furniture to	

	NIT, Tiruchy the details of the same.							
20	Type of Furniture supplied during the preceding THREE YEARS, as on the date of signing the bid (Please attach complete set of supporting documents and use separate sheet wherever necessary/ required)							
21	Detailed list of supplying Desk lets SUPPLIED to Indian Institute of Technologies / National Institute of Technologies / Indian Institute of Managements / State or Central Universities/ PSU's/ Central or State Government Institutions, during the last three (3) Financial Years: (Attach complete set of supporting documents and use separate sheet wherever required)							
	Purchase Order placed by (full address of the Purchaser)	Purchase Order Number and date	Description and quantity of the ordered item (indicate Capacity/ Size/ Model/ Make)	Value of the Order	Date of completion of delivery as per the contract & Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Has the item has been supplied/ installed satisfactorily? (Attach a certificate from the purchaser)	Contact person along with phone number, mail id & address
23	Whether "SCHEDULE OF DEPARTURE" from technical Specifications furnished along with the Technical Bid?					Note: This has to be furnished in the Format prescribed in ANNEXURE 1 to the Technical Bid.		
29	Whether all the pages of the bid document have been numbered and Page number of the document attached has been mentioned in the Proforma for Technical Bid? Whether documents enclosed with the technical bid are arranged and submitted in the same serial order as they appear on the Tender document?							

DECLARATION BY THE BIDDER

1. It is hereby declared that I/ we the undersigned, have carefully read and understood the terms and conditions of the tender document and it is certified that all the terms and conditions of the tender are acceptable to me/ us and I/ we will abide by the conditions.
2. The information / documents furnished along with our technical bid are true and authentic to the best of my/ our knowledge and belief. I/ we hereby declare that our proposal is made in good faith, without collusion and fraud. No forged / tampered documents are produced with the tender form for gaining unlawful advantage. We understand that NIT, Tiruchy is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
3. I/ We / am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
4. We understand that NIT, Tiruchy is not bound to accept the lowest or any bid that NIT may receive.
5. Neither I/ We, nor anybody on my/ our behalf will indulge in any corrupt activities/ practices in my / our dealing with the NIT, Tiruchy.
6. Each page of the tender document and papers submitted by me/ us is authenticated, sealed and signed and I/ We take full responsibility for the entire documents. I/ We certify that the tender has been submitted in Official Tender Format only and no addition / modification / alteration has been made in the original tender document.

Authorized signatory of Bidder with Seal

Name.....

Designation.....

ANNEXURE 1 TO PROFORMA FOR TECHNICAL BID
TECHNICAL SPECIFICATION COMPLIANCE SHEET

Important Note: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "NO DEVIATIONS". Furnishing of wrong statement may lead to debar.

Technical Specifications as per tender (POINT WISE)	Compliance to quoted model	Compliance to alternate model	Deviations

Note: Where there are no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations"

Date:

Place:

Authorized signatory of Bidder with Seal
Name.....
Designation.....

ANNEXURE 2 TO PROFORMA FOR TECHNICAL BID
PRICE REASONABILITY CERTIFICATE

It is certified that the RATE quoted against the NITT's tender numberdated _____ for the supply, installation and commissioning of, is not more than the rates charged to other NIT's / IIT's / Government Organizations / Research Laboratories / Defense establishments, for similar supplies made by our firm, in the recent past. If at any stage, it has been found that the quoted rate to NITT is higher than the rates charged to above mentioned Institutions, then in such a situation / condition, NITT shall have the right to take legal action against us, for recovery of excess rates.

Yours faithfully,

Authorized signatory of Bidder with Seal
Name.....
Designation.....

CHAPTER 7: PRICE BID FORMAT FOR INDIGENOUS PURCHASES

Tender No. & Date:

Name of the Bidder:

S. No.	Description of the item to be procured	Unit	Quantity	Basic Price in Rupees (Excluding all taxes and duties)	Excise Duty %	VAT/ CST in %	Service Tax in %	Total Amount in Rupees (Inclusive of all taxes and duties)
1	Supply Portion/ Main item (under the letter head of the bidder Individual Item wise break price shall be attached as an Annexure to this price bid)				NIL			
2	Installation and Commissioning Charges, if any				NIL			
4.	Packing and Forwarding Charges, if any							
5.	Freight and Transit Insurance Charges, if any							
6.	Any other charges, if any							
7.	TOTAL ALL INCLUSIVE PRICE at NITT on door delivery basis. (i.e., F.O.R. Destination Basis)							

Authorized signatory of Bidder with Seal

Note 1: NITT is eligible for exemption from Excise Duty and Concessional Customs Duty. Please refer the tender document. As regards Service tax, educational auxiliary services are exempt from Service Tax. As regards, sales tax NITT is not authorized to issue C or D forms for concessional VAT. However, it can issue end user certificate for claiming concessional VAT. Note 2: Price bid Format should be supported with separate sheet duly typed and signed on the letter head of the bidding firm/ company indicating details i.e., different components/ parts/ units of the equipment (if any) with number, name and price of each part.