



## **INDIAN INSTITUTE OF MANAGEMENT NAGPUR**

### **TENDER DOCUMENT**

#### **Supply of Office Furniture at IIM Nagpur**

**Client**

CAO In charge

Indian Institute of Management Nagpur - 440010

Email : [procure@iimnagpur.ac.in](mailto:procure@iimnagpur.ac.in)

Phone no. 0712-7102358, 0712-7102360

**Notice inviting Tender and Schedule of Events****Part - 1 Technical Qualification**

Sealed tenders are invited from bonafide, experienced & reputed manufacturers/dealers of financial standing for supply of furniture items mentioned in the document:		
Clause No.	Title	Description
101	Work	Supply of Office Furniture at Indian Institute of Management Nagpur (hereinafter to be referred to as IIMN).
102	Reference no.	IIMN/100/2017-18/004 dated 16.06.2017
103	Details of bidder	Annexure- A is to be filled, duly signed and stamped and submitted along with the tender.
104	Tender submission cost	-
105	Earnest Money Deposit (EMD)	Rs.15000 /- by DD in favour of IIM Nagpur payable at Nagpur. Bids submitted without EMD are liable to be rejected. EMD of unsuccessful bidders will be refunded without any interest after the award of contract. The earnest money of the bidder is liable to be forfeited if the bidder prematurely withdraws his bid or the successful bidder fails to take up the job. EMD will be converted ISD for defect liability period as per para 113
106	Contract Period	Complete delivery and installation of the goods must be completed within <b>thirty (30) days</b> from the date of issue of Supply order OR date of approval by Engineer in charge (Whichever is later) (Extendable for the reasons beyond contractor's control and upon Engineer's recommendation)
107	Liquidated Damage	Delivery shall be considered complete when full quantities of all items are in fully functional condition at designated delivery location as per the instructions of the representative of IIMN. For late delivery (LD) the liquidated damage shall be @1% of the contract amount per week delay s.j. to maximum up to 5%. Beyond 5 weeks of delay, order will be deemed cancelled.
108	Initial Security Deposit (ISD)	EMD will be converted into ISD, refundable after completion of Defect Liability Period.
109	Running Security Deposit (RSD)	Not Applicable
110	Interest on Security Deposit	No interest will be paid on any deposit
111	Release of RSD	Not Applicable
112	Release of ISD	After completion of defect liability period.

113	Defect Liability Period	12 months from the date of completion of the delivery and installation as certified by IIMN Engineer- in -charge.
114	Issue of the bid Document	To be issued from IIM Nagpur – Stores & Purchase Office from 19 <sup>th</sup> June 2017 02:00 PM onwards. Tender with Original seal of IIM Nagpur issued from the office will be accepted. <b>Any change in the tender document and important notifications will be uploaded on the website and informed to the bidders by email.</b> The bidders are requested to check the mail & website on regular basis till the award of the Supply Order.
115	Site visit / Sample check	Prospective bidders after collecting Tender document may visit and check the samples (for selected items in the bid) till 23 <sup>rd</sup> June 2017 with the permission of Engineer In-charge.
116	Submission of Bid Documents	By 3.00 pm on 26 <sup>th</sup> June 2017 at Stores & Purchase office IIMN, VNIT Campus, South Ambazari Road Nagpur-440010
117	Opening of Bids	<b>PART- I</b> i.e. Technical Qualification bid shall be opened on 27 <sup>th</sup> June 2017 at 11.30 P.M. Bidders may send authorized representatives to witness the opening of Bid. <b>Part-II (Annexure-C)</b> Price Bid of only technically qualified bidders shall be opened on 27 <sup>th</sup> June 2017 at 03:30 PM in presence of authorized representatives of bidders & IIMN Officers.
118	Essential Technical Requirement	1. Bidder must be manufacturer and have their own manufacturing plant. 2. Firm must have following certifications / accreditations / registrations, copies of which are required along with bid: (a) VAT, CST, Excise & Service Tax registration certificate. (b) ISO 14001: 2004, ISO 9001:2008
119	Conditional Bids	Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.
120	Contract Agreement	IF REQUIRED, the successful Bidder has to execute a contract Agreement with IIMN on a non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIMN reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing. The contract shall be as per format provided in Annexure B.
121	Insurance	The cost of transit insurance for the goods will have to be borne by the bidder.
122	Work and risk cost	IIMN reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.

123	Indemnity	The bidder / supplier shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen Compensation Act, Sales Tax, Royalty, Excise Duty, Octroi, Works Contract, etc. and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or Bylaws. <u>The Contractor shall not employ child labour.</u> Payment to workers must be according to Minimum wages act.
124	Compliance with owners rules and regulations	The bidder shall comply with all norms stipulated by the Owner such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations at the time of installation.
125	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices, etc., but if not settled mutually, shall be referred to arbitration subject to relevant Arbitration and Conciliation Act 1996. and its amendments, modifications to-date. Arbitration cost to be shared equally by the IIMN and the contractor.
126	Authorization	The Bidder shall submit to the IIMN the names and specimen signatures of the persons authorized by him to supervise complete installation of the goods at IIM Nagpur.
127	Safety and Security	Bidder shall abide by the safety code provisions as per safety code framed from time to time by the government at the manufacturing plant and at IIMN site.
128	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates inclusive of all Taxes like, Vat, Duties, Levies, Personal Tax, Corporate Tax, worker welfare cess, etc. and all other expenditure required to be incurred by him/her for manufacturing and supplying items in the tender document during the contract period as indicated under his contract. No variation on any account unless otherwise specifically mentioned will be allowed. ONLY SERVICE TAX component to be shown separately & will be paid extra if applicable. (The contractor will indemnify IIMN against violation of all statutory liabilities present and future, arising out this contract.)
129	Bid Validity	The bid submitted by bidder shall remain valid for a period of THREE Months from the date of opening of Price Bid. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid on their own, the offer shall be treated as "REJECTED."

130	Award of similar type of work on same rates	Upon mutual consent, the client may award repeat order for all or part of the items supplied based on the rates quoted to the supplier, for which the rates may be valid up to ONE year from the date of issue of Supply Order.
132	Rejection of bid(s)	IIMN reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.
136	Inspection and testing by IIMN	The Owner shall be entitled to inspect by itself or through any of its representative or an independent agency manufacturing premises of the bidder and materials stored therein for use pursuant to the tender and/or any ingredient to be used. If any material, item or component intended to be used for the work is found to be unsatisfactory (in which matter the decision of the Owner or his authorized representative shall be final), the bidder shall not use such material and shall keep the Owner indemnified from and against any claim.
137	Interpretation	The Special conditions of Contract if any will be read in conjecture with all other documents forming part of this document. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
141	Payment of Bills	Payments will be made by NEFT /RTGS
141.1	Final Bill	Payment will be made based on the certification of the executive in charge of IIMN on full delivery and installation of goods. Payments will be made within 30 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of IIMN.
142	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the entire duration of contract.
148	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

149	Taxes, Labour laws and Other regulations	The Contractor will be exclusively responsible to meet and comply with all legal requirements related to the work.	
149.1			
149.2			The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or service rendered pursuant thereto.
149.3			Any legal matter or issues arise, and all court matters if arise for this contract are subjected in Nagpur courts jurisdictions only.
150	Technical Pre - qualification requirements	The applicant must submit Annexure-A duly filled, signed and stamped.	
150.1		Agency to submit the documentary proof in support for the eligibility criteria mentioned below. A simple undertaking by the agency for any of the above points shall not be considered for evaluation.	
150.2		The applicant must have excellent reputation in the business of furniture manufacturing and / or dealership for a minimum period of Five years as on 31.03.2017. (Please attached company incorporation or relevant documentary evidences).	
150.5		Manufacturer should have in house testing lab as per BIFMA or similar recognized standards quality regulations.	
151		Desirable Conditions	<ul style="list-style-type: none"> <li>(a) Manufacturing to be done in Facility for powder coating with at least seven tank powder coating plant and PVC Membrane foiling Machine.</li> <li>(b) Bidder should attach list of Plant &amp; Machinery along with bids.</li> <li>(c) Product Literature &amp; Quality control</li> <li>(d) Certifications of IGBC (Indian Green Building Council), FERA or similar/equivalent would be desirable &amp; OHSAS 18001:2007 registration certificate or equivalent.</li> </ul>
152	Bid format	The bid shall be submitted in order as follows.	
	Sealed Envelope - 1	Legible copies of documents mentioned in Clause 150 duly self-attested by bidder to be submitted along with the Technical BID documents.	
		Part 1 - Technical qualification bid documents as issued from IIMN office to be submitted and must be stamped with bidders seal & signature.	
		Annexure A	
		Any other information bidder would like to attach.	
Sealed Envelope - 2	Price bid documents issued from IIMN office completely filled and signed with bidder stamp.		
153	System of Bid Evaluation	Price BID of only technically qualified bidders will be opened and evaluated for cost.	

154	Precedence Clause:	In the case of any ambiguity in interpretation, the Price bid will supersede the Technical Qualification bid and decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.
155	Mathematical error	During the opening of price bids the total quoted amount will be declared. However, during calculation verification if there is any error found in total amount, the agency will be called for clarifications. The rates quoted by the agency will be considered firm and hence the amount will be worked out by multiplying the rate with quantity. The rate will not be allowed to be changed in any case. However, decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.

**INSTRUCTIONS TO THE BIDDERS**

1. The price bids of only those bidders shall be considered for opening and evaluation whose bid is determined to be technically acceptable to IIMN.
2. Prices indicated on the Price Schedule shall be entered in the following manner: -
  - 3.1 The price of respective items shall be quoted as total price (inclusive of all taxes and levies, freight, installation etc. what so ever for complete work). ONLY SERVICE TAX component if applicable to be shown separately & will be paid extra if applicable. The bidder will indemnify IIMN against violation of all statutory liabilities present and future arising out of this contract.
  - 3.2 The bidder shall quote only one price for each item and if more than one price is quoted under different options the rate quoted by him in the first option will be valid only and will be taken for evaluation for all the items given in schedule of requirement.
  - 3.3 Accordingly “Annexure – C” is to be filled quoting price and submit duly stamped, signed and sealed along with forwarding letter & reference no. etc.
- 4 Any conditions / terms given in the bid by bidders on their own shall not be binding on the IIMN. All the terms & conditions will be as given herein and no change in any term or condition by the bidders will be acceptable.
- 5 Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the Bidder. If subsequently comes to light that the person so signed had no authority to do so, the IIMN may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.
- 6 The Tenders should be addressed to “Lt. col. M.V Alur (Retd), (In charge CAO), INDIAN INSTITUTE OF MANAGEMENT NAGPUR (IIMN), VNIT Campus, South Ambazari road, Nagpur 440010” should be enclosed in two (02) separate envelopes:

**6.1 Part – I:** Technical Qualification Bid - Comprising of Tender document along with all relevant technical documents duly signed and stamped by the bidder. The envelope should be superscribed as “Technical Qualification Bid for Supply of Office Furniture at IIMN”.

**6.2 Part - II:** Price Bid - Comprising of Price Bid and the envelope should be super scribed as “Price Bid for Supply of Office Furniture at IIMN”.

Any other condition laid etc. by the bidder in price bid will make the tender liable to be rejected.

- 7 Tender documents complete in all respect in a big envelope superscribed as “Supply of Office Furniture at IIMN ” containing the above mentioned two envelopes should be submitted at INDIAN INSTITUTE OF MANAGEMENT NAGPUR (IIMN), VNIT Campus, South Ambazari road, Nagpur 440010.
- 8 Payment will be released against proof of successful completion of work duly certified by engineer-in-charge of IIMN and on submission of Invoice along with Challan etc. The quoted rate should be firm throughout the period till the handover of the total job completed in full.
- 9 In the case of any dispute, Director, IIMN shall be the sole arbitrator and his decision shall be final & binding on both the parties.
- 10 All the documents submitted (whether original or photocopy) with the bid must be legible and signed by the bidders, otherwise the bid is likely to be rejected.
- 11 Any bid received by IIMN, after the deadline for submission of bids prescribed by the IIMN, shall be rejected and returned unopened to the bidder.
- 12 Any cutting/overwriting etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount least between the figure and word will be treated as final.
- 13 No extra payment shall be paid on account of any discrepancy in nomenclature of items. The Bidders shall seek clarifications if any before submitting the tender.
- 14 While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Bidders stipulates any condition of his own, such conditional tender is liable to be rejected.
- 15 The bidders have to submit the price bid only as per the price schedule format as given above in this tender document. Any other format for submission of price bid shall be out rightly rejected without any further reference to the bidders.
- 16 The Bidder shall bear all costs associated with the preparation and submission of its Bid and IIMN will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.



**PARTICULARS OF BIDDER**

**“Tender for Supply of Office Furniture at IIMN**

IIMN/100/2017-18/004 dated 16.06.17

1. Name of the bidder

(a) Trade Name (in Block letters)

\_\_\_\_\_

(b) Status of the bidder

\_\_\_\_\_

(Proprietorship/Partnership/LLP/Limited Co.)

(in Block letters)

(c) Name of Proprietor/Partners/CEO/Directors

\_\_\_\_\_

(in Block letters)

2. Postal Address

\_\_\_\_\_

\_\_\_\_\_

3. Telephone No.

\_\_\_\_\_

4. E-mail / Website address (if available)

\_\_\_\_\_

3. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.

(a) EMD

\_\_\_\_\_

(b) MSME/NSIC Regn. No. (if applicable)

\_\_\_\_\_

(Enclose self-attested photocopy)

6. Name of the Banker, Branch Name & address

(in Block letters) (for e-payment purpose)

\_\_\_\_\_

7. PAN (Enclose self-attested photocopy)

\_\_\_\_\_

8. VAT No. (if applicable)

(Enclose self-attested photocopy)

\_\_\_\_\_

9. Service Tax No. (if applicable)

(Enclose self-attested photocopy)

\_\_\_\_\_

10. Trade License/Business License/CIN (if applicable)

(Enclose self-attested photocopy)

\_\_\_\_\_

11. Lab. Licence/EPF/ESIC Reg. No. (if applicable)

(Enclose self-attested photocopy)

\_\_\_\_\_

12. Any other Relevant Information

\_\_\_\_\_

(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year) \_\_\_\_\_

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No IIMN/100/2017-18/004 dated 15.06.2017 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **“Supply of Office Furniture at IIMN”** as per Price Quotation (Annexure -C).

**Signature** \_\_\_\_\_

**Name of the BIDDER** \_\_\_\_\_

**Official seal of BIDDER**

**Date** \_\_\_\_\_

Reference no: IIMN/100/2017-18/004 dated 16/06/2017

Reference no: IIMN/100/2017-18/004 dated 16/06/2017

## **Supply of Office Furniture at IIM Nagpur**

### **Part 2 – Price Bid**

**(To be submitted in a separate envelope)**

#### **Client**

CAO In charge

Indian Institute of Management Nagpur - 440010

Email : [procure@iimnagpur.ac.in](mailto:procure@iimnagpur.ac.in)

Phone no. 07030937782,07767018721

**Terms and Conditions**

1	The rates shall be for all heights & levels and shall be inclusive of necessary consumables like fevicol,screws,nails,magnet,lock,etc.
2	The selected vender to whom the contract shall be awarded will have to supply at IIM Nagpur. One complete sample for inspection, checking and approval. Those small changes, if any, as may be necessarily suggested by the competent authority of IIM Nagpur, shall be incorporated, at no extra cost.
3	Bidders should visit site and verify samples before filling the rates.
4	Purchase Order will be awarded based on lowest rate quoted for each item in category.
5	Approved Material
	Laminate: CENTURY / GREEN LAM / FORMICA / SUNDEK /MARINO /ASISLAM or equivalent approved make. Thickness=1mm
	Pre laminated particle board- ACTION TESA, KITLAM,ARCHIDPLY,ASIS,GREELAM OR Equivalent approved make
	Ply : Century, Greenlam, Kitply, mayor or equivalent. All wood / plywood etc. should be treated for termite using termite resisting chemical.
	PVC Edge banding tape: REHAU/DOLIKIN
	Stainless steel: JINDAL or Equivalent (304 grade)
	M.S Section- TATA, JINDAL or Equivalent
	Adhesive :FEVICOL, VEMICOL ,Pidilite OR EQUIVALENT
	Furniture Hardware :UNIQUE, HATTICH INDIA, EBCO, EARL BEHARI,BLUM

**Annexure'C'****Schedule of Quantities**

Sr. No.	Description	Quantity	Unit	Rate in figures and Words (Rs.)	Amount in figures (Rs.)
1	Office Table with Removable Storage under the table – As per specifications in Annexure'1'	10	No.s		
2	Bookcase – As per specifications in Annexure'2'	10	No.s		
3	Conference Table – As per specifications in Annexure'3'	01	No.s		

Total Amount in Words – \_\_\_\_\_

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender as stipulated in the tender notice No IIMN/100/2017-18/004 dated 16.06.2017 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **“Supply of Office Furniture”** as per specifications laid down.

Signature \_\_\_\_\_

Name of the BIDDER \_\_\_\_\_

Date \_\_\_\_\_

Official seal of BIDDER \_\_\_\_\_

**Sr.No.1**

Office Table with Removable Storage under the table

**Office Table**

**Dimensions 1500(w) x 750(d) x 750(h) mm**

Table top should be made up of 25mm thick Pre-Laminated Particle board with scratch resistant coating. All Edges should be sealed with 2mm thick PVC edge-band (Rehau make or better) preferably with waterfall edge. Under-Structure should be made up of MS Pipe of 50X50X1.6MM thick or of better specifications for vertical Member & 40X40X1.6MM thick or of better specifications for horizontal support member. Vertical & horizontal member should be connected to each other with specially designed good quality connectors like Mazak or better (please **specify in bid**). All metal parts should be Epoxy Powder coated in Matt white colour. Special moulded levellers and leveller's foot should be provided for better alignment and moulded leg cap to cover top edge of pipe. Modesty of 400 mm height & appropriate size to table specifications be provided with preferably of Pre-laminated particle board with PVC coating.

Product Design and colour to match with existing samples at IIM Nagpur.



*Indicative Photograph*

**Storage under the table**

**Dimensions**                    **400(w) x 450(d) x 650(h) mm**

Top of 18mm particle board with 8mm thick decorative profile. Carcass and Facia from 18mm & Drawers of 12mm thick particle board (3 drawers of more or less equal height\*) with provision of centralized locking mechanism. All exposed edges to be sealed with 2mm Rehau or similar brand, brand used to be **specified in bid**. All other hardware used shall be of Ebco/Hettich or similar brand, brands used to be **specified in bid**.

\* In case of the bidder offering a pre-existing standard product with unequal drawers, the lowermost drawer should have the maximum height.

Product Design and colour to match with existing samples at IIM Nagpur.



*Indicative Photograph*

**Sr.No.2**

**Book case**

**Dimensions**                    **1200(w) x 460(d) x 2100(h) mm**

Providing, making and fixing at site, Book case unit made up of 19 mm commercial plywood for structure with 12 mm back ply support and shutters of 25mm thick ply; all edges of ply should be covered with 2mm thick PVC edge-band and the inside of book case to be laminated with 0.8 mm thick and outside with 1mm thick laminate of approved shade and manufacture including Glass work. Sliding shutter should be provided on bottom on sliding channel of approved make. All hardware and fittings like telescopic channels, auto closing hinges etc. should be of Hettich or equivalent make, handles of S.S. finish of approved design, pattern and of required size, locks of Godrej, Europa or equivalent make. Design as per the detailed drawing attached or as directed by Engineer-in-charge. One complete Sample of book case should be approved from the engineer-in-charge before release of Supply Order.

(Please see the attached drawing)



**Sr.No.3**

**Conference Table**

**Dimensions 3600 (l) x 1400(w) x 750(h) mm**

Structure: - Set of Table Top, Modesty and Gable end designed to build a conference table with seating capacity of 14 persons.

Table Top: - Overall 36mm thick Curved Edge Table Top made up of Pre Laminated particle board and fitted with Batten of same thickness and finish.

Leg: - Curved shaped gable end matching with Table Top in design and material

Modesty: - Modesty Panel made up of 18mm thick Pre-laminated Particle board matching with Table Top in design and material

Wire Management: - Provision for wire passing throughout the structure without mixing data and power connections. Access flaps for cables and wires to be provided on top.



*Indicative Photograph*