



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore
सिमरोल, खंडवा रोड इंदौर – 453552
Simrol, Khandwa Road, Indore- 453552

Notice Inviting Tender
for
Supply & Installation of
Roller Blinds

Materials Management Section
IIT Indore
4th Floor Western Wing (Toward's Gate-1)
Abhinandan Building, Simrol
Khandwa Road, Indore- 453552
Tel.: 0731-6603408/3551, Email: mms@iiti.ac.in
Website: www.iiti.ac.in



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Notice Inviting Tender for Supply & Installation of Roller Blinds

Indian Institute of Technology Indore (IITI) is a statutory body and one of premier institutions of science & technical education under Ministry of Human Resource Development, Government of India. IITI is established through the Institute of Technology Act, 1961 and (Amendment) Act 2012 passed by the Parliament with an intent to impart education and undertake research, consultancy and other related services from Indore as part of Government of India's initiative and policy proposal to extend and expand the reach and horizon of science and technology education in the state of Madhya Pradesh.

Indian Institute of Technology Indore (IITI) invites sealed tender from reputed, eligible and qualified firms for the award of work of Supply & Installation of Roller Blinds as per schedule, specifications and as per the terms and conditions mentioned in this tender document.

For any other clarification/detail, you may feel free to talk to the MM Section on 0731-6603408/3551. Offers strictly in accordance with the NIT with relevant documents appended there to will be considered and evaluated for further discussion. Offers not meeting the requirements may not be considered for further discussion.

IITI reserves the right to:

- a) Reject any or all the tenders without assigning any reason whatsoever;
- b) Not bind himself to accept the lowest or any tender; and
- c) Accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website www.iiti.ac.in.

Administrative Officer (MM)

प्रशासनिक
Administra
भारतीय प्रौद्योगिकी
Indian Institute of
Indore

Schedule of Requirements

<u>Description</u>	<u>Details</u>
Download of NIT	March 12, 2021
Submission of Sample of Roller Blinds with Installation	March 12 to March 19, 2021
Last date for receipt of NIT	March 19, 2021 on or before 3.00 PM
Date and Time of Opening of NIT	March 19, 2021 at 3.30 PM
Security Deposit	For due performance of his/their obligations under the contract, The successful bidder shall have to deposit @3% of total value of work order as Security Deposit/Performance Guarantee at the time of award of contract which shall remain valid for the entire period of the engagement and no interest shall be paid upon the same. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalized Banks or SBI or from any one of the scheduled banks. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded within 30 days after adjusting dues if any to the IIT from the Contractor.
Tender to be submitted in	Tender Box at Ground Floor, Abhinandan Building, IIT Indore, Khandwa Road, Simrol, Indore- 453552
Tender Validity	The bids submitted by the firm should be valid for 180 days
All the communications with respect to the tender shall be addressed to:	Administrative Officer (MMS), Indian Institute of Technology Indore Khandwa Road, Simrol, Indore- 453552 Email: mms@iiti.ac.in , Tel.: 0731-6603408/3551

The bidders shall send sealed proposal super scribing "Notice Inviting Tender for Supply & Installation of Roller Blinds" with NIT No. and Due Date.



Administrative Officer (MM)

प्रशासनिक अधिकारी
Administrative Officer
भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

INSTRUCTION TO BIDDERS (ITB)

1. **Submission of tender:** Proposal should be submitted in single envelope.
2. **Envelope:** Signed and sealed entire NIT, Annexure I and Terms & Conditions.
3. The tenderer is advised to visit the IIT on any working day **between 1000 hrs and 1700 hrs** to assess the nature and quantum of work before tendering.
4. The firm should give the acceptance of the NIT including scope of supply.
5. Failure to fulfill any of the conditions laid down renders the tender invalid.
6. Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resell Agents/Channel Partners with proof of authorization

GENERAL TERMS & CONDITIONS:

1. **MSE Bidders:** In tender, participating Micro and Small Enterprises (MSE) quoting price within price band of L1+15 (fifteen) per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 20 (twenty) per cent of total tendered value. The 20 (twenty) per cent quantity is to be distributed proportionately among these bidders, in case there are more than one MSMEs within such price band. Within this 20% (Twenty Percent) quantity, a purchase preference of four per cent (that is, 20 (twenty) per cent out of 20 (twenty) per cent) is reserved for MSEs owned by Scheduled Caste (SC)/Scheduled Tribe (ST) entrepreneurs (if they participate in the tender process and match the L1 price). Provided that, in event of failure of such SC/ST MSE to participate in tender process or meet tender requirements and L1 price, four per cent sub-target shall be met from other MSE. MSEs would be treated as owned by SC/ ST entrepreneurs:
 - a) In case of proprietary MSE, proprietor(s) shall be SC /ST
 - b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% (fifty-one percent) shares in the unit
 - c) In case of Private Limited Companies, at least 51% (fifty-one percent) share shall be held by SC/ST promoters.
2. **Opening of Tenders:** Tender opening as specified in schedule of requirement. The received bid will be opened offline, and it will be evaluated by a technical committee which will decide the suitability as per our specification and requirement. The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents and verified by the technical committee as technically qualified bidder as per Tender.
 - a) **Award Criteria:** The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive, technically qualified and has been determined to be the lowest responsive evaluated bid.
 - b) **Purchaser's Right to vary Quantities at Time of Award:** The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender without any change in unit price or other terms and conditions. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract.
 - c) **Notification of Award:** Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted by way of a Purchase Order.
3. **Guarantee/ Warranty:** The equipment should be covered comprehensive on-site warranty against any manufacturing defect for a period 01 year from the date of successful installation and acceptance. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises. Warranty certificate should be submitted with the bill(s).



4. **Specification and Make:** Quotation should be given for the exact specification and make as shown in the enquiry against Sl. No. of the item. If in the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately. Client list along with the order copy of similar equipment supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached. In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.
5. **No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.**
6. IIT reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
7. IIT does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IIT.
8. **Liquidated Damages:** - As Time is the essence of an order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IIT. In case of delay in installation and Commissioning, Inspection, Certification etc. also the same rate of penalty shall be leviable.
9. **IIT reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.**
10. **The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.**
11. **Cancellation:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
12. For any dispute, the place of jurisdiction shall be Indore, India only.
13. All the documents pertaining to the Firm/company submitted by the tenderer should bear the name and Address, as recorded in the Tender Form. In case of any variation, it should be specifically clarified, as to whether the changes have been duly notified to the respective Authority and proof of acceptance by the Authority must be attached with the respective document submitted by the tenderer.
14. **Location/Site Details:** IIT Indore, Khandwa Road, Simrol, Indore – 453552.
15. **Rates and Payments:**
 - a) The rates of the Agency shall include cost of all materials, labour, machinery and all taxes and any other inputs involved in the execution. No extra amount shall be paid from the quoted amount, unless clearly specified otherwise.
 - b) Only quoted rates in whole rupees shall be considered. Rates quoted in percentage terms will not be considered. Where the rates quoted by the Agency in figures and in words don't tally, in that event the rates quoted in the words shall be considered as correct and final.



- c) No advance payments will be considered. The Agency/Agency should submit final bill in triplicate for payment quoting PAN No. and GST No. on the body of the bill. Tax will be deducted as per statutory provisions. The payment shall be made after successful completion of work.
- d) **The bidder may consider transit insurance coverage for covering carrier risk charges towards damage of items. The firm shall make proper security/inspection before quoting the rates. The quoted rates shall be deemed to be inclusive of this insurance coverage, if any.**
16. Interested Agencies should visit the sites of the present locations to assess the exact nature of requirements before submitting their quotes.
17. Bidders disqualified by Technical evaluation committee in Technical bid will be given one week time to represent their case from the date of uploading the TEC report. Non-representation within the stipulated time, the tender will be processed further and no representation will be accepted thereafter.
18. **Payment** will be released through wire transfer/bank RTGS transfer after arrival, testing, inspection, installation of the item(s) and if found satisfactory with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), challans(s), warranty certificate, bank details/cancelled cheque, installation report, performance bank guarantee (if required) etc. to the Deputy Registrar (MM), IIT Indore. The payment will be released within 30 days after receiving of the bills as mentioned above and from the date of received, tested/inspected/commissioned and found satisfactory with regard to quality, quantity and specifications ordered. In case of import, the payment term may be 100% through Letter of Credit (LC)/Wire Transfer - 80% against dispatch documents and balance 20% after successful delivery & installation.
19. The firm has to submit a **performance security** of 3% of the total order value to be submitted from an Indian Scheduled Bank before release of final payment and after successful installation and commissioning of the equipment in the form bank guarantee valid for 2 months beyond the warranty period. **If PBG is not submitted the 3% payment of the total order value will be withheld till such time PBG is submitted.** No interest will be payable by the Purchaser on the Performance Security deposited. In case supplier fails to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited. **PBG format.**
20. Any time after award of work, the Institute may abandon or reduce the scope of work for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Agency shall have no claim to any payment of compensation or otherwise whatsoever.
21. During execution of the works the entire premises have to be kept clean and free from any obstructions, all the debris and surplus materials shall be removed from the work site as soon as works are completed.
22. The total work has to be completed in phases and preferably during hours intimated by the Institute.
23. In all matters, the orders/interpretation of the Competent Authority of the Institute shall be final & binding on the Agency.
24. In case of non-compliance of any of the clause/terms, the Institute will have the right to impose penalty as deemed fit, and engage new Agencies, and also forfeit the Performance Guarantee in full or in part.
25. The Commission reserves the right to terminate the contract at anytime without assigning any reason and also to refuse services of any contract worker of the firm without assigning any reasons.
26. IIT Indore is green zone campus; hence, after Shifting and completion of the work supplier should take back the waste packing material such as plastic, wrapping paper and toxic material. Further, any wooden packing material to be handed over to store.

Annexure-I**DETAILS OF THE BIDDER**

Sl. No.	Description	Details of the Firm
1.	Name of the Bidder	
2.	Address of the Registered Office	
3.	Contact No. & Email Id	
4.	PAN No. (PAN Card should be attached with the Proposal)	
5.	Incorporation Certificate of the Firm(Should be attached with the Proposal):	
6.	GST registration no. (Should be attached with the Proposal)	
7.	Details of Owner/Proprietor/partners of the firm	
9.	Legal Constitution of Applicant: (Public Limited/Private Limited/Partnership/Proprietorship etc.)	
a.	Status / Constitution of the firm:	
b.	Registration No (Copy of the certificate should be attached with the Proposal)	
10.	Previous experience of Service of 'Similar Projects', if any:	
a.	Relevant Experience (Documents to be attached)	
b.	Achievements in the Relevant Field	

Proposals without required information or enclosures are liable to be rejected

Signature of the Bidder

Seal

Annexure-IIPART – I -TECHNICAL BID**Item details and technical specification as mentioned below:**

Sl. No.	Specifications	Details	Compliance Yes/No	Deviations, if any
	Supply & Installation of Roller Blinds			
1.	Supply & Installation of Roller Blinds	<p>Scope of Supply: Providing & Fixing up of Window curtain (Roller blind model) Black out type in required sizes having the following specification:</p> <p>Control unit:</p> <ul style="list-style-type: none"> - The Control unit should be made of high strength reinforced plastic. - The clutch is of wrap spring design. High carbon steel springs are to be provided to transmit motion from driving to driven members of clutch mechanism. - Clutch is to be operated directionally by the use of endless beaded chain. Clutch need not have any adjustment. - Idler: Idler should be of high strength reinforced plastic, consisting of a Centre shaft. The idler is to be mounted on the bracket by using a plastic lock. - The metal sleeve inside the plastic lock provides bearing surface for the Centre shaft, which rotates freely, providing smooth, quiet and long wearing operation. <p>Head rail: It should be an aluminum extruded rail Powder coated. Control unit and Idler should be mounted on the Head rail with powder coated M.S. brackets.</p> <p>Roller tube: It should be an anodized extruded tube of high strength alloy.</p> <ul style="list-style-type: none"> - Control unit and Idler are to be fixed to the either ends of the tube. - The fabric of the blind is fitted to the tube with heavy duty adhesive tape. <p>Bottom rail: Can be an aluminum extruded rail with a groove for fixing the fabric and powder coated in</p>		



white.

It is to be fixed to the bottom of the fabric and the purpose of it is, to keep the fabric in tension and straight.

- The fabric is fitted to the tube using plastic insert. The end caps of the tube are ABS.

Operating chain:

Should be made of 4.5mm plastic beads molded on 2.2mm thick polyester chord.

- The pitch of the beads can be minimum of 6mm.
- The chain should drive the sprockets of the control unit to close and open the blind.
- The pitch of the chain corresponds to the sprocket shall be in perfect match for trouble free operation

Fixing brackets & clamps:

These are used to fix the blind to the wall or ceiling. 'L' bracket is made of mild steel and zinc plated.

- The clamp is made up of spring steel of thickness 0.7mm and zinc plated

Roller tube:

Tube should be made up of High Strength Aluminum alloy Extruded grooved tube, which is anodized.

- Size- 32mm- O.D.; weight - 0.27 kg/mtr
 - Size- 38mm- O.D.; weight - 0.38 kg/mtr
 - Size- 50mm- O.D.; weight - 0.60 kg/mtr
- (Size of Roller tube will be decided by the Engineer-in-charge based on the site condition) Alloy & temp- 6063-T6 Fabric fitted on the tube with double sided tape/Plastic insert Selection of the tube depends on the width of the blind.

Bottom Rail:

It shall be an extruded Aluminum grooved section- powder coated.

- Size: 21mm O.D. Alloy-HE9WP Weight- 0.28 Kg/mtr.
- Fabric fitted to the bottom rail with

	<p>plastic insert.</p> <ul style="list-style-type: none"> - Bottom rail end cap should be made of ABS <p>Fabric Specifications:</p> <p>Fibre Glass Fabric weight : 400gms/sqm or more.</p> <ul style="list-style-type: none"> - Washability: Material should be washable on both sides with a mild 5% detergent solution - Fire Classification: BS 5867-2:2008, Type B, NFPA 701 Openness factor: 0% - Shade: will be chosen at the time of award. Make: NOVA or Vista or Hunter Douglas or equivalent etc. - Complete job to be carried out as per the specification and direction of Engineer on site. - Colour of fabric will be finalized by client before awarding the work after sample checking. - 100% polyester fabric opening factor 0% 100% blackout fabrics with double foam base fabric with acrylic coat. <p>Note: The specifications and features Are indicative and shall be covered in the bid and also in the Sample which will be checked before approval.</p>		
2.	WARRANTY: 1 Year on-site Comprehensive warranty from the date of installation & acceptance.		
3.	DELIVERY: Within 02 weeks from the date of order.		
4.	PRODUCT CATALOGUE: Firm should submit detailed specification and product catalogue.		
5.	Submit the Sample of Roller Blinds as per above Technical Specifications before submission of Bids. Bidder may also Install and Demonstrate the one unit of the Roller Blind at IIT Indore as part of Technical Evaluation.		

Any additional charges or special services that you may like to include may also be enclosed separately.

Signature of the Bidder

Name of Bidder:

Contact No.:

Email id:

Date:

PART – II -PRICE BID

Firm should submit the Price bid on Firm's/ Company Letter Head

'Supply & Installation of Roller Blinds'

Sl. No.	Details of Scope of work	Qty.	Unit Price (INR)	Total Price (INR)
1.	Supply & Installation of Roller Blinds (1,600 Sq. m.)	1,600 Sq. m.		
2.	Other charges if any			
Total Price =				
GST @ ___ % =				
TOTAL PRICE =				
In Words-				

NOTE:

1. After inspection of site bidders can submit quote for Provide & Fixing of Roller Blinds.
2. The firms should visit the site to access the quantum of work and area before submission of bid.
3. Completion period of Supply & Installation of Roller Blinds within 03 weeks from the date of work order.
4. Taxes & Other charges: Inclusive as mentioned above.

Date:

Signature of the Tenderer with Seal & Address

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To, _____

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install the equipment and dispatch the same within the specified period.
8. I/We agree to supply and commission/install the equipment and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/receipt of supply/service order.
9. **I/We agree that in case if we fail to deliver the goods/complete the work within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking EMD.**
10. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

PERFORMANCE SECURITY FORMAT

To,

.....
WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer
Seal, name & address of the Bank and address of the Branch
Phone No., Fax No. & e-mail id.



