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

E-PROCUREMENT MODE

Bidding Documents for Supply & Installation of Laboratory Furniture

Document to be submitted online
for
(Technical & Financial Bid as per Schedule of requirement)

भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड़ इंदौर – 453552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

Tel.: *91-0731-2438700 Ext 203/949/958*
Email: mms@iiti.ac.in

TENDER DOCUMENT
FOR
E-PROCUREMENT

Online Tenders are invited by IIT Indore **(in Two Bid System)** from **Original Furniture Manufacturers (OEM)** their **Authorized distributors/ Accredited Indian Agents /sole selling agents** for the of following items:

Sl. No.	Description of Stores	NIT No.	EMD (in INR) - Online
01.	Supply & Installation of Laboratory Furniture (Refer Chapter 6 part I, II & III)	690	₹3,50,000.00 (Rupees Three Lakh Fifty Thousand Only) **Online EMD Submission**: Bidder can submit their EMD online by visiting to the below link: https://www.onlinesbi.com/sbicollect/icollecthome.htm
SUBMISSION OF BIDS ONLINE IN TWO BID	https://eprocure.gov.in/eprocure/app		

***NIT No. 690 should be mentioned for the purpose of EMD Submission and the Tender No. should be refereed for bid submission/communication etc.**

Note:

I. Tender Documents with detail terms & conditions can be downloaded from our website: **http://www.iiti.ac.in/tender_mms.php & https://eprocure.gov.in/eprocure/app**

II. **The pre-bid report will be uploaded on the website & CPPP and the same will be a part of the tender document.**

III. **All the details/document pertaining to the tender such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.**

IV. **Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resell Agents/Channel Partners with proof of authorization.**

IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons.

For any issues related to tender please contact Material Management Section,
Tel: +91-0731-2438700 Ext 203/949/958 Email: mms@iiti.ac.in

In-charge (MM)

In-Charge
Material Management Section (MMS)
IIT INDORE

ONLINE BIDDING DOCUMENTS
FOR
PURCHASE OF GOODS

CONTENTS

CHAPTER- 1
Schedule of Tendering:

Sl. No.	Event	Date and Time/ Remarks
01	Down loading of Tender document online from CPPP	**From October 29, 2019** https://eprocure.gov.in/eprocure/app and http://www.iiti.ac.in/tender_mms.php
02	Submission of Queries for Pre-bid meeting	**November 08, 2019** Please refer tender Chapter 6 part I, II& III
03	Pre-bid Meeting #	**November 13, 2019 at 2.30pm**
04	Bid Submission Start Date	**November 15, 2019**
05	Last date & Time of Submission of Bids Online (Technical and Price Bid)	**November 28, 2019 up to 03.00PM(IST)** Please refer tender Terms at IITI
06	Opening of Technical Bids Online	**November 29, 2019 at 03.00 PM, (IST)** Please refer tender Terms at IITI
07	All the communications with respect to the tender shall be addressed to:	**In-charge (MMS)** IIT Indore, First Floor, Sodium Building, Khandwa Road, Simrol, Indore- 453552 Tel.: 0731-2438700 Ext 203/949/958 Email: mms@iiti.ac.in
08	Submission of Bid Online	https://eprocure.gov.in/eprocure/app
09	For taking assistance, if any	**CPP Portal website: www.eprocure.gov.in** **CPP Portal Help Desk Toll Free No.:18002337315, 180030702232**

 # Note:

1) **Pre-bid meeting is essential for vendors to attend for better comprehension of furniture requirements.**

CHAPTER- 2

INSTRUCTIONS TO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app).The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:http://eprocure.gov.in/eprocure/app
3. For Registration: Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
4. Foreign Bidders have to refer "DSC details for foreign Bidders" for Digital signature Certificates requirements which comes under Download Tab at http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page and the remaining part is same as above and below.
5. **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 tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.**
6. **IITI reserves the right to reject any tender/bid wholly or partly without assigning any reason.**
7. **The Technical Committee constituted by the IITI shall have the right to verify the particulars furnished by the bidder** independently.
8. **Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. IIT Indore before quoting the rates. In this regard no claim for any extra payment for any reason shall be** entertained.
9. The item should be delivered at IIT Indore, Khandwa Road, Simrol, Indore and the supplier shall be responsible for any damage during the transit of goods.
10. **All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.**
11. Interested bonafide and reputed manufacturers/Indian agents (on behalf of their foreign principals) may submit **online bids for each of the above furniture along with all requisite documents and scanned copy of online EMD** submission reference.
12. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line http://eprocure.gov.in/eprocure/app. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
13. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. **Incomplete bid shall be rejected. The conditions of tender shall be governed by the details** contained in complete bid document.
14. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IITI reserves the right to accept or reject any or all the tenders.
15. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:- http://eprocure.gov.in/eprocure/app?page=HelpForContractors& service=page

In-charge (MM)

29/10/19

In-Charge
Material Management Section (MMS)
IIT INDORE

CHAPTER – 3

LIST OF DOCUMENT TO BE UPLOADED WITH TECHNICAL BID

1. The intending Tenderer, in case of Original Furniture Manufacturers shall upload a self-declaration on their letter-head as PDF file in Cover-I of e-tender, along with the acceptance letter tender documents, confirming that they are regularly manufacturing, supplying, installing, testing & commissioning of the similar Furniture .

2. The intending tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original Furniture Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.

3. The Furniture shall be in compliance with the specifications mentioned in Chapter-6 of the tender and shall be of the latest technology, best quality and high standards. All specific required document mentioned at chapter -6 to be enclosed with Technical bid.

4. Any optional accessories/ tooling, besides the standard furniture recommended for the better performance of the Furniture , if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents.

5. Please submit copy of your Income Tax Number, GST and copy of PAN with your offer.

6. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letterhead.

7. Registration details of the firm/Company should be attached with bid.

8. Firm should submit online reference of EMD submission in the TECHNICAL BID.

9. Detailed technical and commercial terms & conditions should be attached.

10. The tenderer is advised to attach any additional information about competence, which they think is necessary for their offer. No further information will be entertained after the bid is submitted, unless IITI calls for it.

CHAPTER - 4

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

   Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload\ the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. **The vendor/firm should fill the complete details as mentioned in BOQ and exclusion of any cell of BOQ (Financial bid), the cost will be treated as inclusive of GST and other charges as mentioned in the BOQ column.**
4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

GENERAL INSTRUCTIONS TO THE BIDDERS

1) The tenders will be received online through portal http://eprocure.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://eprocure.gov.in/eprocure/app. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://eprocure.gov.in/eprocure/appunder the link "Information about DSC".
3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at http://eprocure.gov.in/eprocure/app

Online Bid Form

The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, inter alia for the goods to be supplied, a brief description of the goods, their country of origin, quantity and prices.

Online Bid prices

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the online bids for any one or more schedule specified in the "Schedule of Requirement" and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

Prices indicated in the online price schedule shall be entered separately in the following manner.

I. For goods offered from within India:

a. The price of the goods should be quoted for destination basis, charges towards freight, installation etc. may be mentioned inclusive of GST as applicable after referring the attached GST Notification.
b. Any sales or other taxes/duties should be clearly mentioned, which will be payable on the goods in India if the contract is awarded.
c. Charges for inland transportation, insurance and other local costs incidental to delivery of goods to their final destination should be mentioned.
d. Any element of cost, taxes, duties levies etc. not specifically indicated in the online bid, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD will be forfeited.**

II For goods offered from abroad

a) The price of goods shall be quoted in Ex-Works/FCA/CIP and the same should be mentioned in terms & conditions of the firm.
b) Charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination should be specified.
c) The terms FOB, CIF, CIP etc. shall be governed by the rules and regulations prescribed in the current edition of INCOTERMS, published by the Chamber of Commerce, Paris.

d) Prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account, unless otherwise specified in the Schedule of Requirements.

III. Bid currencies

a. For domestic goods prices shall be quoted in Indian rupees only. Commission for Indian Agent, if payable, shall also be quoted in Indian Rupees only.

b. For imported goods prices shall be quoted either in Indian rupees or may be quoted in foreign currency and the portion of the allied work and services, which are to be undertaken in India (like installation & commissioning of Furniture) are to be quoted in Indian currency.

IV. Indian Agent

a) If a foreign bidder has engaged an agent in India in connection with its online bid it will be required to give the following information in the online bid:

i) *Name and address of the Indian agent with their permanent income tax number.*

ii) *Details of the services the agent will render*

iii) *Agency commission shall be indicated in the space provided for in the price schedule and will be paid to the bidder's agent in Indian rupees*

V. Period of validity of online bids: Online Bids shall remain valid for acceptance for 180 days after the date of bid submission.

Proof of EMD submission must be attached to the Techno-Commercial Bid Only and NOT to the Price Bid. Bids received without EMD will be rejected.

Note – Non-compliance of the above may disqualify your offer for consideration.

In-charge (MM)
29/10/19

CHAPTER- 5
GENERAL TERMS AND CONDITIONS

1. **Delivery of Tender:** Two- Bid through Online Mode. IIT Indore reserves the right **to ignore any tender who fails to comply** with the above instructions without giving any notice.

2. **Two Bid: Firm should submit the bid online:**
   a) Technical Bid: Technical bid will be opened on the due date for technical evaluation of bids. Technical evaluation matrix will be uploaded on CPPP for the intimation to the firms. The technically disqualified firms can represent towards disqualification within a week of uploading of technical evaluation matrix on CPPP.
   b) Financial Bid: The financial bids of technical qualified responsive bidder will be opened.
   Bidder: Tenders are invited only from **Original Furniture Manufacturers** OR their **authorized distributors/ dealers**, Vendors are requested to **attach proof** to show that they are the authorized dealers of the brand that they are quoting for the manufacturers of the product.
   Bids of internationally recognized brand from authorized dealers only will be accepted. Tender Documents will also be available on institute website: http://www.iiti.ac.in/tender_mms.php.

3. **Bid Security (EMD):** Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with:-
   (i) Micro and Small Enterprises (MSEs)
   (ii) Central Purchase Organization (CPO)
   (iii) Concerned Ministry / Department.
   (iv) Startups as recognized by Department of Industrial Policy & Promotion (DIPP).
   1. In such case, copy of the certificate showing registration with the abovementioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
   2. In case the unit is not covered as above, the EMD should be submitted online via https://www.onlinesbi.com/sbicollect/icollecthome.htm and the payment reference should be attached in PDF with Cover I.
   3. The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
   4. *The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.*
   5. No interest will be payable by the Purchaser on the Earnest Money Deposit. **The earnest money of all the unsuccessful tenderers will be returned to them after finalization of order or immediately after completion of validity of the bid.** *The Earnest Money of successful bidder shall be returned on receipt of Performance Security.* If the successful bidder fails to furnish the performance security or fails to supply the item as per Purchase Order (PO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore

2. ***Period for which the offer will remain opened:***
   a. Firms tendering should note the period for which it is desired that their offers should remain open for acceptance.
   b. Quotations qualified by such vague and indefinite expressions such as "subject to immediate acceptance", "subject to prior sale", etc. will not be considered.

3. **Concession/Exemptions:** IIT-I being an academic institute is entitled for availing Customs Duty exemptions in terms of Notfn. No. 51/96 dated 23.07.1996, Notfn. No. 28/2003- Customs dt. 01/03/2003, Notfn. No.43/2017-Customs dt. 30/06/2017 & notfn. No. 47/2017- Integrated Tax (Rate) dt. 14/11/2017, Notfn. No. 10/2018-Integrated Tax (Rate) dt.25/0/2018 and Notfn. No. 45/2017-Central Tax (rate) dt. 14/11/2017, Notfn. No. 45/2017-Union Territory Tax (Rate) dt. 25/01/2018 as amended from time to time. Presently this is valid till 31.08.2021 vide Order No. TU/V/RG-CDE(1145)/2016 Dt.28/02/2018 issued from DSIR-Min. of Sc.& Tech; Govt. of India. **Please state clearly that this Certificate is required.**

4. **Opening of Tenders:** Online tender opening as specified in schedule of requirement. The received bid will be opened online, 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.*

5. **Place of Delivery & Schedule:** IIT Indore, SIMROL, Khandwa Road, Indore – 453552 and should be delivered within schedule.

6. Guarantee/ Warranty: **The furniture should be covered comprehensive on-site warranty against any manufacturing defect for a period Three years from the date of successful installation and acceptance or as mentioned in Chapter 6**. In case any part or whole of the furniture 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).

7. **Insurance:** The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage consignment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.

8. **Inspection:** Before dispatch the materials, the Vendor will give sufficient advance notice of the date in writing on which the goods will be ready for inspection. The Vendor also shall provide the purchaser all necessary facilities for pre-dispatch inspection. If due to any reasons, it is not possible on the part of the purchaser to visit the plant/ site of the Vendor for inspection of the items, the Vendor shall share the detailed schematic diagram, pictures of item and the details as required by the IITI.

9. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.

10. Items supplied are subject to inspection and acceptance and the supplier should collect/ replace the rejected items at his cost and risk.

11. **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 furniture 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.

12. <u>Proof of Registration OR OEM Certificate/ Sole Distributorship Certificate MUST be attached.</u>

13. **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.**

14. **IITI 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.**

15. IITI 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 IITI.

16. IIT Indore is green zone campus, hence, after delivery and acceptance of item 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.

17. **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 IITI. In case of delay in installation and Commissioning, Inspection, Certification etc. also the same rate of penalty shall be leviable.

18. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.

19. The firm may give any of their commercial term, if required, in their techno-commercial offer only, and price quotation should contain only price.

20. Please inform the IITI in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.

21. **IITI 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.**

22. 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.

23. **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.
24. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.
25. For any dispute, the place of jurisdiction shall be Indore, India only.

CHAPTER- 6
TECHNICAL BID

(Bidder should submit compliance matrix along with Technical Bid)

PART-I

Eligibility criteria

Sl. No	Details	Compliance Yes/No	Deviations/Remarks, if any
01	The Bidder must either be an Original Furniture Manufacturer (OFM) for the furniture quoted in this tender and/ or its Distributor/Channel Partner for this bid. Bidder should provide valid OEM Authorization Certificates for all the products quoted.		
02	BIFMA and OHSAS Certification: Occupational Health & Safety Management system and other Green manufacturing norms.		
03	The bidding company should be preferably an ISO 9001:2008 certified for all the proceses/products.		
04	The quoted products should not be under end of sales or end **of support in next 05(five) years** from the date of submission (Declaration from OEM should be submitted)		
05	The OEM shall **have a registered office in India**. Documentary proof with complete Address details and contact person details shall be submitted along with the offer. The OEM should have **presence in Indore with authorized person to attend after sale services.**		
06	The bidding firm/company must be a single company and no consortium should be allowed.		
07	Proof of annual average turnover (Manufacturers/Importer) of Rs. 40 Crores or more in the last three (3) financial years certified by the Chartered Accountant.		
08	Bidder should have experience in successfully executing *Orders of similar nature* during the last 05 years and executed at least 01 similar kind of work order in Government/Semi-Government/PSU's/Govt. Institutes during last 05 financial years. (Documentary proof with satisfactory Inspection & Acceptance/Installation & Acceptance of the same should be attached).		
09	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been black listed or changed the name of the firm (in original).		
10	Income Tax Return (last three years), PAN No., Professional Tax, GST Regn. Nos. (enclose photo copies)		

11	**Delivery Period: Within 03 months from the date of order.**		
12	**Warranty- 3 years comprehensive warranty should be there and after warranty period mode of support needs to be mentioned.**		
13	Supplier should confirm in written the availability of spares for the whole instrument for a period of ten years even the model has been phased out.		
14	**INSTALLATION & COMMISSIONING: Free of cost Installation is the responsibility of supplier.**		
15	**PREDISPATCH**- Firm should arrange the pre dispatch inspection prior to packing & dispatching of the item. Firm should share the entire detail of the furniture with images and schematic diagram before packing. Virtual inspection may be done.		
16	**AFTER SALES SERVICE**: Firm should have their authorized agent in India for providing after sales service.		
17	**AVAILIBILITY OF SPARE PARTS**: Firm should ensure the availability of spare parts for at least 7 years.		
18	**CATALOGUE**: Firm should share the item wise catalogue of the offered product along with the technical bid.		
19	**Supply/Delivery** **Educational institutes:** The clientage report shall include Educational institutes such as CFTIs funded by GOI. **Research Institutes:** Research labs such as CSIR/ICAR/ICMS/DRDO/DAE/DOS institutes.		
20	Make and model no. of item must be mentioned along with detailed specification, else tender will not be accepted.		
21	**Firm should have submit the order copies for last 03 FY:** **i. 01 Order of at least 150 lakh or** **ii. 02 Orders of at least 75 lakh or** **iii. 03 Orders of at least 50 Lakh**		

Note : Proof of document in support of claim to enclosed in Technical Bid.

PART –II

Item details and technical specification as mentioned below:

ITEM: Supply & Installation of Furniture for Laboratory Table

Sl. No.	Specifications/ Details	Features	QTY	UOM	Compliance Yes/No	Deviations, if any
Supply & Installation of Laboratory Furniture						
1	R.H. 900 Ht. C-Frame Assy. For Table Depths 770 Wall Side Without Upright, 1540 Island Without Upright & 920 Wall Side with Upright	Providing and supply of C-Frames manufactured from standard hollow metal sections; confirming to I.S. Code 7138:1973 (Indian Standard specification for steel tubes for furniture) and all sheet metal components to be of CRCA confirming to IS Code 513:1994. The suspended under-bench welded units shall be supported on heavy-duty steel frames fully carrying the load of worktops. Its superior strength is combined with aesthetically appealing end caps shall give maximum flexibility and modularity while making a layout. C-frame shall be constructed from a rectangular pipe with a cross section of 60mm x 30mm and shall be 2 mm thick and shall be without a vertical front leg to give a clean look. The C-frame legs shall be supplied with adjustable feet (tolerance from -5mm to +20mm) to correct the unevenness of flooring. The tubular enclosed type construction shall discourage dust accumulation and unwanted development of bacteria & fungus. Drainage gradient shall be well adjusted throughout the length of table and shall have horizontal supports for drainage systems. The structure shall have a removable back panel to provide access for maintenance throughout the length of table. The C-frame shall also have skirting at back bottom side. The C-frame shall be suitable for sitting and standing nominal heights of 750mm & 900mm respectively. The nominal table depths shall be 620 mm, 770 mm and 920 mm for wall side and 1540mm, 1840mm for Island tables. The Corner Units shall fit well with 770mm & 920mm table depths. All frame-work is to be pre-treated with superior pure epoxy powder coated finish.	6	Nos.		
2	R.H. 900 Ht. C-Frame Assy. For Table Depth 1540 Island with Upright		9	Nos.		
3	L.H. 900 Ht. C-Frame Assy. For Table Depths 770 Wall Side Without Upright, 1540 Island Without Upright & 920 Wall Side with Upright		6	Nos.		
4	L.H. 900 Ht. C-Frame Assy. For Table Depth 1540 Island with Upright		9	Nos.		
5	Common 900 Ht. C-Frame Assy. For Table Depths 770 Wall Side Without Upright, 1540 Island Without Upright & 920 Wall Side with Upright		9	Nos.		
6	Common 900 Ht. C-Frame Assy. For Table Depth 1540 Island with Upright		24	Nos.		
7	1800 Module Length Horizontal Members	Providing and supply of Horizontal Members: These shall be made from	6	Nos.		

8	1460 End Sink Unit Module Length Horizontal Members	rectangular pipes of 2mm thickness. Cross-sectional dimensions of the pipe should be 60 x 30 x 2 mm. They shall be made of CRCA MS and coated with pure epoxy powder. These connect two C-Frames together as shown using C-clamps/U-clamps. Together with the C-Frames and Horizontal Members connected together, the skeletal structure of the work-bench is formed on which the worktop can be placed, and the hanging-type storage cabinets can be suspended. Horizontal Members determine the width of the lab workbench as they form the member (distance) between two adjacent C-Frames. They shall be available in various widths of 600, 750, 900, 1050, 1200, 1350, 1500, 1650, and 1800 (each may be mentioned it will be selected as per requirement)	3	Nos.		
9	1350 Module Length Horizontal Members		6	Nos.		
10	1200 Module Length Horizontal Members		30	Nos.		
11	Filler Panel for End Sink Unit Side	**Providing and supply of Panels: All other panels used as End cover of the tables in case of Island tables and wall tables to cover the space between two tables or between the** table and the wall. The cover panels to be made of 1.0 mm thick CRCA sheet as per IS Code 513:1994	6	Nos.		
12	End Sink Unit Side Cover Panel		6	Nos.		
13	770 Depth Wall Side Without Upright End Cover Panel		6	Nos.		
14	1540 Depth Island with Upright & Without Upright End Cover Panel		9	Nos.		
15	1800 Ht. Island Upright with Cutout & Plain Cover (Without Cutout)		6	Nos.		
16	1800 Ht. Island Upright with Cutout & Cover with Cutout		9	Nos.		
17	1800 Ht. Island Plain Upright & Cover with Cutout		6	Nos.		
18	1800 Module Length Island Electrical Boom - Cutout: 6 Module + 6 Module	Providing and supply of Electrical Boom: Horizontal service boom shall be made out of 18 gauge CRCA steel panels and should span the length between uprights and shall be provided with removable service panels. Electrical and GDS supplies shall be supplied through this horizontal service boom. Boom shall be supplied with factory fitted combinations of switch & sockets with 15amps standard grade.	3	Nos.		
19	1350 Module Length Island Electrical Boom - Cutout: 6 Module + 6 Module		3	Nos.		
20	1200 Module Length Island Electrical Boom - Cutout: 6 Module + 6 Module		9	Nos.		
21	Outer Cover for Single-Sided Electrical Trunking		12	Nos.		
22	1800 Module Length Glass Reagent Shelf for Island	Providing and supply of Adjustable Reagent Shelves: Depending upon BOQ requirement, height adjustable shelves shall be provided between	12	Nos.		
23	1350 Module Length Glass Reagent Shelf for Island		12	Nos.		

24	1200 Module Length Glass Reagent Shelf for Island	uprights with 1" of height adjustability. Complete modular design consisting of 2 stage horizontal storage shelves. The ends and intermediate vertical supports shall be 2mm thick aluminium extrusion with MS brackets of 2 mm thick. Toughened glass shall be put-on over these shelves for taking care of bottle marks/corrosion	36	Nos.		
25	1200 Module Length Single Side Electrical Trunking - Cutouts: 3 Module + 3 Module + 3 Module	Providing and supply of Electrical Trunking: Used for housing electrical switches and sockets, data and voice points, its top panel, bottom panel of the trunking shall be made from 1.0 mm thick CRCA MS panel. It shall be available in both, single sided and double-sided configurations. It shall be made from CRCA MS with pure epoxy powder coating. The front surface that houses the electrical points should have a slope.	9	Nos.		
26	Hanging top storage unit with 2 glass shutters with 600mm Width & 635mm Height	Providing and supply of Welded Cabinets: Under bench Suspended cabinets shall be flush face construction with doors and drawers in the same plane as the cabinet face frame, without overlap. The MOC: MS CRCA: IS – 513 (1994). Thickness: LH/RH side panels, shutter front, Bottom panel, Top front, Drawer separator, shelf, Alignment channel shall be of 1.2mm thick. Removable Back panel, Shutter cover, Fr. Rack strip, Top cover panel shall be of 0.8mmthk. Finish: Powder coating pure epoxy, thickness 40-50 microns Handle: Anodized Aluminium Finish handles (D-Type or Recess-Type) Lock: Units have a locking facility with 180 deg. and 10 lever cam lock mechanism (except for sink and corner unit). Hinge: SS 304 knuckle barrel Hinge of thickness 2.5mm and opening angle 180 deg. Screw: SS 304. Ball Slide: High quality double extension drawers of 500mm Length (approved Make) (required only for drawer unit) Shutter is of twin type construction with sound dampening effect using pro-feel. Shutter cover is equipping with Bump on for sound dampening. Depth of the cabinets: 530mm	12	Nos.		
27	Hanging top storage unit with 1 glass shutter with 300mm Width & 635mm Height		6	Nos.		
28	Hanging sink storage unit with 2 shutters with 750mm width & 635mm Height		3	Nos.		
29	Hanging sink storage unit with 2 shutters with 600mm width & 635mm Height		3	Nos.		
30	Hanging storage unit with 2 shutter & 1 drawer with 750mm width & 635mm Height		6	Nos.		
31	Hanging storage unit with 2 shutter & 1 drawer with 600mm width & 635mm Height		78	Nos.		
32	Hanging storage unit with 1 shutter with 445mm width & 635mm Height (Right Hand opening)		3	Nos.		
33	Hanging storage unit with 1 shutter with 445mm width & 635mm Height (Left Hand opening)		3	Nos.		
34	Hanging storage unit with 1 shutter & 1 drawer with 450mm width & 635mm Height (Right Hand opening)		3	Nos.		
35	Pp Drop-In Sink size 560 Mm (W) X 355 Mm (D)	Providing and supply of Sink, Faucets & Accessories: Polypropylene	6	Nos.		

36	Stainless steel Pegboard size = 550 mmX420mm X55mm, 25 pegs	molded sinks are made up of 5 mm thick high density and elastic poly propylene with good resistance to organic solvents. Standard bowl size (L x W x D) is 500 x 400 x 300 mm. Faucet shall be 3-way or 1-way type faucet of approved make. Service fittings are of laboratory grade, and water faucets and valve bodies are of cast red brass alloy or bronze forgings, all fittings are of powder plated unless specified otherwise.	3	Nos.		
37	3 Way Faucet Bench Mounted 3 Way Water Fittings 8" Swing Gooseneck		6	Nos.		
38	Eye Wash Deck Mounted (Drench Hose Unit) With Braided Stainless-Steel Hose		3	Nos.		
39	Pvc Emergency Safety Shower Emergency Shower with Eye/Face Wash, All Pvc Construction	Providing and supply of Eye Wash & Emergency Shower with Eye Wash: GENERAL - Provide emergency eye, eye/face wash, safety stations and drench hose units with spray-type outlet heads to deliver a soft, wide, high volume spray of water. Outlet heads should have an internal self-regulating flow control, a reticulated polyurethane filter, a threaded spray cover and a hinged swing-away dust cover. Hinged cover shall be permanently attached to outlet head body with a stainless-steel pin. All wearing components shall be located inside spray head for ease of service. All emergency eye wash and shower equipment shall be third-party certified to comply with ANSI Z358.1-2009. DECK-MOUNTED EYE-WASH - Deck mounted drench hose units should have a single outlet head with a rubber protective collar and should deliver an aerated flow of water. The valve shall be forged brass self-closing type with a stainless-steel squeeze handle. Units shall be furnished with a deck flange and an 8 ft. reinforced PVC hose FLOOR BASED PVC EMERGENCY SHOWER CUM EYE-WASH – Corrosion resistant, combination eye wash/shower safety station with ABS plastic shower head, ABS plastic bowl, cast aluminium powder coated flag handle, PVC floor flange, 2" IPS Schedule 80 PVC pipe and fittings, 1" IPS and ½" IPS U.S. made PVC coated brass stay open ball valves, and polished stainless steel pull rod. Unit shall have (2) polypropylene spray heads with integral dust covers, filters, and 1.8-GPM flow control orifices mounted on a PVC coated brass head assembly. Unit shall include ANSI compliant sign.	3	Nos.		
40	Gas Valve Double At 180° Laboratory Needle Valve Fitting Deck Mounted For Nitrogen		12	Nos.		

41	Jet Black Granite (Sq. Mt.) 20 (±2) Mm Thk	Providing and supply of Granite Work Top: It shall be 19mm (+/- 2mm) thick Jet-Black Granite worktop. The exposed edges of the worktop shall be chamfered and smoothened. The bottom of the worktop shall be polished and there shall be a V-groove throughout the length of the exposed edges to protect the cabinets from coming in contact with the spillages. The overhang on the storage cabinet is 25 mm at the front side and 30 mm at the sides. The backing material used is a neoprene mat of 6 mm thickness.	48	Sq. Mtrs.		
42	Silicon Sealant - Black		3	Nos.		
43	Masking Tape		3	R. Mtrs.		
44	Neoprene Strip (Running Meter) (30Mm Wide & 6 Mm Thick)		210	R. Mtrs.		
45	Sr-998 Glue For Neoprene Mat. (Litres)		6	R. Mtrs.		
46	PP Chemical Storage Cabinet		6	Nos.		
47	Flexible/F Serrated Connector		3	Nos.		
48	Anti-Siphon Bottle Trap Providing and supply of Electrical accessories		3	Nos.		
49	6/16A, 6 Pin Shutter Socket		147	Nos.		
50	6 Module Plate		60	Nos.		
51	3 Module Plate		27	Nos.		
52	16A, 1 Way Switch		147	Nos.		
53	SPOT EXTRACTOR (Fumex)	Ceiling / Wall Mounted MET 1500-75PP/MEK350-75PP/MTICT/ MTI1700	6	Nos.		

TECHNICAL SPECIFICATIONS - FUME HOODS

Superstructure Frame – It should be a free-standing rigid panel structure of steel (G.I.)

Interior Walls - Double wall ends, not more than 6" wide, should be provided to maximize interior working area. The area between the double wall ends should be closed to house the remote-control valves. Cut-outs should be provided inside the fume hood for service line accessibility. The same to have a cover with a fastener free design. The vertical fascias shall contain the required service controls, electrical switches and receptacles.

Airfoil - A streamlined airfoil should be integral at the bottom of the hood opening on bench and distillation hoods. This foil shall provide a nominal 20mm open space between the foil and the top front edge of the work surface to direct an air stream across the work surface to prevent back flow of air. The sash should be provided with a separate handle which also provides for air flow when in completely closed position. The foil should be of 1.2mm steel to resist denting and flexing.

Baffles - A stable, non-adjustable baffle with a single slot on the back baffle to aid in distributing the flow of air into and through the hood. The baffle should be spaced out from the back liner and should be removable for cleaning.

Duct Collar - A 8"-10" diameter polyethylene funnel shaped rectangular duct collar should be located in the top of the hood plenum chamber.

Lighting- Two CFL tubes of 40 watts each should be provided in the fume hood. The lighting fixture should be completely outside the fume hood area.

Sash - A combination sash should be provided. The sash should have horizontal sliding glass panels in a vertical rising steel frame. The bottom of the sash frame should have a full-length metal handle. The sash track has minimum protrusion to avoid any kind of turbulence. The sash should be counterbalanced with a weight to prevent tilting and binding during operation. The glass panels should be 5mm toughened glass mounted in a levelled channel with roller for smooth operation.

Plumbing Services - Utility services like Vacuum, Nitrogen, Compressed Air & Raw water (as per Schedule of Quantity) shall consist of remote-control valves as selected located within the end panels, controlled by in and out facility with flexible hose passing through the side panels of the hood, with colour coded plastic handles. Interior fitting for gases and water should be with powder coated brass. All gas valves for regular lab gases to have standard needle valve and push and turn type arrangement for all burning gases should be supplied. All supplied valves to clear the following pressure test conditions: Gas Fittings – 7 bar, Water fittings – 10 bar.

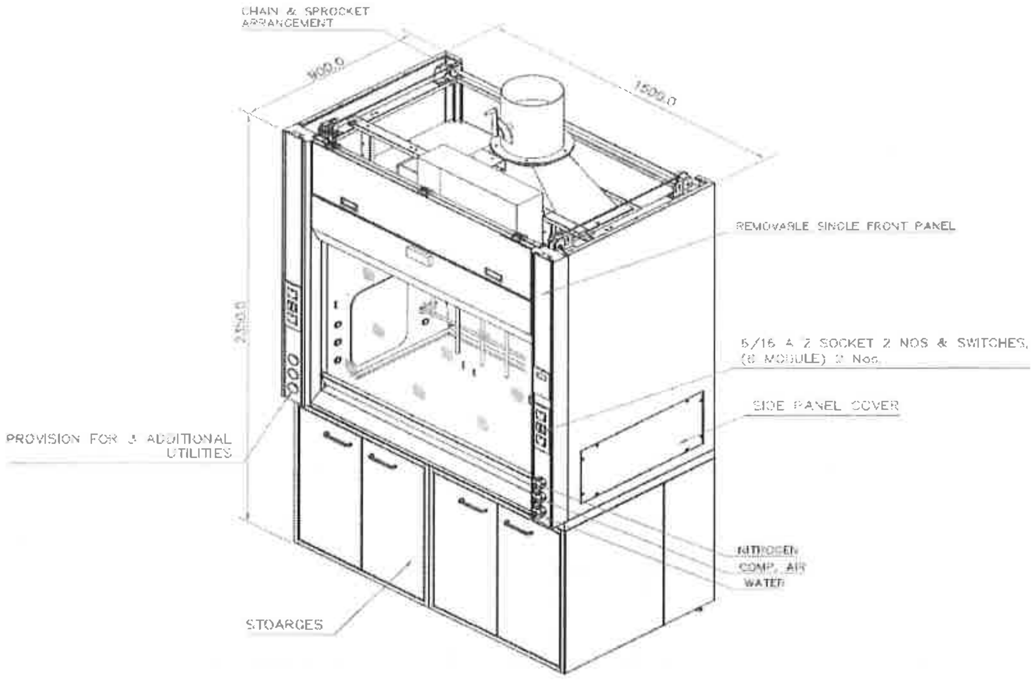
Electrical Services – The hood superstructure should be fully wired and should have a control box with MCB blower starter all safety devices like trip etc. Inlet should be of 3 phase power supply and the whole electrical should be of plug and play type. It also has 4 nos. electrical sockets and switches of Northwest make (230V, 5/16 A, 50 Hz)

Liner – Interior liner panels should be 6 mm thick Phenol resin based industrial laminate.

Lattice Rod Assemblies - 12mm dia solid SS rods should be clamped with the PP clamps to form a lattice arrangement to hold the test samples and rotors within the fume hood.

Centrifugal Blower – Silent high efficiency remote blower consisting of continuous rating motor and chemical resistant impeller. The blower should be designed to give a face velocity at safe working height as per the international safe velocity norms. (ANSI/AIHA Z9.5). The blower body should be polypropylene UV treated, high density and chemical (corrosion) resistant and mounted on a metallic stand.

Ducting – Rigid Ducting of PP (Polypropylene) + FRP (Fibre Reinforced Polyester) and flexible ducting with flanges, bends, damper transitions, clamps etc. Flexible joint should be provided in the ducting in order to avoid transmitting the blower vibrations to the hood. A weather proof rain cowl is provided at the outlet of blower.



Base Cabinets – Fume hoods are designed to rest on a bench (high base stand, pedestal or a cabinet) which is a complete rigid steel structure. Gauge of steel used in its construction should be 0.8 mm GI for apparatus storages. An FRV mould should be inserted inside the cabinet wherever acid storages are required (as per BOQ requirement).
Ceiling Enclosures - Use to enclose space between front top and ceiling of Concept fume hood superstructure also provides enclosure for raised sash.
Transition – Used to connect fume hood with ducting. They are designed to reduce the static pressure and are made up of Poly-propylene of 6 mm thickness.
Work Surface – Standard hood work surface should be 18mm thick jet black granite made in the form of a watertight pan, not less than 7 mm deep to contain spillage. Worktop will have oval shaped 102 mm X 175 mm 'PP' Cup-Sink for drainage. Top should be manufactured at the same manufacturing location as the fume hood to assure proper cut-out alignment and coordinated shipping. The work surface and cup drain should be available in black.

LIST OF APPROVED MAKES

Steel	TATA Steel, JINDAL Steel
Powder Coating	Kansai Nerolac, Berger Paints, Asian Paints
Emergency Devices, Water Faucets and Gas Valves, Fume Hood Utility Fittings	Watersaver, Broen
Switches and Sockets, Data and LAN points	Northwest, Norisys
Locks	Hettich, Hafele, Godrej

Drawer Slides	Hettich, Hafele, Godrej
Sink (PP Sink)	KL Labs, Malaysia, Alloyplass
Worktop	Jet Black Granite
Storages for Flammable items	Justrite, Asecos
Blowers	Seat, Colasit, Almonard
Spot Extractors	Nederman, Fumex

Note :

1. **The bidder should submit his acceptance against each column as YES/NO and if No, bidder should specify the deviation.**
2. **Firm Should quote separately for each item as per BOQ.**
3. **Proof of document in support of claim to be enclosed with technical bid.**

(Signature of the Bidder, with Official Seal)

CONDITIONS FOR TECHNO-COMMERCIAL BIDS

TECHNICAL

1. Give brief description of item/furniture /material with accessories. Items offered should conform to BIS (ISI) specifications or as explicitly stated. In case specifications offered are different, separate comparative technical specifications sheet shall be attached with details such as Sl.NO, specifications offered deviations if any, and remarks. Any product brief, test certificates available may be enclosed.
2. List of spares, if applicable should be attached.
3. Any optional, if offered, be provided with their full technical details including their use and advantage.
4. Drawings: Drawings supplied by this office are to be returned along with your tender (scan copies attached).

COMMERCIAL

1. 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 indigenous, the payment term may be 80% against delivery, acceptance of item and balance 20% after successful installation and submission of PBG. 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.
2. Give details of installation and commissioning except price which will be only in price bid (if applicable).
3. Warranty may be quoted as per the Standard Manufacturer Terms. Price for the additional warranty must invariably be quoted for **three years**.
4. Delivery desired is within **06 Months** from the date of releasing the supply order. Specify your delivery period. Items should be delivered only on Working Days (Monday to Friday) during office Hours only i.e. between 10.00am to 04.00pm.

5. **Liquidated Damages:** In case of delayed supplies, liquidated damages at the rate of **0.5 percent per** week of delay with a maximum of **10 percent** of contract/order value will be levied.
6. **Performance Security:** The firm has to submit a performance security of 10% 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 furniture in the form bank guarantee valid for 2 months beyond the warranty period. 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.**
7. Delivery: **Free delivery at IIT Indore in case of indigenous orders**. In case of imported offers standard Inco-terms shall be applicable. **The bidders must quote both in EXWORK/FOB/FCA and CIP/CIF value for deciding the mode of shipment** in case of Import.
8. Indicate mode of dispatch. Rail/Road/ Air/ Sea/Multimode.
9. In case furniture offered requires maintenance after the expiry of the warranty, please indicate approximate cost of comprehensive and on call basis maintenance and also availability of local support or otherwise.
10. Please note clearly that faxed, mailed and opened quotations are liable to be rejected.

(Signature of the Bidder, with Official Seal)

CHAPTER- 7
PRICE BID

PRICE BID - Schedule of price bid in the form of BOQ format:

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at https://eprocure.gov.in/eprocure/app
2. **Bidders are advised to download this BoQ.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited.
4. Any element of cost, taxes, duties levies etc. not specifically indicated in the BOQ, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD will be forfeited.**
5. The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.

OTHER CONDITIONS FOR PRICE BIDS

1. No unilateral revision in price will be admissible.
2. INCOTERMS (in case of imported item) should be clearly mentioned on the bid
3. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly on free delivery basis at IIT Indore and total value is also indicated in words.
4. Any optional indicated in techno-commercial bids must be priced separately.
5. In case spares/accessories are applicable, their list and price should be clearly indicated separately.
6. The price must be stated for each item separately. The percentage of reduction, in the unit price should also be quoted, should an order to that extent be placed with you.

Signature of the Tenderer
Name of the Firm:
Contact No.:
Email:
Seal:

CHAPTER- 8

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 furniture and dispatch the same within the specified period.

8. **I/We agree to supply and commission/install the furniture 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)

CHAPTER- 9

PRE-BID QUERY FORM

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/Deviation sought	Clarification/Response from IITI
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

CHAPTER- 10

PERFORMANCE SECURITY FORMAT

To,

....

WHEREAS .... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. .... dated ....to 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.

PART-III OF CHAPTER -6

GENERAL/TECHNO COMMERCIAL TERMS AND OTHER CONDITIONS

1. **Acceptance of Terms & Conditions:** Bidders must confirm the acceptance of all the terms and conditions of this tender. Any non-acceptance or deviations from the terms and conditions will not be accepted. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this tender enquiry may render the bids liable for rejection. (Document of Evidence requested with Technical bid)

2. **Prices:** Quoted prices should be firm, inclusive of insurance and FOR IIT, Indore and complete break up of all taxes and duties payable by IIT, Indore should be clearly defined otherwise it will be presumed that the rates quoted are inclusive of all these charges and nothing extra will be paid. **Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated. For Import items, prices must be quoted in foreign currency only.**

3. **Indigenous items:** The items which can/are to be provided indigenously may be listed separately and the items to be provided indigenous should be quoted in INR only. (Document of Evidence requested with Technical bid)

4. **Country of Origin:** Country of origin of the quoted item should be mentioned in the offer in case of Import item. (Document of Evidence requested with Technical bid)

5. **Parts of Items:** Where the items is composed of several subunits/components, the rate should be quoted for each subunit/ component. IIT, Indore reserves the right to increase or decrease the number of subunits/ components and number of items according to its requirements. The rates in ambiguous terms will render the bids liable to rejection. The words "Not quoting" should be clearly written against any item of items for which the tenderer is not quoting.

6. **Laboratory Furniture :** The bidder shall quote Laboratory furniture only that is tested as per SEFA-8M Standard from the SEFA approved Lab. The make & model of the product quoted shall also be mentioned. (Document of Evidence requested with Technical bid)

7. **Testing of Lab furniture :** Welded Cabinets should be tested for SEFA 8M from a SEFA approved lab and EN-14727 from a third party testing agency for the tests whose details are mentioned in this tender document and should be listed in SEFA's website. The Bidder to ensure that the supplies are made out of the approved & tested standards of the SEFA 8M. (Document of Evidence requested with Technical bid)

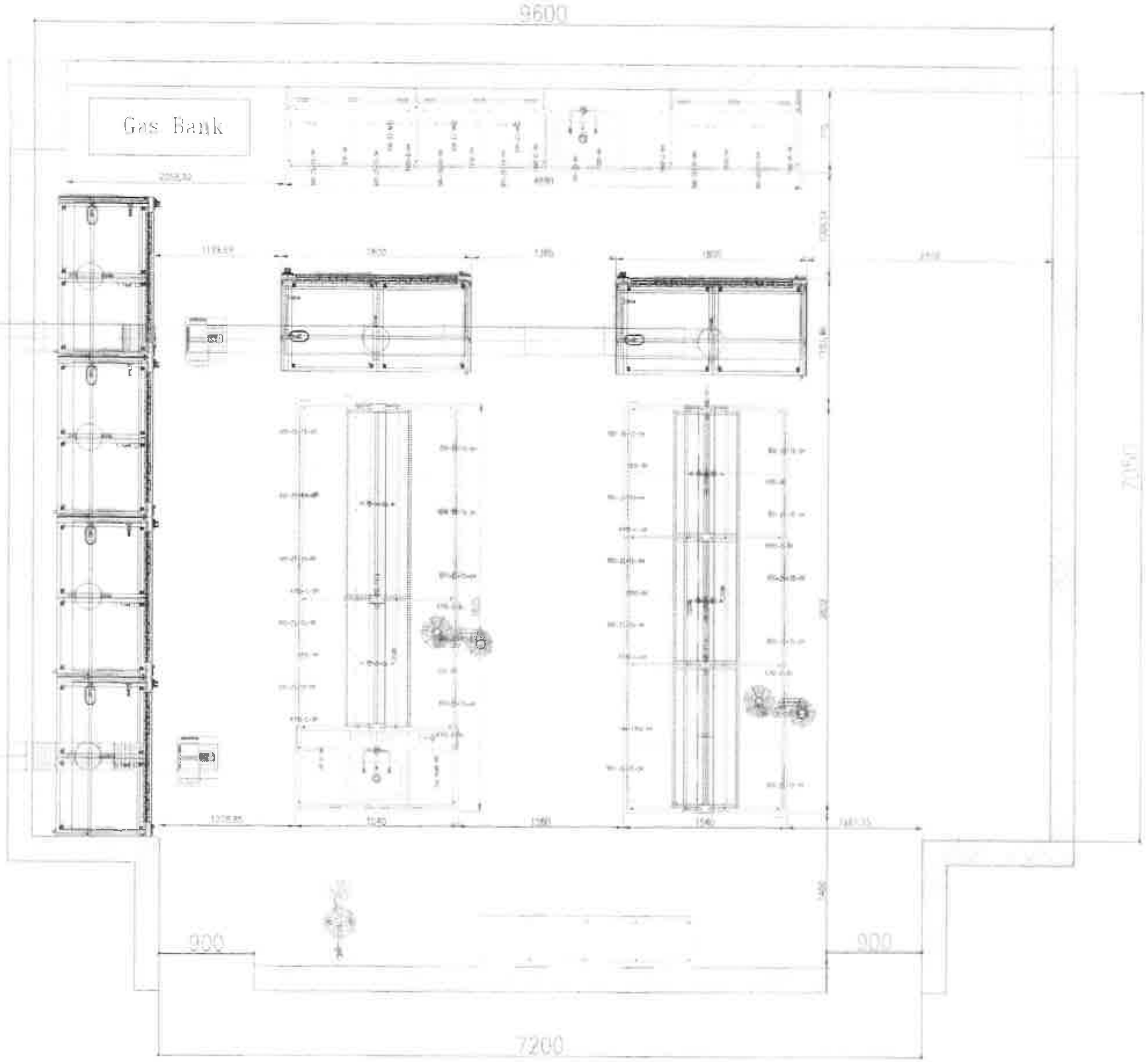
8. **Quality Tests to be Conducted :** Laboratory furniture & Fume hood quoted against this tender shall qualify all the necessary tests as specified in this tender document.

9. **Evaluation Of OEM's Manufacturing Facility** : Officials of IIT, Indore may visit to bidder's manufacturing set up or any installation site to witness and evaluate capability.

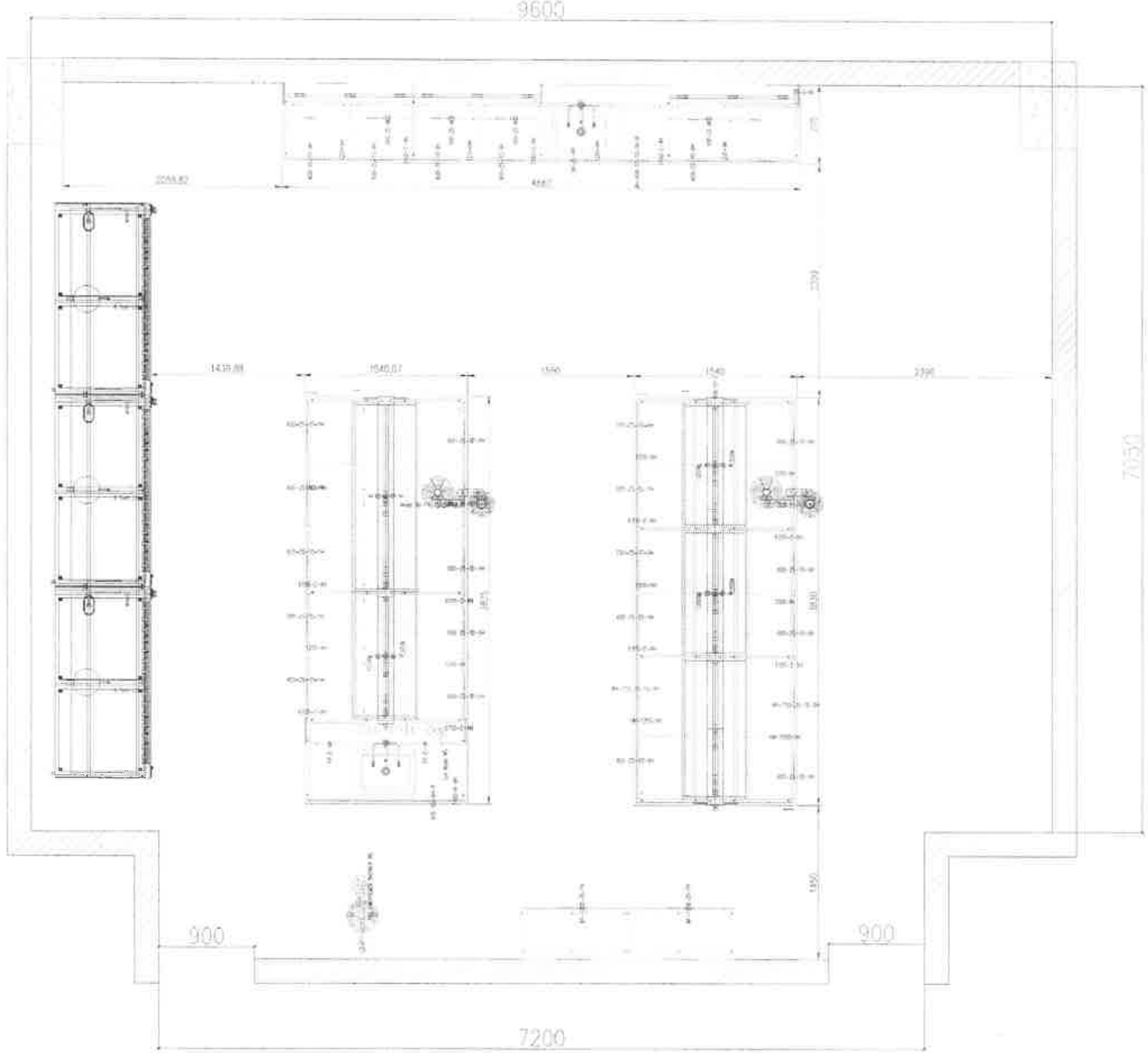
10. **Quality & Safety related Certificates:** The bidder/parent company should possess the key professional staff, at least one, in his organization with good knowledge of codes and standards like ASHRAE 110. And, the bidder should have a valid membership of SEFA for last 5 years on continuous basis. Various quality test reports and certificates are required to be submitted such as ISO 9001-2015, ISO 14001-2015, BS OSHAS 18001-2007 (For Design, Development, Manufacturing, Supply and servicing all parameters is required), SEFA-8M, EN-14727, ASHRAE-110 & EN-14175. (Document of Evidence requested with Technical bid)

11. **Random Sample Testing** : To ensure the quality of supplies made, a samples of various BOQ items shall be collected randomly as per the purchase committee & sent to the SEFA approved lab for testing as per all the tests specified in this tender by IIT, Indore. A confirmation of this should be attached with the technical bid by the bidder. Cost of the test will be borne by IIT, Indore.

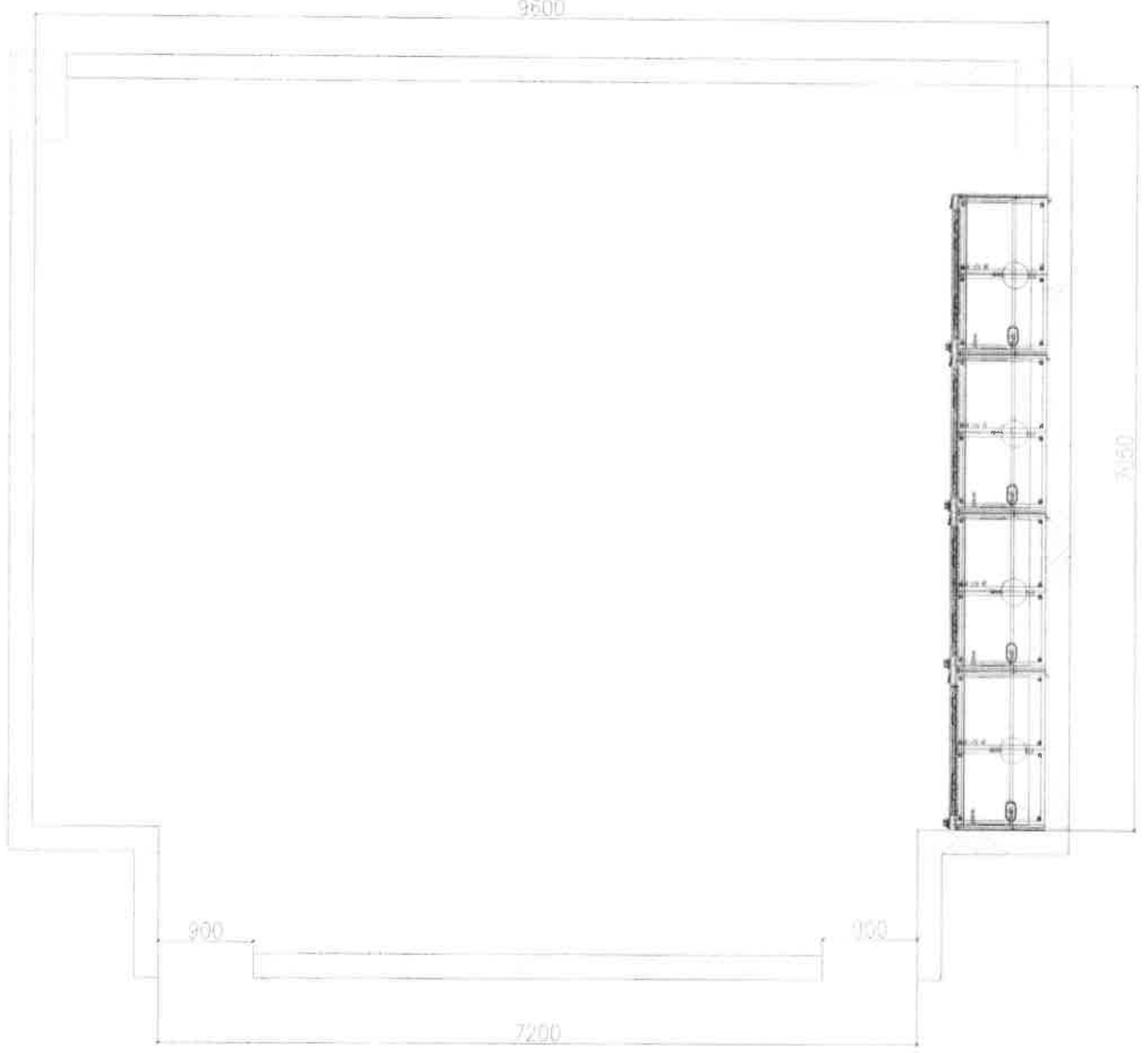
Drawings attached as below : (plan 1 to 3)



LAB-01



LAB-02



LAB-03