

**BID PARTICULARS AND
INSTRUCTIONS
OF
TENDER CALL NOTICE FOR SUPPLY OF
FURNITURE, AIR-CONDITIONER
FOR
INSTITUTE OF MANAGEMENT AND
INFORMATION TECHNOLOGY (IMIT),
CUTTACK**

No. 1133 / dt. 18/9/2009

**INSTITUTE OF MANAGEMENT AND INFORMATION
TECHNOLOGY (IMIT), CUTTACK**

(A Constituent College of Biju Patnaik University of Technology)

Po: SCB Medical, Dist. Cuttack, Pin: 753007 (Orissa)

Ph/Fax: 0671-2414711

Web site: www.imit.ac.in

**DETAIL PARTICULARS AND INSTRUCTIONS OF TENDER
CALL NOTICE FOR PURCHASE OF FURNITURE, AIR-
CONDITIONER**

FOR

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TECHNOLOGY (IMIT), BOSE Campus, CUTTACK**

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Sealed Tenders are invited from reputed Original Equipment Manufacturers (OEM)/Authorized Dealers, for supply of Furniture, Air-Conditioner, for INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY (IMIT), Cuttack.

1. Scheduled Tender Activity.

Sl.No	Activity	Date
01	a) Furniture : 1. Composite Tables for students 2. Single Chairs for students 3. Executive Table for Principal's Chamber 4. Plane Table for Teachers (Class room) 5. Oval-shaped Conference Table 6. Executive chairs for Conference 7. Executive Tables for Seminar Class-room 8. Podium 9. Sofa set with Centre Table b) Air-conditioner with stabilizer 1. 1.5 ton 2. 2 ton	From 19.09.2009 to 14.10.2009

02	Last Date of receiving Tender Document (By Regd. Post)	14.10.2009 (5 pm)		
03	Tender Opening a) Furniture b) Air conditioner	15.10.2009 (11.00AM) 15.10.2009 (12.00noon)		
Item	EMD (Each tender)	Cost of tender document (in Rs.) (to be submitted with tender)	Period of complete Delivery, Installation and Commissioning	
(a) Furniture	Rs.6,000/-	Rs. 225/-(including VAT)	Within 45 days from the date of placing order	
(b) Air conditioner with stabilizer	Rs 3,000/-	Rs. 225/- (including VAT)	Within 30 days from the date of placing order	

2. Eligibility of Tenderer and General Instructions :

2.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be a reputed OEM manufacturer and/or the Authorised Dealer or business partner of a reputed manufacturer. Manufacturers should provide all documents relating to their Manufacturing Capabilities.
2. If the tenderer is an Authorised Dealer of a reputed manufacturer, necessary certificate to this effect from his manufacturer must be enclosed.
3. The tenderer must have both sales and service center with qualified Service Engineers in case of item No.(b). All after sales support should be provided directly by the manufacturer only.
4. The tenderer must have the willingness for providing comprehensive maintenance support of the Equipment supplied by him.
5. The tenderer must provide evidence of successful execution of supply orders with installation and successful after sales support in reputed organizations.

6. The tenderer must have cleared Sales Tax and Income Tax payment up to 31.03.2009. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up to 31.03.09 and attested copy of Income Tax Clearance Certificate or non assessment certificate, as the case may be, from the competent authority, up to 31.03.2009 or PAN Number must be enclosed along with the Tender documents.

2.2 General Instructions :

The tenders will be opened **on 15.10.2009** in presence of the tenderers or their authorized representatives. Authorized representatives will be required to produce their authorization before opening of the bid, failing which they will not be allowed to be present.

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled and earnest money deposited will be forfeited.

All offers should be in English and the price quoted for each item should be firm. Warranty period, Delivery period and After-Sale-Service conditions, etc. are also to be clearly indicated.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid will not be considered.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in anyway affect the work and the cost thereof.

Should a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.

This however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

The tenderer must also specify minimum uptime and maximum time to repair/replace in the event of a failure and penalty there of.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance', 'subject to prior sale', etc. will not be considered.

While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as maybe necessary.-

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

2.3 **Submission of Tenders:**

The sealed envelope must show the name of the tenderer and his address and should be super scribed as “ **TENDER FOR PURCHASE OF FURNITURE**” , “**TENDER FOR PURCHASE OF AIR CONDITIONER**”, etc on the top of the envelop.

All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.

All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.

Wherever possible, data in tabular form should be given.

Cost-benefit/break-even analysis should be supported in graphical and tabular form to give quick view and supported with description or details.

The tenders **should be submitted by Regd. Post/Speed post** to the office of the Principal, Institute of Management and Information Technology(IMIT), P.O.: SCB Medical College, BOSE Campus, Cuttack-753007 super scribed as “ **TENDER FOR PURCHASE OF FURNITURE**” , “**TENDER FOR PURCHASE OF AIR CONDITIONER**”, etc. on the top of the envelop so as to reach the Office of the Principal, IMIT, Cutack, by the due date.

3. Requirements by Tenderer before Supply:

3.1 Rating Plate, Name Plate and Labels:

Each of the equipment is to have permanently attached to it, a rating plate of non-corrosive material in a conspicuous position, upon which the total specifications along with the manufacturer’s name, address, etc. are to be engraved.

3.2 Packaging:

All the equipment are to be suitably protected, covered in water-proof packing and crated to prevent damage or deterioration during transit and storage till the time of installation/ fixation. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful installation/ fixation.

3.3 Inspection:

All materials/equipment shall be inspected and tested for completeness, proper assembly, operation, cleanliness and state of physical condition and performance as per quoted specification.

The test shall be conducted, reported and certifications to be provided by the tenderer.

The tenderer shall provide all test and measuring equipment/tools required for inspection/testing.

The cost of all such tests shall be borne by the Tenderer.

IMIT, Cuttack reserves the right to reject any equipment/ furniture, or the whole contract, if it does not comply with the specifications as regards quality, size, time of delivery & installation/ fixation, during site testing (Manufacturing site visit by the representative/s of IMIT, Cuttack, installation and commissioning stage.

Inspection & testing would be conducted, jointly, at various stages as applicable during unpacking, installation/ fixation and commissioning of respective equipment/components/ furniture at the manufacturing site.

3. **Requirements by Tenderer after Supply :**

4.1 **Supply:**

The material are to be delivered by the supplier at Institute of Management and Information Technology (IMIT), P.O.: SCB Medical College, BOSE Campus, Cuttack-753007.

The items should be supplied directly from the manufacturing terminal having passed all tests successfully with Certifications as required.

Any component, fitting etc, which may not have been specifically mentioned in the specifications but which are usual and necessary for the equipment/ furniture, shall be supplied by the tenderer at no extra cost.

In case, articles are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of the complain.

The articles ordered must be supplied in one lot within **45 days from date of placing of the order for items under (a) category and 30 days for items under (b) category.**

In case of delay in delivery or successful installation, a penalty of 1% (One percent) per week shall be levied.

IMIT, Cuittack reserves the right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days notice.

Any increase in tax and duties after expiry of delivery period will be to the seller's account.

In case the items supplied by the supplier are found not up to the specification shall be rejected.

The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.

Imported consignment, if any, should be destined to Institute of Management and Information Technology (IMIT), P.O.: SCB Medical College, BOSE Campus, Cuttack-753007.

The suppliers shall be responsible for releasing the consignments from the carriers/transporters.

The equipment and furniture shall be delivered and installed/fixd at the site at the cost of the tenderer.

All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the tenderer.

4.2 **Installation and Commissioning:**

Installation and Commissioning shall include the following:

- a) Installation and Testing of the Equipment, Machineries etc. supplied by the tenderer.
- b) It will be the responsibility of the tenderer to provide all necessary spares and consumables, which may be required during installation and commissioning, at no extra cost to IMIT, Cuttack.
- c) The tenderer is to bring their own testing and measuring instruments required for installation, testing, commissioning, fixing which can be taken back after completion.
- d) Installation must complete within a week's time after delivery on site.

4.3 **Documentation:**

Detailed technical manuals, handbooks, drawings, Warranty card and Factory Quality Assurance checklist, test results and any other certifications mentioned in the Technical specifications shall be supplied along with the consignment.

Supplied manuals/handbooks must cover detailed technical specifications and installation, operation, maintenance and System Safety procedures.

The receipts for taxes paid, if any, for the supplied materials should also be submitted.

4.4 **On-Site Warranty:**

a) The entire materials may be used continuously. The reliability and safety of the total installed system and trouble-free operation are, therefore, of prime importance. The supplied devices/equipment and components shall be covered under preferably for two-years or more comprehensive on-site warranty from the date of issue of successful completion of Performance Guarantee Report.

b) During the period of warrant, it shall be the responsibility of the tenderer to provide all essential spares and consumables, which may be required for maintenance and trouble-free operation of the devices/components at the tenderer's cost.

4.5 **Comprehensive Maintenance Contract:**

The tenderer shall be under the obligation of entering into a Comprehensive Maintenance Contract (CMC) with IMIT, Cuttack for a minimum period of two years, renewable if felt necessary, on mutually acceptable rates, terms and conditions. CMC shall start after the completion of Warranty.

The scope of CMC shall cover maintenance and supply/replacement of materials and components, for smooth and reliable operation of the systems without trouble.

Accordingly, the tenderer has to offer rates for the CMC structure per equipment along with the price for the Systems and other associated Equipment supplied.

4.6 **After Sales Service:**

During the warranty period and subsequently, after signing of Agreement for CMC the tenderer shall attend to the problems reported by the users of IMIT, Cuttack on a priority basis.

For any problem reported the tenderer shall attend and rectify the problem within 3 (Three) days or provide a stand by system of the similar configuration.

The report on any problem will be informed through phone or fax number, which shall be given by the tenderer.

The branch office of the concerned manufacturing firm will be fully responsible to provide maintenance service, in case of any negligence, in providing the service by the tenderer.

5. Financial Terms:

5.1 **EMD**

The tenderer has to submit a **Demand Draft/Banker's Cheque for Rs. 6,000/- (Rupees six thousand only) and 3,000/- (Rupees three thousand only) for items under a) and b) respectively**, in favour of Principal, IMIT, Cuttack, payable at Cuttack in any Nationalised Bank towards EMD and without EMD, the tender will be summarily rejected.

There will be no interest to be paid to the tenderer towards EMD money.

In no case, the EMD Money in cash or other forms except DD/BC will be accepted.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized.

No one should submit a tender who is unable to furnish the EMD as indicated above and supply the equipment within the specified period as per specification indicated in the indent/order.

5.2 **Price:**

Price quoted should be FOR Cuttack only.

Price should be quoted for unit item/ lots (required quantity), with other normal chargeable as per rule permissible.

Purchase order will be placed as a single lot for each type of item or for all the items together, as the case may be.

In case of items of import, the tenderer should take full responsibility for customs clearance, handling, tax payment, etc. and specify the charge for the same in the price bid.

5.3 **Sales Tax Concession:**

Central Sales Tax Concession is to be availed on production of the required certificates applicable to Educational Institution.

5.4 **Discount:**

Our Institute is a pioneer Institution in the field of Teaching and Research in Management and Computer Applications and do not run with profit motive.

As such we are availing price discount for purchase of equipment/instruments.

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

5.5 **Payments:**

Payment of 100 percent of the ordered value will be made after successful installation and commissioning of the equipment/ fixing of the furniture subject to submission of satisfactory performance report by the Tender Committee and the Principal, IMIT, Cuttack. In all case the decision of the Principal, IMIT, Cuttack is final and binding.

5.6 If the delivery, installation ,commissioning, fixation is not carried out in time as specified in other part of the tender document, the tenderer/manufacturer will be charged @ 1% (One per cent) per week of the total value of the concerned system/equipment.

5.7 **Rate Contract with DG S&D or any other Government Organization:**

In case the tenderer has entered into a Rate Contract with DGS&D or any other Government Organization such as EPM, rate contract preference, the number & copy of such rate contract are to be submitted along with tender.

6. **Technical Specifications:**

Following are the minimum specifications of the equipment.

The minimum specifications are indicative and not exhaustive.

The models with higher specifications may be quoted.

The quoted materials should be of latest trend and technology.

6.1. **FURNITURE**

<i>Sl.No</i>	<i>Item</i>	<i>Specification</i>	<i>Quantity</i>	<i>Rate per unit</i>
1	Composite Tables for students	Size: (lxwxh)=5'x 1'6"x 2'6", Top: 19 mm- commercial ply with mica pasting or water-proof ply with good quality 1mm single colour mica pasting, Shelf: 1' (all-through), Front look: Covered front side up to shelf with mica pasted 19mm-commercial ply/ water-proof ply, Frame: 1" Sq. Pipe (18"+ gauge)	80	
2	Single Chairs for students without arm	Cushioned seat with back-rest without head-rest and zero gap between seat and back-rest. Frame: 1" Sq.-pipe (18"+ gauge)	240	

	rest			
3	Executive Table for Principal's Chamber	Size: (lxwxh)= 6'x4'x2'6", with left side attached table of size top-(3'x1'6"), Utility: Right-side drawers (2 or 3) with glass sliding doors, Top: Teak Veneered, 19mm block board, with 10mm glass-slab on top of the main front table. Frame: wooden, all covered (outer 3 sides) with foot- rest.	1	
4	Plane Table for Teachers (Class room)	Size: (lxwxh)= 4'x2'x2'6" Frame: 1" Sq. Pipe (18"+ gauge), Top: Anti- Termite treated 19 mm mica pasted Commercial ply.	4	
5	Oval-shaped Conference Table (Same material and look as per item No. 3)	Size: (lxwxh)=10'x 4'x 2'6", Top: Teak Veneered, 19mm block board, Frame: wooden, all covered.	1	
6	Executive chairs for Conference S-type	Frame: 1" Sq.Pipe, full cushioned seat and back-rest with head-rest.	15	
7	Executive Tables for Seminar Class-room	Size: (lxwxh)= 6'x2'6"x2'6" Frame: Wooden, covered from three outer sides with anti- termite treated 19 mm mica pasted Commercial ply. Top: Anti- termite treated 19 mm mica pasted Commercial ply.	1	
8	Podium	Size: (lxwxh)= 2'6"x2'x4'3" Frame: Wooden (non-teak), covered from three outer sides with anti- termite treated 19 mm mica pasted block board.	4	

		Top: Anti- termite treated 19 mm mica pasted Commercial ply.		
9	Sofa set with compatible Centre Table (1-three seater, 2-single seater)	Size: Average Indian Fully Cushioned with high density foam, Frame: Wooden, inner side-non teak and outer side (if any exposed portion) - teak.	1	

6.2. AIR-CONDITIONER

<i>Sl.No</i>	<i>Item</i>	<i>Specification</i>	<i>Quantity</i>	<i>Rate per unit</i>
	<i>Split AC with delay start stabilizerswith appropriate capacity including installtion.</i>			
	1.5 ton	Carrier, Voltas, Blue Star make		
	2 ton			

7. Instruction to the Tenderer :

7.1. Instructions to Offer Technical and Price Bids Separately :

Technical Offer and Price Bids should be separately given in two different covers. Each cover should be earmarked as to know the contents within as either “Technical Offer” or “Price Offer”.

Both these covers should be placed in a third cover super scribed as “**TENDER FOR PURCHASE OF FURNITURE**”, “**TENDER FOR PURCHASE OF AIR CONDITIONER**”, etc.

Some of the minimum specifications specified may be redundant, obsolete or incompatible and in these cases, quote the particulars of correct specification of latest trend and technology.

Higher specifications instead of minimum specifications are allowed if a minimum specification is not available, obsolete or incompatible.

Otherwise, model with higher specification should be in addition to the model with minimum specifications.

Specify brand name and full model name and number for each offer.

Include the printed catalogue and price list if any for each of the equipment quoted.

Specify the list of Accessories required along with each of the equipment.

Quote the additional price of the accessories; only those, which are fully compatible with the quoted model, should be furnished.

Specify the list of Accessories to be given free of cost, along with the equipment as “Free Accessories”, these should be fully compatible with the quoted models.

7.2 Solving Disputes:

IMIT, Cuttack, the tenderer and the manufacturer (if other than the tenderer) shall make all efforts to resolve all issues, amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Cuttack court only.

The above terms and conditions except those otherwise agreed upon shall form a part of the Purchase Order.

Sign on each page of this tender document and return it along with the offer enclosing this part together with the Technical Offer.

Note: The IMIT, Cuttack authority has all rights to accept/reject any tender without assigning any reasons there to.

OFFICE OF THE PRINCIPAL
INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY, (IMIT),
BOSE Campus, CUTTACK-753 007
(A Constituent College of BPUT, Orissa)

TENDER CALL NOTICE

Sealed tenders are invited from reputed Original Manufacturers / Authorized Dealers, for supply of Furniture and Air Conditioners to Institute of Management and Information Technology (IMIT), Cuttack. Interested parties may download the details of this Tender Notice (Bid particulars and instruction), available in the Institute's website: www.imit.ac.in or purchase the same from the institute's office during office hours of working days, from 19.09.2009 to 14.10.2009 and submit their tenders in sealed envelopes by Speed Post/ Regd. Post to the Principal, IMIT, Cuttack, so as to reach the Office of the Principal, IMIT, Cuttack, latest by 14.10.2009 after noon (5pm), along with a Demand Draft for Rs. 225/- (Rupees two hundred twenty five only), in favour of the Principal, IMIT, Cuttack, payable at Cuttack, towards cost of Tender Paper and process. The sealed Tenders shall be opened on 15.10.2009 at 11.00 am onwards, in the presence of the Tenderers or Authorized Representatives of the Tenderers. Tenderers are advised to move through the Tender particulars and instructions, properly to ensure their eligibility in order to avoid rejection of their offer due to non-abidance of terms and conditions as prescribed in the Detailed Tender Notice.

PRINCIPAL