

**Career Development Centre
IIT Kharagpur**

**Tender Enquiry No:IIT/CDC/Placement/Construction-Furniture /2023 _ Dated
19.09.2023**

Last Date for Submission: 17th October 2023 before 11.00 AM

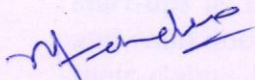
Opening of Technical Bid: 17th October 2023 at 11.30 AM

Tender title: Supply of stall, furniture, furniture & fixture on hired basis


Sealed quotations are invited from experienced and reputed vendors for construction and fabrication of stalls from **1st December 2023 to 12th December 2023** at Nalanda Complex, Indian Institute of Technology, Kharagpur and supply of following materials **both on hired basis** and on turnkey basis. Quotations should be submitted in two parts; (**Technical Bid and Price Bid**) **each individually sealed and then in a sealed cover** (please mention clearly Technical Bid and Price Bid) to reach the Chairperson, Career Development Centre, IIT Kharagpur by **17th October 2023 before 11.00AM** duly superscripted with Reference No. (**Tender Enquiry No:IIT/CDC/Placement/Construction-Furniture/2023 Dated 19.09.2023.**

The technical bid submitted by the agencies/firms/contractors will be evaluated first by the tender committee. The price bids of only the technically qualified firms will be opened for price comparison. It may be on the same day after opening the technical bids or another day which will be communicated later.

The technical bid will be opened on **17th October at 11.30 AM** in the office of Chairperson, Career Development Centre, IIT Kharagpur.


Prof. Jitendra Kumar Jha
Vice-Chairperson, CDC
Chairman, Purchase Committee, CDC

Copy to: 1) Institute Website
2) CDC Notice Board
3) Central Public Procurement Portal


18.09.2023
Prof. Rajib Maity
Chairperson, CDC
प्रो. राजीव माइती
Prof. Rajib Maity
अध्यक्ष/Chairperson
वृत्ति विकास केन्द्र
Career Development Centre
आर.पी.सं. खरगपुर / IIT, Kharagpur

Technical Bid

Eligibility:

The technical bid should be in the form of compliance statement/documents to the points mentioned below:

1. Valid Trade license issued by Competent Authority.
2. Statutory compliances such as copies of 3 years IT Returns and GST registration certificate, PAN.
3. Copies of work orders and completion certificate from reputed Academic Institutes/Government Institutions/or other reputed organizations, where same kind of work has been done in last five years as on last date of submission of tender.
4. Quality of work must be guaranteed. An undertaking regarding this must be produced in the company letterhead duly signed and sealed by the authorised representative.

General Terms and Conditions:

1. No advance payment will be made; the payment will be made after satisfactory completion of the work and submission of the bill.
2. Earnest Money Deposit of an amount of Rs. 24000/- (Rupees twenty four thousand only) in the form of demand draft from any nationalized bank and drawn in favour of "Indian Institute of Technology Kharagpur" payable at Kharagpur. IIT Kharagpur will give exemption for submission of EMD who are registered with MSME, NSIC or start-ups as recognised by DIPP for the tendered item/services. However proper and valid documents in this regard must be submitted by the bidders in support of their claim. EMD should be kept in separate covers and placed in technical bid cover.
3. The successful bidder shall be required to deposit 3% of the total value of the order as security deposit, within 14 days of issue of Purchase Order /letter of intent in the form of D.D*/Pay Order*/Insurance Surety bonds/Fixed Deposit Receipt*/Bank Guarantee /performance security bond from commercial bank drawn in favour of "IIT Kharagpur, payable at Kharagpur" and the bank guarantee shall remain valid for 60 days beyond the date of completion of all contractual obligation of supplier
4. A Certificate/Undertaking on the letter head of the Company to the effect that the bidder/Manufacturer had not been blacklisted anywhere in India or abroad by any organization as per format in annexure-IV may be provided with the technical bid.

5. IIT Kharagpur reserves the right to reject any or all the tenders without assigning any reason, also reserves the right to add, delete and modify the terms and conditions at any point of time.
6. In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.
7. One technical expert should be deputed by the firm for the entire period of placement to look after the stalls/modification purpose and other materials supplied by the firm.
8. The company should make a provision to supply an additional requirement of 10% of the goods listed under the heading, Requirements: (A) Stall, (B) Furniture (C) Furniture & Fixture within the dead line given by the Institute, if needed subject to approval of competent authority. The payment of the same will be made on pro-rata basis.

The successful tenderer will be required to construct and fabricate the stalls and supply the materials on hired basis to the Career Development Centre (at Nalanda Complex, IIT Kharagpur) within the specified deadline (which will be informed in advanced to the successful bidder).

The commercial part of the bid has to be quoted in **INR (must be inclusive of GST)**. The technical bids submitted by the reputed vendors will be evaluated first by the tender committee. The financial bids of only the technically qualified vendors will be opened for price comparison, which may be on the same day after the opening the technical bids or another day which will be communicated later.

Requirements:**(A) Stall**

Item No.	Item	Quantity in pcs for first 3 days	Quantity in pcs for next 2 days	Quantity for next 4 days	Quantity for the remaining 3 days
1.	The stall will be made of Octanorm system thoroughly powder coated – Each Stall (size : 3m x 3m approximately, 3 sides full covered and entrance ½ covered. Please refer Annexure-I) will comprise the following : <ul style="list-style-type: none"> • The walls will be of PVC laminated panels • One table will be provided made of Octanorm system and laminated on top and sides • One waste paper box 	100 Nos. of Stalls	80 Nos. of Stalls	50 Nos. of Stalls	20 Nos. of Stalls
2.	Bamboo made stall out side the building (size : 8 ft. x 10 ft.), 3 side covered by cloth and top covered by tripalin.		4 Nos. for 12 days		

(B) Furniture

Sl. No.	Item	Quantity in pcs for first 5 days	Quantity for next 4 days	Quantity for the next 3 days
1.	Executive (VIP) Chair with handle and cover	260 pcs	150 pcs	75 pcs
2.	Plastic Moulded Chair without cover	450 Pcs	250 pcs	150 pcs

(C) Furniture & Fixture

Sl. No.	Item	Quantity in pcs for 12 days
1.	Plastic Moulded table without cover	25 pcs
2.	Table Cloth(white cotton cloth as per standard size)	35 Pcs
3.	Bedding (Mattress, Pillow with cotton cover, Blanket, cotton Bed sheet). Changing of pillow cover & bed sheet are to be done on every (3) three alternatives days.	25 sets
4.	Big Plastic Dustbin with Cover (80 litre)	10 pcs
5.	Sofa Set (3 seater)	5 Nos.

Price Bid Format

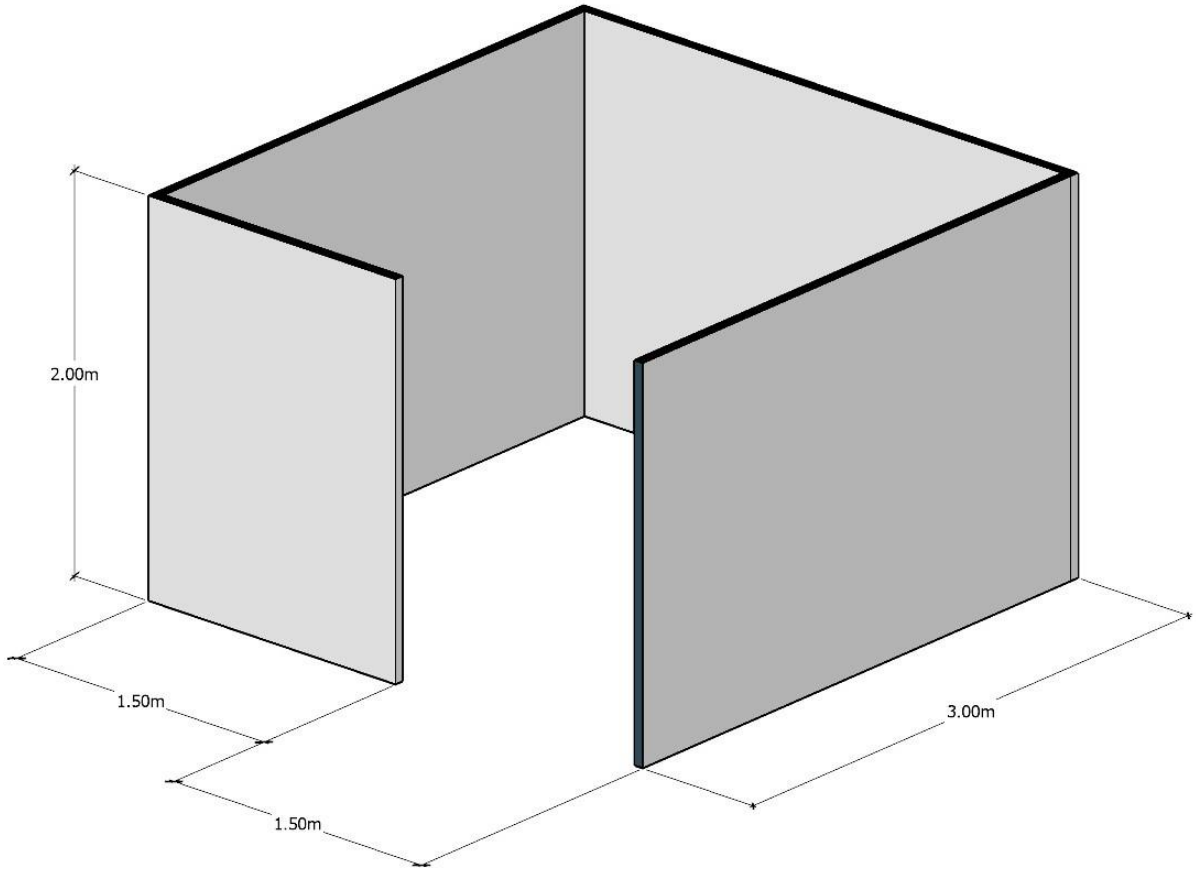
Item No.	Description	Quantity to be served for 12days		Unit	Unit Price including GST	Total Amount (Rs.)
A	B	C		D	E	F
1.	The Stall will be made of Octanorm system thoroughly powder coated stalls –Each Stall (size 3m x 3m approximately)	No. of Stall	No. of days	Per stall/ days	x	
a) 100 Stall		3 days	100*3*x			
b) 80 Stall		2 days	80			
c) 50 Stall		4 days	80*2*x			
d) 20 Stall		3 days	50*4*x			
2.	Executive (VIP) Chair with handle and cover	No. of Chairs	No. of days	Per chair/da y	y	
a) 260 Chairs		5 days	260*5*y			
b) 150 Chairs		4 days	150*4*y			
3.	Plastic Moulded Chair without cover	No. of Chairs	No. of days	Per chair/da y		-do-
a) 450 Chairs		5 days				
b) 250 Chairs		4 days				
4.	Table made of Octanorm system and laminated on top and sides along with wastepaper box	No. of Tables	No. of days	Per table/da y		-do-
a) 100 Stall		3 days				
b) 80 Stall		2 days				
c) 50 Stall		4 days				
5.	Plastic Moulded table without cover	25 pcs	Per table/day			-do-
6.	White Cotton Table Clothe	35 Pcs	Per Tabl ecloth/day			-do-
7.	Bedding (Mattress, Pillow with cover, Blanket, Bed sheet)	25 sets	Per bedding/da y			-do-
8.	Big Plastic Dustbin with Cover (80 litres)	10 pcs	Per Plastic Dust bin with cover/day			-do-
9.	Sofa Set (3 seaters)	5 Nos.	Per Sofa			-do-

			set/day			
10.	Bamboo made stall	4 Nos.	Per Stall/day			-do-
Total Amount (Rs.)						
Total in Words(Rs.): (.....)						

The company should be in a position to provide all the materials listed above. Lowest Bidder (L₁) will be decided based on the total amount quoted in the above table. The contract shall be awarded to the successful L₁ bidder.

Signature and seal of the Bidder

Technical Specification (Annexure - I)



PICTURE - SKETCH OF STALL FOR INTERVIEW PURPOSES

TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION

1. (i) Rate : The rate quoted must be inclusive of all admissible taxes.
(ii) GST : Inclusive
2. Delivery Period: The Vendor is required to provide the full operational service from **1st December 2023 to 12th December 2023**. No mobilization advance is payable against the Purchase Order.
3. Quality of the Services: The vendor offered services should be of best quality. The Institute reserves the right to reject such services if found unacceptable.
4. Liquidated Damages: In the event of failure to provide services the vendor beyond the specified date, the Liquidated Damages (LD) a sum equivalent to 0.5 (half) per cent of the prices of any portion of stores delivered late, for each week or part thereof of delay. The total damages shall not exceed 10 (ten) per cent of the value of delayed goods.
5. Submission of Quotation: Interested vendors are required to submit two sealed envelopes containing Technical Bid (Envelope – I) and Price Bid (Envelope – II) placed in a larger sealed envelope super-scribing with reference number (Tender Notice No. IIT/CDC/Placement/Construction-Furniture/2023 dated 19.09.2023) to reach the Chairperson, Career Development Centre, IIT Kharagpur, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before **17th October 2023 before 11.00 AM**.
6. Opening of Quotation: All the technical bids will be opened on **17th October 2023 at 11.30 AM** at Career Development Centre, IIT Kharagpur, Indian Institute of Technology, Kharagpur.
7. Period of Validity: A quotation shall remain valid for acceptance at least for a period of 120 days from the date of opening of the technical bid.
8. Payment: Payment will be made after successful completion of the jobs and certification of the head of the department within 30 days from the date of receipt of bill from the vendor.
9. Reserved rights: The Institute reserves the right to change the venue, date and material (if required). The Institute also reserves the right to reject any offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
10. No transportation charges will be met from the Institute in this regard at any context.
11. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur.

NOTE: This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”, Notice inviting Tender No IIT/CDC/Placement/Construction-Furniture/2023 Dated 19.09.2023 and name of the bidder. Price bid of that company/firm only will be opened which technical qualify, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

TECHNICAL BID DOCUMENT

Format to be filled by the reputed agencies/firms/contractors submitting tender for construction and fabrication of stalls and supply of materials at Nalanda Complex for Career Development Centre, IIT Kharagpur.

1. Name of the Tenderer :
2. Status of the Tenderer :
(Attach documents, if registered company/
Partnership/Propriety ship)
3. Income Tax returns of previous :
Three assessment year (copy)
4. Certificate from of clients where similar :
Work has been completed successfully
5. Income Tax Permanent Account No. :
(Attach copy)
6. GST Registration No. (attach copy) :
7. Coordinating (responsible) person Name and Contact Number:

Certified that all above information is correct to the best of our information, knowledge and belief.

Dated Signature & Seal of the Authorized person of Vendor

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

(On Company / firm's Letterhead)

I/We hereby confirm and declare that we, M/s -----, is not
blacklisted/ Deregistered/ debarred by any Government department/ Public Sector
Undertaking/ Private Sector/ or any other agency for which we have Executed/
Undertaken the works/ Services as on date.

Signature of the Authorized Person Date and company seal:

Full Name: _____

Place: _____