



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769008, ODISHA, INDIA**

ADVERTISED TENDER NOTICE

Tender Notice No: NITR/PW/FC/2018/49

Date: 06/09/2018

SUBJECT: TENDER FOR THE PROCUREMENT OF FURNITURE ITEMS.

NIT Rourkela invites sealed quotations through e- Procurement module available in CPP Portal (<https://eprocure.gov.in/eprocure/app>) from eligible- and reputed firms for the procurement of furniture items for the use of faculty, staff and students of the Institute.

Tender Documents may be downloaded from our Institute website at :

http://nitrkl.ac.in/OldWebsite/Jobs_Tenders/11Miscellaneous/Default.aspx

Last Date and Time for receipt of bid	27 .09.2018 at 11:00 AM
Date and Time of opening of Technical bid	28.09.2018 at 11:00 AM (Part-I)
Inspection of the furniture samples by Institute furniture procurement committee	04.10.2018 at 11:00 AM

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E-Tender Notice

SUBJECT: TENDER FOR THE PROCUREMENT OF FURNITURE ITEMS

National Institute of Technology, Rourkela, Odisha invites e-tenders on CPP portal in two parts bid system (Part-I: Technical Bid and Part II: Financial Bid), from eligible and reputed firms having experience in manufacturing and supply of good quality furniture items, for use in the Institute. The bidders are required to display the sample furniture items for which they are bidding on **04/10/2018** for technical evaluation by the Institute furniture committee in the **RAJENDRA MISHRA EXHIBITION HALL OF NIT, ROURKELA**. No TA/DA/transportation charges will be provided for their participation. The bidders who failed to display their products before the committee will not be considered technically for further evaluation. The tender document can be downloaded from the website <https://eprocure.gov.in/eprocure/app>.

1. The last date of receipt of quotation is by 11.00 A.M. on 27.09.2018. The Technical and Financial bid (BOQ), in prescribed format and other required documents as per tender notice should only be submitted through CPP portal at i.e. <https://eprocure.gov.in/eprocure/app>. Bidders are requested to furnish/upload scanned copies of all documents in (.pdf) format. EMD of Rs.1,10,000/- (**Rupees One Lac Ten Thousand Only**) and Tender Cost of Rs.500/- (**Rupees Five Hundred Only**) drawn in favor of **Director, NIT Rourkela** Payable at **Rourkela** must be submitted physically through speed post/registered post/courier containing in an envelope superscripted with subject, tender ID must be submitted to the **Registrar, NIT Rourkela- 769008, Odisha** on or before last date /time of bidding. Without EMD and tender cost the bid will not be considered. The scan copy of the EMD and tender cost should also be uploaded with other documents. The successful bidder will be required to provide a Performance Security Deposit of 10% of the contractual values, before final award of the contract. The technical bid will be opened on **28/09/2018 at 11:00 AM**.
2. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.

(REGISTRAR)
NIT, Rourkela
Fax No- 0661-2462022
Ph. No -0661-2472021

ANNEXURE-I

I. SCOPE OF WORK AND TERMS & CONDITIONS

The approximate number of furniture items and their specification proposed to be procured are indicated below:-

Sl. No.	Description of items to be supplied	Quantity
1	<p><u>High Back Chair for faculty members:</u> Standard office chair with central tilt mechanism with tilt locking and perfect lumbar support. The seat and the backrest should be made up of moulded polyurethane foam along with appropriate arm support. The chair should have pneumatic height adjustment mechanism, Swivel Mechanism and Twin wheel castors for 360° lateral comfortable movements.</p> <p>Overall size of the chair: 765 mm (Width) x 765 (depth) x 1120 mm (height), The adjustable seat height should be in the range of 410-530 mm.</p>	55
2	<p><u>Visitor Chairs for faculty chambers:</u> Standard single seater office chair with fabric material, Moulded foam Upholstery type, Single piece loop armrest with Powder coated metal cantilever base. The chair should have excellent lumbar support.</p> <p>Dimension: (W) 590mm X (D) 490mm X (H) 980mm. The minimum seat height should 460 mm</p>	110
3	<p><u>Cushioned Chairs for use in seminar rooms and research scholars:</u> Lacquered finish with arm chair with seat and back cushion, velvet upholstery and PU cushion ergonomically designed for maximum comfort. The overall size: 560x560x815 mm</p>	250
4	<p><u>Faculty office table:</u> Standard office table with L-shaped attachable unit (for computer) made up of 18 mm pre-laminated MDF. The table top should be of thickness of 25 mm or more pre-laminated MDF and should have 2mm PVC edge bending with hot melt glue. All other parts should be made up of 18 mm pre-laminated MDF. The table should be fitted with 2 drawers and one filling unit on right side of main table. A key board tray and a separate CPU trolley on the other side of the table (L pattern part). Additional cupboard space on the left side of the side table for better convenience. All drawers and cupboards should have individual locking arrangements. Tables should have front modesty made of same MDF. All table tops on both sides (user & visitor side) should be post formed and other edges should be 2 mm PVC edge bended with hot melt glue.</p> <p>The overall size of the table and L-pattern should be: Table Dimension: 1800x900x750 mm L-pattern: 1030x520x750 mm</p>	55
5	<p><u>Office table for research Scholars:</u> Standard office table made up of pre-laminated MDF. The table top should be of thickness 25 mm or more made with pre-laminated MDF and should have 2 MM PVC edge bedding both sides full round post formed. All other parts should be made up of 18 mm pre laminated MDF including the front modesty. The table should be fitted with a drawer and one filling unit (all made up of pre-laminated MDF) with a computer keyboard tray and a separate CPU trolley. The overall size should be: 1200x600x750 mm</p>	150
6	<p><u>Credenza:</u> Standard credenza made up of MDF, post formed top with double door panels with 2mm PVC edge bended on all edges with hot melt glue and fitted with standard lock. The credenza table top should of thickness 25 mm or more laminated MDF and back side should be made up of 9 mm and doors of 18mm/25mm MDF. With premium quality handles and lock. The overall size should be: 1000 L x 450 W x 750 H (in mm)</p>	55

2. ACCEPTANCE OF TERMS AND CONDITIONS

The supplier must agree to abide by the above set forth terms and conditions in the prescribed Proforma as at Annexure - V and submit the Technical Bid in the Proforma at Annexure- III. The required documents in the Technical Bid must be uploaded in the CPP Portal. Bid of any firm disclosing its financial bid except in the BOQ Proforma will be summarily rejected.

3. PENALTY CLAUSE

The successful bidder, has to supply the items, **within a period of 30 days** from the award of the supply order, failing which a penalty of 0.5% of the contract value per day for delay of each day subject to maximum of 10%, would be deducted from the final bill.

4. JURISDICTION & APPLICABLE LAW

The Laws of India shall govern the Contract. All disputes shall be decided within Jurisdiction of Honorable Rourkela court.

5. The EMD of the unsuccessful bidders will be released after finalization of the contract and of successful bidders will be released on receipt of Performance Security Deposit.

6. The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the bidders.

7. The successful firm has to furnish performance security equivalent to 10% of contractual value in the form of in favour of "**Director, National Institute of Technology, Rourkela**" within 7 days from the date of award of the contract which will be returned after satisfactory completion of the contract. The security money should remain valid for a period of three months.

8. If the work is found unsatisfactory or, if firm dishonor the contract, the security money may be forfeited and the job may be entrusted to another firm without giving any notice to the contractor. In this regard the decision of NIT, Rourkela will be final and binding on the contractor.

9. No advance payment will be made in any case and TDS will be deducted as per rules.

10. The tender application without complete documents/information shall not be considered.

11. The firm will be entirely responsible for any loss caused to NIT, Rourkela or to any other NIT, Rourkela property as result of negligence or carelessness of the firm. The firm should make good the financial or any other losses caused to /suffered by NIT, Rourkela on this account. In case of the security deposit falls short or found to be insufficient to meet/adjust the loss thus incurred by NIT, Rourkela, the balance, as may be necessary, shall be recovered from the contractual charges due to the firm. The decision of NIT, Rourkela in the context shall be final and binding on the contractor.

12. The contract Awardee firm has to ensure that it fulfills all the requirements as per tax laws and other laws applicable to his firm business. NIT, Rourkela will not be liable for any violation of any laws/rules & regulations on the contractor and his firm.

13. The bid should remain **valid** for a period of **120 days** from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.

14. Warranty: The firm should provide onsite warranty on the furniture for 3 years from the date of installation
15. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
16. The technical evaluation will be done based on the technical documents submitted by the bidder and the quality of sample furniture displayed by the bidder in the Rajendra Mishra exhibition hall of NIT, Rourkela.
17. The decision of the Institute furniture committee constituted by NIT, Rourkela for evaluation of bids is final and no bidder can question the same.
18. The L-1 price shall be judged item-wise basis. NIT, Rourkela has the right to split the contact item-wise or any item between more than one bidders at L-1 price of the item.
19. If there is an ambiguity in the interpretation of any terms and conditions of the tender, the final explanation given by NIT, Rourkela shall be binding on all bidders.
20. The bidder should preferably have valid ISO 9001, 14001, & 18001 certificates.
21. Bidder should preferably have after sales service base in Odisha for service under warranty within 48 hours.
22. In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT, Rourkela shall be final.
23. The bid document/resultant contract will be interpreted under Indian Laws.

ELIGIBILITY CRITERIA

1. Firms having **minimum experience of 3 years** in the relevant field, i.e., in manufacturing and supplying furniture items in reputed CFIs including NITS, IITS, IISERS/NISER etc., /reputed Government or private Universities/ Government organization including public sector undertaking and having the requisite competence/capacity to do/handle the jobs relating to the supply of furniture items efficiently and effectively are eligible to participate in the tender process.
2. Experience certificates, award letters and performance certificates of last three years issued by reputed institutes and PSUs should be uploaded (For Financial Years i.e. 2015-16, 2016-17 & 2017-18).
3. The firm must have average annual turnover of Rs. 1.00 crore per annum during the last 3 financial years. i.e. FY 2015-16, 2016-17 & 2017-18. Documents in support of turnover (along with Income Tax Returns, Profit & Loss Statement, Balance Sheet and Audit Report/Tax Audit Report of the relevant years) must be uploaded with the tender. **(Duly attested by Notary)**
4. The firm must have experience of having successfully undertaken at least one similar work, valued not less than Rs.20.00 lakhs in a single year of the last three years (2015-16, 2016-17 & 2017-18). Document in support of the claim may be uploaded with the tender.
5. The firms participating in the tender must have **PAN, GST Registration**. The documentary proof of PAN and GST registration certificate is to be uploaded with the Technical Bid.
6. The firm should submit **EMD** in shape of DD (Demand Draft) for **INR 1,10,000/- (Rupees One Lakh Ten Thousand Only)** and **Tender Cost (Non- refundable)** in the form of DD for **INR 500/- (Rupees Five Hundred Only)** in favor of **Director, NIT Rourkela** Payable at **Rourkela** from any Scheduled Commercial Bank except Co-operative and Gramin bank. EMD of unsuccessful bidders will be returned to them. EMD (Earnest Money deposit) and Tender Cost should reach physically through speed post/ register post/courier, containing in an envelope & superscripted with subject, tender reference number addressing to **Registrar, NIT Rourkela-769008, Odisha; on or before date of technical bid opening (Part-1)**.
7. The participating firms are required to upload the required documents in the Annexure- III for consideration and evaluation of their technical bids.
8. The financial bids are to be uploaded only in the BOQ in the CPP Portal. The rates quoted against each item in the BOQ, which will be paid as per Institute rules.
9. It is cautioned that any firm which discloses its Rates in the technical bid will be summarily rejected.

PROFORMA FOR TECHNICAL BID

Qualifying Bid Documents

(Copies of all documents are required to be uploaded in the Technical Bid on the CPP Portal)

Note: The documents to be uploaded should be legible. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the Tender of that firm.

	Details	Documents to be uploaded
1.	Firms having minimum experience of 3 years in the relevant field, i.e., in manufacturing and supplying furniture items reputed in CFIs including NITS, IITS, IISERS/NISER etc., /reputed Government or private Universities/ Government organization including public sector undertaking	1. 3 years experience Certificate / Award letter of works during 2015- 18.
2.	Experience certificates, award letters and performance certificates of last three years issued by reputed institutes/Universities / PSUs (years i.e 2015-16, 2016-17 & 2017-18).	2. Award letter or works for last 3 years
3.	The firm must have average annual turnover of Rs. 1.00 crore per annum during last 3 financial years. i.e. FY 2015-16, 2016-17 & 2017-18. Documents in support of turnover (along with Income Tax Returns, Profit & Loss Statement, Balance Sheet and Audit Report/Tax Audit Report of the relevant years)	3. CA certificate certifying Annual Turn Over for FY 2015-16, 2016-17 & 2017-18
4.	The firm must have experience of having successfully undertaken at least one similar work, valued not less than Rs.20.00 lakhs in a single year of the last three years (2015-16, 2016-17 & 2017-18).	4. Document /purchase order showing work executed more than Rs.20.00 lakhs during last 3 years
5.	The firms participating in the tender must have PAN, GST Registration. The documentary proof of PAN No. GST Registration certificate is to be uploaded with the Technical Bid.	5. Copy of GST No. 6. Copy of PAN No
6.	EMD in shape of DD (Demand Draft) for INR 1,10,000/- (Rupees One Lakh Ten Thousand Only) and Tender Cost (Non-refundable) in the form of DD for INR 500/- (Rupees Five Hundred Only) in favor of Director, NIT Rourkela Payable at Rourkela	7. Scanned Copy of EMD and Tender Cost to be uploaded
7.	ISO 9001, 14001, & 18001 certification if any of the firm	Scan copy of the certificate to be uploaded

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the NIT, Rourkela in future.

(Name & Signature of authorized signatory with stamp)

Instructions of Online Bid submission

Instructions to the bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading/getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'any tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.

- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instruments should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
- 19) The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified/ replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKJ encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) 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 openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to cPPP-nic@nic.in.

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

Date:

To
Registrar,
National Institute of Technology, Rourkela-769008,
District -Sundergarh, Odisha

Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No: NITR/PW/FC/2018/49 dated: 06/09/2018
Tender ID:
Name of Tender: - **PROCUREMENT OF FURNITURE ITEMS**

Dear Sir,

1. I/We have downloaded / I obtained the tender document(s) for the above mentioned 'Tender/work' for the web site(s) namely: **Procurement of furniture items for use by faculty, staff and students of the Institute - reg.** 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 Institute too have all 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 totally/entirely.
5. In case any provisions of this tender are found violated, then your Institute shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)