



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA-769008, ODISHA, INDIA

ADVERTISED TENDER ENQUIRY

Tender Notice No: NITR/PW/CW/2020/32

Date: 20/02/2020

SUBJECT: TENDER FOR THE PROCUREMENT OF FURNITURE ITEMS.

NIT Rourkela invites sealed quotations through e-Wizard Portal i.e. <https://mhrd.euniwizarde.com/> from eligible and reputed firms for the procurement of furniture items for the use of students in the Halls of Residence of the Institute.

Tender Documents may be downloaded from our Institute website at:

https://nitrkl.ac.in/OldWebsite/Jobs_Tenders/9Equipment/Default.aspx

Last Date and Time for submission of bid	12/03/2020 by 11:00 AM
Date and Time of opening of Techno-commercial bid	13/03/2020 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 e-Wizard in two parts bid system (Part-I: Techno-commercial 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.

- 1.** The last date of submission of bid is **12/03/2020 by 11:00 AM**. The Techno-commercial and Financial bid (BOQ), in prescribed format and other required documents as per tender notice should only be submitted through e-Wizard Portal i.e. <https://mhrd.euniwizarde.com/>. **EMD (Earnest Money Deposit) need to be submitted through online portal only for INR 2,50,000/- (Rupees Two Lakh fifty thousand only) and Tender cost (Non-refundable) through online mode for INR 1000/- (Rupees One Thousand only)**. The EMD (Earnest Money Deposit) of unsuccessful bidders should be returned to them at the earliest and latest on or before the 30th days after the award of the contract. EMD shall bear no interest. Any bid without accompanying with EMD & Tender Cost is liable to be treated as non-responsive and rejected. 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 techno-commercial bid will be opened on **13/03/2020 at 11:00 AM**.
- 2.** Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD provided that the registration Certificate issued by any one of these below mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid Certificate as on close date of tender are not eligible for exemption.
 - i) Khadi and Village Industries Commission (KVIC)
 - ii) National Small Industries Corporation (NSIC)
 - iii) Any other body specified by Ministry of MSME/GOI
- 3.** e-Procurement support any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the **24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091, Er Sanjeet Kumar Jha (+91-8882495599), 9355030626. Amit Kumar Jha 9355030627, 9205898226**

REGISTRAR
NIT, Rourkela
Fax No- 0661-2462022
Ph. No -0661-2462021

1. 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>COT for Students in the Halls :</u></p> <ul style="list-style-type: none"> • Providing and Fixing of Bed of size: 900mm(W) x 1900mm(L) x 450mm(H) with bed top of 19mm thick BWR block board & 1mm thick Marino pasted over the BWR board. • Leg side rising will be provided a 100mm (H) above the Bed Level. • Legs: 50x25 • CRCA duly powder coated. • CRC pipe (33mm O.D.) Legs of 18 gauge thickness will be provided. <p>Legs of 18 Gauge thickness to be provided. All metal components should be treated by seven tanks process with non electrolytic deep process to produce a protective oxide coating for smooth surface with anticorrosive automated powder coated paint of thickness 50 microns to give a scratch resistance.</p>	700
2	<p><u>Study Table for Students in the Halls:</u></p> <ul style="list-style-type: none"> • Table of overall size 600mm (D) x 1200mm (L) x 750mm(H) with table Top of 19mm thick BWR, termite proof, ISO 9001 grade, ISI Marker Block Board & 1mm thick Marino Laminate pasted over the BWR Board. • Table Top having teak lipping along the four sides. • At the base heavy duty capping will be used for balancing the Table. <p>One number drawer should be provided below the Table Top.</p> <p>Legs of 18 Gauge thickness to be provided. All metal components should be treated by seven tanks process with non electrolytic deep process to produce a protective oxide coating for smooth surface with anticorrosive automated powder coated paint of thickness 50 microns to give a scratch resistance.</p>	1200
3	<p><u>Plastic Modular Chairs for the use of Students in Halls:</u></p> <p>Plastic Module Chair: Dimension: Height 830MM and above, Width 530MM and above, Depth: 580MM and above (Make: Supreme/Nilkamal/Cello)</p>	1200

2. ACCEPTANCE OF TERMS AND CONDITIONS

The supplier must agree to abide by the above set forth terms and conditions in the prescribed Pro forma as at Annexure - V and submit the Techno-commercial Bid in the Pro forma at Annexure- III. The required documents in the Techno-commercial Bid must be uploaded in the e-Wizard portal. Bid of any firm disclosing its financial bid except in the BOQ Pro forma will be summarily rejected.

3. PENALTY CLAUSE

The successful bidder, has to supply the items, **within a period of 60 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 Bank Guarantee / DD 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 contractual obligation period.

8. If the supplied materials are found unsatisfactory or, if firm dishonor the contract, the performance security deposit 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 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 techno-commercial evaluation will be done based on the techno-commercial documents submitted by the bidder.
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 contract 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. 2016-17,2017-18 & 2018-19).
3. The firm must have average annual turnover of Rs. 1.00 crore per annum during the last 3 financial years. i.e. FY 2016-17, 2017-18 & 2018-19. 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 certified by CA) 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 (2016-17, 2017-18 & 2018-19). 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 Techno-commercial Bid.
6. EMD (Earnest Money Deposit) need to be submitted through online portal only for INR 2,50,000/- (Rupees Two Lakh fifty thousand only) and Tender cost (Non-refundable) through online mode for INR 1,000/- (Rupees One Thousand only). The EMD (Earnest Money Deposit) of unsuccessful bidders should be returned to them at the earliest and latest on or before the 30th days after the award of the contract. EMD shall bear no interest. Any bid without accompanying with EMD & Tender Cost is liable to be treated as non-responsive and rejected. The scan copy of the EMD and tender cost should also be uploaded with other documents.
7. The participating firms are required to upload the required documents in the Annexure- III for consideration and evaluation of their techno-commercial bids.
8. The financial bids are to be uploaded only in the BOQ in the e-Wizard 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 techno-commercial bid will be summarily rejected.

PROFORMA FOR TECHNO-COMMERCIAL BID

Qualifying Bid Documents

(Copies of all documents are required to be uploaded in the Techno-commercial Bid on the e-Wizard 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 Techno-commercial 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 2016- 19.
2.	Experience certificates, award letters and performance certificates of last three years issued by reputed institutes/Universities / PSUs (years i.e 2016-17, 2017-18 & 2018-19).	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 2016-17,2017-18 & 2018-19. 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 certified by CA)	3. CA certificate certifying Annual Turn Over for FY 2016-17, 2017-18 & 2018-19
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 (2016-17, 2017-18 & 2018-19).	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 Techno-commercial Bid.	5. Copy of GST No. 6. Copy of PAN No
6.	Online submission of INR 2,50,000/- (Rupees Two Lakh Fifty thousand Only) and Tender Cost (Non- refundable) and INR 1000/- (Rupees One Thousand Only) in favor of Director, NIT Rourkela Payable at Rourkela.	7. If EMD exemption registration details.
7.	ISO 9001, 14001, & 18001 certification if any of the firm	Scan copy of the certificate to be uploaded
8.	The letter of Acceptance of Tender Terms & Conditions (As per Annexure –V)	Dully filled-in & Signed Annexure-V 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

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal (<https://mhrd.euniwizarde.com>) using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Wizard Portal. For more information, bidders may visit the e-Wizard Portal <https://mhrd.euniwizarde.com>

REGISTRATION PROCESS ON ONLINE PORTAL

1. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link "Bidder Enrollment". Enrolment on the e-wizard Portal.
2. The bidders to choose a unique username and assign a password for their accounts. 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 e-Wizard Portal. Bidders to register upon enrolment their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
3. 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 DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
4. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
5. Bidders must ensure that they have the latest version of Java installed in their local system.
6. The scanned copies of all original documents should be uploaded in pdf format on portal <https://mhrd.euniwizarde.com>
7. After completion of registration payment, you need to send your acknowledgement copy on our help desk mail id ewizardhelpdesk@gmail.com for activation of your account.

TENDER DOCUMENTS SEARCH

1. Various built in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. 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 Online Portal.
3. 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 Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. 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.

BID PREPARATION

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.
3. 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.
4. 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 / PNG etc. formats. Bid documents may be scanned with 100 dpi with black and white option.

BID SUBMISSION

1. Bidder to log into the site well in advance for bid submission so that he/she 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 to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online" to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable. 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 Colored (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 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, which cannot be viewed by unauthorized persons until the time of bid opening.
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, 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. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

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. e-Procurement support any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the **24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091, Er Sanjeet Kumar Jha (+91-8882495599), 9355030626. Amit Kumar Jha 9355030627, 9205898226**

Email Support:

For any eProcurement Application Service Requests and Techno-commercial issues related to Document Uploads, Tender Publishing, Issue of Corrigendum, Encryption/Decryption Key issues, Bid Evaluation, Bidder Login issues, New Registration issues, Key Uploads, DSC Key installation, Bid Submission, system users may please mail to Sanjeet Kumar Jha ewizardsanjeet.kumar@gmail.com

**REGISTRAR
NIT, Rourkela
Fax No- 0661-2462022
Ph. No -0661-2462021**

ANNEXURE -V

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

To

Date:

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

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: NITR/PW/CW/2020/32 dated: 20/020/2020

Name of Tender: - **PROCUREMENT OF FURNITURE ITEMS**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/work' for the web site(s) namely: **Procurement of furniture items for use of students in the Halls 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)