



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, दक्षिण अंबाझरी मार्ग नागपुर-440010 (भारत)
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, SOUTH AMBAZARI ROAD, NAGPUR – 440010
091-0712-2801369, 2801243, 2801815, 2801814, Email: storesofficer@vnit.ac.in

(Please mention "REF NO" in all documents)

TENDER ENQUIRY (SINGLE BID)

REF No.: VNIT/STR/TE/ECE/KMB/58

Date: 21.10.2020

To, _____

REF No. OF THIS LETTER MUST BE MENTIONED ON THE ENVELOPE CONTAINING YOUR QUOTATION

Subject: –Tender Enquiry (Single Bid) for Procurement of “Modular Furniture” for Electronics & Comm.
Engg., VNIT, Nagpur

Dear Sir / Madam,

You are invited to submit your most competitive quotation for the supply of following items / goods as per time schedule of submission, terms and conditions mentioned below;

Schedule of Tender/ Bid Submission

Date of Issue : Wednesday, 21st October 2020, Time 9.30 A.M
Last Date & Timing of Submission the Tender : Tuesday, 10th November 2020, Time 3.00 PM
Date & Timing of opening the Tender : Tuesday, 10th November 2020, Time 3.30 P.M.
EMD – Rs. 24500/-

Item particulars

SN	Description of Item particulars/Specifications
1	Modular Furniture (Detail specification as per Annexure-A)

[The bidder should offer / quote special educational discount for the Institute.]

GENERAL INSTRUCTIONS, TERMS & CONDITIONS

1. The vendor shall submit the tender/quotation enquiry in the Institute’s prescribed format.
2. Bidder shall submit Firm’s registration certificate, GST registration certificate, PAN, Authorization certificate, Delivery Period, Warranty/Guarantee, others etc with the bid.
3. **Authorization Certificate:** Sole selling agent/Authorized distributors/Dealers/Suppliers are eligible to bid on behalf of original Equipment Manufacturers (OEM) provided they submit requisite authorization and self certification from the (OEM). The bidder should enclose the latest authorization certificate from the (OEM).
4. The duties, taxes and other levies payable by the vendor shall be shown separately in bidding document. The basic price per unit should be separately mentioned in the given format at **Annexure-I**. Duties & taxes viz. Custom, GST, Freight / Transportation, Packing & Forwarding, Insurance, Price Ex-Works etc. shall be indicated separately in the given format only.
5. Each Vendor shall submit only one quotation. All the information shall be furnished by the vendors as per Institute prescribed format. Any other format will lead to disqualification. Each and every document should be submitted duly signed & stamped. Incomplete or Conditional Quotation(s) will not be accepted.

Signature of Bidder with Seal & Date

6. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - (a) Are properly signed; and
 - (b) Confirm to the terms and conditions, and specifications.
7. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offer submitted without proper authorization shall be rejected summarily. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding to the Institute.
8. The Prices should be quoted F.O.R. VNIT, Nagpur on delivery basis. **The price will be evaluated on the basis of total cost.**
9. The rates quoted by the bidder shall be FIRM & FIXED and shall not be variable/subject to adjustment on any account.
10. Each Vendor shall submit only one quotation. Vendor shall furnish price & other information in the prescribed Price Bid format. Each document submitted with quotation should be duly attested & stamped by the vendor, failing which submitted quotation will be treated as Non-Responsive. Incorrect, Incomplete or Conditional Quotation(s) will not be accepted and will be treated as Non-Responsive.
11. If any document of tender /quotation enquiry, certificate etc. submitted by the vendor is observed to be incorrect /false/ forged/having ambiguity, intentionally or un-intentionally at any stage, the tender/quotation submitted by the vendor is liable to be treated Disqualified/Non-Responsive. Further the Institute reserves the right to initiate any action as deemed fit in such case against the vendor including the action of blacklisting of firm.
12. **Educational Discount:** VNIT, Nagpur is a Govt. of India's Institute of National Importance engaged in education & research of National & International repute, the Vendors shall give / offer the special educational discount on quoted rates.
13. **Earnest Money Deposit (EMD):** Bidder shall submit EMD in form of Demand Draft / Fixed Deposit Receipt / Bank Guarantee in favor of "**Director, VNIT Nagpur**" payable at Nagpur. The EMD to be submitted strictly in a separate envelope super scribed with Vendor / Firm's name & address & also on back side of DD with stamp. EMD of the successful bidder shall be returned after completion of onsite delivery and installation of goods. EMD of the unsuccessful bidders shall be returned after the award of contract to the successful bidder.
14. **EMD Exemption :** Exemption is applicable to MSE firms engaged in manufacture/production of goods or providing of any services, as per MSMED act, 27/2006 chapter -1 2(e), subject to furnishing of relevant valid certificate (indicating terminal validity date of their registration) for the item tendered. In case of MSE firm being successful bidder, they will require to submit the demand draft of value equivalent to EMD as performance security for contract.
15. Expression of withdraw/inability for the supply or delivery of good/s as per specifications will lead to cancellation of PO and EMD (as submitted) will be forfeited. Further Institute may also disqualify / debar the Vendor from participating in any of its future enquiries for a period as recommended by institute authorities.
16. The Firm/Company Bank/RTGS/NEFT/ECS details must be submitted along with the Quotations/Tenders on the letter head.
17. Information brochures/Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
18. **Client List:** Bidder shall furnish information of Client list along with the order copy of similar good/s / equipment supplied to any IIT/NITs/ any Govt. Organization including details of price & all other charges / duties with the bid.

Signature of Bidder with Seal & Date

19. **Taxes:** GST or any other taxes as per Govt. norms shall be applicable from time to time. The % of Tax must be indicated separately in the quotation.
20. **Delivery of Goods** -Vendor shall deliver/supply the goods **within 4 (Four) weeks** period from the date of receipt of purchase order. Goods shall be supplied / delivered by the vendor / bidder at the installation site in concerned laboratory/ department of VNIT, Nagpur at free of cost on working days. Vendor shall deliver the material strictly as per the delivery schedule given in P.O., failing which **Liquidated Damages Clause** will be applicable.
21. **Liquidated Damages Clause:**
- a) The Director, V.N.I.T. Nagpur reserves the right to recover from the vendor, liquidated damages a sum equivalent to 1/2 percent of the price of the undelivered stores at the stipulated rate for each week or part thereof, during which the delivery of such stores, may be delayed subject to, a maximum limit in the case of an order exceeding Rs. One Lakh in value, up to 10 percent and in the case of an order not exceeding Rs. One Lakh in value up to 5 percent of the stipulated price, of the stores so undelivered.
 - b) To purchase elsewhere, on vendor's accounts, at his risk, the stores etc. undelivered, or other of a similar description, where others exactly employing with the particulars, are in the opinion of the Director, Visvesvaraya National Institute of Technology, Nagpur are not readily procurable, without cancelling the contract, in respect of consignment not yet due for delivery.
 - c) If the Supplier fails to deliver the material/goods, then amount of EMD given by the Vendor shall be forfeited. In case of Supplier [registered with MSME/NSIC/SSI etc.] not required to submit the EMD, the Institute reserves the right to initiate action including reporting to principal Govt. authorities.
 - d) To cancel the contract -
In the event of action being taken under (b) or (c) above, the vendor shall be liable to make good for any loss, which the Institute may sustain, by reason of higher price of items/goods, so purchased or the otherwise, howsoever:
The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Director, Visvesvaraya National Institute of Technology, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of stores.
22. **Valid Period of Quotation/offer:** The quotation/offer shall be normally valid for a period of 180 days from the date of opening the tender.
23. **Installation/Testing:** Goods / Equipments shall be delivered / installed at concerned laboratory / department of VNIT by the Bidder at free of cost. Installation & testing of good/s supplied should be completed preferably within 10 days of supply of good/s.
24. **Payment (Indigenous Item):** Institute will release the full & final (100%) payment after delivery of items and its successful installation/ demonstration at concerned department / laboratories of VNIT Nagpur. The vendor will be required to submit the bills in triplicate along with delivery memo. Payment will be made through Crossed Cheque / ECS / NEFT.
25. **Guarantee/Warranty:** Normal comprehensive **Warranty/Guarantee of 5 years** shall be applicable to the supplied goods. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at VNIT by the vendor.
26. The vendor shall take full responsibility in case of any damage, loss or injury to any person / building or to any part thereof, and shall repair / and make good the loss, at his own cost.
27. It will be the sole discretion of VNIT to accept or reject the tenders/quotations in case of deviations, if any, from the technical specification.
28. Bidder should enclose required documents/copies failing which quotation / tender will be disqualified.

Signature of Bidder with Seal & Date

29. **Any corrigendum/ amendment regarding this limited tender enquiry will be issued on the Institute website only [http; //stores.vnit.ac.in]**
30. For any dispute, the place of jurisdiction shall be Nagpur, India only.
31. Director, VNIT, Nagpur reserves the right to increase/decrease the ordered quantity by up to 25% (Twenty Five) per cent at any time, till final delivery date (or the extended delivery date of the contract/PO), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period) of goods at any stage.(As per Option Clause 9.3.1 of Manual for Procurement of Goods 2017).
32. Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
33. **It will be presumed that the vendor has read carefully all the above mentioned instructions, terms & conditions and abide by same.**
34. Quotations received after the last date of submission will not be considered.
35. The Quotation in sealed envelope to be sent to Dy. Registrar (Stores), Visvesvaraya National Institute of Technology, South Ambazari Road, Nagpur - 440 010, Maharashtra (India). The quotation can also be submitted in person in the "**Quotation/Tender Box**" at the Stores Section, VNIT, Nagpur - 440010 on any working day. **The last date of submission is Tuesday, 10th November 2020, by 3.00 P.M.** The vendors / firms name with complete address must be mentioned on the envelope.
36. **The date of opening the quotation/tender is Tuesday, 10th November 2020 by 3.30 P.M.**
37. All Communication are to be addressed to: –
DIRECTOR
Visvesvaraya National Institute of Technology,
South Ambazari Road,
Nagpur - 440 010, Maharashtra (India)

Yours faithfully,

-Sd/-
Dean (P&D)

Signature of Bidder with Seal & Date

Annexure-A

Name of Item & Specifications				
MODULAR FURNITURE				
S.N.	Items	Qty	Approx. Measurement	Specification
1	Modular Computer Lab Table	72	800mm×600mm×760mm	Tables should be provided with framework made out of SAE1008 grade thick CRCA 1.2 mm thick GI Sheet Steel Section (two side covered) finished in seven tank pre-treatment powder coating complete 18mm thick high density water proof plywood (hot pressed and laminated both side)-Top, front and one side covered, horizontal partition, footrest arrangement, and keyboard ,pedestal, wire manager systems, CPU Trolley.
2	Modular Book Storage Rack	05	900mm×450mm×2050mm	The book cum storage unit should be provided with framework made out of SAE1008 grade thick CRCA 1.2 mm thick GI Sheet Steel Section (Three sides covered) finished in seven tank pre-treatment powder coating complete 18mm thick high density water proof plywood Top (hot pressed and laminated both side) complete with 18mm thick high density water proof plywood shutter and two sides, shelves arrangement for side to side verticals book holding section and hettich make or similar spring backs hinges Philips head hardware stainless steel handles, locks etc.
3.	Modular Centre Table	02	1800mm×800mm×760mm	Tables should be provided with framework made out of SAE1008 grade thick CRCA 1.2 mm thick GI Sheet Steel Section (three sides covered) finished in seven tank pre-treatment powder coating complete 18mm thick high density water proof plywood Top (hot pressed and laminated both side) with three sides, horizontal partition footrest arrangement and Multiple drawers etc.
4.	Modular side Computer Table	02	1200mm×800mm×760mm	Tables should be provided with framework made out of SAE1008 grade thick CRCA 1.2 mm thick GI Sheet Steel Section (three sides covered) finished in seven tank pre-treatment powder coating complete 18mm thick high density water proof plywood Top (hot pressed and laminated both side) with three sides, horizontal partition, footrest arrangement, keyboard, pedestal, wire manager systems, CPU Trolley and Multiple drawers etc.
5.	Modular Workstation Table	04	1800mm×800mm×760mm	Tables should be provided with framework made out of SAE1008 grade thick CRCA 1.2 mm thick GI Sheet Steel Section (three sides covered) finished in seven tank pre-treatment powder coating complete 18mm thick high density water proof plywood Top (hot pressed and laminated both side) with three sides, horizontal partition, footrest arrangement, keyboard, pedestal, wire manager systems, CPU Trolley and Multiple drawers etc.

Signature of Bidder with Seal & Date

6.	Modular Tall unit Storage Rack	01	Wall mount unit 450mm×400mm×1500mm	The book cum storage unit should be provided with framework made out of SAE1008 grade thick CRCA 1.2 mm thick GI Sheet Steel Section finished in seven tank pre-treatment powder coating complete 18mm thick high density water proof plywood Top (hot pressed and laminated both side), complete with 18mm plywood with Glass shutter, Top, three sides covered, shelves arrangement and hettichor similar make spring backs hinges Philips head hardware stainless steel handles, locks etc.
7.	Modular Height Partitioning for cabins	04	7ft ×7ft height	The partition should be provided with framework made of 60mm × 35mm with powder coated Aluminium section of the Medium height Aluminium partition is divided into two part. The lower part is provided with prelaminated 8 mm Particle board both side Upper part is provided with 4mm glass panel with sliding door with branded accessories; door, lock closure, and handle, stopper etc.

(Warranty – 05 years onsite)

Note- Colour of sunmica and frame will be finalized after awarding of Purchase Order.

Signature of Bidder with Seal & Date

"PRICE/COMMERCIAL BID"

REF No.: VNIT/STR/LT/ECE/KMB/58

Date 21.10.2020

Name of Item- Modular Furniture

Sr. No	Item with Specifications	Qty	Basic Rate P.U. (Rs.)	Total Amount (Rs.)
1	Modular Computer Lab Table (Detail specification as pr Annexure-A)	72		
2	Modular Book Storage Rack (Detail specification as pr Annexure-A)	05		
3	Modular Centre Table (Detail specification as pr Annexure-A)	02		
4	Modular side Computer Table (Detail specification as pr Annexure-A)	02		
5	Modular Workstation Table (Detail specification as pr Annexure-A)	04		
6	Modular tall unit Storage Rack (Detail specification as pr Annexure-A)	01		
7	Modular height partitioning for cabins (Detail specification as pr Annexure-A)	04		
Total Basic Amount				
Educational Discount				
Amount after Educational Discount				
GST@ _____%				
Amount of GST				
Total Cost F.O.R. V.N.I.T. Nagpur				

[Note – Taxes i.e GST/any other must be indicated separately in price bid. Basic rate means rate excluding GST. Discount offered if any, shall be deducted from total basic cost. Vendor should submit price information strictly in above format; any other is likely to be rejected.]

[A] DUTIES & TAXES (if applicable):

- | | | | |
|----|---|---|-------|
| 1. | Custom Duty if any | : | _____ |
| 2. | GST @ _____% | : | _____ |
| 3. | Freight/ Transportation | : | _____ |
| 4. | Insurance @ _____% | : | _____ |
| 5. | Packing & Forwarding | : | _____ |
| 6. | Others, (if any) | : | _____ |
| 7. | Final Offer (Including Installation Charges & Taxes) FOR VNIT Nagpur | : | _____ |

[B] Others Details (Enclosed)

- | | | | |
|-----|-----------------------------------|---|---|
| 1. | EMD No. & Amount | : | No.: _____ Dt. ____/____/2020 & Rs.24500/- |
| 2. | Specification as per Requirements | : | Yes / No |
| 3. | Authorization Certificate | : | Yes / No |
| 4. | Firms Registration Certificate | : | Yes / No |
| 5. | GST Registration Certificate | : | Yes / No |
| 6. | PAN No. | : | Yes / No |
| 7. | Details of client lists | : | Yes / No |
| 8. | Warranty/Guarantee | : | _____ Years |
| 9. | Delivery period | : | _____ |
| 10. | Others, (if any) | : | _____ |

Note: Price/Commercial Bid & other details should be furnished as per Institute's prescribed format if failed, the Price / Commercial Bid is treated as unresponsive and will be disqualified.

The Firm/Company agrees to supply the above items for **final offer price (Rs. _____/- [In Words Rs.....])** inclusive of duties & taxes at [A] above within the period specified in the Invitation for Quotations.

Signature of Bidder with Seal & Date