

**Indian Institute of Information Technology,  
Design and Manufacturing, Kurnool  
Jagannathagattu, Dinidevarapadu, Kurnool.**



**Tender Document**

**For**

**Supply of Computer chairs**

Date: 01.May 2019

Item	:	<b>Supply of Computer chairs -125 Nos (Specification Enclosed as Annexure )</b>
Tender Enquiry No	:	<b>IIITKL/19-20/S&amp;P/ Computer chairs/07 Dated 01 May.2019</b>
EMD	:	Earnest Money Deposit (EMD) for Rs.10,400/- (Rupees Ten Thousand four hundred Only) in the form of Demand Draft/Bankers Cheque/Bank guarantee drawn in favor of <b>“The Registrar , “IIITD&amp;M Kurnool” payable at Kurnool.</b>
Submission of Offer	:	<b>Two Bid System:</b> Two bid system will be followed in this tender. In this system the bidder must submit his offer in <b>two separate sealed envelopes</b> . Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as <b>“Envelope No: 1 – Technical Bid”</b> and <b>“Envelope No: 2 – Commercial Bid”</b> respectively. <b>EMD should be placed in the Technical Bid.This two separate sealed envelopes should be placed in single envelope super scribing the tender No and description of the item.</b>
Place of Submission Bid	:	<b>The Registrar</b> Indian Institute of Information Technology, Design and Manufacturing Kurnool Jagnnathagattu, Dinnidevarapadu, Kurnool, Andhrapradesh-518007.
Due Date (For submission of bids)	:	<b>02.00 PM 30.05.2019</b> (any bid received after the due date and time by any means will be summarily rejected)
Opening of Technical Bid	:	<b>04:00 PM, 30.05.2019</b>
Delivery Period	:	04 weeks from the date of Purchase Order

**Important :**

All communications are to be addressed to in the name of Registrar, IIITD&M Kurnool only and not in the name of any officer and mails has to be sent to official purchase email id [purchase@iiitk.ac.in](mailto:purchase@iiitk.ac.in)

## Terms and Conditions

1. The Bidders are requested to give detailed tender in two bid format.  
**Envelope-I : Technical Bid**  
**Envelope-II : Commercial Bid**
2. The bidder has to accept all terms and conditions of the Institute and conditional offers will not be accepted.
3. The tender document can be downloaded from the IIITDM Kurnool website [www.iiitdmkl.ac.in](http://www.iiitdmkl.ac.in) at free of cost. The duly filled tenders should be submitted to The Registrar, Indian Institute of Information Technology, Design and Manufacturing, Kurnool, Jagannathagattu, Dinnidevarapadu, Kurnool-518007 **on or before 30.5.2019 ( 02.00 PM)**. Extension of due date will not be entertained.
4. Tenders which are submitted without following the two bid offer system will summarily be rejected.
5. **Eligibility Criteria:**
  - I. The tenderers / Bidders should have experience in supply of similar item with one work value of Rs. 4,16,000/ ( excluding taxes) or above (or) Two works value of RS.3,12,000/-(excluding taxes) or above executed on or after 1<sup>st</sup> January 2017 with reputed organizations ,educational institutions,etc.
  - II. The Similar item means Supply and of Computer chairs only.
6. **Envelope No-1 : Technical Bid**
  - i) EMD for Rs. 10,400 /- (Rupees Ten thousand four hundred only) in the form of Demand Draft/ Bankers Cheque /Bank guarantee drawn in favor of “**The Registrar, IIITD&M Kurnool**” payable at Kurnool. (The EMD without interest shall be returned to the unsuccessful bidders after finalization of the tender).
  - ii) The firms registered and having valid NSIC / MSME Certificate are exempt from submission of EMD.
  - iii) The leaflet / catalogue of the product quoted.
  - iv) The copies of purchase orders received from Industry / Educational / Research Institution etc.
  - v) Bids should have a validity of **90 days**.
  - vi) The technical offer **should not contain any price information**.
  - vii) The tenders not meeting the eligibility criteria will be similarly rejected. Hence the tenderers are advised to attach relevant documents in support of their eligibility
7. **Envelope No-2 : Commercial Bid**

This should contain only the price information along with commercial terms and conditions.

## 8. Opening of Technical Bids

The technical bids will be opened on the scheduled date in the presence of the bidders or their authorized representatives who choose to attend the technical bid opening.

## 9. Technical Evaluation

- i) All the technical aspects of the bids received will be evaluated for suitability and specification. If required, the Institute may seek additional clarification from the bidders.
- ii) The technical recommendation shall be final and binding on all the parties.
- iii) The technically qualified firms will be intimated about Price Bid opening by email.

## 10. Opening of Commercial Bids

IIITD&M Kurnool will open commercial bids of only the shortlisted bidders in technical evaluation in the presence of the bidders or their authorized representatives who choose to attend the commercial bid opening. The representatives of shortlisted firms only will be allowed for commercial bid opening.

## 11. Delivery Period / Timelines

The deliveries and installation must be completed **within 04 weeks** from the date of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet this expectation, as this is linked to student's admission.

## 12. Locations for the supply / services

The bidders may note that the items covered by this document is required to be supplied and installed at

**IIITDM Kurnool,  
Jagannathagattu,  
Near Pullareddy Engineering College  
Dinnedevarapadu village,  
Kurnool  
Kurnool District  
Andhra Pradesh - 518007.**

## 13. Price

- i) **The price should be quoted in INR only. GST payable extra.**
- ii) **The price quoted shall be for supply, delivery and Installation at specified room of IIITDM KURNOOL, Kurnool District, and Andhra Pradesh.**
- iii) The packing, forwarding, freight, insurance and commissioning charges, if any extra may be quoted separately in commercial bid.

#### 14. Installation

- i) Bidder shall be responsible for installation as applicable and for after sales service during the warranty and thereafter.
- ii) Installation to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the item at site.

#### 15. Warranty / Support

- i) The items supplied shall carry a minimum of ONE year warranty from the date of acceptance of item.
- ii) The defects, if any, during the guarantee / warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, custom duty, octroi, local taxes if any and should be borne by the beneficiary or his agent.
- iii) The bidder should arrange for technical support during warranty period within 24 Hours of lodging of complaint

#### 16. Indemnity

The vendor shall indemnify, protect and save IIITDM Kurnool against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc., or such other statutory infringements in respect of all the items supplied by them.

#### 17. Freight and Insurance

The items to be supplied will be insured by the vendor at his cost against all risks of loss or damage from the date of shipment till such time it is delivered at IIITDM Kurnool, Kurnool District, and Andhra Pradesh.

#### 18. Payment

100% payment after delivery, and acceptance by IIITDM on submission of Bank Guarantee for an equivalent value of 10% of PO value valid till warranty period plus 2 months.

The bidders may note that **other modes of payment like advance payment and payment against delivery is not considered.**

#### 19. Penalty for delayed services / LD

- i) As time is the essence of the contract, delivery period mentioned in the purchase order should be strictly adhered to. Otherwise the LD clause will be applied / enforced.
- ii) If the supplier fails to supply, and fix the item as per specifications mentioned in the order within the due date, the supplier is liable to pay liquidated damages of 1% of order value for delay of every week or or part thereof subject to a

maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.

- iii) IIITD&M Kurnool reserves the right to cancel the order in case the delay is more than 04 weeks and the contractor is not eligible for any damage from the Institute and contractor will forfeit his claim for EMD.

**20. Purchasers right to vary quantities at the time of award**

IIITDM Kurnool reserves the right at the time of award of contract to increase or decrease the quantity of items specified in the schedule of requirements without any change in price or other terms and conditions.

**21. Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kurnool Jurisdiction only.

**22. Force Majeure**

- a) IIITDM Kurnool may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.
- b) If the due date of submission of tender / tender opening is declared a holiday for the Institute, the due date for submission of tender / tender will be extended to same time on next working day.

**23. Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIITDM Kurnool or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by The Registrar, IIITDM Kurnool. The Venue for arbitration shall be Chennai / Hyderabad, India.

**24. Acceptance of the terms and conditions of tender document**

The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

**25. Interpretation of the clauses in the Tender Document**

In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of The Registrar, IIITD&M Kurnool shall be final and binding on all parties. The IIITD&M Kurnool reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

**Sd/-**  
कुलसचिव / Registrar I/c  
IIITD&M KURNOOL

## Technical Specification

### Annexure

### Supply of Computer chairs

Sl.No	Description of Material	Quantity
1.	<p><b>COMPUTER CHAIRS :</b> Specifications: Glass filled Polypropylene frame structure, Nylon net fabric Self weight lumber adjuster, Single angle lock tilt mechanism, 3D bend hot pressed seat ply, High density PV foam seat cushion, Foam mesh on the seat, Polypropylene fixed arm, Class 3 gas Lift, Telescope cover for gas lift, chrome base with nylon castors</p> <p>Seat Height :22.0" Seat depth :16:9" Seat width : 18.0" Backrest Height :22.0" Backrest width :16.0"</p> <p>Note : If the Quotation is from other than the manufacturer, the required authorization certificate shall be enclosed in order to accept the quotation.</p>	125 Nos

Sd/-

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