



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

An Autonomous Institution, Ministry of Human Resource Development, Govt. of India.

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Advt.No.: IISER/S&P/18/14

Dt. 11/03/2015

NOTICE INVITING TENDER

Sealed Tenders are invited on behalf of the Director, IISER Pune (in Two bid System) from manufactures and or their authorized dealers for the "Supply of office Furniture, Modular Furniture, Health Care Furniture, Seating Products, and Classroom Furniture at IISER Pune and IISER Tirupati.

Sl.No	Description of Stores
1.	Annual Rate Contract for Furniture

For further details please visit our web site:<http://www.iiserpune.ac.in>

Director



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OPEN TENDER NOTICE NO: 18 /2015

Indian Institute of Science Education and Research (IISER), Pune, an autonomous Institute established under Ministry of HRD, Government of India. IISER is devoted to both teaching and research of the highest caliber in a totally integrated way. IISER, Pune would like to enter into Annual Rate Contract for Furniture items. The Technical Specifications are given in Chapter 4: Schedule of Requirements/Specifications and Allied Technical details are appended herewith.

- Items : Annual Rate Contract for Furniture
- Tender Enquiry No : IISER-PUR- 1690 -14
- Pre-bid Conference : 2.00 PM to 4.00 PM on 19.3.2015
Time & Date
- Time and Date of Submission : Before 3.00 PM on 8.4.2015
- Time and Date of opening Technical Bid: At 03.30 PM on 8.4.2015

Prospective BIDDERS may submit their offers to The Director, Indian Institute of Science Education and Research, Dr. Homi Bhabha Road, Pashan, Pune - 411 008, India

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REQUEST FOR PROPOSAL(RFP) FOR FURNITURES

Sealed quotations are invited for entering Into Annual Rate Contract (ARC) with the manufactures and or their authorized dealers for procurement of Office Furniture, Modular Furniture, Health Care Furniture, Seating Products, and Classroom Furniture for IISER Pune and IISER Tirupati. Interested Vendors may send their proposals in Sealed Envelop in two bid system superscribed "PROPOSAL FOR RATE CONTRACT FOR FURNITURE" along with Price list indicating the discount, taxes, delivery period, F.O.R. etc on or before 8.4.2015.

Terms & Conditions

The terms & conditions as mentioned below would be binding to all the parties:

1. Rate Contract will be accepted only from the manufacturers or their Authorized Distributors.
2. The manufacturers should send document of registration of companies with a copy of product license, Income Tax, PAN No. and recent authorization certificate of the manufacturer in case of authorized dealer.
3. The period of contract will be One Year from the date of signing of Contract.
4. The rates of the products shall be FOR Destination (FOR) IISER Pune and IISER Tirupati offered at the time of entering into Rate Contracts will be final, it will include delivery, installation, proper furniture fixing at site.
5. The Earnest Money Deposit(EMD) of Rs.1,00,000.00(one lakh) should be attached along with rate Technical Bid in the form of Demand Draft drawn in favour of "DIRECTOR IISER Pune" Payable at Pune Only. The EMD so deposited shall be refund to unsuccessful bidders on award of ARC. EMD can be deposited in the form of BG from any of Indian scheduled Bank with validity of min. 3 Months.
6. All rights are reserved with the Institute Authority to accept or reject any or all the quotations without assigning any reasons thereof.
7. Prequalification/Eligibility Criteria for annual rate contract in respect of furniture is enclosed as Annexure A.
8. Interested vendors may submit their applications superscribing "Proposal for Annual Rate Contract for Furniture" to the Assistant Registrar, IISER Pune, Dr Homi Bhaba Road, Pashan, Pune - 411008 latest by 8.4.2015 up to 3.00 PM.
9. The bid must be submitted in two bid system comprising of the technical bid and Financial bid .The Technical Bid must contain the EMD and will be Opened First and based on the qualification the price bid shall be opened .Tender submitted in single tender shall be rejected.
10. The standard /current price list should be submitted along with the commercial bid.
11. Items covered under the rate list shall be ordered, in case of qualification of technical bid. The products should be available in the showroom also.
12. No Catalogs to be attached to The Tender. ONLY CD's may be submitted for evidence.
13. **Delivery of Tender:** The original copy of the tender form is to be enclosed in two separate envelopes, the envelope containing **Annexure I and II** marked as "Techno-Commercial bid" /and another envelope containing only **Financial Details** marked as "Price bid". The two envelopes should be sealed and should

bear address of the office, tender enquiry no, due date and time. The two envelopes should be put in one envelope and addressed to **Assistant Registrar (S&P), Indian Institute of Science Education & Research , Dr. Homi Bhaba Road, Pashan, Pune 411008, India** marked with our tender enquiry number and due date.

14. The tenderer should quote in figures as well as in words the rate and amount tendered by them in the financial bid.
15. Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
16. Tender in any form other than the prescribed form issued by IISER PUNE will not be entertained and will be summarily rejected.
17. After opening of the Technical and Commercial Bid, the commercial bid cannot be revised/modified. In such cases the tender will be summarily rejected and the entire Earnest Money deposit submitted with the tender will be forfeited.
18. The time and date of opening of Commercial Bids shall be intimated later. The commercial bids of only those tenderers will be opened who are declared qualified by the Technical Committee.
19. The technical qualification of bidder does not give right to vendor or manufacturer to have any confirm order from IISER Pune.
20. IISER Pune reserves the right to have selection of furniture from any company/manufacturer depending upon the design, requirement of furniture by end user and technical specification of the furniture. No claim from any vendor shall be entertained by IISER Pune.
21. Depending upon the requirement, order will be placed by IISER Pune. The purchase committee would be competent authority to decide the furniture order.
22. The order may be placed with multiple vendors. IISER Pune is not bound to place order with vendor giving high discount on price list under commercial bid.
23. The rate contract may be renewed for a further period of one year based on the quality and satisfactory supply/services during the currency of contract.
24. As the vendor has to supply in two cities i.e Pune and Tirputi , all the statutory levies , taxes are to be made as per state regulations.
25. Payment shall be released to the Firm on successfully delivery, Installation of the furniture within 30 days.
26. **PENALTY CLAUSE:** In case of any delay in delivery and installation of the furniture items within the time period as agreed upon, IISER PUNE shall have the right to claim penalty for late delivery& installation & commissioning @.5% of the contract value per week subject to a maximum of 10% or more as to be decided by Director, IISER PUNE. The rate of penalty changes may go beyond 10% depending the magnitude of delay and non compliance of the commercial terms & conditions. The same penalty rate shall be leviable in case of delay in corresponding installation & commissioning.
27. **ARBITRATION:** All disputes arising out of this contract shall be referred to the sole arbitration of the Director, IISER PUNE or his nominee as per the provisions of Indian Arbitration and reconciliation Act 1996 and his award shall be final and binding on the parties to the dispute. The venue of arbitration shall be decided by the Director of the institute.

28. Jurisdiction: The disputes, legal matters, court matters, if any, shall be subject to Pune Jurisdiction only.
29. Director IISER PUNE reserves all rights to ignore any tender who fails to comply with the above instructions.
30. Director IISER PUNE reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.

ANNEXURE - A

ELIGIBILITY/ PRE QUALIFICATION FOR FURNITURE

Eligibility Conditions: Manufacturer, who will be able to meet the following criteria are only eligible to apply:

1. The firm should be OEM (Original Equipment Manufacturer) must be in this business for last 10 years or more.
2. The Bidder should have Annual Turnover of minimum 10 crore for last 3 consecutive years and Audited Balance sheet must be submitted along with a statement of account by C.A (Chartered Accountant). ARC shall be finalized with OEM'S or their authorized Dealer/ Distributors Only.
3. Manufacturer will agree on to undertake comprehensive warranty for a period of one year for all the items supplied of fixed by it and it shall also agree for three years post warranty services and maintenance under annual Maintenance contract (AMC) price may be quoted separately for this.
4. Manufacturing bidders should be a certified ISO-9001 organization and considering IISER PUNE'S and IISER TIRUPATI'S growing concern on environment and human resource, the furniture manufacturer should also posses ISO-14001 and OHSAS18001. All these must be submitted with the tender (Technical bid). The supporting documents to be enclosed.
5. The furniture manufacturer should have an organized service set up based at Pune and Tirupati. First Response Time for service should be within 24 working hours (excluding Sundays/ holidays) Detailed address to be Submitted.
6. The manufacturer should have in house Quality Control Facility. (Supporting documents about Quality Control facilities). Documents to be submitted.
7. The weight-age will be given to the manufacturers having BIFMA certificate.
8. Black listed: The bidder shall not be among the ones blacklisted for any reason in any government /public sector organization. Affidavit to be submitted to that effect.
9. Permanent account number: PAN must attach the copy. (Documentary evidence should be attached).
10. Service tax registration: As per applicability (Documentary evidence should be attached).
11. TIN Registration No: VAT/CST as per applicable. (Documentary evidence should be attached)

ANNEXURE - B

TECHNICAL BID FORMAT

1. OEM Name: _____
 2. Full Postal Address: _____
_____ PIN _____
 3. Email Address: _____
 4. Website Address: _____
 5. Contact No.: Phone No.: _____ Mobile No.: _____
Fax No.: _____ City: _____ State: _____
 6. Name of Dealer/Distributors full address: _____

 7. Sales Tax Registration No.: _____
 8. Central Sales Tax Registration No.: _____
(Enclose Xerox Copy)
 9. PAN OF THE FIRM: _____
(Enclose Xerox Copy)
 10. Current Bank A/c No. : _____
(Statement of last twelve months should be enclosed)
 11. Annual Turnover for last 3 years: _____
(Audited Statements of Accounts of last three financial Years should be enclosed)
 12. List of the Clients (with Contact person, Mobile/ Tel No, Email) being
served during the last three years:
 13. Details of the DD: (EMD) _____
- Date: _____ Signature with Seal: _____

ANNEXURE - C

PRICE BID FORMAT - FOR IISER PUNE

Description	Discount offered
Percentage of discount offered on basic cost of the price list.	

PRICE BID FORMAT - FOR IISER TIRPUTI

Description	Discount offered
Percentage of discount offered on basic cost of the price list.	

Signature of OEM/AD.

Name:

Company Seal:

ANNEXURE - D

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas (hereinafter called the "tenderer") has submitted their offer dated.....for the supply of (hereinafter called the "tender") against the Purchaser's tender enquiry No.KNOW ALL MEN by these presents that WE.....ofhaving our registered office at..... are bound unto(hereinafter called the "Purchaser)in the sum offor which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser (IISER PUNEI) having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

Signature of the authorized officer of the Bank.

Name and designation of the officer.

Seal, name & address of the Bank and address of the Branch Phone No.



IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer