



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Chennai 600 036

Telephone: [044] 22574370

FAX: [044] 22574352

E-mail: ravi@cse.iitm.ac.in



**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**

**Indian Institute of Technology, Madras, Chennai, 600 036.**

**Date: 07.03.18**

**Ref: CSE/BRAV/2017/003/RBEI/SPLX**

**Sub: TENDER FOR " FURNITURE -CHAIRS FOR ROBERT BOSCH CENTRE FOR DATA SCIENCE AND ARTIFICIAL INTELLIGENCE (RBC DSAI)" dated 07.03.18 ref: CSE/BRAV/2017/003/RBEI/SPLX.**

**Tender Due on: 21.03.2018, 3.00 PM**

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, tenders are invited for the supply of **"FURNITURE-CHAIRS FOR ROBERT BOSCH CENTRE FOR DATA SCIENCE AND ARTIFICIAL INTELLIGENCE (RBC DSAI)" (CSE/BRAV/2017/003/RBEI/SPLX)** conforming to the specifications given in Annexure.

**Instructions to the Bidder**

**i Submission :** The tenders should be submitted under two-bid system (i.e.) Technical bid and Financial bid **before 3 PM on 21.03.2018**. The technical bid should have the compliance statement for all the required specifications and qualification criteria.

**ii. Delivery of the tender** - The tender shall be sent to the below-mentioned address either by post or by courier so as to reach the following address before the due date and time specified in the Schedule: Dr.B.Ravindran, Professor, Department Computer Science & Engineering, and IIT Madras 36.

**iii. Opening of the tender** - The offer/Bids will be opened by a committee duly constituted for this purpose. The technical bids will be opened first and it will be examined by a technical committee which will decide the suitability of the bid as per our specifications and requirements. The Technical Bid opening is scheduled on 22/03/2018, 3.00 PM. The venue will be intimated to the vendors. In respect of opening of financial bid, those bidders who are technically qualified only will be called for.

**iv. Prices** - The price should be quoted in net per unit (after breakup) and must include all packing and delivery *charges* to various Departments/Centers/Institutions. The offer/bid should be exclusive of taxes and duties. The percentage of tax & duties should be clearly indicated separately. IIT Madras is eligible for concessional GST and relevant certificate will be issued.

In case of import supply, the price should be quoted on EX-WORXS and CIP basis indicating the mode of shipment.

**v. Agency Commission** - Agency commission, if any, will be paid to the Indian agents in Rupees on receipt of the equipment and after satisfactory installation. Agency Commission will not be paid in foreign currency under any circumstances. The details should be shown in Tender even in the case of 'Nil' commission. The tenderer should indicate the percentage of agency commission to be paid to the Indian agent. The foreign Principal should indicate about the percentage of payment and it should be included in the originally quoted basic price, if any.

**vi. Terms of Delivery** - The item should be supplied to our various Departments/Institutions as per Purchase Order. In case of import supply, the item should be delivered at the *cost* of the supplier to our Institution. The Installation/Commissioning should be completed as specified in our important conditions.

**vii. Technical Bid Opening:** The technical bid will be opened on 22/03/2018 at 3 pm in Department of Computer Science & Engineering, IIT Madras and the financial bids of those tenders who are technically qualified will be opened at a later date under intimation to them.

**Viii.** IIT Madras reserves the full right to accept / reject any tender at any stage without assigning any reason.

Yours sincerely,

**Dr.B.Ravindran,**

**Professor,  
Department of Computer Science & Engineering**

## **SCHEDULE**

### **Important Conditions of the tender**

1. The due date for the submission of the tender is **21.03.2018, 3 PM.**  
The offers / bids should be submitted in two bids system (i.e.) Technical bid and Financial bid. The Technical bid should consist of all technical details / specifications only. The Financial bid should indicate item-wise price for each item and it should contain all Commercial Terms and Conditions including Taxes, transportation, packing & forwarding, installation, guarantee, payment terms, pricing terms etc. The Technical bid and financial bid should be put in separate covers and sealed. Both the sealed covers should be put in a bigger cover. The Tender for supply of "**FURNITURE-CHAIRS FOR ROBERT BOSCH CENTRE FOR DATA SCIENCE AND ARTIFICIAL INTELLIGENCE (RBC DSAI)**" should be written on the left side of the Outer bigger cover and sealed.
2. **Indian agent:** If an Indian agent is involved, the following documents must be enclosed:  
Foreign principal's proforma invoice indicating the commission payable to the Indian Agent and nature of after-sales service to be rendered by the Indian Agent.  
Copy of the agency agreement with the foreign principal and the precise relationship between them and their mutual interest in the business.  
The enlistment of the Indian agent with Director General of Supplies & Disposals under the Compulsory Registration Scheme of Ministry of Finance.
3. The offer/bids should be sent only for the items that is commercially available in the market and supplied to a number of customers. A list of customers in India and abroad with details must accompany the proposals. Prototypes will not be accepted.
4. **Original catalogue** (not any photocopy) of the quoted model duly signed by the principals must accompany the proposal in the Technical bid. Technical bid should not carry any price details.
5. Documentary proof for the claimed position and repetition accuracies must be obtained from the principals and submitted along with the relevant pages of the standards.
6. Compliance or Conformation report with reference to the specifications and other terms & conditions should also be obtained from the principal.
7. **Validity:** Validity of Quotation not less than 90 days from the due date of tender.
8. **Delivery Schedule:** The tenderer should indicate clearly the time required for delivery of the item. The expected delivery period is 4 weeks from the date of conformation of the contract. In case there is any deviation in the delivery schedule, liquidated damages clause will be enforced or penalty for the delayed supply period will be levied.
9. **Risk Purchase Clause:** In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.
10. **Payment:-** No Advance payment will be made for Indigenous purchase. However 90% Payment against Delivery and 10% after installation are agreed to wherever the installation is involved. In case of

import supplies the payment will be made only through 100% Letter of Credit i.e. (90% payment will be released against shipping documents and 10% after successful installation wherever the installation is being done).

**11. Advance Payment:** No advance payment is generally admissible. In case of specific percentage of advance payment is required, the Foreign Vendor has to submit a Bank Guarantee equal to the amount of advance payment and it should be routed through the Beneficiary Bank to the end user Bank. Otherwise, the Indian Agent of the foreign vendor has to submit a Bank Guarantee through a Nationalized Bank of India.

**12. On-site Installation:** The equipment or machinery has to be installed or commissioned by the successful bidder within 15 days from the date of receipt of the item at site of IIT Madras.

**13. Warranty/Guarantee:** The offer should clearly specify the warranty or guarantee period for the machinery/equipment. Any extended warranty offered for the same has to be mentioned separately. (For more details please refer our Technical Specifications).

**14. Late offer:** The offers received after the due date and time will not be considered. The Institute shall not be responsible for the late receipt of Tender on account of Postal, Courier or any other delay.

**15. Acceptance and Rejection:** I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

**16. Do not quote the optional items or additional items unless otherwise mentioned in the Tender documents / Specifications.**

**17. Disputes and Jurisdiction: -**

**Settlement of Disputes:** Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate one arbitrator. The Dean IC&SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceedings shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai.

- a. **The Applicable Law:** This Purchase Order shall be construed, interpreted and governed by the Laws of India, Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.
- b. Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

**18. All Amendments, time extension, clarifications etc., will be uploaded on the website only** and will not be published in newspapers. Bidders should regularly visit the above website to keep themselves updated. No extension in the bid due date/ time shall be considered on account of delay in receipt of any document by mail.

**Acknowledgement:** It is hereby acknowledged that the tenderer has gone through all the conditions mentioned above and agrees to abide by them.

**SIGNATURE OF TENDERER**

**ALONG WITH SEAL OF THE**

**COMPANY WITH DATE**

## **ANNEXURE – I**

### **QUALIFICATION CRITERIA:**

1. Average Annual financial turnover during the last 3 years, ending 31st March of the financial year 2016-2017 shall be at least minimum of 100 Lakh with national /International presence.
2. Work Experience: Experience of having successfully completed supplies of chairs of similar requirement during last 3 years ending last day of month previous to the one in which tenders are invited. Proof of completion of one similar work costing not less than Rs.5, 00,000/. Or two similar work with value of 3 lakhs plus each
3. The bidders shall submit Work order / purchase order copies for supplying similar items. The Bidders shall also submit documentary evidence in respect of satisfactory execution of each of those work orders / Purchase orders, in the form of copies of any of the documents (indicating respective work order / Purchase order number and supply of the items)
4. Copy of satisfactory completion / Performance certificates declared by Central Government Undertakings, Public Sector Units and/or Corporates.
5. In case the bidder is a dealer or Authorized Channel partner, the bidder should submit the authorization certificate from the Manufacturer.
6. The Products quoted should conform to International Indoor Air Quality Standards & Valid certifications conforming to current BIFMA, Greengard etc. The Chair should conform to design and performance specified by a national level body for "Occupational Therapy / Occupational Health or by Orthopedics association.
7. The bidder must possess the valid certification of ISO: 9001 for quality process. The product quoted should be from the manufacturing facility with valid certification of ISO: 14001 & ISO: 50001. The bidder should submit the proof of documentation for the same.
8. Manufacturer must have in-house testing facility conforming to International standards. The Bidder is required to present test reports issued by the in-house testing laboratory as conformation to quality standards adhered.
9. **Warranty:** One year Comprehensive and the life time spares support should be for 10 years.
10. The bids of the bidders who are blacklisted by PSU or Government Department / Agency or Government Authority will be rejected.
11. Color of the chairs will be as approved by IIT. The approval of color of the chairs items will be given by IIT after placing of purchase order. The color of the furniture items shall be matching the ambience and Décor of the Interiors.
12. The chairs supplied shall be aesthetically appealing, ergonomic and should have high quality finishing and workmanship.

## **ANNEXURE II**

### **CHAIR SPECIFICATION & QUANTITY REQUIRED**

Quantity Required – 75 Nos.

Approved Make: Godrej or Transteel or Equivalent

Overall Dimension:

Width: 75 +/- 5 cm

Depth: 75 +/- 5 cm

Height: 95 +/- 10 cm

Seat Height: 50 +/- 10 cm

Colours: Minimum 4 Colour options for Seat as well as Back

The Chair to have cushioned seat assembly consists of seat base moulded in glass-filled Poly-amide, moulded Polyurethane foam & upholstered with high stretch knitted polyester fabric.

The seat and back are firmly connected to the base frame and are cantilevered in such a way that it gives a multi-dimensional movement possibility just with a simple lean on the sides or back, without need for complex manual adjustments. Or it should have a Lumbar support at the back.

The chair seat to have Pneumatic height Adjustment with stroke of  $9 \pm 1$  cm. chair to have 5 Pedestals with twin Wheel/ 50 mm Castors.

Should have adjustable arms assembly consisting of armrest housing sliding over the armrest structure, both moulded in glass-filled Poly-amide. The height adjustment of Arm feature is button operated having adjustment of  $7 \pm 0.5$ cm. The Armrest Top is made up of integral skin PU moulded over plastic inner moulded in glass-filled Poly-amide.

The seat should offer impact cushioning while sitting and should synchronize with the back movement during posture changes. The variable tilt angle recline motion can be adjusted with at least 3 position Tilt Limit feature.

The Chair should have Green Guard Gold Certification and should conform to BIFMA x 5.1 Standards.

The Chair should conform to design and performance specified by a national level body for "Occupational Therapy / Occupational Health or by Orthopedics association.