



भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036  
**INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036**  
भंडार एवं क्रय अनुभाग  
**STORES & PURCHASE SECTION**  
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**G. Chitrapavai**  
**Deputy Registrar (Stores & Purchase)**

**Dated : 27.12.2016**

**Tender No. SPS / EU/SS TABLE – KRISHNA HOSTEL/006/2016-17**

**Due Date–16.01.2017  
before 2.00p.m**

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, Tenders are invited for

**Supply & Fixing of “SS Table with granite top at Krishna Hostel Dining Hall”**

Confirming to the specifications enclosed.

<b>A.</b>	<b>LAST DATE for receipt of Tender</b>	<b>:</b>	<b>16.01.2017 before 2.00 p.m</b>
	<b>Date &amp; Time Of Opening Of Tender</b>		<b>16.01.2017 at 3.00 p.m</b>
	<b>Submission of Tender</b>	<b>:</b>	<p>Both Technical Bid &amp; Price Bid should be in separate cover with specification on the cover as “<b>Technical Bid</b>” &amp; “<b>Price Bid</b>” as the case may be. Both the independent covers should be placed in one big cover and sealed with the superscription on the left hand side <b>OPEN TENDER FOR Supply &amp; Fixing of “SS Table with granite top at Krishna Hostel Dining Hall”</b> due on <b>16.01.17 at 2.00 p.m.</b></p> <p>The tender cover should be sent to: <b>Ms. V.G. BHOOMA, IRPS</b> <b>REGISTRAR</b> <b>INDIAN INSTITUTE OF TECHNOLOGY MADRAS</b> <b>CHENNAI-600 036</b></p> <p>Right is reserved to ignore any tender which fails to comply with the above instructions. <b>Tender should be sent either by REGISTERED POST ACKNOWLEDGEMENT DUE OR THROUGH MESSENGER.</b> If the Tender is sent through Messenger, the same has to be dropped in the <b>TENDER BOX marked Stores &amp; Purchase</b> kept for this purpose in the <b>REGISTRAR’S OFFICE (1<sup>st</sup> Floor of Administrative Building)</b> before <b>2.00 PM on due date 16.01.2017.</b></p> <p>If it is by post (Registered Post or Speed post only) the same should reach <b>before 2.00 p.m. i.e on the last date 16.01.2017</b> otherwise it will be summarily rejected.</p> <p><b>THE INSTITUTE SHALL NOT BE RESPONSIBLE FOR THE LATE RECEIPT OF TENDER ON ACCOUNT OF POSTAL OR ANY OTHER DELAY. THE TENDER BOX WILL BE CLOSED EXACTLY AT 2 P.M. ON 16.01.2017.</b></p>
<b>B.</b>	<b>Pre bid meeting :</b>	<b>:</b>	<p><b>Date and time : 06.01.2017@ 10.30 am</b> Venue : Third floor, Conference Room, Administration Building, IIT Madras <b>Doubts if any on the specifications, tender conditions etc. may be raised and get clarified during the pre-bid meeting for the above tender and the tenders may visit the Vindhya Mess to study the specification and methodology of assembling of the Dining tables</b></p>

<b>Guidelines, terms and conditions of tender :</b>			
<b>1.A.</b>	<b>Earnest Money Deposit (EMD)</b>	:	<ul style="list-style-type: none"> <li>➤ EMD @ 2% of the item value quoted has to be paid by means of DD only along with the tender</li> <li>➤ Performance guarantee @3% of the item value quoted has to be submitted in addition to above 2% EMD by way of DD/ bank guarantee <b>by the successful bidder only.</b></li> <li>➤ Demand Draft may be drawn in favour of “<b>The Registrar, IIT Madras</b>” payable at Chennai.</li> <li>➤ <b>The EMD should be put in a separate cover and should be enclosed in the technical bid cover only, else the bid will be rejected due to non-enclosure of EMD.</b>The EMD cover will be opened along with the commercial bid only after technical evaluation of the bids</li> </ul>
<b>B.</b>	<b>Marking on Technical Bid</b>	:	<ul style="list-style-type: none"> <li>➤ The technical Specification for this tender is given in <b>Annexure A.</b> The tenderer shall go through the specification and submit the technical bid.</li> <li>➤ The Technical bid should be submitted in the proforma given as per <b>Annexure B</b></li> <li>➤ The technical bid cover of the various items should clearly be marked with the <b>item name.</b></li> <li>➤ The technical bid covers of the various items should be put into one big cover <b>superscribed “Technical Bid”.</b></li> <li>➤ All technical bid should have the page-wise <b>heading as “Technical Bid” and page no.</b> in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</li> <li>➤ The technical bid should consist of all technical details along with catalogue, commercial terms and conditions.</li> </ul>
<b>C.</b>	<b>Marking on Price Bid</b>	:	<ul style="list-style-type: none"> <li>➤ Price bid should be submitted in the prescribed proforma as per <b>Annexure C</b></li> <li>➤ The price bid cover of the various items should clearly be marked with the <b>item name.</b></li> <li>➤ The price bid covers of the various items should be put into one big cover <b>superscribed “Price Bid”.</b></li> <li>➤ All Price bid should have the page-wise <b>heading as “Price Bid” and page no.</b> in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</li> <li>➤ Price bid should indicate item-wise price for all the items mentioned in the technical bid.</li> </ul>

D.	Tender document fee	:	<ul style="list-style-type: none"> <li>➤ <b>The tender document fee of Rs.525/- (inclusive of VAT @ 5%) (Non-refundable)</b> should be drawn in the form of DD (obtained on or after the date of advertisement) in favour of “<b>The Registrar, IIT Madras</b>” payable at Chennai, and the same should be kept in separate cover written on the top as “Tender fee “ and should be placed inside the technical bid cover.</li> <li>➤ No separate tender documents will be issued by us. The same can be downloaded from our institute website: <a href="http://tenders.iitm.ac.in">http://tenders.iitm.ac.in</a> &amp; <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></li> </ul>
2.	<p><b>Preparation of Tender:</b></p> <p>a) The Schedule to the Tender form should be returned intact whether you are quoting for any item or not. Pages should not be detached and when items are not being tendered for, the corresponding space should be defaced by some such words as 'not quoting'.</p> <p>b) In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning Sl.No. and other relevant particulars. Each such additional page must be numbered consecutively, bear the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.</p> <p>c) If any modification of the schedule is considered necessary, you should communicate the same by means of a separate letter sent with the Tender within due date.</p> <p>d) You should quote your product as per our specification requirements by mentioning our requirements and your offer side by side and the rate should be in total as per our requirements. We will not make any calculation if you have mentioned the rates of items separately.</p> <p>e) The offer/bids should be submitted in two bid system i.e. Technical Bid and Price Bid in a separate cover.</p> <p>f) The Technical bid cover will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the <b>Vendor Eligibility Criteria (Sl. No. 26)</b> will be evaluated. The Price bid of only those bidders whose technical bid is found to be technically adequate by the Committee will be opened.</p>		
3.	<p><b>Signing of Tender:</b></p> <p>The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and special conditions enclosed herewith. <b>Each page of the tender documents required to be signed and bears the official seal of the tenderers.</b></p>		
4.	<p><b>Period for which the offer will remain open:</b></p> <p>(i) Firms tendering should note the period for which it is desired that their offers should remain open for acceptance. If the firms are unable to keep their offers open for the specified period they should specifically state the period for which their offers are being provided, however, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p> <p>(ii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance', 'subject to prior sale' will not be considered.</p> <p>(iii) The Tender shall remain open for acceptance/validity till: <b><u>17.04.2017</u></b></p>		
5.	<p><b>Opening of Tenders:</b></p> <p>You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date specified in this document.</p>		

6.	<p><b>Prices:</b></p> <p>The prices quoted must be nett per unit as per the technical specification mentioned in <b>Annexure B</b> and must include all packing, delivery and installation charges and other statutory levies. <b>The prices quoted by the Tenderer should be inclusive of Sales Tax/VAT and other statutory levies</b> (and should be clearly stated to be so) which will be paid by the Purchaser/if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender. <b>The percentage of tax etc. included in the price should be indicated in clear terms. If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others.</b> If at the time of comparison of your offer without taxes etc. is happen to be lowest, you are bound to supply as per the offered rate, i.e. without taxes etc.</p> <p>Hence you are requested to be careful while quoting for tender. <b>The price should be without customs duty and excise duty since IIT Madras is fully exempted from payment of excise duties and also eligible for payment of concessional customs duty against submission of Essentiality Certificate. The customs duty will be payable / reimbursable by us at the time of clearance on production of necessary proof. Hence these duties need not be included in the price while quoting.</b> Necessary document will be provided at appropriate time. <b>No price revision, changes in the specification already given or changes in the terms and conditions etc. during the period is acceptable.</b></p> <p><b>We are eligible for concessional VAT/CST on submission of concessional certificate. The Institute is not authorized to issue C or D forms of Sales tax certificate. Hence VAT/CST should be charged at concessional rates as applicable to educational and research institutions run without profit motives, for which necessary certificate will be issued on demand at the time of retirement of documents/payment, wherever applicable.</b></p>
7.	<p><b>Terms of Delivery:</b></p> <p>Supply, Installation and Commissioning are required to be completed as per the <b>special condition enclosed</b> herewith.</p>
8.	<p><b>Right of Acceptance:</b></p> <p>Indian Institute of Technology Madras, Chennai 600 036 does not pledge itself to accepting the whole or any part of the Tender or portion of the quantity offered.</p>
9.	<p><b>Communication of Acceptance:</b></p> <p>Acceptance by the Purchaser will be communicated by Post, and the Company's acceptance should be communicated to us formally in writing.</p>
10.	<p>In the event of the date of opening of tender being declared a closed holiday for the Indian Institute of Technology Madras the due date for opening will be following working day.</p>
11.	<p>Detailed technical specification is given in the <b>Annexure A</b>. Technical bid should be submitted as per <b>Annexure B</b>.</p>
12.	<p>FAX/Email/Telegram quotations will not be accepted.</p>
13.	<p>Please mention the CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the CST/VAT No. and Area Code.</p>
14.	<p><b>Quotations should be submitted in Sealed Cover (Sealing Wax).</b> The quotation should be typed in the space provided in the downloaded format only. No manual entries are accepted and this will be rejected at the opening stage itself. Quotes given by the tenderers in their own format/letter heads will not be considered at all.</p>

15.	<b>Warranty :</b> Warranty should be in clear terms as referred in <b>special conditions</b> . Indicate price change (if any) for extra year warranty.
16.	<b>Delivery Period:</b> Items should be delivered within 60 days from the date of P.O. The actual time to be specified clearly. No further extension of time will be allowed.  <b>Non delivery of items</b> will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from our mailing list in respect of future enquiry.
17.	In terms of Rule 160 (ii) of General Financial Rules, 2005 the bidder shall be at liberty to question the bidding conditions, bidding process and / or rejection of its bid.
18.	<b>CONDITIONS OF CONTRACT:</b> Printed or cyclostyled or such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para of the invitation to tender and tender papers. In case these terms and conditions are not acceptable to the tenderer, he should specifically state the deviation(s) there from in the body of the tender.
19.	<b>PRICE:</b> i) Prices must be in Indian Rupees. ii) The unit prices should be for the same unit as indicated in the Annexure Aof the tender document and not for any other unit. iii) Prices quoted should be for supply, installation and commissioning in I.I.T. Madras Krishna Hostel. iv) Discount, if any, should be indicated prominently.
20.	<b>TRANSIT INSURANCE:</b> The Purchaser will not pay separately for Transit Insurance.
21.	<b>PAYMENT:</b> i) 80% of the payment will be released after supplying the finished table and submitting all relevant tests results.The balance 20% will be released after placing/fixing the table in appropriate location.  ii)20% advance will be paid if claimed by the vendor against the bank guarantee from scheduled banks and will be adjusted against the 1 <sup>st</sup> running account bill.
22.	<b>TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:</b>  I. Name and full address of the Banker and their swift code and PAN No. II. Proof of registration with sales tax /VAT authorities like registration number, range etc. in clear terms.
23.	<b>EARNEST MONEY DEPOSIT (EMD):</b>  ➤ This Earnest Money will be returned to the unsuccessful tenderers after the final disposal of the tenders. <b>EMD will not carry any interest.</b> ➤ The EMD along with Performance Guarantee will be retained in the case of successful tenderers till the warranty period. ➤ EMD will not be waived under any circumstances. ➤ EMD will be forfeited in the case of non-execution of the order within the due date. ➤ <b>Non submission of EMD will lead to rejection of tender at the opening stage itself.</b>
24.	<b>GUARANTEE:</b> The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications. Tenderer should indicate the period for which the said goods/articles would continue to confirm to the specifications.
25.	<b>JURISDICTION:</b> All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded,

	shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued.
<b>26.</b>	<p><b>VENDOR ELIGIBILITY CRITERIA:</b></p> <ol style="list-style-type: none"> <li>1. The vendor should have executed minimum of three similar nature of works of combined costing not less than Rs.20 lakhs in the last 5 years.</li> <li>2. The vendor should submit copy of the P.O. and completion certificate. For the works executed for private clients, the contractor should submit the TDS certificate.</li> <li>3. The proof for work execution as per tender eligibility should be submitted along with technical bid.</li> </ol>

### SPECIAL CONDITIONS

1. The dining tables to be supplied for Krishna dining hall to be made strictly as per the specifications given in the tender document.
2. The **table size, materials, section sizes, stiffeners, bushes, seats etc.**, should strictly match size and specifications given in the tender document as per the existing tables in Vindhya mess.
3. The overall weight of the table excluding granite for the 8 seater table should not be less than 83 Kg and 4 seater table should not be less than 44 kg.
4. The **Tenderer may visit the Vindhya mess** to study the specifications and methodology of assembling and may quote as well as make the tables accordingly.
5. The contractor should submit the test certificate for the stainless steel conforming to grade304 from the reputed/ accredited institution/ labs.
6. The joints shall be welded completely. Tack welding is not acceptable.
7. Granite topping for the table should be of full panel without any joints. Black granite of 20mm thickness (Jet black) to be used for the table top. The dimension, design etc., should match with table available at Vindhya mess, IITM.
8. The rate shall inclusive of transport, loading and unloading, fixing/placing the table at different floors (including necessary lift and lead) as required as per the site condition.
9. Table supplied should be ready to install, assembling can be done at site. Electricity charges will be levied at the commercial rate of Rs.10.50 per unit.
10. IITM reserves the right to reject the part or entire quantity, if on a later date the tables supplied were found to be not as per the specifications and quality mentioned in the tender.
11. The contractor should give a warranty of 5 years from the date of installation of the tables other than damages caused by the users, in the form of BG for an amount of 5% of the P.O. value.
12. Sample approval: The successful bidder should submit one sample for inspection and approval. Only after approval of the sample by IITM, the ordered quantity shall be fabricated and supplied.
13. 8 SEATER DIAGRAM WITH DIMENSION & 4 SEATER DIAGRAM WITH DIMENSION , Floor plan for installation of table in Krishna hostel and reference photo of the dining table are enclosed in the ANNEXURES D,E,F respectively for reference.

**Yours faithfully,**

-sd-  
**Deputy Registrar**  
**(Stores & Purchase Section)**

### **ACKNOWLEDMENT**

It is hereby acknowledged that we have gone through all the points listed under “Special Conditions” outlined above, and those in the accompanying note on “**Guidelines, terms and conditions of tender**”, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

**SIGNATURE OF TENDERER ALONG  
WITH SEAL OF THE COMPANY WITH DATE**

## ANNEXURE A

### Technical Specifications for “SS Table with Granite Top”

Sl.No.	Description	No of tables
<b>1</b>	<p><b><u>Supplying and installing 8 seater</u></b> Stainless steel table with granite topping of (table top size 2.4x0.9m and height of the table 0.76m, height up to top of seat 0.46m, seating with SS plate of dia 0.3m ) at Krishna dining hall. The table should be made out of SS 304 grade SS sections with not less than 2mm thickness and the granite top should be of black granite without joint with thickness not less than 20 mm, with full round edge moulding with heavy duty PVC bushes for the legs. The design, section sizes, thickness of granite and SS section etc., should be strictly matched with the dining table available at Vindhya mess. The rate inclusive of placing the finished table up to two floor level as instructed by Engineer in charge.</p>	72
<b>2</b>	<p><b><u>Supplying and installing 4 seater</u></b> Stainless steel table with granite topping of (table top size 1.2 x0.9m and height of the table 0.76m, height up to top of seat 0.46m, seating with SS plate of dia 0.3m) ) at Krishna dining hall. The table should be made out of SS 304 grade SS sections with not less than 2mm thickness and the granite top should be of black granite without joint with thickness not less than 20mm, with full round edge moulding with heavy duty PVC bushes for the legs. The design, section sizes, thickness of granite and SS section etc., should be strictly matched with the dining table available at Vindhya mess. The rate inclusive of placing the finished table up to two floor levels as instructed by Engineer incharge.</p>	12



**Technical bid submission format: ANNEXURE - B**

S.No.	Description	No. of Tabela	Comply Yes/ No.	Remarks if any
1.	<p><b><u>8 Seater :</u></b>                      Supplying and installing 8 seater Stainless steel table with granite topping of (table top size 2.4x0.9m and height of the table 0.76m, height up to top of seat 0.46m, seating with SS plate of dia 0.3m ) at Krishna dining hall. The table should be made out of SS 304 grade SS sections with not less than 2mm thickness and the granite top should be of black granite without joint with thickness not less than 20 mm, with full round edge moulding with heavy duty PVC bushes for the legs.The rate inclusive of placing the finished table up to two floor level as instructed by Engineer in charge.</p>	72		
2.	<p><b><u>4 Seater :</u></b>                      Supplying and installing 4 seater Stainless steel table with granite topping of (table top size 1.2 x0.9m and height of the table 0.76m, height up to top of seat 0.46m, seating with SS plate of dia 0.3m ) at Krishna dining hall. The table should be made out of SS 304 grade SS sections with not less than 2mm thickness and the granite top should be of black granite without joint with thickness not less than 20mm, with full round edge moulding with heavy duty PVC bushes for the legs.The rate inclusive of placing the finished table up to two floor level as instructed by Engineer in charge.</p>	12		

<b>VENDOR ELIGIBILITY</b>				
S. No.	Description	Comply Yes/ No.	Page No. of the document	Remarks
3	The vendor should have executed minimum of three similar nature of works of combined costing not less than Rs.20 lakhs in the last 5 years.			
4	Copy of the Purchase Order for the executed work .			
5	Copy of the Work Completion certificate.			
6	For the works executed for <b>private clients</b> , the contractor should submit the TDS certificate.			

**SIGNATURE OF TENDERER ALONG  
WITHSEAL OF THE COMPANY WITH DATE**

## FINANCIAL BID SUBMISSION FORMAT – ANNEXURE C

S.No.	Description	Qty Required	Unit Cost	Total cost
1.	Supplying and installing 8 seater Stainless steel table with granite topping of (table top size 2.4x0.9m and height of the table 0.76m, height up to top of seat 0.46m, seating with SS plate of dia 0.3m ) at Krishna dining hall. The table should be made out of SS 304 grade SS sections with not less than 2mm thickness and the granite top should be of black granite without joint with thickness not less than 20 mm, with full round edge moulding with heavy duty PVC bushes for the legs. The rate inclusive of placing the finished table up to two floors level as instructed by Engineer in charge	72		
2.	Supplying and installing 4 seater Stainless steel table with granite topping of (table top size 1.2 x0.9m and height of the table 0.76m, height up to top of seat 0.46m, seating with SS plate of dia 0.3m ) at Krishna dining hall. The table should be made out of SS 304 grade SS sections with not less than 2mm thickness and the granite top should be of black granite without joint with thickness not less than 20mm, with full round edge moulding with heavy duty PVC bushes for the legs.The rate inclusive of placing the finished table up to two floor level as instructed by Engineer in charge	12		
Taxes , other charges whichever applicable				
Total Amount in Rs.				

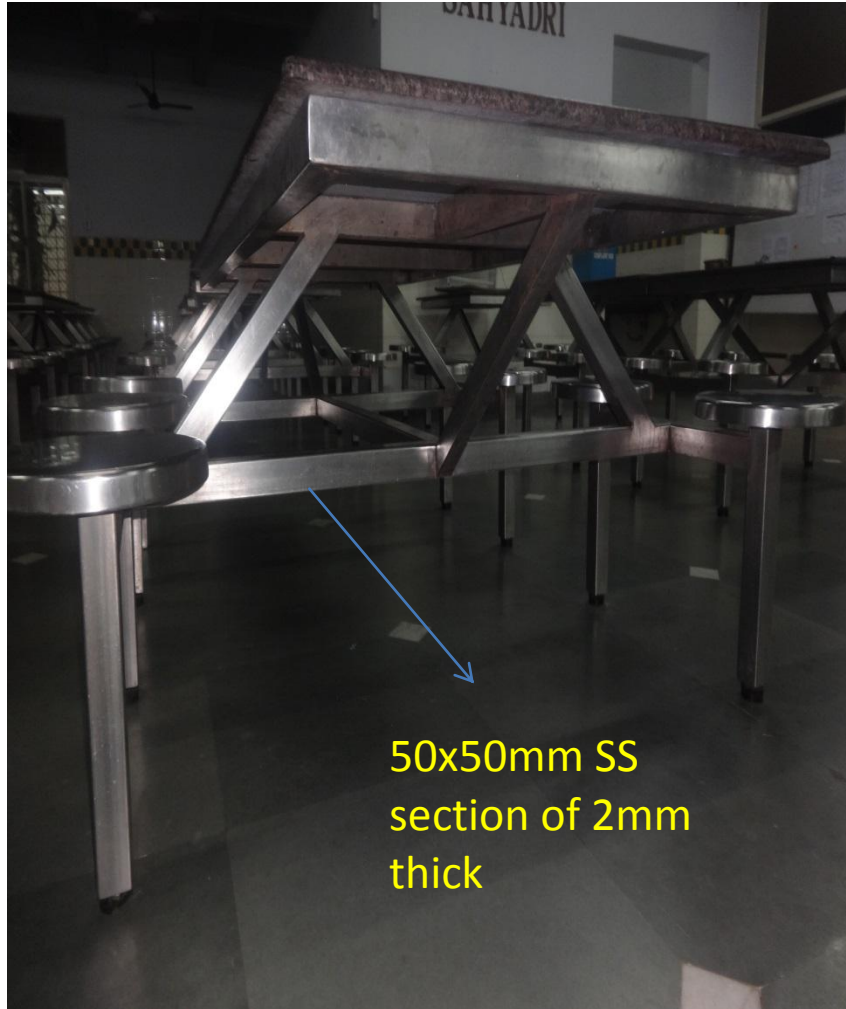
**SIGNATURE OF TENDERER ALONG  
WITHSEAL OF THE COMPANY WITH DATE**

IMAGES OF 8 SEATER – ANNEXURE D  
(Same as in Vindhya Mess)

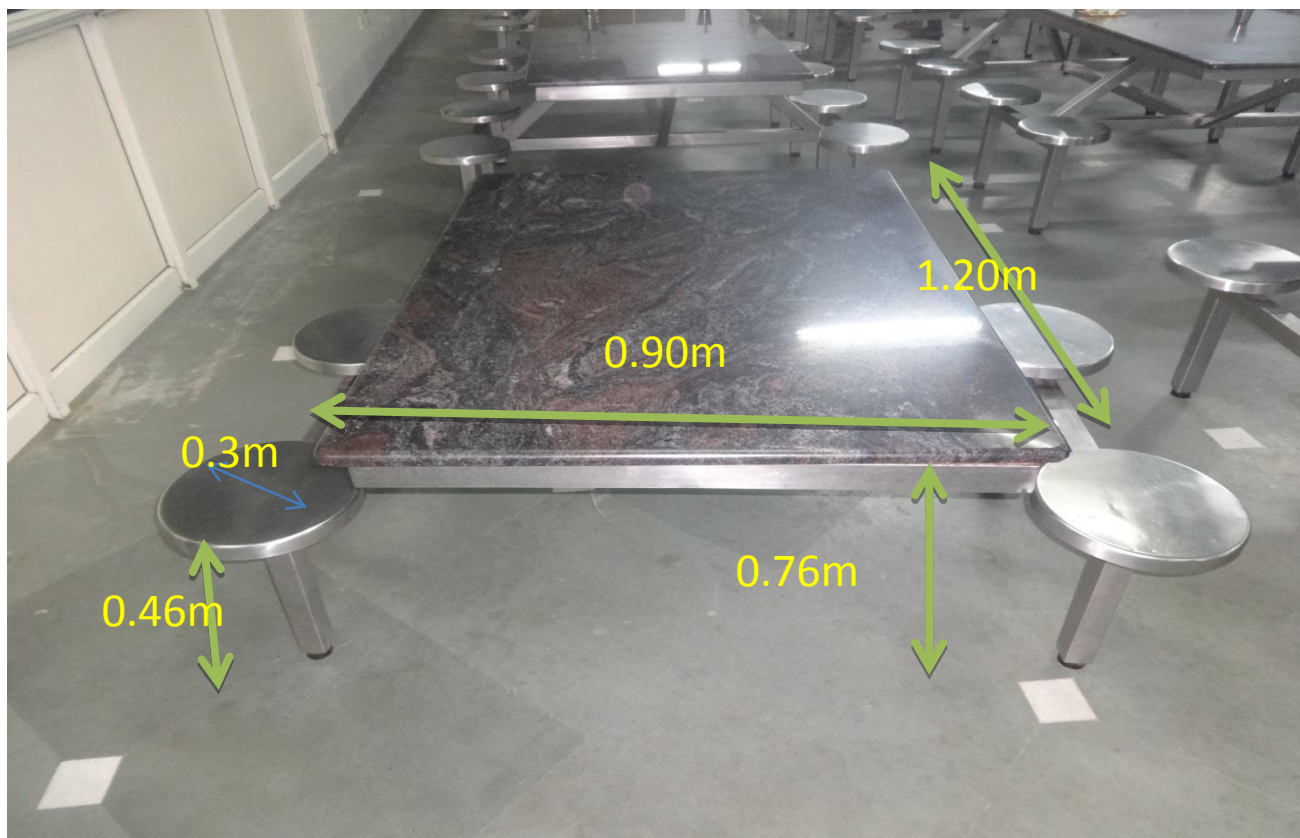


Contd...

IMAGES OF 8 SEATER – ANNEXURE D  
(Same as in Vindhya Mess)



IMAGES OF 4 SEATER- ANNEXURE E  
(Same as in Vindhya Mess)



Contd...

IMAGES OF 4 SEATER- ANNEXURE E  
(Same as in Vindhya Mess)



Floor Plan (1&2 FLOOR) - ANNEXURE F

