

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY
PASHAN, PUNE-411008**

(PS/Tender/06/2014)

TENDER NOTICE

Director, Indian Institute of Tropical Meteorology (An autonomous Institute under the Ministry of Earth Science, Govt. of India), Dr.Homi Bhabha Road, Pashan, Pune- 411 008 (India) invites sealed tenders (Part-I – Technical Bid, Part-II – Financial Bid) in separate sealed covers from Manufacturers / Suppliers for **The rate contract for one year for supply, installation,of Modular Furniture, High Back and Medium Back chairs.**

Tender documents with details can be obtained from Purchase & Stores Section of the Institute or can be download from Institute's website.

Last date of receipt of Tender at IITM, Pune : 30.07.2014 at 12:00 hrs.

Opening of Tenders (Technical bids only) : 30.07.2014 at 15:00 hrs.

The Institute reserves the right to reject any or all tenders without assigning any reason thereof. For details please visit Government's Central Procurement Portal (CPP) <http://www.eprocure.gov.in> as well as this Institute's Website: <http://www.tropmet.res.in>

**Scientific Officer Gr.-I, for Director
Email :vipin@tropmet.res.in**

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

Dr.HomiBhabha Road, Pashan, Pune 400 008

ENQUIRY NO: PS/132/04/2013

Tender Notice No.: PS/Tender/06 /2014

Director, Indian Institute of Tropical Meteorology (An autonomous Institute under the Ministry of Earth Science, Govt. of India), Dr.Homi Bhabha Road, Pashan, Pune- 411 008 (India) invites sealed tenders (Part-I – Technical Bid, Part-II – Financial Bid) in separate sealed covers from Manufacturers / Suppliers for **the rate contract for one year for supply, installation,of Modular Furniture, High Back and Medium Back chairs.**

(1) The approximate annual requirement is as below

Sr. No.	Item Description	Approx. Qty
01.	Modular Furniture (as per the specification enclosed)	50 Sets.
02.	High Back Chairs (As per specification enclosed)	50 Nos.
03.	Medium Back Chairs (As per specifications enclosed)	200 Nos.

1. The suppliers consolidated turnover for the last 3 years should be minimum of 20 lakhs or above per year to establish the credibility and reliability of the company.
2. The quote and rate contract should be valid and confirmed for a minimum period of 1 year from the placement of firm P.O. in case IITM desire to procure another purchase of furniture items thereof within this period. Any discount on this account should be considered.

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY,
PUNE 411 008 (INDIA)
GENERAL TERMS & CONDITIONS**

Tender Notice No.: PS/Tender/06 /2014 **ENQUIRY NO:** PS/132/04/2013

- 1) The Tenderers are requested to give detailed sealed tender in their own forms in two Bids i.e.

**Part – I Technical Bid.
Part II – Commercial Bid**

Bids addressed to
**The Director,
Indian Institute of Tropical Meteorology,
Dr.Homi Bhabha Road, NCL Post, Pashan, Pune – 411 008, INDIA.**

- 2) This tender is not transferable.
- 3) Tender document fee of **Rs.1,000.00** (Rs. One Thousand only) for indigenous suppliers / Indian agents (Non-refundable) has to be paid in the form of Demand Draft only drawn in favour of The Director, Indian Institute of Tropical Meteorology, Pune enclosed in Technical Bid only failing which tender will not be considered.
- 4) You have to submit **TECHNICAL BID AND COMMERCIAL BID** in two separate envelopes and you may keep both the bid envelopes in an envelope for sending to us.

TECHNICAL BID envelope will contain only the TECHNICAL SPECIFICATIONS of the indented material.

Another envelope (FINACIAL BID) will contain only the financial bid in which price, maintenance, AMC, CMC, OMC etc. and any other information, which has financial implications, will only be given.

- 5) The main envelope, which will contain both the bids, should be super scribed with our tender enquiry No. PS/132/04/2014 due on **30.07.2014** Tender No.PS/Tender/06/2014 for rate contract for the purchase of “ **Modular Furniture, High Back and Medium Back Chairs**” and should be addressed to **The Director, Indian Institute of Tropical Meteorology, Pune 411008.**
- 6) Please indicate page nos. on your quotation ex. If the quotation is containing 25 Pages, please indicate as 1/25, 2/25, 3/25 -----25/25.
- 7) Cost of the items should be mentioned clearly in the **COMMERCIAL BID..**
- 8) The technical bids will be opened on the specified due date in the presence of tenderers who wish to be present & the financial bids of only those bidders will be opened whose technical bid is found suitable by us.

9) The Date and Time of opening for Part-II (Commercial Bid) will be intimated only to prequalified and technically acceptable Tenderers for the item at a later date.

Last Date and Time for receipt of Tenders: **Upto 12.00 hrs. on 30.07.2014.**

Date and Time of opening of Tenders : **At 15:00 hrs. on 30.07.2014.**

(Part-I Technical Bids only)

10) This tender is **not transferable**.

11) **Fax / E-mail / Telegraphic / Telex tenders will not be considered**

12) The tender must be valid for a period of at least **90** days from the date of opening.

13) Supplier shall finally warrant that all the furnitures supplied under the SUPPLY ORDER shall be new and of the first Quality according to the specifications and shall be free from all the defects (even concealed fault, deficiency in the design material and workmanship).

14) Tender must clearly indicate the features offered unit price, VAT tax, transport, transit-insurance, installation charges. Institute cannot furnish any certificate for exemption or reduction in VAT tax or any other duty/tax. The vendor should mention the price of the equipment and the duties/taxes to be paid such as customs duty/excise duty/VAT taxes etc. separately.

15) The vendor has to furnish a Bank Guarantee as a performance security deposit to be submitted within 21 days from the date of receipt of purchase order to the extent of **10%** of the order value from a nationalized bank in the prescribed format valid for the entire period of warranty including extension if any.

16) No advance can be paid.

17) **Payment Term** : 100% payment will be made on supply and after satisfactory installation and successful completion of acceptance tests.

18) The Tenderer is required to furnish the Permanent Account Number (PAN) Allotted by the Income Tax Department. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration' etc. should also be provided in Technical Bid for Indian Agents.

19)a) In case of Indigenous Items the offer should contain the Basic Price and percentage of Excise Duty should be shown separately, since IITM, Pune is exempted from payment of Excise duty vide Govt. Notification No.10/97-Central Excise dated 15t March, 1997.

b) IITM is exempted from payment of Customs Duty vide Govt. Notification No.51/96-Customs dated 23rd July, 1996.

20) Discount offered should be mentioned clearly in the commercial bid only.

- 21) LBT payment if any, the same may please be shown separately.
- 22) The prices quoted should be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw material components and fluctuation in the foreign exchange rates and excise duty.
- 23) Goods should not be dispatched until the Vendor receives a firm order.
- 24) Indicate the names of the Indian reputed Organizations where you have supplied the similar equipment and may attach the satisfactory performance report of the equipment from user Organization.
- 25) a) If you have supplied identical or similar furniture to other Institutes under Ministry of Earth Sciences and Ministry of Science & Technology, the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
b) Based on the above information IITM will have its option to obtain details of the furniture for evaluation of the tender, directly from the concerned Labs. /Scientists etc.
- 26) Details of services rendered by you as well as after-sales services offered by you are to be made clear in the tender.
- 27) The Tenderer's conditions printed on the tender or otherwise sent along with the tender shall not be binding on IITM.
- 28) The vendor should have appropriate facilities and trained personnel for supply, installation to be supplied. Detailed information in this regard may be furnished.
- 29) **Delivery Period:** As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to.
- 30) **Earnest Money Deposit:**
 - a) The Earnest Money Deposit of **Rs. 84,000/- (Rs. Eighty Four Thousand only)** must be paid /sent along with your technical bid in the form of a Demand Draft, Banker cheque or Bank Guarantee (**from a Nationalized Bank only**) drawn in favour of The Director, Indian Institute of Tropical Meteorology, Pune payable at Pune, otherwise your technical & financial bids will not be considered at all. The Earnest Money of successful bidder will be returned only after installation as per the terms of our purchase order. If the successful bidder fails to fulfil the contractual obligations before the due date, he will forfeit the EMD.
The Earnest Money of the unsuccessful bidder whose technical bid has not been found suitable will be returned within **Forty Five days** after receipt of Technical Committee recommendations.
 - b) Those who are registered with Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation or the concerned Ministry / Department need not to furnish EMD along with their bids.
 - c) Though EMD has to be submitted by Demand Draft, Banker's Cheque or Bank Guarantee, we prefer to have Bank Guarantee for easy return to the bidders once

a decision is taken by IITM. (Specimen of Bank Guarantee is enclosed at Annexure 'A').

d) Tenders not accompanied with Demand Draft or Bank Guarantee towards "Earnest Money Deposit" will summarily be rejected.

31) Part and incomplete tenders are liable to be rejected.

32) The tenders must be clearly written or typed without any cancellations / corrections or overwriting.

33) IITM will not be responsible:

a) For delayed / late quotations submitted / sent by Post / Courier etc.

b) For submission / delivery of quotations at wrong places other than the Office of Director, IITM, Pune – 411 008.

34) If the supplier fails to Supply and Install the furniture as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of one percent value of the Purchase Order awarded, per every week delay subject to a maximum of 10% for every week beyond the due date and such money will be deducted from any money due or which may become due to the supplier.

35) In case of any dispute regarding part-shipment, non-compliance of any feature etc., the Director, Indian Institute of Tropical Meteorology, Pune will be the final authority to decide the appropriate action and it will be binding on the vendor.

36) Necessary exemptions / consideration will be granted to National Small Industries Corporation registered supplier on production of required documentary evidence.

37) Last Date and Time for receipt of Tenders **30.07.2014, 12.00 hrs**

38) Director reserves the right to reject any or all tenders without assigning any reason.

Specification of Modular Furniture and Chairs

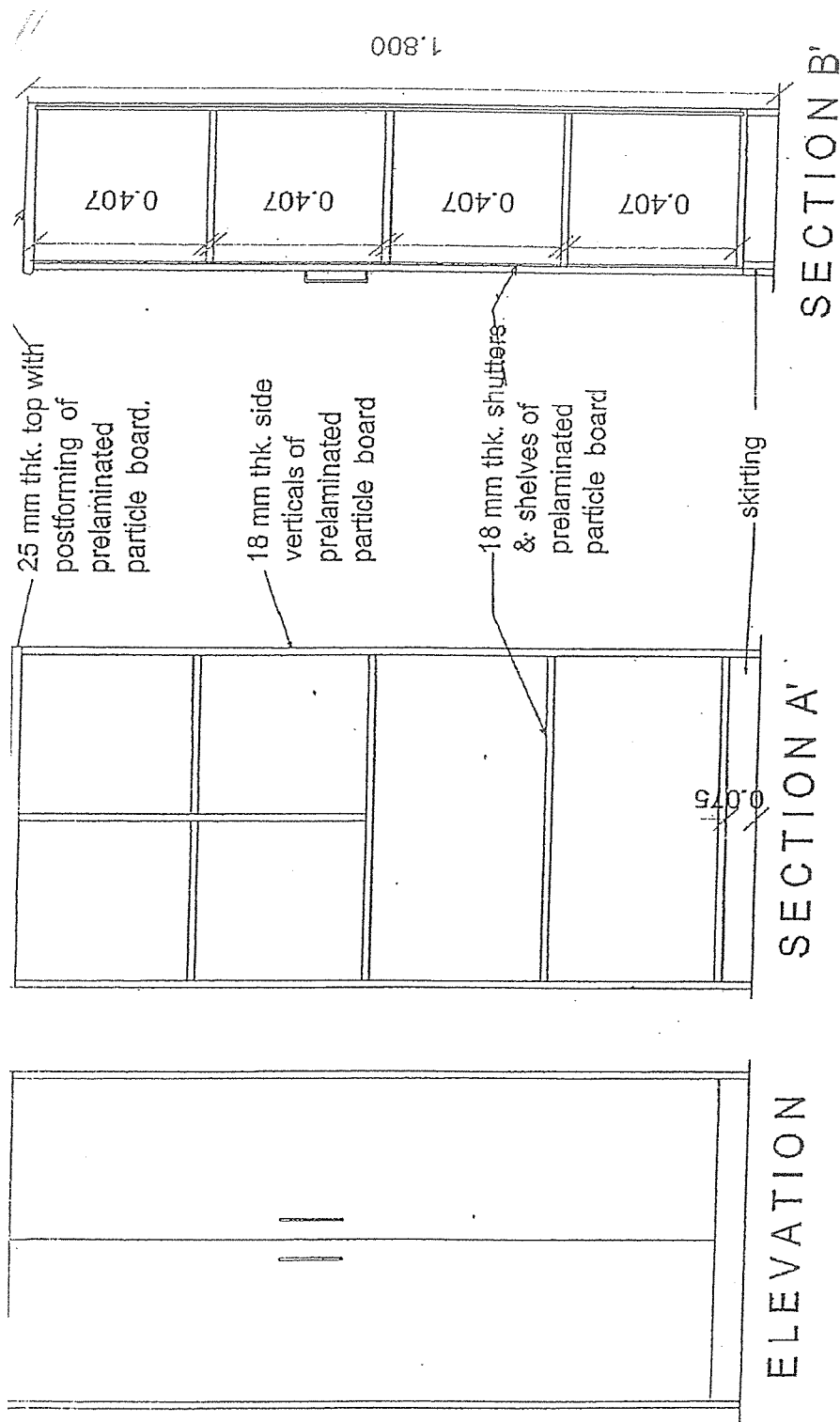
Modular Furniture

1. Executive Table : size 1650x750x750mm Providing and fixing of Laminate finish table using prelaminated plain particle board, Top fabricated out of 25mm thick plain particle board with post form 0.6mm laminate on top and duly balanced by 0.6 mm balancing laminate on all other sides. (Sides in 25mm Prelaminated Particle board) All boards components like tops, sides etc, are finished with PVC edge Binding (Rehau Make/or Equivalent) for better impact resistance. Other components like modesty panels (apron) in shall be fabricated out of 18mm thick plain particle board in approved colour and shade (Douglas Pine) as Per detailed drawing and as including necessary accessories. (Sides in 25mm Prelaminated Particle board)

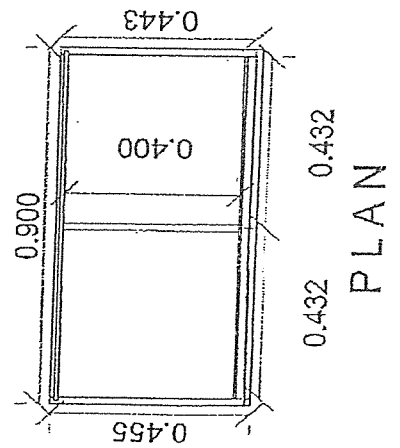
2. Side Runner- size 1200x450x725mm-Providing and fixing of laminate finish table using prelaminated plain particle board, Top fabricate out of 25mm thick plain Particle board with postform 0.6mm laminate on top and duly balanced by 0.6mm. Balancing laminate on the other sides. All boards components like tops, sides etc. are finished with PVC edge binding (Rehau make/or Equivalent) for better impact resistance. Other components like modesty panels (apron) shall be fabricated out of 18mm thick plain particle board in approved colour and shade (Douglas Pine) as per detailed drawing and as including following accessories 1) One key board drawer metallic powder coated (INNOFIT make / or equivalent) 2) One CPU trolley Make out of M.S. Powder coated mounted on lockable casters.

3. Pedestal Unit : Size 450x450x725mm-Providing and supplying pedestal unit with TOP fabricated out of 25mm thick plain particle board with post form 0.6mm Laminate on top and duly balanced by 0.6mm balancing laminate SIDES BOTTOM DRAWERS made of 18mm thick prelaminated particle board with 2mm thick PVC edge banding of required size etc complete. PEDESTAL BACK AND DRAWER BOTTOM -9mm thick prelaminated particle board etc. complete HARDWARE-Minifix wooden dowels, drawer sliders/channels counter sunk screw S.S.Brush Finished L Clips, Common Lock, Leveling bolt with insert etc.Complete as per drawing (Colour :Douglas Pine)

4. Modular Storage Unit- Size 900x455x1800mm Providing and fixing Modular Storage unit with TOP 25mm thick plain particle Board with Post Forming Laminated and Balancing Laminate below etc complete SIDES SHUTTERS BOTTOM SHELF, DIVIDER, SKIRTING-18mm thick prelaminated particle board With 2mm thick PVC Edge banding of required size etc. Complete STORAGE BACK-9mm thick prelaminated particle board etc. complete HARDWARE Minifix wooden dowels Auto closed hinges Counter Sunk screw, S.S.Brush Finished, Handles L' Clips Selves support. Multipurpose lock, Leveling Bolt with inserts etc complete as per drawing (Colour-Douglas Pine).



STORAGE RACK
 SIZE 900 X 455 X 1800
 ITEM NO. 4

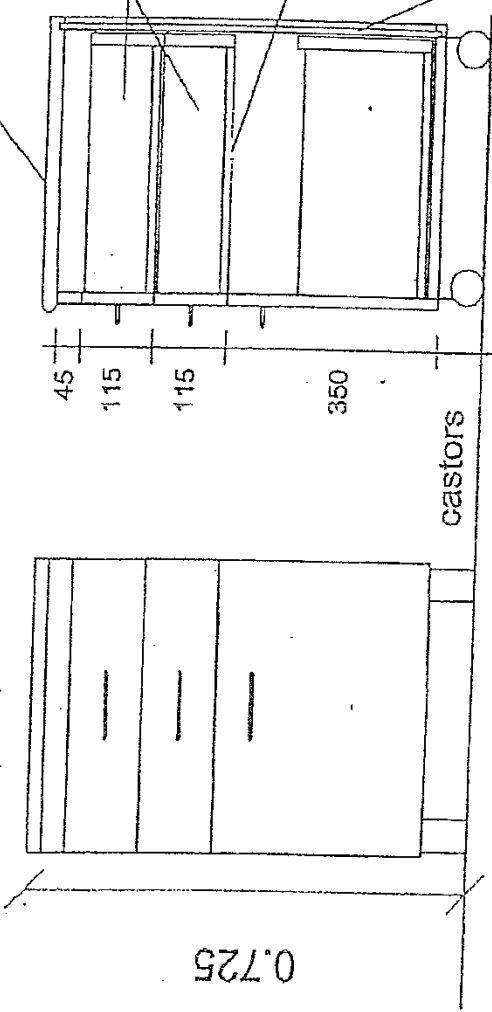


25 mm thk. top with postforming of prelaminated particle board.

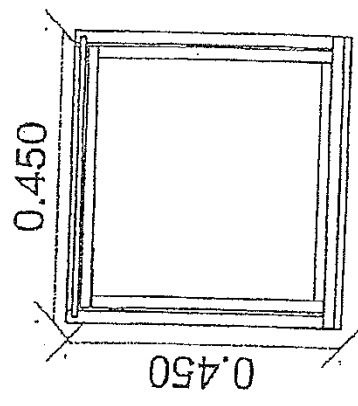
18 mm thk. drw. sides of prelaminated particle board.

12 mm thk. drw. bottom of prelaminated particle board.

09 mm thk. back of prelaminated particle board.



ELEVATION SECTION A'



PLAN

PEDESTAL
SIZE 450 x 450 x 725
ITEM NO. 3

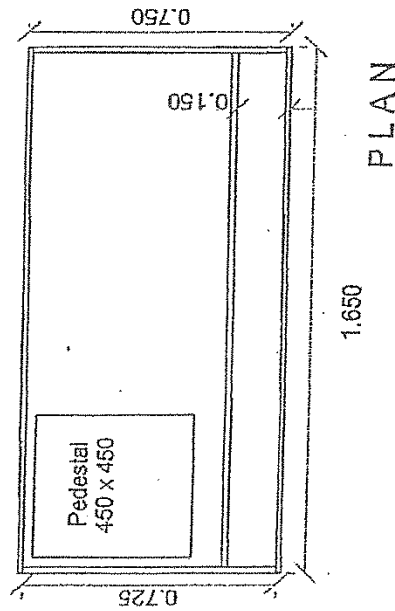
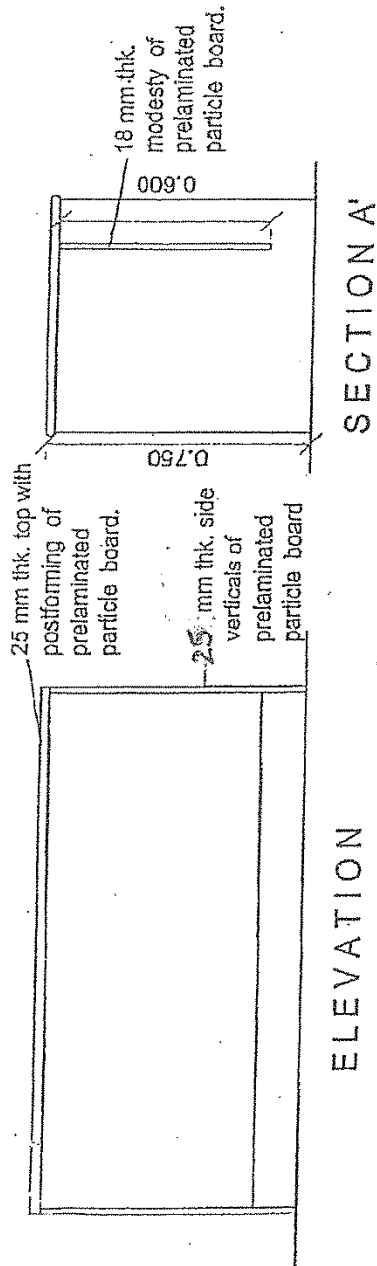
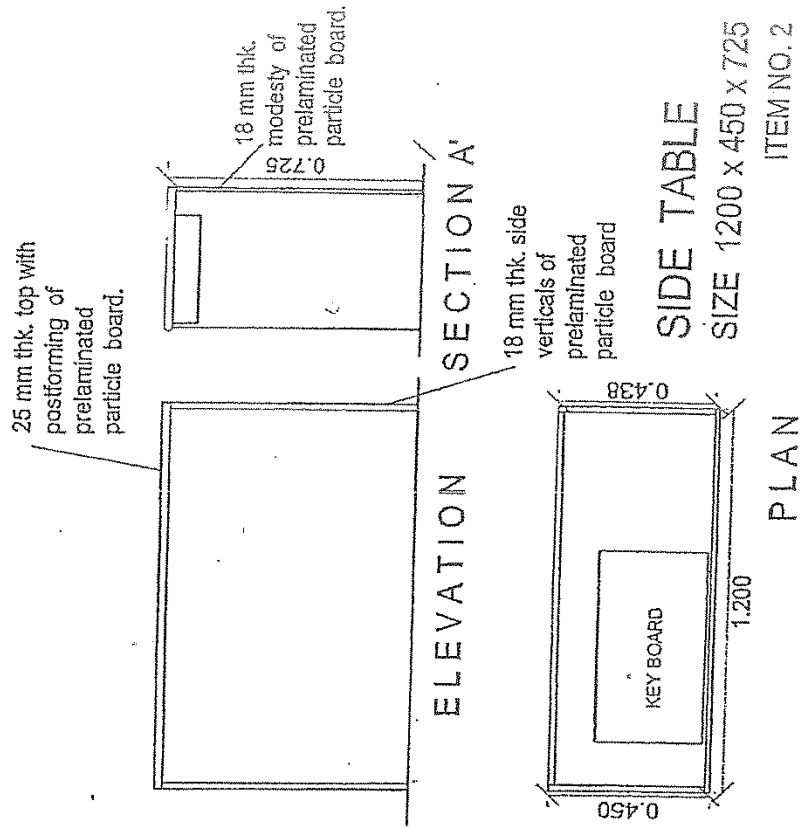


TABLE
 SIZE 1650 x 750 x 750
 ITEM NO. 1



SIDE TABLE
 SIZE 1200 x 450 x 725
 ITEM NO. 2

Specification for Medium Back Chair



(Reference Image)

Features

Executive Office Chairs.
Imported Nylon Mesh Back.
Pneumatic Seat Height Adjustment.
Extra Padded Seat.
Adjustable Arm Rest.
Built in Lumbar Support.
Medium Back Rest.
Synchronic Movement.
Imported wheels.
Heavy Duty Arm Support & Base.
Any Position Tilt Lock Mechanism.
High quality Chrome base.

Colour: Black

Seat Size: 21" W X 17" D

Seat height: 22" W X 25" H

Overall: Dimensions 22" W X 18" D X 41" -
44" H

Material :- Fabric

Specification for High Back Chair



(Reference Image)

Features

Executive Office Chairs.
Pneumatic Seat Height Adjustment.
Extra Padded Seat.
Head rest height adjustment.
Head rest cushion support.
Mesh supported back.
Built in Lumbar Support.
High Back Rest.
Synchronic Movement.
Heavy Duty Arm Support & Base.
Any Position Tilt Lock Mechanism.
High quality Chrome base.

Colour: Black

Seat Size: 21" W X 17" D

Seat height: 22" W X 30" H

Overall: Dimensions 22" W X 18" D X 45" -
47" H

Material: PU Leather

Annexure-II

Commercial quotation of Modular Furniture may be given in the following format

Sr.No	Specification	Unit	Qty	Amount
1	Modular Furniture consisting of-			
A	Executive Table : 1650 x 750 x 750 mm			
B	Side Runner : 1200x 450 x 725 mm			
C	Pedestal Unit : 450 x 450 x 725 mm			
D	Modular Storage Unit: 900 x 455 x 1800 mm			
2	Basic Cost			
3	Discount If any			
4	Excise Duty, if any			
5	P & F, Freight etc			
6	VAT/CST			
7	Installation Charges			
8	Service Tax, if any			
9	LBT Charges, if any			
10	Unit Total			
11	Delivery Period			
12	Warranty			
13	Validity of quote			
14	Payment Term			
15	Grant Total			
16	Note			

Commercial quotation of High Back Chairs may be given in the following format

Sr.No	Specification	Unit	Qty	Amount
1	High Back Chairs consisting of-			
2	Basic Cost			
3	Discount If any			
4	Excise Duty, if any			
5	P & F, Freight etc			
6	VAT/CST			
7	Installation Charges			
8	Service Tax, if any			
9	LBT Charges, if any			
10	Unit Total			
11	Delivery Period			
12	Warranty			
13	Validity of quote			
14	Payment Term			
15	Grant Total			
16	Note			

Commercial quotation of Medium Back Chairs may be given in the following format

Sr.No	Specification	Unit	Qty	Amount
1	Medium Back Chairs consisting of-			
2	Basic Cost			
3	Discount If any			
4	Excise Duty, if any			
5	P & F, Freight etc			
6	VAT/CST			
7	Installation Charges			
8	Service Tax, if any			
9	LBT Charges, if any			
10	Unit Total			
11	Delivery Period			
12	Warranty			
13	Validity of quote			
14	Payment Term			
15	Grant Total			
16	Note			

BID SECURITY FORM

Whereas 1 (hereinafter called "the Bidder") has submitted its bid dated (*date of submission of bid*) for the supply of _____ (*name and/or description of the goods*)(hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE _____ (*name of bank*) of (*name of the country*), having our registered office at (*address of bank*)(hereinafter called "the Bank"), are bound unto (*name of Purchaser*) (hereinafter called "the Purchaser") in the sum of _____ for which payment well 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 of 20____THE CONDITIONS of this obligation are:

1. If the Bidder withdraws it's bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of it's bid by the Purchaser during the period of bid validity:
 - a) fails or refuses to execute the Contract Form if required; or
 - b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, Without the Purchaser 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 to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to forty five days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)
Name of Bidder